



Religious Education Handbook

2011-2012

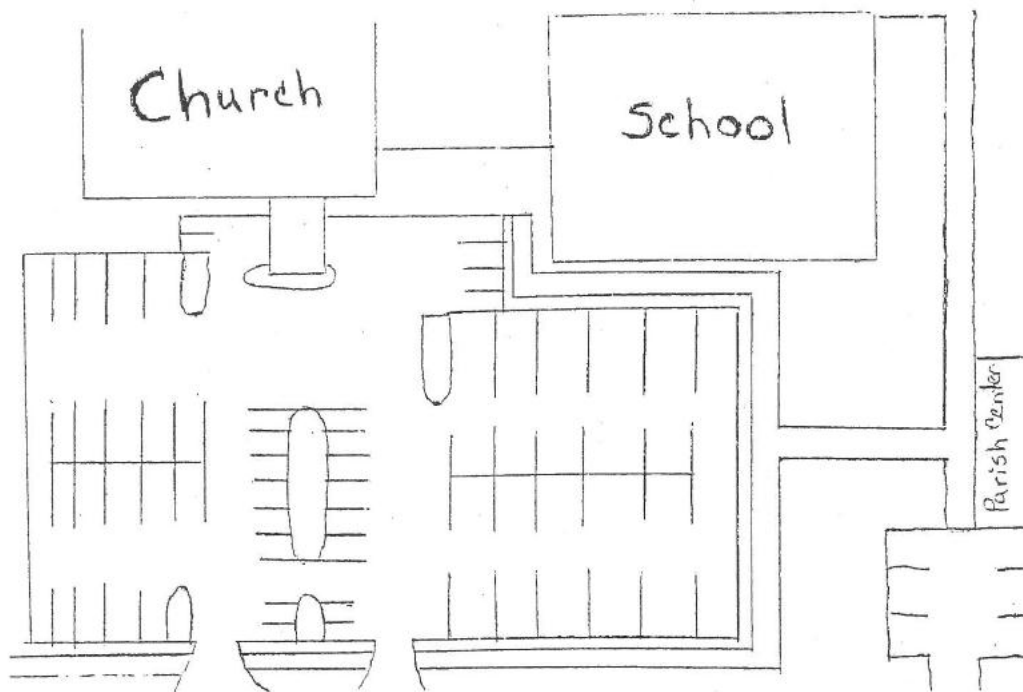
This handbook serves as a guide to the general operation of Our Lady of Lourdes Religious Education Program. I ask that you read and discuss it as a family and keep it for reference during the school year.

We are proud of Our Lady of Lourdes Religious Education Program and the role that it plays in developing the faith life of our youth. Our program strives to give our children the Christian values they will need to face the challenges in today's society. The faith development of our youth is a team effort. It involves the pastor, religious education coordinators, catechists, Religious Education Committee and the family. We ask God's blessings on all of us as we work together and support each other in this ministry.

Karen Neinhaus
Director of Religious Education

August 2012

PLEASE NOTE: All Religious Education students should be dropped off in the north parking lot and will enter the building through the main school doors. EVERYONE will exit through the school doors. Parents of elementary students are asked to accompany your children as they enter and exit the building. Most often your child will be entering and leaving classes when it is dark outside and their safety is our primary concern. Please feel free to call us at the Religious Education Office with any questions.



North Parking Lot

Religious Education Personnel

Pastor	Fr. Tim Shillcox tshillcox@lourdesdepere.org
Religious Education Committee	Corey Coonen Kathy Faust Gary Gereau Tammy Gorzlancyk Barb Krzewina Pam Lennon
Director of Religious Education/ Coordinator Grades 6-11	Karen Nienhaus knienhaus@lourdesdepere.org
Coordinator for Grades 1-5	Angela Bieda abieda@lourdesdepere.org
Administrative Assistant	Gwen Van Asten gvanasten@lourdesdepere.org

General Information

If at any time you have questions concerning the program, please feel free to phone or come to the Religious Education Office (in Our Lady of Lourdes School - past the trophy case).

PHONE: (920) 337-0443

PARISH FAX: (920) 336-3910

OFFICE HOURS:

Monday – Thursday: 8:30 AM - 3:30 PM

Friday: Hours vary. Please call ahead.

Sacramental Programs

First Reconciliation – A sense of Christian preparation for this Sacrament begins at home in early childhood and continues to develop. The sacramental fee is \$20 due at the parent meeting.

Important dates: First Reconciliation

Parent Meeting - October 4th at 7:00 PM in the Chapel

Retreat - November 12th from 9:00 – 11:00 AM

Celebration – December 3rd at 10:00 AM

First Eucharist- Preparation for the central sacrament of our faith takes place in second grade. This preparation involves the parent as well as the child. The sacramental fee is \$30 due at the parent meeting.

Important dates: First Eucharist

Parent Meeting – January 19th 7:00 PM in the Chapel

Bread Sharing Mass – March 4th at 10:15 AM

Retreat and Practice – April 21st from 9 AM -12 PM

Celebration – April 22nd at 1:00 PM

Confirmation – Celebrates an individual's full membership into the Catholic Church and confirms the gift of faith given to us in Baptism. The theme of these sessions centers on making a commitment to life-long growth in prayer, belief, service, and deepening one's relationship with Jesus. The sacramental fee is \$35.00.

Important dates: Confirmation

Sponsor Meeting & Enrollment – September 17, 2011

Candidate/Sponsor Meeting – October 5th at 7-9 PM

Retreat – October 9th from 8:30 AM – 5:30 PM

Practice – February 4, 2012

Celebration – February 5, 2012

Philosophy

“Catechetical programs are not intended to supplant parents as the primary educators of their children. Parental involvement in catechetical programs is essential.” (National Catechetical Directory #32)

Mission Statement

The mission of Our Lady of Lourdes Religious Education Program in cooperation with our families and parish community is committed to providing experiences of faith and knowledge of God through teaching, witness and service.

WE BELIEVE THAT:

*The home is the most influential Force in the life of the child.

*Religious Ed. Class is the helpmate Of the home where Christian attitudes And values are formed.

*Catechists are faith-filled people dedicated to spread the message of God's love.

OUR AIM IS TO:

*Enrich and supplement the home.

*Provide an atmosphere for growth according to the unique and individual Needs and gifts of each child.

*Cooperate with God to help each child experience the personal love of Jesus.

Parent Responsibilities

- † Be aware of the Religious Education class schedule as well as scheduled family nights and activities.
- † Encourage regular and prompt attendance at all Religious Ed. activities and classes.
- † Contact the office (337-0443) if your child is going to be absent.
- † Watch the weekly Sunday bulletin for messages or changes.
- † Share prayer at home and attend Mass each weekend with your child.
- † Provide child with opportunities to learn and practice their faith at home and within the parish community.
- † Respond to all communication sent to you weekly.

Our Lady of Lourdes Religious Education Program Registration Policy

SPRING ENROLLMENT is required by ALL students for the following school year.

Tuition of \$110/student (no family will pay tuition for more than 3 students), set by the parish Finance council, is to be paid or consideration should be requested from the parish office.

An enrollment form and full tuition payment are due by May 15th.

Classes will be filled on a first-come, first-serve basis. Enrollments received after the spring enrollment due date will be placed on a waiting list pending availability of staff.

New families to the program are required to meet with Religious Education personnel prior to enrolling their children in religious education classes. Grade status will then be determined by the respective coordinator.

A sacrament fee will be charged as follows: \$20 First Reconciliation, \$30 First Eucharist, and \$35 Confirmation.

Please remember that by participating in the SCRIP Program you can earn 100% of you Religious Education fees. It is a “costless” fund raising program.

Our Lady of Lourdes Religious Educations Program Policies

ATTENDANCE

All children of the parish who attend public schools in grades 1-11 are expected to attend formal religion classes and related experiences. An optional Children of God program for ages 4-5 is also available for interested families. Students of Notre Dame (Gr. 11) are expected to attend the parish confirmation program.

SACRAMENT PROGRAM

Preparation for the sacraments of Eucharist, Reconciliation and Confirmation will include consistent attendance at sessions provided and will be a determining factor for reception of the sacrament.

PERMANENT RECORDS

Permanent records will be kept on all students regarding family, sacrament and attendance information. The coordinator of the program should be informed about any change in family status or other pertinent information. Health and learning problems should also be noted.

ABSENTEEISM

If a student cannot attend class due to sickness or other valid reason, the Rel. Ed. Staff should be notified. Any absence from class may indicate a need for make-up work and the coordinator will inform parents of this need. The voice mail will be checked prior to class and parents will receive a phone call if we have not been notified that your child will be absent. Please leave a message.

TUITION

Please see enrollment policy.

CRISIS PLAN

Our Lady of Lourdes Religious Education Committee has formulated a crisis response plan to protect our students and staff and provide a safe and orderly environment in the case of an emergency/crisis. In the very unlikely event that the Religious Education Center would need to be evacuated, the students would be taken to Westwood School parking lot.

CANCELLATION OF CLASSES

When the public school is closed, due to inclement weather religion classes will not be held. If bad weather conditions develop later in the day, an announcement will be made on local radio and television station.

Our Lady of Lourdes Religious Education Behavioral Policies

DISCIPLINE

Christian behavior is expected of all students inside and around school and parish property. Failure to comply with the expected respectful classroom behavior will:

- ❖ warrant a student to leave the classroom or gathering to speak with the coordinator
- ❖ result in contact being made with a parent
- ❖ require student returns to class with a parent

The perspective grade level coordinator will determine whether continued behavioral situations may warrant home study. The home study must be satisfactorily completed if the student is to advance to the next grade level. At the elementary level; confidential, written documentation of disciplinary situations is kept in the R.E. office.

SMOKING POLICY

Smoking is not permitted on the premises of Our Lady of Lourdes RE Center at any time a program or activity is held under the auspices of Religious Education. Any student caught smoking or with cigarettes in their possession will be referred to their parents.

DRUG AND ALCOHOL POLICY

Any student of Our Lady of Lourdes RE Program found in possession of, or under the influence of intoxicants or mood altering drugs, not prescribed by a physician, or in possession of related drug paraphernalia at any RE sponsored event shall be subject to the following:

1. If a student would come into the program or activity and it is evident that there is use of drugs or alcohol during a program or activity, the parents or guardian would immediately be contacted to pick up the student. The student must then make up the work/time at the RE Center under the direct supervision of RE personnel.
2. If a student would be found selling, buying, or distributing drugs or alcohol outside or inside the premises of an RE activity, the parents or guardian would immediately be contacted to pick up the student. The student would be expelled from RE for the remainder of the year or course depending on the grade. Where situations warrant, police officials would be contacted.

*If a student is involved in either circumstance #1 or #2 in the year of the reception of a sacrament, it is recommended that the celebration be delayed for one year due to the seriousness of the situation.

The RE program will be otherwise involved in two ways:

1. Prevention-by providing morality/values courses that deal with drug and alcohol education and related issues.
2. Referral - if called upon, RE personnel will refer families to counseling services using the providers approved by the Our Lady of Lourdes system.

ELECTRONIC EQUIPMENT/CELL PHONES

Electronic equipment and cell phones are not permitted in the classroom or to be used in the building during class times. Students who bring cell phones to class must keep them turned off and in their coats or back packs. Any student found with electronic equipment/cell phone during class risks having their items confiscated by the catechist or coordinator for the class period.

WEAPONS

No person shall unlawfully possess nor use a dangerous weapon or its facsimile on Religious Education premises. Any person violating this policy shall be referred to law enforcement officials for possible prosecution for violation of state and/or federal laws and De Pere City ordinances.

Program Themes/Curriculum

Grade 1 - God Loves Us - The children are introduced to the people in God's family, the places that are important centers of God's presence, the Mass, and that it is important to behave like a member of God's family.

Grade 2 - Jesus Shares God's Life - The children learn that the family of God has a treasury of biblical and traditional stories which teach us who we are and what we are to do. The children are invited to identify more closely with the Catholic Faith. This year special emphasis is placed on the Sacrament of Eucharist and a careful study of the Mass.

Grade 3 - We are the Church - The children learn that faith comes through hearing, and how important it is to ask questions and to listen to the answers about Jesus. Examples of Christian living, the Creed, and Sacraments are all ways to answer their questions.

Grade 4 - God's Law Guides Us - The aim is to help the children grow in Christian moral life. God calls us to fellowship with Him and one another in Christ. Formation of conscience is one the principle aims of this year. The Ten Commandments and Jesus' law to love one another help guide the conscience toward a Christian response.

Grade 5 - We Meet Jesus in the Sacraments - The 5th graders will focus on the seven sacraments of the Catholic Church. They will come to recognize Jesus' presence in the church, and their call to give witness and service as Jesus did is explained to them.

Grade 6 - Old Testament - This course helps the youth become familiar with the main characters and events of the history of Israel contained in the Old Testament and gives them an understanding of the key truths God reveals during the course of this history. They will develop an appreciation for the Old Testament and gain confidence in their ability to read Scripture.

Grade 7 - Understanding the Bible - The course helps the 7th graders understand the Bible as a library of books written by persons inspired by God. It presents the basic message of Scripture, offers help in how to read the Bible, and shows the meaning of the Bible in our lives.

Grade 8 - Morality - Within the framework of moral decisions the 8th graders will explore the 10 commandments, concentrate on the Beatitudes and learn what it means to live a life of virtue.

Grade 9 - Living Justice and Peace - This course fosters the students' sense of compassion for those who suffer from injustice and enables them to examine society critically, using the values of Scripture and Catholic teachings.

Grade 10 - What It Means to be a Catholic - This course is designed to help the youth as they struggle with the questions: Should I believe in God? Should I practice my faith? Why is it important that I remain Catholic?

Grade 11 - Confirmation