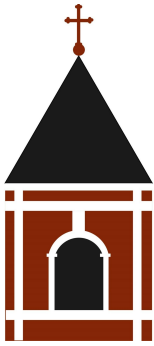


**WELCOME TO**



**ST. JOHN THE  
BAPTIST**



**ST. MARY'S  
&**



**ST. MATHIAS**

**FAITH FORMATION**

# Faith Formation Handbook

Dear Parents/Guardians,

Welcome to St. John's, St. Mathias and St. Mary's Faith Formation Program. The parish staff and all those who minister as catechists and classroom aides are looking forward to your participation and are eager to share faith with you and your children. As always, we rely on parents to see to their children's religious education as they vowed to do at the child's baptism. "Parents are partners" in the Faith Formation of their children.

In order to provide the best possible environment for faith to grow, parents/guardians are expected to regularly participate in Sunday Mass with their children. This practice helps your children to develop their faith-life and to live what they learn in their weekly class sessions. We use some of the finest resources available and are fully approved and endorsed by the Archdiocese of St. Paul and Minneapolis.

These family guidelines contain general information, as well as policies, that will positively enhance participation and help your child develop the specific attitudes, knowledge, and practices necessary to grow in relationship with their family, the Catholic Christian community, the world, and with God.

We pray that God will be with you and your family in the months ahead. May God, the source of all life, protect you. May God deepen your faith, build up your hope, and constantly increase the gift of love in you. May God keep your children strong in body, mind and spirit. May the peace of Christ Jesus abide in your hearts and home.

Fr. Mike Tix, Parochial Administrator

Sarah Nauer, Faith Formation Director

## **General Information**

### **St. John the Baptist**

**Website:** <https://stjohns-vermillion.com>

**Facebook:** <https://www.facebook.com/stjohnsvermillion>

### **St. Mathias**

**Website:** <https://stmathias-hampton.com>

**Facebook:** <https://www.facebook.com/St.MathiasCatholicChurchHamptonMN>

### **St. Mary's**

**Website:** <https://stmarys-newtrier.com>

**Facebook:** <https://www.facebook.com/StMarysCatholicChurchNewTrier>

### **Tri-Parish Office**

**23315 Northfield BLVD. Hampton, MN 55031**

**Telephone: 651-437-9030 Fax: 651-437-3427**

**Office Hours: 8am - 4pm**

## **Parish Staff**

**Pastor:** Fr. Mike Tix

Phone: 651-291-4449

E-Mail: [tixm@archspm.org](mailto:tixm@archspm.org)

**Parish Business Administrator:** Katie Werner

Phone: 651-437-9030

E-Mail: [parishoffice@stmathias.com](mailto:parishoffice@stmathias.com)

**Faith Formation Director:** Sarah Nauer

Phone: 651-437-9030

Email: [snauer@sjb-school.org](mailto:snauer@sjb-school.org)

## **COMMUNICATION & CORRESPONDENCE**

At the beginning of each school year families will receive a calendar of events for the year. Calendars will also be posted under the Faith Formation Tab on each of the parish websites. Occasionally some events may need to be changed. Please check the weekly bulletin for updated and upcoming events. Please check our parish website to view the bulletin and Faith Formation activities.

## **FAITH FORMATION PROGRAMS**

### **Children's Liturgy of the Word for ages 3 to 5**

Held during Mass at St. John's & St. Mary's, PreK & Kindergarten children can be dropped off with the teachers before Mass begins to attend a lesson geared for their age level. Children will return to their families during the offering to participate in the remainder of the Mass.

### **Faith Formation Classes**

Wednesday's 7:00-8:00 pm at St. Mathias (Grades 1-9)

### **First Reconciliation/Eucharist Sacramental Preparation (Grade 2)**

### **Confirmation Sacramental Preparation: 2 year program (Grades 8 & 9)**

### **Vacation Bible School: (Ages 5-11)**

Held in June at St. John the Baptist School-Vermillion

## **FAITH FORMATION CLASSES**

Students in Grades 1-9 attending public school should attend Faith Formation Classes to continue their knowledge of the Catholic Faith. Classes are held Wednesday evenings from 7 till 8 pm at the St. Mathias School Building in Hampton.

**Sacramental Programs:** Two consecutive years of participation in a Religious Education experience is expected. We believe this procedure creates an environment for the child to celebrate the Sacrament in a meaningful manner.

-First Reconciliation/Eucharist Sacramental Preparation (Grade 2)

- There is one Sacramental Meeting, for Parents only, at the beginning of the year.

-Confirmation Sacramental Preparation: (Grades 8 & 9)

- There are 2 meetings for 9th grade Confirmation. One parent only meeting at the beginning of October, and one meeting for Parents, Candidates and Sponsors in February.

**Retreats:** Students in grade 9 are required to participate in a retreat. The purpose of a spiritual retreat is to temporarily leave behind the usual distractions we all face in our daily lives and take time to reflect on our relationship with God. We hold a single day Tri-Parish Confirmation Retreat every Spring at St. Mary's Church in New Trier. Should a Candidate be unavailable the weekend of our retreat, it is expected that they participate in a day or weekend retreat either at the NET Center in St. Paul or a neighboring parish. Please contact the Faith Formation Director as soon as possible, so alternate options can be found for you.

The experience of retreats is meant to enhance the faith formation journey. Jesus, himself, set an example and called the disciples to retreat: *"In those days he departed to the mountain to pray, and he spent the night in prayer to God. (Luke 6:12) "The apostles gathered together with Jesus and reported all they had done and taught. He said to them, 'Come away by yourselves to a deserted place and rest a while.'"* (Mark 6: 30-31)

**Service Experiences:** We are called to serve each other to maintain and improve our living Church Community. Students in each grade are encouraged to participate in service projects throughout the year as a way of putting our "faith in action". **Confirmation students are required to do 20 hours of Service projects during the 2 year preparation.** If you need help with service ideas please check in with your Faith Formation teacher or with the Faith Formation Director.

**Altar Server:** Grade 3 and older children/youth who have received First Eucharist are welcome to be trained to assist regularly at Mass and are expected to fulfill their schedule assignments at weekend liturgies. Parental support is essential.

**Prayer:** The experience of different forms of prayer is a regular expectation in the Faith Formation process. A list of common prayers can be found on pages 12-15 of the handbook.

## **PROTECTION OF CHILDREN AND YOUTH INITIATIVE**

The United States Conference of Catholic Bishops (USCCB) established a comprehensive set of procedures *"The Charter for the Protection of Children and Young People"* in order to protect all children and young people in all environments, so that parents will be confident in the participation of their children in parish and school activities. (USCCB/OCYP)

We are following the directives established by the Archdiocese of St. Paul and Minneapolis. In order to ensure the safety of all children and young people in our program, all volunteers who have regular, ongoing contact with minors are required to complete an adult safe environment training session (Virtus), submit to a background check and sign a Code of Conduct form. These must be completed and approved by the Safe Environment Coordinator **before** someone is able to volunteer.

In addition we will present a personal safety lesson for children and young people that incorporate age-appropriate materials from the Archdiocese. Parents will be made aware of these lessons before they occur.

## REGISTRATION AND TUITION FEES

Registration is required for all Faith Formation programs. Registration forms are emailed out to past families and are available online at each parish's website, or at the parish office. Registration forms are due by the end of August. Please check the bulletin for up to date information. No student will be denied religious education for financial reasons. If assistance is needed, please contact the Faith Formation Coordinator or the Pastor. Your request will be handled in the strictest confidence.

**Tuition Fees:** \$65 for one student, \$110 for two students, or \$130 per family. Faith Formation teachers are not required to pay the registration fee for their children to attend the Faith Formation classes.

## CURRICULUM

### **Sunday School for ages 3- 5 - During Mass**

**Seeds:** Lectionary-based program <http://www.pflaum.com/>

### **Best Are We: Faith in Action (Grades 1-8)**

Blest are We is a parish curriculum is based on the four pillars of the Catechism: Believe, Worship, Live, and Pray. Each book has a Family Life Connection insert included. Students will take home this two-page insert to share with their parents and help them build the skills they need to live healthy, holy lives. [www.rclbenziger.com](http://www.rclbenziger.com)

### **CHOSEN -Your Journey to Confirmation (Grade 9)**

The goal of the program is to offer students a powerful, life-changing experience as he or she prepares to receive the Sacrament of Confirmation. It is our hope that Chosen will not only offer them a thorough knowledge and understanding of the Catholic Faith but also win over their hearts at this critical time in their lives. The program has been carefully designed to address and answer students' fundamental questions about life and to challenge him or her to embrace a life of faith. [www.ascensionpress.com](http://www.ascensionpress.com)

**Personal Safety Curriculum: Each grade will complete 1-2 lessons.**

**Virtus: Protecting God's Children, grades 1-5**

**Virtus: Protecting God's Children grades 6-9**

## ROLE OF THE PARENT

The Second Vatican Council states that “Parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.”

“Education in the faith by the parents should begin in the child’s earliest years. This already happens when family members help one another grow in faith by the witness of a Christian life in keeping with the Gospel. Family catechesis precedes, accompanies, and enriches other forms of instruction in the faith. Parents have the mission of teaching their children to pray and to discover their vocation as children of God.” *Catechism of the Catholic Church* #2226

Parents are called to “accompany” and “enrich” other forms of instructions in the faith. Therefore, parents are asked to share in the Faith Formation process by:

- Being role models in practicing their Catholic faith
- Attending Mass as a family (Saturday vigil or Sunday)
- Praying with their child(ren) and teaching them the memorized prayers
- Ensuring students attend class and other activities—Provide necessary transportation to and from events
- Attending scheduled Family events or meetings throughout the year
- Following through on various home assignments if assigned
- Assist Catechist as needed
- Support the efforts of the Catechists and Faith Formation Coordinator to provide a safe, secure and non-threatening environment.

## GENERAL POLICIES

**Attendance:** Our schedule is made to correspond with vacation times of the Hastings Public School District. **Weekly attendance is expected and necessary to assure reasonable participation and learning.** While we all agree that sports activities are an important part of your child’s growth, special care must be given to their spiritual development. Please do your best to schedule your child’s activities for a time that does not conflict with his or her Faith Formation.

The child’s catechist and the Faith Formation Director track attendance. If a child misses more than 2 consecutive sessions and the Faith Formation Director has not been contacted, parents will receive a follow-up call or email from the catechist or the Faith Formation Director to check in.

- Please call the Parish office and leave a message or email the Faith Formation Director if your child will be absent due to illness or family emergency. If we do not receive notice it will be recorded as an unexcused absence.
- Please help your child manage their time; missing class due to homework or extracurricular activity is considered an unexcused absence.
- If your child must miss a session due to illness or other circumstances, parents/students are responsible for contacting their teacher for make-up assignments.
- Students arriving tardy to class please try to give the Faith Formation Director a heads up as the front door is locked 5 minutes after classes begin.

**Class Arrival and Dismissal:** As sessions are only 1 hour in length, **BEING ON TIME IS ESSENTIAL**. Please do your utmost to cooperate. If someone other than a parent is picking up, please give the catechist a written notification.

When dropping off your child, please either park and walk your child to the front door of the school building, or drive to the closest entrance before letting them out of the vehicle. If your child is walking to class, please use the sidewalks and avoid the middle of the parking lot. Your child's safety is our first priority!

## **DISCIPLINE**

The parish assumes that good behavior is the norm and responsibility of each child and their parents. Good behavior also models respect and our belief in the dignity of the human person. Class time is brief and since various objectives and tasks must be met in order for quality learning to take place, there is little time for correcting problem behavior. If your child is on a special behavior program at home or school, please let the Faith Formation Director know this, as well as the child's catechist. In this case, we mirror the methods used at home or at school and usually provide a one-on-one aide for the child with special needs.

**Personal Belongings:**

- Students will be provided with a book and basic materials.
- Students should not bring anything else to class unless instructed by the teacher.
- **Cell phones or other electronic devices should not be used during class.** - Teachers have the right to confiscate items that are proving to be a distraction.
- Items not allowed in Faith Formation Classes will be confiscated and kept in the office until a parent picks them up.

**Classroom Environment:**

- Catechists will provide a positive and non-threatening classroom environment in which spiritual growth can flourish.
- Students are expected to treat the Catechist, adults and fellow students with respect.
- Students are expected to respect the property given for their use, and the property of other students.
- Students are expected to come to class appropriately and modestly dressed. No hats are to be worn in the building
- Students are not allowed anywhere in the building without supervision or permission.
- Running, shoving, pushing, fighting, snowball fights, etc. are prohibited at all times.
- Students are not allowed in the classrooms if the Catechists are not present.
- Catechist will define appropriate and acceptable behavior and handle the direction of discipline.
- Students are expected to follow the classroom rules set forth by their teacher.

**Classroom Management:**

We recognize that learning cannot take place unless the environment is one with order and purpose, where every person and all property are respected. Furthermore faith formation classes are short in length. In order for catechists to have enough time to teach the necessary concepts, they are not expected to spend an inordinate amount of time on student discipline.

The following actions will take place when students engage in disrupting and disrespecting behavior. If disrupting behavior becomes a habit, then parents will be asked to attend a meeting with the Pastor and Faith Formation Director to address appropriate action.

1<sup>st</sup> Notice—Student is given a verbal warning

2<sup>nd</sup> Notice—Student is removed from the classroom to meet with FF Director

3<sup>rd</sup> Notice—Student is removed from the classroom to call their parents to take them home.

## CATECHETICAL VOLUNTEERS

In order to serve the faith formation needs of our parish, it is essential for a number of people to answer God's call. Each year we need catechist leaders to share the faith with our parish children and youth. Training is provided. We also have an In-Service prior to the start of classes. **All volunteers are required to complete the 3 Essentials: Background Check, Signed Code of Conduct, and VIRTUS Training. Please pray and consider this ministry.** For more information, contact the Faith Formation Director.

**Catechists and Classroom Aides:** Catechists are all volunteers from the parish. The Director of Faith Formation oversees the training process.

**Volunteer classroom aide** works closely with the catechists and may even be asked to teach a class occasionally. Catechists are encouraged to develop a close working relationship with their assistants and to motivate them to take an active part in the weekly session. We encourage parents to volunteer their time and talent as a catechist or a classroom aide.

**Time and Talent:** Family involvement is critical to the growth of our program, therefore we ask each family to consider sharing their time and/or talent. See registration form for options.

### **Safety and Security:**

- Drop off: Please do not arrive before 6:45. When dropping off your child, please either park and walk your child to the front door of the school building, or drive to the closest entrance before letting them out of the vehicle. If your child is walking to class, please use the sidewalks and avoid the middle of the parking lot.
- An adult will be posted at the door to welcome students. The main door will be locked after the bell rings and classes begin. If a student will be late, they will need to knock at the door to be let in.
- Pick up: to avoid any unnecessary safety concerns, please plan to park in the lot and come to the school entrance to pick up your child.
- Visitors—we ask and encourage parents to sustain involvement in the classrooms. In compliance with the Office of Protection of Children and Youth through the Archdiocese; all adults who have regular or ongoing contact with students are required to complete a **VIRTUS** training session, **do a background check, and Sign the Code of Conduct.** This must be done and approved prior to someone coming into the classroom.
- **Bad Weather Policy:** If the surrounding school districts cancel school or afterschool activities on any scheduled Faith Formation class day due to weather; Faith Formation classes will also be canceled and a notice will be emailed to families by 3pm. We will make every effort to make a timely decision if weather looks questionable for the evening. Parents should use their own discretion when it comes to traveling to and from classes.

- **Emergency Contact:** If at any time during the program year your family contact information has changed please notify the office. It is crucial to have up-to-date information.

## **Prayers**

With the limited classroom time the children spend in religious education, it is not possible to help the children learn all of these prayers by heart. This is why we ask the parents to become our partners in this mission. Using the schedule below and the prayers provided we ask that you please help your children learn them in your home.

- K-1** Sign of the Cross, Glory Be, Prayer to Guardian Angel, Our Father & Hail Mary
- 2** (K-1 knowledge), Act of Contrition, Glory Be, be familiar with the Mass responses, Seven Sacraments and genuflection
- 3-4** (K-2 knowledge), Apostles Creed, Prayer before and after meals, Ten Commandments The Angelus, and how to pray the Rosary
- 4-6** (Grade K-4 knowledge) Act of Faith, Hope and Love, Memorare
- 7-8** (Grade K-6 knowledge) Precepts of the Church, Prayer for the Poor Souls, theological Virtues, Cardinal Virtues, Beatitudes and Holy Days of Obligation
- 9** (all of the above) Gifts and Fruits of the Holy Spirit

# **Catholic Prayers**

## **Sign of the Cross**

In the name of the Father, and of the Son, and of the Holy Spirit. Amen

## **Angel of God**

Angel of God, my Guardian dear,  
To whom God's love commits me here.  
Ever this day be at my side  
To light and guard, to rule and guide. Amen

## **Our Father**

Our Father, Who art in heaven,  
Hallowed be Thy Name.  
Thy Kingdom come Thy Will be done,  
On earth as it is in Heaven.  
Give us this day our daily bread.  
And forgive us our trespasses,  
as we forgive those who trespass against us.  
And lead us not into temptation,  
but deliver us from evil. Amen.

## **Hail Mary**

Hail Mary, Full of Grace,  
The Lord is with thee;  
Blessed art thou among women,  
and blessed is the fruit of thy womb, Jesus.  
Holy Mary, Mother of God,  
pray for us sinners,  
Now, and at the hour of our death. Amen.

## **Glory Be**

Glory be to the Father, and to the Son,  
and to the Holy Spirit.  
As it was in the beginning, is now,  
and ever shall be, world without end. Amen.

## **Prayer Before Meals**

Bless us, O Lord, and these Thy  
gifts which we are about to receive from  
Thy bounty, through Christ our Lord. Amen

## **Act of Contrition**

### **(Option #1)**

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy.

### **(Option #2)**

O my God, I am heartily sorry for having offended you, and I detest all my sins, because of your just punishment, but most of all because they offend you, my God, who are all good and deserving of all my love. I firmly resolve, with the help of your grace, to sin no more and to avoid the near occasions of sin. Amen.

## **Seven Sacraments**

|                       |                |
|-----------------------|----------------|
| Baptism               | Confirmation   |
| Eucharist             | Reconciliation |
| Marriage              | Holy Orders    |
| Anointing of the Sick |                |

## **Apostles Creed**

I believe in God, the Father Almighty, Creator of Heaven and earth; and in Jesus Christ, His only Son Our Lord, Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into Hell; the third day He rose again from the dead; He ascended into Heaven, and is seated at the right hand of God, the Father almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen.

## **Prayer after Meals**

We give thee thanks, almighty God, for these and all Thy gifts which we have received through Christ our Lord. Amen

## **Ten Commandments**

1. I am the LORD your God. You shall worship the Lord your God and Him only shall you serve.
2. You shall not take the name of the Lord your God in vain.
3. Remember to keep holy the Sabbath day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.

## **Act of Faith**

O MY GOD, I firmly believe that you are one God in Three Divine Persons: Father, Son and Holy Spirit. I believe that Your Divine Son became Man, and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches, because you have revealed them, who can neither deceive nor be deceived.  
Amen

## **Act of Hope**

O MY GOD, relying on Your infinite mercy and promises, I hope to obtain pardon of my sins, the help of Your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen

## **Act of Love**

O MY GOD, I love you above all things, with my whole heart and soul, because you are all good and worthy of all love. I love my neighbor as myself for the love of you. I forgive all who have injured me, and ask pardon of all whom I have injured. Amen

## **Three Theological Virtues**

Faith, Hope and Charity

## **Memorare**

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession was left unaided. Inspired by this confidence, I fly unto you O Virgin of virgins, my mother; to you do I come, before you I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in your mercy hear and answer me. Amen.

## **Holy Days of Obligation**

*Catholics are required to attend Mass on Sundays and these Holy Days:*

Solemnity of Mary, the Mother of God (January 1)

The Assumption of Mary (August 15)

All Saint's Day (November 1)

Immaculate Conception of Mary (Dec. 8)

Christmas (December 25)

## **Seven Gifts of the Holy Spirit**

|        |               |
|--------|---------------|
| Wisdom | Understanding |
|--------|---------------|

|         |           |
|---------|-----------|
| Counsel | Fortitude |
|---------|-----------|

|           |       |
|-----------|-------|
| Knowledge | Piety |
|-----------|-------|

|                  |  |
|------------------|--|
| Fear of the Lord |  |
|------------------|--|

## **Fruits of the Holy Spirit**

|         |     |
|---------|-----|
| Charity | Joy |
|---------|-----|

|       |          |
|-------|----------|
| Peace | Patience |
|-------|----------|

|           |          |
|-----------|----------|
| Benignity | Goodness |
|-----------|----------|

|          |                |
|----------|----------------|
| Mildness | Long-Suffering |
|----------|----------------|

|       |         |
|-------|---------|
| Faith | Modesty |
|-------|---------|

|            |          |
|------------|----------|
| Continence | Chastity |
|------------|----------|

## **Four Cardinal Virtues**

Prudence, Justice, Fortitude, and Temperance