

# Faith Formation Handbook 2016-2017



**Sacred Heart Parish  
222 E. Fremont Street  
Appleton, WI 54915**

Phone: (920) 739-3196  
(To report absences press **ext.140**)

Web: <http://www.sacredheartappleton.com>

*This handbook is primarily a means of communication. It is meant to provide you, the parent/guardian, with helpful information on how we intend to go about our work. Sacred Heart Faith Formation Program reserves the right to amend this handbook as necessary. Parents will be notified, in writing, if changes are made to any procedures or information contained in this handbook.*

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## **Faith Formation Personnel:**

Pastor: Father Don Zuleger

Parochial Vicar: Father Dennis Bergsbaken

Sacramental Priest: Father Norm Krutzik

Faith Formation Coordinator K-12: Kelly Koszalinski (920) 739-3196 ext. 139

Kelly Koszalinski email: [faith@sacredheartappleton.com](mailto:faith@sacredheartappleton.com)

Faith Formation Assistant: Wendy Fischer (920) 739-3196 ext. 140

Wendy Fischer email: [ffadmin@sacredheartappleton.com](mailto:ffadmin@sacredheartappleton.com)

Coordinator of Youth Ministry: Bill Nettekoven (920) 739-3196 ext. 125

Bill Nettekoven email: [youth@sacredheartappleton.com](mailto:youth@sacredheartappleton.com)

Business Administrator: Laura Savoie (920) 739-3196 ext. 123

## **Faith Formation Office Hours:**

Monday – Thursday 8:30am-3:30pm

Closed Friday

Wednesday Evening 5:30pm-8:30pm

## **Reporting Student Absences:**

Please call the Faith Formation department **(739-3196 Ext. 140)** if your child will not be attending class. Voice mail is available for your convenience. We encourage you to obtain all missing class information as soon as possible from your child's catechist. If your child is absent and we do not receive a call, we may call your home to verify the absence.

## **Class Cancellation:**

The Faith Formation Department will follow the policy of the Appleton School District. **No classes will be held on a day that school has been cancelled due to the weather.** In the event of inclement weather later in the day, please use your own judgment. Notice of cancellation will be posted with WHBY or WBAY. You can also call the church office at 739-3196 for a recorded message.

## **Curriculum:**

Grades K-6 work from a book called “We Believe” published by Sadlier. This series also offers a web site for enhancing your knowledge, log onto [www.webelieveweb.com](http://www.webelieveweb.com) and enjoy some of the family activities. Our middle school grades 7-8 work from a book called “We live our Faith” also by Sadlier.

The scope and sequence outlines for grades K-8 are as follows.

*Kindergarten theme: God Made the World*

*Grade 1 theme: God Loves Us*

*Grade 2 theme: Jesus Shares God’s Life*

*Grade 3 theme: We Are the Church*

*Grade 4 theme: God’s Law Guides Us*

*Grade 5 theme: We Meet Jesus in the Sacraments*

*Grade 6 theme: We are God’s People*

*Grade 7 theme: We Live our Faith as Disciples of Jesus*

*Grade 8 theme: We Live our Faith as Members of the Church*

The High School curriculum “The Catholic Faith Handbook for Youth.” Lessons focus on the 4 pillars of the Catholic church; Creed, Sacraments, Morality, and Prayer.

## **Curriculum for Special Needs:**

Please contact the office for the curriculum for those with special needs.

## **Adult Faith Formation: (RCIA) Rite of Christian Initiation for Adults**

This process is for adults wishing to learn more about the Catholic faith. The inquiry process begins in the summer and the Sacraments of Initiation takes place on Holy Saturday at the Easter Vigil. Classes meet weekly in preparation for full communion into the Catholic Church. Contact the parish office for more information. New members are always welcome.

## **Sacraments:**

Below you will find a list of meetings for each different Sacrament.

### **Reconciliation:**

- **Wednesday, October 16, 2016**  
**6:30 – 7:30 pm in Holy Family Room**  
**Parents & Child**
- **Wednesday, November 16, 2016**  
**6:30 – 7:30 pm in church**  
**Parents & Child**
- **Sunday, November 19, 2016**  
**RETREAT**  
**1:00 – 4:30 pm**  
**Child only Sacred Heart Room 1:00 – 3:30 pm**  
**Parents join us 3:30 – 4:30 pm**  
**Followed with Mass as a group at 4:30 pm**  
**Pews will be reserved for Mass, dismissal after**
- **Saturday, December 10, 2016**  
**10:00 am Sacrament of Reconciliation in the Church**  
**Parents & Child**  
**Refreshments & social to follow in Sacred Heart Room**

### **First Communion:**

- **Wednesday, January 25, 2017**  
**6:30 – 7:30 pm in the Church**  
**Parents & Child**
- **Sunday, February 5, 2017**  
**Enrollment Mass at 10:00 am**  
**Parents & Child**
- **Wednesday, February 22, 2017**  
**6:30 – 7:30 pm in the Church**  
**Parents & Child**
- **Wednesday, March 15, 2017**  
**6:30 – 7:30 pm in the Church**  
**Parents & Child**

- **Saturday, April 8, 2017 – Jesus Day Retreat**  
**RETREAT 9:00 am - Noon ~ (Child only)**  
**LUNCH in cafeteria Noon ~ (Parents & Child & Prayer Partner)**  
**GOBLET painting after lunch 12:30 pm - ? ~ (Parent & Child)**
- **Thursday, April 13, 2017**  
**6:30 – 7:30 pm Attend Holy Thursday Mass as a group**  
**Parents & Child**
- **Wednesday, April 26, 2017**  
**BREAD PARTY & WASHING OF THE FEET**  
**6:30 – 7:30 pm in the cafeteria**  
**Parents & Child**
- **Saturday, May 6, 2017**  
**REHEARSAL**  
**10:00 – 11:30 am in church**  
**Parents & Child**
- **Sunday, May 7, 2017**  
**FIRST COMMUNION ~ 10:00 am Mass**

### **Confirmation:**

Confirmation completes the grace of baptism by a special outpouring of the gifts of the Holy Spirit, which seals and confirms the baptized in union with Christ and calls them to a greater participation in the worship and apostolic life of the Church. High school juniors who have completed their Faith Formation instruction from grades 1-10 and those who are attending Catholic school are invited to enter into our Confirmation program. The program begins in September of the junior year. This sacrament is celebrated in the fall of a candidate's senior year of high school.

### **Retreats:**

Retreats are offered in grades 6-11. Participation is an expectation of the Faith Formation program. A missed retreat will result in an alternate activity that will be determined by the Coordinator. Please make every effort to attend with your class as these experiences can never be recreated. Retreat experiences are Diocesan mandated for Sacramental preparation.

## **Service Commitments:**

All members of the church should respond to their Baptismal call to service, and so students in grades 6–11 are expected to offer service within their community and parish. Opportunities are built into their lesson plan.

Confirmation candidates are expected to complete at least 12 hours of service and social justice work:

- 4 hours of Parish Service
- 4 hours of Community Service/Social Justice (with sponsor)
- 4 hours of outreach with Confirmation Candidate Teams

## **Youth Ministry:**

Youth Ministry at Sacred Heart offers a wide variety of youth related activities and events for those in grades 6 – 12.

- ❖ You do not need to be a part of the parish Faith Formation program or a member of the parish to participate in youth events or activities.
- ❖ Youth Ministry strives to be welcoming and accepting of youth wherever they're "at" in the world today.
- ❖ Youth may pick and choose what they wish to get involved in based on their likes, needs, schedules, etc.
- ❖ We attempt to offer a variety of opportunities to learn more about our faith, meet new people, hangout and have some fun.
- ❖ Youth Ministry offers community-building social events and adds more challenging components as youth move into deeper relationships with each other and with Jesus.
- ❖ Activities include (but are not limited to) Youth Group, Movie Madness Nights, "Fun in the Son" bus trips, fundraising, youth conferences, service, mission trips and retreats.
- ❖ [Youth Group is back again for the 2016 – 2017 school year...it will give youth a chance to get some supper and hang out before Faith Formation... 5:30 – 6:15 pm... at no cost to youth.](#)
- ❖ Open Lounge is offered on Wednesday's from 7:15 – 8:00 pm after Faith Formation.

Contact the Coordinator of Youth Ministry, Bill Nettekoven at 739-3196 ext. 125 or [youth@sacredheartappleton.com](mailto:youth@sacredheartappleton.com) for more information.

## **Policies:**

**Arrival & Dismissal:** We encourage prompt arrival of those in the Faith Formation program. We would like students dropped off no earlier than 6:00 pm and no later than 6:10 pm. Late arrivals disrupt class-causing delays in their opening prayers. Parents of students who are consistently late will be notified. Promptly picking up your child is important, as children waiting for a ride wonder why Mom or Dad are not there. For the safety of those entering the building please be aware of the orange cones on the parking lot and refrain from driving in that area. All early dismissals require a signed note from a parent or a call to the Faith Formation office.

**Attendance Requirements:** A minimum attendance of 80% is required for all students to fulfill their program requirements. Students who fail to meet this requirement will be asked to do all the necessary make-up work in order to advance into the next grade level. For the "immediate" preparation portion of Confirmation 100% attendance is required. An absence will require remedial work to be completed within a 2-week period.

**Discipline & Solutions:** After the first incident the student will be reminded of the expected behavior (rules posted in the classroom) and the consequences of misbehavior.

1. After the second incident the student will be made aware of the final warning.
2. The student will be walked to the office of the coordinator to discuss the situation. The coordinator will decide whether a parent/guardian should be called.
3. Coordinator follows one of the following scenarios:
  - a. Student is given the opportunity to rejoin the class if an understanding can be reached as to how all involved may best continue to learn.
  - b. Student remains with the coordinator for the duration of the class.
  - c. Parent/guardian is called and asked to come and pick their child up.
4. If the incident is serious enough, the coordinator, along with the pastor, reserves the right to remove the student from the program.

**Dress Code:** As young people living as witnesses to their faith, we expect our children and youth to dress modestly.

## **Expectations:**

### **Parents:**

- ◆ Be a role model of your faith by sharing with the community of Sacred Heart at weekend Mass.
- ◆ Ensure that their children attend class regularly and on time.
- ◆ Communicate any special needs or circumstances that may affect their child within the classroom.
- ◆ Be an active part of their children's learning & engaging in discussion about class.
- ◆ Attend parent-child events in Faith Formation.



## **Expectations:**

### **Students:**

- ◆ Behave in a Christian manner at all times showing respect.
- ◆ Be cooperative with adults and other students.
- ◆ Actively participate in classroom activities and discussions.
- ◆ Attend class regularly and complete any assignments or homework.
- ◆ Follow the code of conduct:
  - ❖ Respect for God, yourself, one another, your catechist & others property
  - ❖ Follow the rules and consequences posted in each classroom
  - ❖ No cell phone usage during class
  - ❖ No use of tobacco, alcohol, or illegal drugs or weapons on premises

### **Catechists:**

- ◆ Provide a loving, Christian atmosphere within the learning environment so all children will be able to grow in their faith.
- ◆ Prepare and teach the designated curriculum.
- ◆ Be a Christian role model and attend Mass weekly.
- ◆ Be present at least 15 minutes before the start of your class.
- ◆ Attend and complete a VIRTUS training session as mandated by the Diocese of Green Bay in compliance with the Bishop in Protecting God's Children.
- ◆ Attend in-service meetings held throughout the year.
- ◆ Communicate regularly with and involve the parents in the faith development of their children.
- ◆ Report to the coordinator immediately any activity that is considered harmful.

### **Catechetical Volunteers:**

- ◆ To attend and complete a VIRTUS training session as mandated by the Diocese of Green Bay in compliance with the Bishop in Protecting God's Children.
- ◆ Be attentive and aware of the children and the environment at all times.
- ◆ To report immediately any activity that is considered harmful.
- ◆ To follow the guidelines as prepared for each volunteer position.
- ◆ To maintain a level of confidentiality with any information that is to be held within the program.
- ◆ Being timely when you are helping out.

**Parking:** For safety reasons, we ask that you remind your child to walk in the parking lot, not to dart out between cars. We have a set parking lot monitor wearing an orange vest. We have also incorporated the use of orange cones to keep an area safe for the children. They will be in place 15 minutes prior to class starting, as well as 15 minutes after classes dismiss.

**Progress Reports:** Twice a year, at the end of each semester, we will mail home a progress report. This is a valuable communication tool between Catechists and parents for evaluating your child's progress in class. Confirmation students do not receive an evaluation.

**Registration:** Registration forms for next year's Faith Formation classes are mailed out in May along with the year-end progress reports. Completed registration forms are due back to the parish office by the close of business June 30th to receive the "early bird discount."

**Technology Policy:** Cell-phone use during FF class is prohibited. Students caught using their phones will surrender them to the teacher until the end of class. No electronic devices, such as games or I-pods are allowed in classrooms as well.

**Weapons Policy:** We have a no tolerance policy in place. Knives, sharp tools, guns, fireworks or anything that may be interpreted to be used as a weapon are not permitted on parish property. Violators will risk suspension or expulsion. Any student found in possession of a weapon will be referred to law enforcement officials. Parents will immediately be notified.

## **Tuition Fees:**

We have a few clarifications and changes concerning tuition for the 2016-2017 Faith Formation year. They are:

- No tuition for those entering Kindergarten.
- Families with more than 2 children in the program will pay a reduced rate of \$60 per student for the third and additional children.
- Confirmation students only pay tuition for the junior year of class.

Confidential financial assistance is available by contacting the Faith Formation Department.

Note: 11<sup>th</sup> Grade Confirmation students are assessed an additional \$75 to cover the cost of the Confirmation retreat.

**Catechists, permanent Hall Monitors & Parking Lot Attendants** are exempt from tuition when they serve for the year.

## Faith Formation Dates 2016 - 2017

### K- 11th

(revised 8/2/2016)

**K - 8th Grades: 6:15 - 7:30 pm**

**9th - 11<sup>th</sup> Grades: 6:15 - 7:45 pm**

1. Wednesday, Sept. 14
  2. Wednesday, Sept. 21
  3. Wednesday, Sept. 28
  4. Wednesday, Oct. 5
  5. Wednesday, Oct. 12
  6. Wednesday, Oct. 19  
*Sunday, Oct. 23*  
**Wednesday, Oct. 26**
  7. Wednesday, Nov. 2  
*Saturday, Nov. 5*
  8. Wednesday, Nov. 9
  9. Wednesday, Nov. 16  
*Wednesday, Nov. 23*
  10. Wednesday, Nov. 30  
*Sat-Sun., Dec. 3-4*
  11. Wednesday, Dec. 7  
*Saturday, Dec. 10*
  12. Wednesday, Dec. 14
  13. Wednesday, Dec. 21  
**Wednesday, Dec. 30**  
**Wednesday, Jan. 4**
  14. Wednesday, Jan. 11
  15. Wednesday, Jan. 18
  16. Wednesday, Jan. 25  
*Saturday, Jan. 28*  
*Sunday, Jan. 29*
  17. Wednesday, Feb. 1
  18. Wednesday, Feb. 8
  19. Wednesday, Feb. 15
  20. Wednesday, Feb. 22
  21. Wednesday, March 1
  22. Wednesday, March 8
  23. Wednesday, March 15
  24. Wednesday, March 22  
**Wednesday, March 29**
  25. Wednesday, April 5
  26. Thursday, April 13
  27. Wednesday, April 19
- Youth Jam Retreat for 6, 7, 8th (attendance required)*
- No class- Catechist In-Service**  
Grades 9, 10 and 11 to St. Bernadette for High School Evangelization night  
*Confirmation at Sacred Heart 4:30 pm Mass*
- No class – Thanksgiving break*
- Confirmation Retreat (Camp Tekawitha)*
- 1<sup>st</sup> Reconciliation*
- No class - New Year's break**  
**No class – Catechist In Service**
- 9<sup>th</sup> Grade retreat*  
*Confirmation breakfast w/sponsors*  
Unity Night
- Ash Wednesday Mass - attend as a class
- No class – Spring Break**  
Passion Play  
**Holy Thursday Mass – All students to attend Holy Thursday Mass**  
Last night of class