

Policy

Student Registration for Non-registered Members of St. Patrick Church

All families who are not registered members of St. Patrick's, who wish to register students in the St. Patrick Faith Formation program must provide the St. Patrick faith formation director a signed letter from their current pastor, agreeing to allow permission for the student(s) to attend St. Patrick's Faith Formation Program.

All families who are not registered members of St. Patrick's will be charged double the normal registration fees of St. Patrick parishioners. Payment of these fees must be made at the time of registration.

First Reading, Feb. 5, 2009

Approved: May 6, 2009

Policy

Non-Registered Parishioners Request of the Sacraments of First Reconciliation, First Eucharist or Confirmation

All families who are not registered members of St. Patrick Church requesting a sacrament at St. Patrick Church must:

1. Provide a letter from current pastor giving St. Patrick permission to administer the sacrament
2. Ask the current pastor at St. Patrick for permission to join the St. Patrick class preparing for the sacrament.
3. Complete the required two years of preparation before receiving the sacrament.
4. Pay all fees related to this sacrament at time of registration.

First Reading, April 2, 2009

Approved: May 6, 2009



**St. Patrick's
Faith Formation
Family
Handbook**

2011-2012

Youth Ministry Programming

SPARKS Nights—Students in grades 6-8 are offered a youth ministry activity on a Wednesday night, 3 times yearly. Parents are needed as chaperones. If enough chaperones are not present, the event will be canceled and parents will be contacted to pick up their student (s). Optional: On the 4th Sunday evenings of most months, activities will be planned for those interested.

LIFE Nights—Students in grades 9-12 are offered a youth ministry activity on a Wednesday night, 3 times yearly. Parents are needed as chaperones. If enough chaperones are not present, the event will be canceled. Optional: On the 1st Sunday evenings of most months, a Coffee House discussion time will be held for those interested.

Summer Service Trip— Every other year students in grades 7-12 may elect to make a summer service trip at one of the Catholic HEART Workcamps. Students pay a deposit and work the fundraisers which will be planned and led by the families.

National Catholic Youth Conference (NCYC) - Every other year (odd numbered years) students may sign up to attend NCYC in a US city. Students must be in high school during the NCYC year. Students will pay deposit and work the fundraisers which will be planned and led by the families.

Annual Field Trip Permission Forms—Every student must have one of these forms on file. When a trip or outing is scheduled, a shorter form with important information will be sent home for parent's signature.

Financial Assistance for Church Events — Funds raised through the garage sale are offered to students who wish to attend a church camp, retreat, trip, etc. To apply for funds, families should contact the Faith Formation Director.

OTHER OFFERINGS

Children's Liturgy of the Word—Offered during Sunday Mass for ages pre K thru 4th grade during the school year.

Youth Ministry Team—Youth in grades 6-8 and adults meet monthly to plan and evaluate the youth ministry program.

Adult Faith Formation - Watch parish bulletin for upcoming opportunities.

CLASS INFORMATION

Class Times: Kindergarten—Grade 5 6:30-7:30 pm
Grades 6-12 7:45 –8:45 pm
Generations of Faith Wed, 6:00-8:00pm (includes meal)
Sun, 11:45 am –1:45 pm (includes meal)
Youth Ministry (SPARKS and LIFE) as scheduled, watch monthly newsletters for times and details

Attendance

If a student will miss class, parents are asked to notify the catechist or the faith formation director ahead of time. If parents do not call, a courtesy phone call will be made to parents as soon as it is determined the student is absent to verify the safety of the student. The office closes at 4:30 pm, so please call the faith formation director at (cell phone) 515-290-4799 after 4:30 pm.

Curriculum

Kindergarten—6th Grade: "Call to Faith" by Harcourt, Our Sunday Visitor

7th-8th Grades: "The Catholic Connection" by St. Mary Press.

9th—12th Grade: "The Catholic Faith Handbook" Curriculum based on *The Total Faith Initiative* from St. Mary's Press.

11th Grade—Theology of the Body, Ascension Press used the first semester.

Generations of Faith

Faith Festivals are scheduled 4 times yearly. These interactive, experiential learning festivals are for the whole family/household. When a festival is held, there will be no regular classes. ***Instead, parents attend with students at one of the two times available (after church on Sunday or on Wednesday evening).*** Festivals begin with a meal and include prayer, large group learning, age appropriate learning, sharing time and closing prayer. ***All families are expected to attend these festivals as a regular part of faith formation. Important aspects of faith taught at these festivals will not be repeated in the classroom. There is no additional cost for these festivals beyond a free will offering for the meal.***

Registration

Pre-registration forms are sent home with students via class in spring. Forms are updated and money sent to the parish faith formation office. Early registration fees end on July 31st. If requested, payment options are available.

Communication

Four communication links are available for your use; the parish website, monthly newsletters, the bulletin and new this year, a Facebook page which is under production. Please watch the bulletin for more information on Facebook.

Catechists—Early Session (Grades K-5) 6:30-7:30 pm

Kindergarten	Andrea Holst	515-321-9485
Grade 1	Patrick Scully	382-6453
Grade 2	Tasha Vorm	382-3665
Grade 3A	Shawnee Garcia	382-2244
Grade 3B	Lisa Hovar	515-460-5957
Grade 4	Shawna Dumbaugh	515-387-1398
Grade 5A	Kim Kellen	382-5571
Grade 5B		

Catechists—Second Session (Grades 6-12) 7:45-8:45 pm

Grade 6A	Jeff and Mae Saunders	515-382-6162
Grade 6B	Bruce Dittmer	515-382-2790
Grade 7A		
Grade 7B	Patrick Scully	382-6453
Grade 8A	Vickie Wirth	515-382-6637
Grade 8B	Dan Ramthun	515-382-5373
Grade 9	Mike Macki	515-220-4257
Grade 10	Brent Black	515-382-5353
Grades 11	Meg Frideres (girls)	515-382-8706
Grade 11	Jason Holst	515-321-9489
Grade 12	Steve Cassabaum	515-382-6396

Class Cancellations

There will be no class if Nevada Schools let out early or cancel classes due to weather. Listen to KCCI or WHO for cancellations or contact office or catechist. Catechists will call students by 6 pm for any last minute cancellations .

Rules and Regulations (for K-12)

To help create and maintain an environment for quality religious education and the safety of every child.

1. Food is not allowed in classrooms without Catechist approval.
2. Children are not to leave church property until their parents pick them up (*unless they have written permission forms*).
3. A phone is available to children needing to call parents.
4. Please call the faith formation director or catechist if problems arise.
5. Your child's attendance is essential for a gradual understanding of our Catholic faith. *Please call if he/she will be absent.*
6. Parents of children receiving sacraments are required to attend the preparation and learning center meetings.
7. **Visitors are welcome, but permission from catechist in advance is expected!**

Discipline Policy

- **1st incident:** Student will be spoken to and warned by instructor.
- **2nd incident:** The instructor will speak to student, and parents will be notified by a telephone call from the Faith Formation Director or the catechist.
- **3rd incident:** Student will be sent to the evening administrator for the remainder of the class. Parents will be notified and a conference will be held with the parent, student, catechist, and Faith Formation Director.
- **4th incident:** Student will be dismissed until parent's petition for re-admittance.

Parking and Pick-up:

Parents pick up their child from the social hall (**grades Kindergarten –2nd from classroom**) at dismissal time and walk them to their cars. No child should be on the parking lot without an adult. All drivers are asked to drive carefully in the parking lot.

Prayer

Parents are the primary teachers of their children in the ways of faith. Faith Formation classes are provided, to *assist you*-- the parents. Because classes are one hour in length and held only during the school year we can provide children with only 25-30 hours of classes a year. You provide them with year-round, life-long learning and role modeling.

Prayer is an on-going, year-round practice of our Catholic faith. **That is why it is important for you, the parents, to teach your children their prayers.** A Prayer and Practice Booklet is provided with this handbook which follows the Archdiocesan Prayer Guidelines. **These prayers will also be used in the classroom by the catechist during prayer time.**

Class Service

The following grades have been designated to provide these services:

- Grade 6/7: Assist with Ash Wednesday Soup Supper
- Grade 10: Assist with Lenten Fish Fry's. *A parent will be assigned to head up these service projects.*

OUR MISSION — TO HELP YOU PASS ON THE FAITH!

St. Patrick faith formation programs are developed to assist parents in forming their children in the Catholic faith. We will do our best to develop curriculum, practices and policies which will help you teach your children to understand and practice a living faith. We cannot do it for you — but we can give you the best assistance and resources available to us!

Help us — to help you, by:

- taking your role seriously,
- communicating with us — about your needs and your concerns,
- volunteering,
- practicing your Catholic faith at all times in what you say and do,
- making Mass attendance a priority for your family, and
- asking your child what he/she learned or did in faith formation or youth ministry each week.

We have the most amazing God and Church, let's celebrate and grow together!

Barb Kuebler, Faith Formation Director

382-2974 or 515-290-4799, DBQ139re@arch.pvt.k12.ia.us

St. Patrick's Faith Formation Committee:

Pat Anderson, Chair	382-2554
Mike Nusbaum, Treas.	382-3532
Sandy Dittmer, PR.	382-2790
Brent Black, Sec.	382-5353 or 515-291-0022
Bryce Caple, PC Liaison	515-387-1270

Parish Office

Ken Michaels, Cluster Coordinator	515-382-2974	DBQ139s@arch.pvt.k12.ia.us
Vickie Wirth, Cluster Secretary	515-382-2974	
Fr. Rick Dagit, Pastor	641-377-2710	
		DBQ192@arch.pvt.k12.ia.us

St. Patrick Web Site: www.stpatricknevada.org

Check out our parishes excellent website! (includes parish and faith formation information including newsletters, calendars, etc.) You can even hear the homilies. Check the website often for updates!

SACRAMENTS

Baptism —Classes are taught by Kevin and Gina Erickson (382-9686) and Mike and Martha Galecki (641-385-2266) for parents who want their child to join our community as a baptized Catholic.

First Reconciliation —This sacrament takes place in the 2nd grade. Parents assist in instruction at home. Parents are required to attend a meeting at which they will receive the information and materials to prepare their child at home and one gathered Learning Center Meeting with their child. The children will receive the sacrament at a group celebration in January.

First Communion —The children receive this Sacrament in 2nd grade, during a regular Sunday Mass, usually the first weekend in May. Parents assist in instructing their child at home. Parents are required to attend a parent meeting, one learning center meeting and an afternoon retreat.

Confirmation — Students in at least the 10th grade prepare for this sacrament beginning in the fall to commit themselves to being a Disciple of Jesus and are confirmed in the spring. Parents attend an Orientation meeting in the fall with the students where they will learn about the preparation requirements.

****Parents with children who have not received the Sacraments or are out-of-sequence with sacraments should contact the Faith Formation Director.*

RCIA (Rite of Christian Initiation of Adults)

This program is for anyone wishing to learn more about their Catholic faith or for anyone wishing to become Catholic. Barb Cockshoot is the Coordinator (tel. 382-2688).

Help for Victims of Sexual Abuse

The Archdiocese of Dubuque has established a program of pastoral assistance to people who believe they, or those in their care, have been sexually abused as minors by clergy or other Church personnel. This assistance includes help in informing civil and Church authorities. Victim Assistance Coordinators are trained to facilitate access to appropriate professional mental health services, social service agencies, support groups and/or individuals who can provide spiritual care. Any individual desiring help from this program is invited to call toll free 800-803-6758 or 866-319-4536 to report an allegation or receive assistance. This program is part of the "Policy for the Protection of Minors."