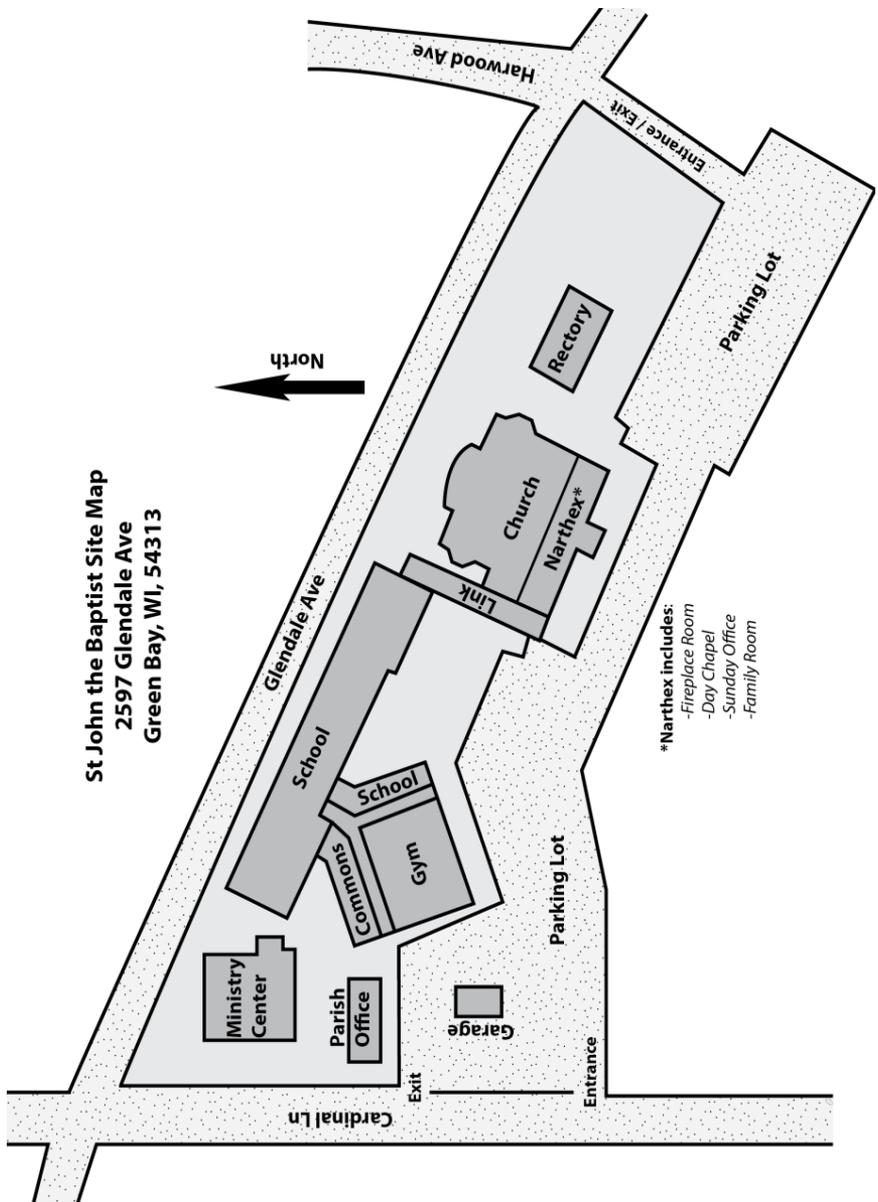


ST. JOHN THE BAPTIST PARISH  
*Faith Formation Handbook*  
2017-2018



2597 Glendale Avenue  
Green Bay, WI 54313  
(920) 434-2145  
[www.sjbh.org](http://www.sjbh.org)

**St John the Baptist Site Map**  
2597 Glendale Ave  
Green Bay, WI, 54313



**\*Narthex includes:**  
-Fireplace Room  
-Day Chapel  
-Sunday Office  
-Family Room

# FAITH FORMATION HANDBOOK

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*(Cover photo courtesy of Rachel Moreau)*

Dear Parents/Guardians,

Welcome to St. John the Baptist Faith Formation Program. Thank you for allowing us to be partners with you in your children's faith formation. Our Faith Formation team of staff, volunteer catechists and aides are looking forward to sharing faith and learning alongside your children.

“The Christian home is the place where children receive the first proclamation of the faith.” (CCC 1666). Your children will learn to live their faith as they see you practice your faith. You role model by your words and actions what it means to be an adult Catholic who lives their faith fully, actively, and consciously. Our role at St. John the Baptist is to support, assist, and encourage you as you role model a Catholic Christian lifestyle for your family by your love and example.

This handbook will provide you with valuable information about the Faith Formation Program. It is important that you read and discuss it with your family. We ask you to keep it in a convenient place and refer to it as needed. We welcome any questions you have and look forward to serving you and your family.

Please feel free to contact us with any questions or concerns.

Blessings,

Mrs. Amy Mott and the Faith Formation Team

## **FAITH FORMATION STAFF**

Staff members may be contacted by calling **434-2145**.

- ❖ **Pastor: Fr. John Bergstadt**  
Ext 211 or [jbergstadt@sjbh.org](mailto:jbergstadt@sjbh.org)
- ❖ **Parochial Vicar: Fr. Scott Valentyn**  
Ext 210 or [svalentyn@sjbh.org](mailto:svalentyn@sjbh.org)
- ❖ **Coordinator of Faith Formation, Grades 9-11 and Confirmation: Amy Mott**  
Ext 212 or [amott@sjbh.org](mailto:amott@sjbh.org)
- ❖ **Facilitator of Grades 1-8, First Reconciliation and First Eucharist: Susan Casleton**  
Ext 205 or [scasleton@sjbh.org](mailto:scasleton@sjbh.org)
- ❖ **Coordinator of Youth Evangelization: Kym Allex**  
Ext 214 or [kallex@sjbh.org](mailto:kallex@sjbh.org)
- ❖ **Coordinators of Churchtime: Cathy Seidl and Susan Casleton**  
Ext 205 or [scasleton@sjbh.org](mailto:scasleton@sjbh.org)
- ❖ **Faith Formation Secretary: Sherry Van Helvoirt**  
Ext 206 or [svanhelvoirt@sjbh.org](mailto:svanhelvoirt@sjbh.org)
- ❖ **TO REPORT AN ABSENCE: Ext. 229**

## **OFFICE HOURS:**

**Monday – Thursday: 8:00am – 4:00pm**

**Friday: Hours vary. Please call ahead.**

# ST. JOHN THE BAPTIST PARISH

## FAITH FORMATION PROGRAM

### MISSION STATEMENT

*With compassion and respect for all, we cultivate our youth to be visible signs of the Risen Christ through a Faith Formation Program centered on Creed, Word, Sacrament, Prayer and Christian Life.*

### GOALS

- ❖ Provide our students the opportunity to be involved in quality Catholic Education
- ❖ Provide our students opportunities to explore and develop their religious faith
- ❖ Nurture spiritual growth in our students in a positive, prayerful, and sacramental way
- ❖ Enable all our students to accept the responsibility of living and sharing the Gospel teachings
- ❖ Build and grow in a sense of “service or outreach” to our community and the broader community

## **REGISTRATION**

- ❖ **Registration dates/times:** Registration dates/times are communicated via postcard, e-mail, and bulletin notices. Registration is also available by appointment.
- ❖ **Tuition**
  - Parish member grades 1 - 8: \$75 per student
  - Parish member grades 9 – 11: \$100 per student
  - First Sacraments Preparation: \$50 per student
  - Confirmation Preparation: \$75 per student
  - Non-registered families: add \$50 per student
  - Late Registration Fee: \$20 per family
- ❖ **Tuition Assistance Requests** are considered for parish members by contacting the Faith Formation Office.

## **PROGRAM CLASS TIMES**

- ❖ **Grades 1-5** meet Mondays or Wednesdays, 6:00pm - 7:15pm in School.
- ❖ **Grades 6-8** meet Mondays or Wednesdays, 6:00pm -7:15pm in the Ministry Center and School.
- ❖ **Grades 9 and 10** meet Wednesdays, 7:30pm – 8:45pm in the Ministry Center and School.
- ❖ **Grade 11** meets on Sunday evenings, 7:00-8:30pm, in the School.
- ❖ **Confirmation** meets on Sundays, 7:00-8:30pm starting in Church for prayer and moving to School for class.

## **ATTENDANCE AND REPORTING ABSENCES**

Regular attendance of Faith Formation classes is required for students to achieve the best experience. Parents, please report absences prior to class by calling: **434-2145 ext. 229**.

## **CLASS CANCELLATIONS**

If **Howard/Suamico schools** are closed due to inclement weather, Faith Formation classes will **NOT** be held. Sunday evening classes will be notified at least 1 hour ahead of time.

## **EMERGENCY PROCEDURES**

Emergency Procedures are on file in the Faith Formation Office, in each catechist's handbook, and available upon request by calling the Faith Formation office.

## **ARRIVAL/DISMISSAL**

- ❖ **Grades 1-8:** Students enter Door 1 and report to their classrooms.
- ❖ **Grades 9-10:** Report to the Ministry Center upper level.
- ❖ **11<sup>th</sup> Grade:** Students enter Door 1 and report to their classroom. Session one may convene in the Commons.
- ❖ **Confirmation:** Candidates begin class in church. Church doors will be locked after prayer has concluded. Candidates must use Door 1 to enter the school building when arriving late/after prayer time.

Doors will be locked after classes begin. In the event you are late, please ring bell at the door you are reporting to or call 434-2145, ext. 229. Students must then check in with the attendance office.

## **STUDENT SAFETY**

- ❖ For the safety of your children, please pick them up promptly.
- ❖ Students are NOT allowed to leave the Parish grounds during scheduled classes or activities for any reason without the written consent or phone call from their parent/guardian.
- ❖ We do not assume responsibility for students who arrive late or leave before and after scheduled classes or activities.

## **CURRICULUM**

Our curriculum is engaging, age-appropriate, challenging, relevant, and offers ways of integrating faith into the life of each student. A variety of learning materials are used in class. Books, bibles, handouts, videos/DVDs, music, online resources, and guest speakers are some examples of what is used to enhance learning.

As mandated by the Diocese of Green Bay, students have:

- 30-35 hours of faith formation instruction.
- An annual Assessment of Catechesis Religious Education (ACRE) in grades 5, 8, 11 which assess the strength of our program and identify areas that need improvement.
- A yearly Safe Environment class session in grades 1 through 11. These classes give children information to promote personal safety, good choices, and healthy relationships. Parents wishing to have their child/ren not participate will be given the opportunity to sign a Diocesan “opt out” form.

## **ELEMENTARY SCHOOL**

- ❖ Children in grades 1-5 use the *Alive in Christ*, Our Sunday Visitor series. Children receive a workbook specific to their grade.
- ❖ The lessons include: Revelation/Scripture, Trinity, Jesus Christ, the Church, Morality, Sacraments, and the Kingdom of God, Catholic Social Teaching and Church History. There is also a Family & Faith page for each chapter.
- ❖ Children, with the help of their parents, are expected to learn the prayers appropriate to their age level. Prayers can be found in the back of your child’s *Alive in Christ* book.
- ❖ Your child will bring home his/her book each week. Parents are asked to check for any communication from the catechist or Faith Formation Team.

## **MIDDLE SCHOOL**

- ❖ Middle School students in grades 6-8 use the *Alive in Christ*, Our Sunday Visitor series.
- ❖ The lessons include: Revelation/Scripture, Trinity, Jesus Christ, the Church, Morality, Sacraments, Kingdom of God, Catholic Social Teaching, and Church History.

## **HIGH SCHOOL**

- ❖ Students in grades 9, 10 and 11 use *The Catholic Faith Handbook for Youth* published by St. Mary's Press as their basic text. The lessons include: Revelation/Scripture, Jesus Christ, the Church, Sacraments and Morality.
- ❖ Lessons will be enriched using resources from:
  - *Echo The Story: A Bible Study for Catholic Teens* (Saint Mary's Press) (9<sup>th</sup> Grade)
  - *You: Life, Love, and The Theology of the Body* (Ascension Press) (10<sup>th</sup> Grade)
  - *Chosen: This is Your Catholic Faith* video series (Ascension Press)
- ❖ A retreat, a Westside Collaborative event called "Journey of Faith," and a community service project are all included each year.

## **CONFIRMATION**

Confirmation, together with Baptism and Eucharist, form the Sacraments of Initiation that are all intimately connected. In the Sacrament of Confirmation, a baptized person is "sealed with the gift of the Holy Spirit" and is strengthened for service to the Body of Christ and welcomed fully into the life of the Church.

- ❖ **Junior Year, Spring Semester**
  - Candidate/Parent Meeting
  - Candidate/Sponsor Meeting
  - Outside of classroom expectations

- ❖ **Senior Year** – Immediate preparation and Celebration of Confirmation

Confirmation candidates begin their preparation

- ❖ as juniors in high school.
- ❖ when they have attended formal Faith Formation classes or theology classes at a Catholic high school prior to the year they are to celebrate the Sacrament of Confirmation.
- ❖ If a teen hasn't participated in Faith Formation classes or in Catholic high school theology consistently, he/she will need to meet with the coordinator to make arrangements before he/she can prepare for the Sacrament of Confirmation.
- ❖ Confirmation families must belong to our parish or have their pastor send a letter granting permission to receive Confirmation at St. John the Baptist.

### **FIRST RECONCILIATION AND FIRST EUCHARIST**

The Eucharist is the source and summit of the Catholic faith. We believe that through the work of the Holy Spirit ordinary bread and wine truly becomes the consecrated Body and Blood of our Lord Jesus Christ. Prior to the Sacrament of First Eucharist, children celebrate the Sacrament of Reconciliation, in which God forgives our sins and reconciles us with both God and the Church.

- ❖ Children must have attended first grade Faith Formation or a Catholic school to receive the Sacraments of First Reconciliation and First Eucharist in their 2<sup>nd</sup> grade year.
- ❖ Children in second grade or older, who have not been enrolled in Faith Formation or a Catholic school and who have not received their First Sacraments must attend one full year of instruction **PRIOR** to the year in which the sacraments are to be received.
- ❖ All registered students preparing for the Sacraments of First Reconciliation and First Eucharist and their parent/s attend the scheduled Parent/Child Meetings.

- ❖ Preparation takes place at home with the parents, as well as by attending three parent/child sessions during regular scheduled class time.
- ❖ In accordance with the Diocesan guidelines/policies, **preparation and reception of First Reconciliation is to be received prior** to the reception of First Eucharist.
- ❖ First Eucharist families must belong to our parish or have their pastor send a letter granting permission to receive First Eucharist at St. John the Baptist.
- ❖ A parent interview is scheduled with a staff member before the child's reception of First Eucharist.

## YOUTH MINISTRY

- ❖ Youth events are created for Middle School and/or High School teens to help lead them closer to Christ, the Catholic Church and their personal faith journeys.
- ❖ Events/activities sponsored by the parish, Westside Youth Ministry and the Diocese are scheduled throughout the year. A calendar of events may be found on the parish website, as well as on the kiosks in the Narthex.
- ❖ Permission forms for off-site events are required. If a *full year liability form* is not already on file in the parish office, one can be found on the parish website and available from Kym Alex on Monday and Wednesday nights.
- ❖ **Open Fish Bowl:**
  - Middle School: Wednesdays, 5:00pm – 6:00pm in the Ministry Center “Fish Bowl” before class time.
  - High School: Wednesdays, 7:00pm-7:30pm in the upper level Ministry Center.

## **CHURCHTIME**

- ❖ Four year olds through first grade are welcome to attend the Churchtime program during the 10:00 am Mass throughout the school year.
- ❖ The catechist leads children in understanding the day's gospel on their level through prayer, scripture reading, discussion, an activity sheet, and music.

## **VACATION BIBLE SCHOOL (VBS)**

- ❖ A one week summer program for children in Pre-K through 5th grade.
- ❖ 6<sup>th</sup> grade and older are welcome to register as volunteers.
- ❖ Children come to know God and Jesus through the scriptures.
- ❖ Activities include Bible stories, music, crafts, skits, games, and snacks.

## **HOME STUDY**

We truly believe that parents are the first and best teachers in the ways of faith. We also have seen the wonderful things that happen when a young person journeys with peers and great catechists to integrate faith in their lives. The goal is "How can we best serve this young person?" If you are considering home study, please contact the coordinator for your child's grade to discuss.

The Diocese has guidelines for those who wish to home school regarding content, participation in Mass, retreats, etc.

## **CODE OF CONDUCT FOR STUDENTS**

- To follow the classroom rules
- To participate willingly in their learning
- To respect others' safety, well-being, and property
- To be accountable for their behavior and responsive to consequences
- To participate in creating a safe, positive environment conducive to learning.

## **DISCIPLINE**

Our students are wonderful, loving children who show respect for their teachers, classmates, and the environment. However, if a student continually fails to follow the code of conduct, the following procedures will be followed:

1. The catechist will speak with the child.
2. The coordinator will speak with the child.
3. The coordinator will call and/or meet with the parent/s.
4. The Director of Faith Formation will speak with the child and contact the parent/s.

## **ELECTRONIC EQUIPMENT/CELL PHONES**

Electronic equipment and cell phones are not 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 backpacks. Any student found using any electronic equipment/cell phone during class risks having their item confiscated by the catechist or coordinator for the class period.

## **VOLUNTEER INFORMATION**

Volunteers are vital to the success of the Faith Formation programs. Volunteers are needed as catechists, aides, substitutes and chaperones. Small class sizes can only be achieved with the help of a large number of volunteers. Please contact the coordinator of the grade you are interested in helping (see page 2).

## **FAITH FORMATION ADVISORY BOARD**

### **MISSION STATEMENT**

*Through advising and supporting the Faith Formation staff, the mission of the Faith Formation Advisory Board is to help lead our parish youth in becoming committed Catholics.*

The Faith Formation Advisory Board membership is made up of representatives from our Faith Formation Program and parish community.

Meetings are held on the third Thursday of the month, August through May, 5:45pm – 7:15pm in the Parish Office. Meetings are open to all parishioners.