



**HOLY FAMILY**  
**CATHOLIC COMMUNITY**  
*inviting all to new life in Christ*

# **2019-2020**

## **Family and Teen Faith Catechist Handbook**

### **Holy Family Catholic Community Catechist Covenant**

As a Community of Faith deeply invested in faith formation of our children and young people, we pledge:

- To provide a positive environment where learning and sharing can take place
- To accept each young person at his/her starting point
- To provide opportunities for service, worship, and prayer

## Staff and Contact Information

**Dr. Peg Hanrahan, Director of Family & Teen Faith**  
(847) 907-3431

[phanrahan@holyfamilyparish.org](mailto:phanrahan@holyfamilyparish.org)

**Courtney Smola, Assoc. Director of Family & Teen Faith**  
(847-907-3426

[csmola@holyfamilyparish.org](mailto:csmola@holyfamilyparish.org)

**Laura Ferlita, Associate Director**  
**Religious Education Coordinator for Family Faith**  
(847) 907-3436

Pre-k and K/ Gr. 1-6 / Home school  
[lferlita@holyfamilyparish.org](mailto:lferlita@holyfamilyparish.org)

**Grant Guthrie, Associate Director of Teen Faith**  
**Religious Education Coordinator for IGNITE and FLAME**  
(847) 907-3439

Gr. 7-12 / Peer  
Ministry/Confirmation  
[gguthrie@holyfamilyparish.org](mailto:gguthrie@holyfamilyparish.org)

**Amy Hodson, Associate Director for Teen Faith**  
**Youth Minister**  
(847) 907-3446

Youth Ministry / Retreats  
[ahodson@holyfamilyparish.org](mailto:ahodson@holyfamilyparish.org)

**Marta Robak, Administrative Asst.**  
(847) 907-3447

Sacramental Preparation/Mission  
Outreach/Catechist Formation  
[mrobak@holyfamilyparish.org](mailto:mrobak@holyfamilyparish.org)

## General Contact Information

**Holy Family Catholic Community**  
Palatine Road, Inverness, IL 60067  
Front Office **(847) 359-0042**  
Website, [www.holyfamilyparish.org](http://www.holyfamilyparish.org)  
[www.facebook.com/holyfamilyinverness](https://www.facebook.com/holyfamilyinverness)



*We always want to know what you are thinking and feeling.*

**Family and Teen Faith Office**  
**Office hours: Monday-Thursday 9 am -4 pm and during all programs/events**  
[www.facebook.com/HolyFamilyTeenFaith/timeline](https://www.facebook.com/HolyFamilyTeenFaith/timeline)  
<https://twitter.com/HFteenfaith>

## Letter from the Director

Dear Catechists,

**I am deeply grateful, as are all the Family & Teen Faith (FTF) staff members.** Without you, there would be no FTF Ministry. Each of you is a gift. Your faith inspires, your dedication uplifts, your encouragement and affirmation sustains and your wisdom guides. The opportunity to work alongside you is a blessing.

**Faith begins with an encounter with the living God.** If nurtured this encounter develops into a deeply personal, intimate life-long relationship. This takes time. The Scripture frequently describes the journey from encounter to relationship as a winding road, with many off road 'wilderness' adventures along the way.

Most of us first encounter God through someone or something. As Christians, we believe that such an encounter results most often from the personal testimony of one who already has a relationship with the Lord. Even in the case of a direct personal encounter like St. Paul, it is difficult to make sense of the encounter on one's own. Having the encounter, recognizing the encounter and developing the encounter into an on-going relationship and sustaining the relationship are all different moments on the journey of faith. This is why *Ananias of Damascus* goes to Saul. Saul claims he could no longer see, or he could no longer make any sense out of what he was seeing. ***Ananias was not a teacher he was a healer.*** As catechists will be the Ananias figure for others as they cope with being confusing, wrestling with questions, experiencing doubts and disillusionments...

Acts tells us Ananias baptized Paul, but that was only the next step in the faith journey. Paul went to live with the Christian community in Antioch, since he had managed to alienate both the Christian and Jewish communities in Damascus. Saul, baptized Paul, did not yet know what it was to live the Christian life. In Antioch, Paul meets Barnabas who accompanies Paul for the next several years. ***Barnabas was a teacher/guide.*** All of us as catechists will be Barnabas figures for others.

**This is our calling** – to accompany the young people entrusted to our seeking an authentic faith, and credible ways of expressing of that faith, in a skeptical world and a less than perfect Church as teachers, guides, mentors and healers. In the process, we will become more patient, less judgmental and more compassionate. We will be inspired, disappointed, frustrated and amazed. Our own faith will be both tested and strengthened, deepened and broadened. It will be an incredible journey.

I, for one, cannot wait to be part of this great adventure with such marvelous fellow travelers as you!

Respectfully,

***Peg Hanrahan***

Dr. Peg Hanrahan  
Director of FTF

**CREATING** a  
**culture**  
**of**  
**witness**  
**begins**  
**with**



## **Family and Teen Faith Mission Statement**

To cultivate Catholic disciples of Jesus Christ, by welcoming and involving children, teens and their families into the Holy Family faith community, nurturing their spiritual growth, challenging and empowering them to live Christ's mission.

## **Vision Statement**

*We are committed to making our Catholic Christian faith come alive in the minds, hearts and actions of all family members.*

### ***Recognizing that we live in an ever-changing society, FTF will strive to help our families***

- *Become increasingly more aware of God's presence in their lives.*
- *Cultivate a sense of wonder and reverence;*
- *Know the foundations of the Catholic faith;*
- *Appreciate and act on the essential link between worship and catechesis.*
- *Respond to the challenge of the Gospel being aware of our Christian responsibility to participate in acts of service, mercy, charity, justice and peace in our local and global communities;*
- *Recognize the dignity of each person and appreciate the diversity among people;*
- *Make effective life choices guided by our faith.*

## **Catechist Formation**

Our own growth in faith and personal devotion is a compelling witness. Walking the talk makes a lasting impression. We must be true to the Word we teach.

Catechist Formation is more essential than we often think. It renews our Spirit, refreshes our vision, challenges us to grow and affirms the value of our work.

Check out **The Catechist's Place** – accessed on line at <https://holyfamilyparish.org/the-catechists-place> (updated this summer). Here you will find lesson plans, additional teaching resources, forms you may need, pertinent Podcasts,

**We cannot  
give what  
we do not  
have.**

**We cannot  
lead when  
we are  
running on  
empty.**

webinars, videos and a feedback box which goes directly to the Director.

## Catechist meetings and formation gatherings

### 2019-20 CATECHIST FORMATION SCHEDULE

**Sep 5 – 6:30-9pm** – Opening Catechist Gathering for ALL (Dinner's included)

**Sep 19 – 6:30-9pm** – Training for Catechists who are teens

**Sep 24 – 6:30-9pm** – NEW Catechist Training

**Sep 29 – 3-3:45pm** – IGNITE/FLAME Catechist Meeting

**Oct 6 – 12-12:30pm / 3-3:45pm** - Gr 1-6 Catechist Meeting

**Oct 9 – 6-6:30 pm** Wed. Catechist Meeting

**Dec 1 – 3:15 pm** FLAME I Catechist Meeting

**Jan 19 – 3:00 pm** FLAMEII Catechist Meeting

**Feb 19 - 6:30-9pm** – ALL Catechist Enrichment (Dinner's included)

**May 17** - End of the Year Catechist Brunch (following 9 am Mass)

## The Responsibilities of a Catechist

All catechists share in the responsibility of carrying out the mission of Holy Family Catholic Community and Family and Teen Faith. By their decision to serve Holy Family, they agree to support and to implement the mission. In doing so, they assume the role of ministers in the Church's work of Catholic education and formation and join with administrators, parents and youth in attempting to build a Catholic community. Specifically, a catechist shares in the ministry of the Roman Catholic Church to advance the mission by word and example. The invaluable contribution of catechists come not only from their giftedness, but also from their personal witness and public example as believers committed to the values inspired by faith.

## Catechist Commissioning/Blessing

**Catechetical Sunday** – Celebrated the third Sunday each September

Every parish in the United States celebrates the role that each person plays, by virtue of Baptism, in handing on the faith and being a witness to the Gospel. At Holy Family we will celebrate Catechetical Sunday through the following events

- ❖ Catechists give reflections at all the Masses
- ❖ Parents/Grandparents, the first teachers of the Faith, receive a blessing
- ❖ Catechists and HFCA staff members are commissioned at 9 am and 4 pm Mass



### A Catechist's Prayer

Loving God, Creator of all things,  
You call me to be in relationship with you and others.  
Thank you for calling me to be a catechist,  
for giving me the opportunity to share with others  
what you gave to me.  
May all those with whom I share the gift of faith  
discover how you are present in all people and things.  
May they come to know You, the one true God,  
and Jesus Christ, whom You have sent.  
May the grace of the Holy Spirit guide my heart and lips  
so that I may remain constant in loving and praising You.  
May I be a witness to the Gospel and a minister of your truth.

Access on-line schedules at [www.holyfamilyparish.org](http://www.holyfamilyparish.org)

## CLASS SCHEDULES

### PRE-K& KINDERGARTEN:

Sundays...during the 9am and 11am Masses

Sep 8 / 15 / 22 / 29	Oct 6 / 20 / 27
Nov 3 / 17	Dec 1 / 8 / 15
Jan 12 / 19	Feb 9 / 23
Mar 1 / 8 / 15 / 29	Apr 5 / 19

### GRADES 1 to 6:

Sundays:10:30am-12pm / 5:15-7pm

Sep 8 / 15 / 22 / 29	Oct 6 / 20 / 27
Nov 3 / 17	Dec 1 / 8 / 15
Jan 12 / 19	Feb 9 / 23
Mar 1 / 9 / 15 / 29	Apr 5 / 19

Wednesdays4:30-6pm

Sep 11 / 18 / 25	Oct 2 / 9 / 23
Nov 6 / 20	Dec 4 / 11 / 18
Jan 15 / 22	Feb 5 / 19
Mar 4 / 11 / 18	Apr 1 / 8 / 22

### GRADES 7 to 12:

Sundays PM 5:15-7pm

Sep *8 / 15 / 22 / 29	Oct *6 / 20 / 27
Nov *3 / 17 / 24	Dec *1 / 8 / 15
Jan *12 / 19	Feb *9 / 23
Mar 1 / *8 / 15 / 29	Apr*5 / 19

\* Faith on Fire program 7-8:15pm

### Jr. High – Lock-in Retreat

Oct 12 – 3-10pm

### 5<sup>th</sup>-6<sup>th</sup> Grade Retreat

Feb 23 – 10:30 am -12 pm or 5:15-7:00 pm  
\*Wednesday students must choose one of these times.

## SACRAMENTAL SCHEDULES

### Reconciliation

IGNITE Reconciliation – Dec

1<sup>st</sup> Reconciliation – Feb. 5, 2020, 6:30-7:30 pm

4<sup>th</sup> Grade Reconciliation – Mar 2020 3-6 pm and  
Mar 2020 10 am – 12 noon

FLAME Reconciliation

### CONFIRMATION

RITE OF WELCOMING – Oct. 27 4 pm Mass  
Sponsor-Candidate event for FLAME II

FLAME I RETREAT – Jan 11-12 (Woodstock, IL)

FLAME II RETREAT – Jan 25-26 (Holy Family)

PRESENTATION OF THE CREED - Feb. 9, 4pm Mass

SCRUTINY RITE - Mar 29, 4 pm Mass

FLAME II – Pizza with the Pastor (dates TBA)

CONFIRMATION MASS: Apr 26 at 1:30pm  
Rehearsal on Apr 23, 7-9pm

## FIRST COMMUNION PREP SESSIONS

PARENT MEETING - Sep 22, 10:30am-noon OR Sep 25, 7-8:30pm (Parents only)

SESSION # 1 - RITE OF WELCOMING - Oct. 26 OR Nov 2 - 5pm Mass + 30min. session

\* SESSION # 2 – PRESENTATION ON THE MASS - Oct 27 OR Oct. 30 – HFCA Religion class (date TBA)

\* SESSION # 3 – PRESENTATION ON RECONCILIATION - Jan 12 OR Jan 15 – HFCA Religion class (date TBA)

SESSION # 4 – CELEBRATION OF FIRST RECONCILIATION - Feb 5, 6:30-7:30pm in the Church

SESSION # 5 – THE GIFT OF THE OUR FATHER - Feb. 9 – 9am Mass

SESSION # 6 – FIRST COMMUNION FAITH-IN - Apr 4 - 2:30-5pm

\* Child sessions. Parents are welcome to but not required to attend

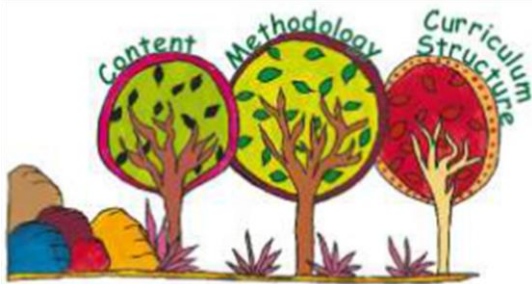
### 1<sup>st</sup> EUCHARIST MASSES

May 2 at 10:30am – Rehearsal April 30 at 6:30pm

May 9 at 10:30am – Rehearsal May 7 at 6:30pm

# Curriculum Overview

## How we carry out our vision and mission



### Content

The goal of all catechesis is to develop Christian disciples. Pope Francis reminds us that all Christian formation consists of

- entering more deeply into the **kerygma**, the foundational experience of encounter with God through Christ and
- incarnating it ever more fully in our lives through the growth in fraternal love, community life and service...

### Christian formation unfolds and includes

- Knowledge of the doctrine and moral teachings of the Church
- Active and consistent engagement with the liturgical life of the Church – worship and sacraments
- Development of a healthy spirituality made tangible by helpful spiritual practices
- The practice of discernment and skillful decision-making
- Development of a missionary spirit in all children and families so that they will be the presence of Christ in society.

## Methodology

**Shared Christian Praxis**, a simple and effective process for developing Christian disciples, summarizes the approach used at Holy Family. The life's work of the noted Religious Educator, *Thomas Groome*, "Shared Christian Praxis, is a process for faith formation used extensively throughout the English speaking world. It is important to understand that *Shared Praxis is not a program; it is a process or overarching approach to faith formation.*" Groome describes his approach as *'bringing life to Faith, and bringing Faith to life.*'

### This approach is most effective done in small groups (8-12).

1. **Participants focus on their personal experience** of a given topic. Use a focusing activity to help the members of the group focus, a video clip on being a good friend, a skit, an icebreaker, etc.(bringing life to faith).
2. **Invite participants to reflect on why they do what they do**, and what the likely or intended consequences of their actions. This helps participants identify their unique understanding or lack of understanding of the topic. Ask participants to consider assumptions they make, or biases they may have (critical reflection).
3. **The catechist presents the Christian community story** concerning the topic at hand to the group and the faith response it invites. Do this using biblical stories/passages, examples of Catholic religious practices, concepts from Catholic teaching, etc.
4. **Invite participants to look at the Christian Story, internalize it, "own" it, and compare it with their own stories.** A dialogue ensues between 'my story and vision" and the 'Christian Story and Vision' (bringing faith to life).
5. **Give each participant is given an opportunity to choose a personal faith response for the future.** Now, what are you going to do?

### Shared Christian Praxis

*... 'bringing life to Faith, and bringing Faith to life.'*

**Thomas Groome**

## Curriculum Structure

### Three key elements

1. **A Spiral curriculum** - material is revisited repeatedly over months and across grades. Each time it is introduced students have the opportunity to understand the content as a deeper level and make connections between concepts and experience they were not able to make earlier.
2. **Developmentally appropriate learning** refers to learning based on how human beings learn over time. It focuses on the individual developmental and the learning needs of each student. Teacher intentionally choose strategies to maximize student cognitive abilities and skill levels.
3. **Experiential** - learning through experience - more specifically defined as "learning through reflection on doing".



### Tools for learning

How we teach must adapt as learners change, content expands or is modified, educational theory improves, and social expectations of learning change. Learner/teachers engage in a process asking them to

**learn → unlearn → re-learn.**

All tools or strategies for learning have strengths and weaknesses and meet the need of some learners and not others. As catechists, we need to be reflective about our teaching, open minded to new approaches and adaptable.

**Experiences of Christian community** provide the overall framework for all catechesis at Holy Family.

- **Community building is our first goal.** Knowing is not the same as believing. A sense of belonging precedes and sustains believing ("Christianity is not a religion it is a relationship.")  
Jesus did not start a **yeshiva** (a school) or offer a selection of workshops and seminars; he gathered a community of disciples.  
Community building activities are essential to good catechesis.
- **Faith Sharing is our second goal.** Faith-sharing groups has proven to be the most effective way to form community where members can bring faith to life through studying scripture, engaging in meaningful conversation and committing to care for one another. This is the goal of **every** Faith class session.

## PROGRAM OVERVIEWS

**Adam's Apple (Pre-K thru K)** includes elements of

- lectionary based catechesis (emphasis on scripture)
- liturgical catechesis (emphasis on symbols and rituals)
- Catechesis of the Good Shepherd (emphasis on imaginative play scenarios with provided materials)
- Mindfulness (emphasis on focusing, attentiveness, and self-soothing)

**Curriculum for this program:** Gospel Weeklies – Promise. This is a lectionary-based program prepared by a team of respected preschool specialists. See the publisher's website for more detail <http://www.pflaumweeklies.com>.

### Catechist and Parent Resources for this program

- ❖ **Concept Development Chart** - <http://www.pflaumweeklies.com/program-directors/?cat=&file=/documents/learning-ladder-chart.pdf>
- ❖ **Handout for Families** - a short but very informative explanation of what the *Pflaum Gospel Weeklies Faith Formation Program* is about, why it unique compared to textbooks, and how it can help your family. Available in English or Spanish. Available at <http://www.pflaumweeklies.com/parents/>
- ❖ **The Gospel At Home** - This simple online resource designed for busy families connects parents to their child(ren)'s lesson each week. It provides



- A short description of the Sunday Gospel
- Suggested activities and discussion starters for each age level
- Seasonal Activities - Extend the child's learning experience with seasonal activities and prayers that parents can do at home. Based on the seasons and feasts of the liturgical year, families can have fun while learning about Jesus and his Church.

These easy-to-do ideas will bring families together to share what each member has learned about the Gospel that they heard on Sunday (and studied in class.) **Available in English or Spanish.**

[Sign up](#) to receive *The Gospel at Home* in your inbox.

#### ❖ Classroom Kits

- **Handcrafted materials used in the Catechesis of the Good Shepherd** – made of various materials these kits allow individual and groups of children to imaginatively engage with key stories and concepts of the faith
  - **Mindfulness activities** –  
MP3 guided meditations, storytelling recordings, coloring activities, sorting activities, scripts for catechists to lead mindful movement exercises, etc.
- ❖ Adam's Apple students are not required to make-up missed classes. However, sending home the Pflaum handout, worksheets you've prepared or crafts children can do at home with another parent or school friend with a post-it saying 'We missed you' or 'Hope you feel better' is a nice way to affirm kids and parents.  
EVAGELIZATION CAN BE VERY SIMPLE!

## Family Faith (Grades 1 thru 6)

**Finding God 2013** (parish edition) published by Loyola Press based on Ignatian Spirituality.

*Ignatian spirituality is a spirituality for everyday life. It insists that God is present in our world and active in our lives. It is a pathway to deeper prayer, good decisions guided by keen discernment, and an active life of service to others. (For more see <http://www.ignatianspirituality.com/what-is-ignatian-spirituality>)*

Each grade level focuses on the same five major themes each year. This allows us to better connect what is done in the large group part of the lesson with what is being done in the classroom and that our grade 1-6 families can have a conversation about faith class and have all the children on the same basic page.

*"As children are introduced to and revisit concepts and vocabulary from one year to the next, their knowledge and experience both broaden and deepen."*

**Curriculum for this program:** Finding God 2013 provides lessons in the faith and delivers those lessons through experiential activities that encourage lifelong practice of the Catholic faith. For more detail, see the publisher's website <http://www.loyolapress.com/faith-formation/finding-god/finding-god-2013>.

**Catechist introductory video available** on YouTube [www.youtube.com/watch?v=IK4iYo6MiT0&feature=g-user-u&context=G28e546fUCGXQYbcTJ33bThwXCFam-zqo5l-oQfisQcNgt4QuJ6k](http://www.youtube.com/watch?v=IK4iYo6MiT0&feature=g-user-u&context=G28e546fUCGXQYbcTJ33bThwXCFam-zqo5l-oQfisQcNgt4QuJ6k)

#### Catechist and Parent Resources for this program

- ❖ **Customizable lesson plans** available on line. These lesson plans are also available to parents who can download the lesson at home if their child misses class.
- ❖ **Scripture and Tradition** - Engaging presentations provides catechists with a meaningful opportunity to pass on our Catholic faith to the next generation.
- ❖ **Each unit and chapter integrates the fundamental themes of the *Catechism of the Catholic Church*** with Scripture, Catholic Social Teaching and Liturgical practice. The Catechist Manual makes these connections explicit.
- ❖ **Adaptive Lesson Plans** for special needs children

- Catechist manuals include practical teaching tips for catechists on how to include children with special needs who have been mainstreamed in their classes
- there are additional resources for parents and catechists who are working with children with special needs in other settings
- ❖ **Multisensory Learning - *Exploring Faith Through Art*** – each catechist will have access to a large easel book containing reproductions of art works from a range of time periods and cultures that are tied to each lesson. The catechist is guided through a process developed by Loyola Press called **Visio Divina** (holy seeing) enabling students understand what they are seeing and reflect on it in light of the lesson.
- ❖ **Classroom CD's** – each classroom will have CD's to be used with various lessons
  - One CD includes dramatized scripture stories and Guided Reflections
  - The second CD includes music – ambient, instrumental and hymns which can be used
- ❖ **Prayer:** Relevant opportunities help children integrate traditional prayer into daily life are built into the catechist manual
- ❖ **Interactive study guides** and the online game **Fishers of Faith** catechists can use to review the content presented in each unit, use as a pre-test to determine where more emphasis needs to be placed during a particular lesson, or assigned to parents and children to do at home.
- ❖ **Session extenders** for each lesson
- ❖ **Sunday Connections** - useful background and activities to better understand the upcoming Sunday's Scripture readings, helping you to connect the Scripture to daily life in a meaningful way.
- ❖ **Resources for parents** are available on line
- ❖ **Faith students are required to complete 20** out of the 22 classes. After a student misses two (2) classes, they are asked to make-up the lesson at home. They can access the lesson on-line. When they complete the lesson, they take the four (4) question Session Review and email it to [lferlita@holyparish.org](mailto:lferlita@holyparish.org) and turn in the downloaded worksheet to you or Laura.

Sending home an art or service project you did during class with a friend or neighbor to do at home with a post-it saying, 'We missed you' or 'Hope you feel better' is a nice way to affirm kids and keep them and parents in the loop. EVAGELIZATION CAN BE VERY SIMPLE!

## IGNITE – Religious Education for Jr. High youth (grades 7-8)

The IGNITE program focuses primarily on Scripture Study. Grade 7 does an overview of whole Bible. Grade 8

### Curriculum for this program

**Text:** *The Catholic Youth Bible, New American Revised Edition* published by St. Mary's Press.

The approach used in this Study Bible will help our Jr. High youth find the answers they seek and help them make connections to Catholic beliefs and traditions.

This study Bible includes over 700 short articles divided into the following categories

- **Pray It!** – how to use the Bible for personal prayer
- **Study It!** – short commentaries which help teens understand and making sense of what the Bible says
- **Live It!** - articles that help teens apply scriptural passages to real-life situations they're facing now
- **Catholic Connection** - articles that provide a more complete presentation of those Catholic teachings based on scripture.
- **Biblical connections** to many different cultures, illustrating the universality of the Catholic Church.
- **Catholic social teaching** - 28 articles that specifically address these seven principles
- **Introductions** to both the major sections of the Bible and each of the books of the Bible
- **Illustrations** throughout to provide a visual context for the biblical stories
- **Glossary** of Scripture-related terms
- **Insights** into how the Church has interpreted key Scripture passages throughout history
- **Special indexes**

- Sunday readings for cycles A, B, and C
- 10 color maps; a four-page color timeline

**Weekly lesson plans** available online at <http://holyfamilyparish.org/ignite-catechesis-jr-high>.

**Weekly Teen Handouts** prepared to coordinate with the Lesson Plan. Teen Staff members print these out and participants keep in a folder issued to each teen.

The Teen Handouts will allow catechists to

- Engage students in short reflective and or written exercises during each class
- Monitor student work
- Refer to concepts and practices used in prior classes.

The Teen Faith staff, led by Dr. Peg Hanrahan write the **Lesson plans** and **Teen Handouts** incorporating multiple resources. Teen Faith updates these resources yearly based on Catechist and teen feedback. Catechists are free to augment lesson plans with media or other resources.

### **Additional Ignite Requirements**

- Completion of 20 of the 22 class sessions scheduled for 2019-20
- 10 hours of community service per student per year
  - All IGNITE students are asked to work a 2 hour shift and Holy Family's Fall Family Fest. This counts as a class and attendance is taken.
  - 7<sup>th</sup> grade service trip to Feed My Starving Children in Schaumburg with small group (or another service event the catechist organizes).
  - 8<sup>th</sup> grade PADS set up and Lesson Plan
- IGNITE Retreat – Saturday, October 12, 3-10 pm at Holy Family

**The FLAME Program (grades 9 & 10)** focuses on preparation for the sacrament of Confirmation.

**Curriculum for this program:**

- **Text:** Catholic Youth Bible
- **Lesson Plans:** Catechists use lesson plans written by the Teen Faith staff, led by Dr. Hanrahan, which incorporate multiple resources and are updated annually based on catechist and teen feedback. Lesson plans available online at <https://holyfamilyparish.org/flame-catechesis-high-school>
- **Weekly Teen Handouts** prepared to coordinate with the Lesson Plan
- **The FLAME scope and sequence** is available at <https://holyfamilyparish.org/flame-catechesis-high-school>

IGNITE and FLAME teens who miss more than two (2) classes are asked to download the lesson plan at home and submit their completed work to Grant Guthrie within two weeks of missing the class. If they have questions they should contact Grant. [gguthrie@holyfamilyparish.org](mailto:gguthrie@holyfamilyparish.org)

A GroupMe text or email or text from you or the Peers saying the teens was missed or the group hopes they did well at the game/meet/performance or will feel better soon is a great way to tell the individual they are important to the group. **Evangelization can be simple!**

## **Prayer & Worship**

**Good liturgy and good catechesis are partners**

As Catholics, we understand that how we worship reflects what we believe and determines how we live. Catechesis and worship are both important aspects of the Christian life and promote a deeper faith journey. Both liturgy and catechesis seek to form persons in faith. What we learn through catechesis we practice in worship. What we experience in worship we reflect on in catechesis.

**Human learning is contextual;** without the interplay of worship and catechesis, religious faith unravels leaving the believer with large gaps in meaning and inhibits his/her ability to make sense of the ultimate questions of human life.

### **Things catechists can do to promote prayer & worship**

**Build** prayer and worship experiences into every class/small group session.

- Start every class with a passage from Scripture – ask your students to sign-up to choose a passage and read it at class. If they are young, suggest that their parents might help them.
- Use guided meditations
  - For grades 1-6 use meditation and scripture story CD's that come with your program
- Teach them about the rosary and say a decade and do a short meditation on one of the mysteries with them in class
- Teach them about Eucharistic Adoration and take them to the Adoration Chapel on occasion – be realistic about timing – 10 minutes once you get them there and settled is plenty for little ones
- Create a prayer service with your class and then have them invite another class or their parents or grandparents to come to it.
- Create a classroom intention book or box and have the kids write in special intentions they have each week
- Play Praise and worship songs in class when the kids are doing projects
- Use symbols in your prayer – a special candle, a cross, a little incense

Be proactive. If you need help let the Faith office know.

**Share** with your students why you go to Mass and why going is important to you. If you have peer ministers who go to Mass regularly, have them share their reasons for attending Mass. Personal witness is the most compelling teaching tool we have

**Invite** your kids/teens to go to Mass with you

**Acknowledge** the children/teens you teach and their families, when you see them at Mass

**Stress** to your kids/teens and their families how important worship is to the faith process and to you

**Ask** your students regularly who has been to Mass.

- Do not chastise or shame those who do not attend, remember their attendance often is dependent on their parents attending worship
- Affirm those who do worship regularly. Ask them why they do. If they say their parent makes them, ask them if they know why their parents do that. If they don't know have them ask their parents and report back to the class.

**Encourage** all your students in

- Grades 1-6 to join the Children's Choir – they sing at the 9am Mass once a month
- Grades 1-4 to attend the Children's Liturgy of the Word, held during the 9 am, 11am Mass
- IGNITE and FLAME to join the Teen Band and choir for the 4 pm Mass
- If you are a catechist in the Sunday evening program we ask that you attend the 4 pm Mass on Sunday, if possible.

### **Things the Faith Program will do to promote prayer & worship**

**Set the time of our Sunday classes** so families can attend the 9 am and 4 pm Masses. Please remind families of this often.

**Recruitment** for Table & Light Ministers and the Children's Choir, throughout the Faith Year

**Coordinate and recruit** students for the Children's Christmas Eve Mass, A Children's Station of the Cross service in Lent, The Passion Play on Good Friday.

**All Faith classes will host** at least one of the regularly scheduled weekend Masses each year. Catechists will choose the date for his/her Mass and notify parents. Students will serve as greeters, Cross bearers, ushers and gift bearers. Children in grades 4-6 can also serve as Proclaimers. Catechists need to notify the Worship office of this fact three (3) weeks prior to the Mass, [jpetrie@holyfamilyparish.org](mailto:jpetrie@holyfamilyparish.org) if they choose to do this. Readers must practice. Readings can be emailed early directly to the reader, if requested.

**The 4:00 pm Teen Mass is hosted by an IGNITE or FLAME class** when in session. This is by design. We have intentionally focused on engaging junior high and high school teens through conscious participation in all aspects of this liturgical celebration.

- ✚ All of our IGNITE AND FLAME students are invited to serve as Greeters, Ushers, Cross bearers, Table & Light Ministers, Proclaimers, Gift bearers
- ✚ We will continue to ask teens to be Gospel Reflectors at the 4 pm Mass. We ask that reflectors email a copy of their reflection to [gguthrie@holyfamilyparish.org](mailto:gguthrie@holyfamilyparish.org) by 5 pm the Wed prior to the Mass so it can be sent to the Presider.
- ✚ We will put special emphasis on recruiting teens for the Teen Band and choir. Courtney Smola will lead this effort along with Kristen Berryhill
- ✚ Hosting classes will decide on a special intention to be remembered at that particular Mass during the Eucharistic Prayer
- ✚ Hosting classes will write 1-2 of the intercessions for the Mass. Send your petitions to [jpetrie@holyfamilyparish.org](mailto:jpetrie@holyfamilyparish.org) by 5 pm the Wed prior to the Mass.

**Catechists, if you need assistance with Prayer & Worship experiences please reach out to** [lferlita@holyfamilyparish.org](mailto:lferlita@holyfamilyparish.org) or [gguthrie@holyfamilyparish.org](mailto:gguthrie@holyfamilyparish.org)

**Serving as a liturgical minister at any of the weekend Masses is one way IGNITE and FLAME students can earn service hours.**

## Christian Service and Outreach

### Jesus made serving others central to the Gospel

The Biblical teaching on servanthood, found in both the Jewish and Christian testaments, is a condition of righteousness. Christ made this teaching a central tenet of the Gospel and a condition of discipleship. Serving others is not optional for the follower of Christ.

Serving the Lord and one's neighbor, particularly the poor, is at the heart Jewish and Christian morality. Jesus and the Old Testament prophet are clear - the plight of those in must stir us to action on their behalf.

***'Lord, when did we see you hungry or thirsty or a stranger or naked or ill or in prison, and not minister to your needs?' He will answer them, 'Amen, I say to you, what you did not do for one of these least ones, you did not do for me.'***

**Matthew 25: 44-45**

Being of service and then reflecting on the experience is the way we all learn to be servants. ***'Serve one another humbly in love'*** (Gal. 5:13), begins in the environment created in your classroom/small group. The way we treat each other is the immediate experience of service. Knowing the 'golden rule' is not enough. We must practice the golden rule, making it the norm not the exception.

In addition to how you facilitate a culture of service in your classroom/small group, we offer the following activities

- ✚ **Service projects and experiences of outreach to those in need for all grade levels**
  - Encouraging our students and their families to put their faith into action through service
  - Offering a variety of service opportunities both within and outside of classes

- ✚ **Presentations on the biblical and Church teachings on Christian service and outreach** In large and small group sessions
- ✚ **Time to reflect on our experiences of Christian service to glean the insights that will shape our discipleship**
  - Service is not a means to an end; it is a way of life for the disciple.
  - Christian service arises out of another's need and calls us to sacrificial loving.
  - Service is rarely convenient.
  - Engaging in service can make us more aware of our good fortune and our ability to make a difference. Yet it can also overwhelm us making us come to terms not only with our abundance but with our very real limitations. It can set-up a tension within us, challenging our own attachments and entitlements. These are the more important insights to be gained from a life of service. This is where we will meet the living God who came not to be served but to serve.

Let us know if you or your students have an idea for a service project. We will do whatever we can to support you. If it involves going off campus you must have parents sign a Holy Family permission/medical release form. If you want to use the Holy Family Van to transport your class, please reserve it through a FTF staff member.

**Retreats** are moments of deliberate reflection and prayer that help us connect more deeply with the Lord. Retreats are available for all ages in varying formats for various lengths of time.

#### **2019-20 Retreat Dates**

- IGNITE Retreat – Saturday, October 12, 2019 3:00-10:00 pm at Holy Family
- FLAME 1 Retreat- **January 11-12, 2020** at the Loyola Retreat Center in Woodstock, IL
- FLAME 2 Retreats – **January 25-26, 2020** at Holy Family
- 5<sup>th</sup> -6<sup>th</sup> grade Retreat – **February 23, 2020** during class at Holy Family

#### **Faith Festivals**

- ❖ **Fall Festival – October 20/23, 2019**
- ❖ **FLAME Service Festival – November 17, 2019**
- ❖ **Bethlehem Marketplace – December 8/11, 2019**
- ❖ **Lenten Prayer Festival – March 15/18, 2020**
- ❖ **IGNITE Service Festival – Date TBA**

## **Discipline and Discipleship**

The Latin root of our word discipline is ***disciplina*** means teaching/learning. It is also the root of disciple, one who follows and learns.

Baptism does NOT make us members of God's family it makes us disciples of the one crucified and risen.

**“Go and make disciples of all nations, baptizing them in the name of the Father, Son and Holy Spirit.”**

**Disciples learn and practice certain disciplines**

We want to create a space where children/teens can grow in discipleship. We want to sustain a Catholic parish, which is welcoming, safe, and promotes life-long learning in our faith. As catechists and staff, it is our goal to reflect our Christian values in all that we do and to support and guide the children to do the same.

### Cultivating the discipline of respect

## Respect



Respect is an essential value/discipline for building, nurturing and sustaining healthy relationships. Respect should always be rooted in love not fear.

Ignoring or dismissing disruptive or disrespectful behavior is not an act of kindness. It only serves to reinforce negative behaviors. The gospel calls us not to reward disrespectful attitudes or actions. Disrespect always has consequences, (some intended; some unintended).

Not all disruptive behavior is rooted in disrespect. It is important to ascertain the root of disruptive actions in order to manage them.

### Cultivating the discipline of empathy through recognition and praise

Taking time to give positive feedback to children/teens and their parents by praising a student's behavior or contribution

- Builds trust
- Contributes to self-worth
- Develops moral agency
- Creates new possibilities

Recognizing and acknowledging the good, affirmation and encouragement as well as forgiveness are disciplines/practices of Christian disciples, outlined in St. Paul's letter to the Romans (chapter 12)

*"Let love be sincere; hate what is evil, hold on to what is good; love one another with mutual affection; anticipate one another in showing honor... Rejoice in hope, endure in affliction, persevere in prayer. Contribute to the needs of the holy ones, exercise hospitality... Rejoice with those who rejoice, weep with those who weep. Have the same regard for one another do not be haughty...Do not repay anyone evil for evil; be concerned for what is noble in the sight of all.*

- Establishing expectations, rituals and routines with and for your class/small groups will facilitate the development of constructive behaviors and practices that lead positive discipline.
- Clear and concise communication of expectations and procedures teaches disciples how to grow in discipleship
- Consistently practicing what the class/small group has committed to facilitates growth in discipleship.

### Discipline with dignity

At all times, guide a child/teen's behavior with words and actions that convey respect and care for the child/teen. This begins with establishing clear expectations and classroom/group routines and communicating them to both students and parents. Behavior issues substantially diminish or if eliminated, once the child senses cooperation between the catechist and the parent(s),

1. Be direct about your expectations. Share with the students why you hold these expectations. Getting student input in classroom rules increases compliance. In the first few weeks of class draft a class covenant or engage in a discussion with your students about what you expect of them and what they can expect of you. Make sure each student and parent has a copy of the class covenant or classroom rules the group has agreed on.
2. Affirm and praise words and actions that contribute to group function
3. Give frequent reminders to students about what comprises appropriate behavior

4. Give three (3) warnings to any student who engages in inappropriate behavior. After the third classroom warning send the student to the nearest Hall Monitor. The Hall Monitor will contact a FTF member to discuss the behavior with the child/teen. Either the student will be walked back to your classroom by the staff member or the parent contacted and asked to pick-up the child/teen. The catechist will be asked to contact the parent and give the specifics of problem.
5. If a second call is required, give the student's name to the Associate Director for follow up.
6. After two calls, the parents will be required to meet with the Director and/or the Pastor.
7. If further action is necessary, parents and students will meet with the Director of the Family and Teen Faith program and/or the Pastor to try and discover why the child cannot respect the Code of Behavior.
8. Suspension from the Program is the last resort.

### **No catechist, aid, peer minister or hall monitor should ever engage in**

- Any form of corporal punishment – Catechists will NEVER employ corporal punishment, or inflict physical abuse with respect to anyone with whom they might work, or the youth with whom they might come in contact.
- Any behavior that would/will endanger the health or safety of a child/teen (this includes leaving children unsupervised)
- Belittling or humiliating a child/teen
- Blaming or shaming a child/teen
- Using sarcastic or cruel humor
- Negative labeling
- Harassment

### **All behaviors and practices have consequences.**

- Allowing a child/teen to be chronically disruptive or disrespectful is not helpful to them or to the rest of your class and only reinforces the behavior and the attitude that sustains it.
- Thoughtful and early intervention prevent negative behaviors from continuing or developing into patterns of disrespect.
- If you want or need assistance in developing an intervention please reach out to other catechists or one of the FTF staff.
- Please copy the Faith Office or alert them that you are sending a text or calling a parent.

### **Cultivating the discipline/practice of stewardship**

The Biblical teachings on stewardship include the disciplines/practices of both caring, generosity which are the infrastructure on which the common good is built and maintained.

#### **Sharing space and resources**

- **We share classroom space** with each other, the Holy Family Academy and other parish ministries. We must be good stewards of not only our space, but of equipment and teaching tools, we also share.
- **Leave your rooms in good order.** FTF will provide Catechists and members of the HFCA faculty with each other's email contact information. Be proactive. Timely and respectful communication will eliminate or reduce the hard feelings that can arise when sharing space.
- **If your room is not in good order when you arrive** let a FTF staff member or one of the Hall Monitors know. It is helpful if you can take a photo or two with your cell phone and email or text it to Dr. Peg or Laura Ferlita.
- **Catechists are responsible** for the order and cleanliness of their classrooms and for the care of parish equipment in their use during class time. New updates to our technology across the campus means



catechists have greater access to Wi-Fi connections, smart boards and projectors, moveable carts with laptops, projectors and speakers.

**General guidelines for the care of classrooms** – please review these guidelines with your students frequently.

- **No class should ever be left alone without adult supervision** – if you need assistance please send one of your children or Peer Ministers to the Hall monitor who will get you additional adults to assist you.
- **Food or drink in designated spaces only – never in a HFCA classroom.** This is a health safety issue as well as a cleanliness issue. Many children today suffer from food allergies. Even trace amounts of a substance can trigger a severe allergic reaction. If your group would like to have food on occasion, please speak with someone in Family and Teen Faith for an appropriate meeting location.
- **FTF student should never go into desks**, lockers, closets, drawers, cabinets, etc. belonging to other individuals or groups. Faith students who do so will be fined \$10.00 for the first incident, \$25.00 for any incident thereafter.
- **No Graffiti or destruction of property** - Any student responsible for any unauthorized marking or drawing on parish property will be required to make restitution for the restoration of the damaged property.
- **Put all trash in wastebaskets.** If you do an art project please put all supplies away, wipe down the surfaces you have used, clean up scraps on the floor.
- **Lights should be turned off**, windows and doors closed when the room is not in use
  - **Please erase whiteboards** and take anything you brought into your classroom with you (or store it in the Faith cabinet). Lock the Faith cabinet before leaving the classroom.
- **Custodial personnel clean the classrooms.**
  - Please make requests for maintenance assistance by e-mail to Marta, [mrobak@hollyfamilyparish.org](mailto:mrobak@hollyfamilyparish.org). If you are doing a project where additional cleanup is needed, i.e. vacuuming, let Marta know so we can let the Maintenance staff know.
  - Faith classes have access to a locked cabinet for storage in the classroom they use. Be aware that if two Faith classes share that classroom, the catechists share the cabinet space. Each catechist is issued a key.
  - Personal property is the responsibility of each catechist and is NOT the responsibility of the Parish or Family and Teen Faith Office. Lost or stolen items are not the responsibility of the parish and, thus, will not be replaced or reimbursed.
  - iPods, cell phones, iPhones, electronic games, laser equipment, etc., brought into the building, are to be turned-off and kept out of sight, unless the catechist has requested them to be used during class.
    - The parish accepts no responsibility for any of these items brought into the building. If used inappropriately during Faith classes, please confiscate these items for the duration of the class. If it occurs repeatedly, confiscate items and turn them into the Faith Office, along with the name of the student, it belongs to and the Faith Office will arrange to return such items a parent.

**Do not change the location of your class meeting space, without prior approval from the Faith Office.** This will avoid conflicts when using alternate spaces and more importantly Family and Teen Faith staff will know where all catechists and children/teens are in case of an emergency.

## **Bathrooms**

If possible, remind your students to take care of their bathroom needs BEFORE class starts. However, should the need arise during class, you will find a BATHROOM PASS in your bin. Allow students to go ONE at a time with the pass. Upon his /her return, you may send another child.

If you teach PK-2, you may want to build in a Bathroom break for the entire class. You must accompany the class in that situation.

**Reminder:** Catechists / aides should **NOT** accompany children INTO the bathroom. Hall monitors will supervise the bathroom hallways. Catechists need to be aware if a student from their class does not return from the restroom in a reasonable amount of time. Keeping everyone safe is a priority. Unsupervised children/teens are not always mindful of their own or other's safety.

## Family and Teen Faith Program Protocols and Procedures

### Attendance

**Taking attendance is a safety issue.** Student attendance records are considered legal documents and can be (and have been) subpoenaed. Each catechist is responsible for each of the students listed on his/her class roster during each small group session. It is essential for liability reasons, that the catechist takes accurate attendance at the beginning (within the first ten minutes) of each small group session.

1. Please turn in your weekly attendance sheets at the end of the session.
2. **Parent(s) are to sign-in and out all PK-4 students in grades** on roster sheets provided by the Family and Teen Faith Office. Do not dismiss any student early from class unless a parent is there to pick him/her up.

Parents who wish older siblings to pick up a younger sibling at the end of class must sign a Liability waiver. We will indicate which students have waivers on your roster.
3. We expect children/teens to be on time and remain for the entire length of the session.
  - **Late Arrival** – All students arriving late to class must present a Late Arrival Slip. Note the time the student enters your classroom on your attendance form.

**Parents and/or students** can get a Late Arrival Slip from the Lead Hall Monitors. Parents must walk their Pre-K thru Grade 4 children to the classroom and sign them in. Do not admit late students without a Late Arrival Slip
  - **Early Dismissal** – Parents must inform catechists prior to the class session if their child/teen will be leaving early from class.
    - Do not dismiss students early from your classroom if a parent has not contacted you prior to the class or the parent is there to pick them up.
    - Parents must pick-up and sign-out their Pre-K thru Grade 4 children
    - Students in grades 7-10 who are leaving early must get an Early Dismissal Slip from their catechist and turn it into the Hall Monitor in the Narthex before exiting the building.
4. Ongoing communications with the parents from the Family and Teen faith office will happen if attendance is an issue.

### Catechist Absence

1. All PK- 6 catechists should report their own absences by calling or emailing Laura Ferlita at 847-907-3436; [lferlita@holymfamilyparish.org](mailto:lferlita@holymfamilyparish.org) as soon as possible before your scheduled class time, so that substitutes can be contacted and have time to prepare the class.
2. IGNITE and FLAME Catechists should call Grant Guthrie at 847-907-3439; [gguthrie@holymfamilyparish.org](mailto:gguthrie@holymfamilyparish.org) as soon as possible before your scheduled class time. Peer Ministers may run a FLAME or Ignite small group **only** if there they work as a team and Grant Guthrie has been notified ahead of time.

**Substitute Catechists** – The Faith Office will schedule substitutes when needed. We will provide them with all the necessary materials. We will send you the name and email of the person who will be substituting in your class. If possible, we ask that you contact that person prior to the class and provide them with any special instructions/tips you want them to have.

**Contact with parents – regular contact with parents is expected.**

- Make sure you have the correct parent contact information (email, phone)
- Make sure parents have your contact information and your preference when communicating with you regarding absences, early dismissals, concerns or questions they might have.
- Sending a short weekly email to parents about what you are doing in class and how they can help reinforce the lessons is helpful and appreciated. Please copy the Faith Office on any email you send.

**Contact with students**

- Parents should always be aware of your communication with their child/teen
- Do not engage in private contact with any child/teen. Private means completely outside of the sight and hearing of others, without any oversight.
- Do not "friend" any parish young people other than through group/organization sponsored web pages that keep everyone informed. It is not appropriate to "friend" a child/teen using your own personal account for any social media platform.
- If you email a teen copy the Teen Faith Office
- Be extremely careful of how and when you text young people using your own personal phone. Save copies of those texts. All communication with young people should have oversight from the Faith or Teen Faith Office.
- Do not give a child/teen your cell phone number or personal address.
- Do not exchange personal pictures/videos with young people.
- Be extremely careful about collecting a child/teen's personal contact information on your personal devices. Parents should know that you have such information and why. GroupMe and other mobile messaging apps used to keep a group informed are allowable. Once the project is completed, delete personal contact information of group members from your devices.

**Classroom emergencies** – If you need immediate assistance in your classroom, send one of your students or your co-catechist or parent aide to the nearest Hall Monitor who will get you help. Do not leave the children/teens in your care unsupervised.

**Incident Reports** – In your Catechist binder we have provided you with an incident report form (you can download additional copies from the Documents and Forms section on the Catechist website if needed). If an incident occurs in your classroom (a child gets ill, is injured or injures another student, or disrupts your class in any significant way, etc.) you must fill out an incident report. Turn in incident reports to one of the Family and Teen Faith staff members before you leave the building after class.

**Student Behavior** – Please review your expectations of your students and the expectations enumerated in the Handbook with your students at the beginning of the year and as often as seems necessary.

- Students are accountable and responsible at all times for their actions. Take suitable measures to ensure this. In support of the catechetical staff (Family and Teen Faith Staff members, catechists, aids, hall monitors, peer ministers), we expect the full cooperation of the parent community in reinforcing Faith Class and Parish guidelines. Failure by parents/guardians to cooperate as determined by the Director of the Family and Teen Faith program may result in the exclusion of the child from Family and Teen Faith classes and other activities.

**Student Contribution to Code of Conduct**

- Family and Teen Faith students in grades 1-12 will be actively involved in helping to create classrooms guidelines. During the first two weeks of class work with your students to create a *Class Covenant*.

**Covenant is a central idea that that runs throughout sacred scripture.** It is a significant idea that grounds the Catholic understanding of sacrament. There are multiple examples of covenants in both the Hebrew and

Christian scriptures, each developed and nuanced in surprisingly rich ways. We want all the Faith students to understand what a covenant is and why it is important.

- A covenant is a sacred oath or promise; not a list of simple do's and don'ts
- Covenant is the way [God](#) has chosen to be in relationship with us and invited us to be in relationship to him
- Sacred scripture is a covenant document (testament is the Latin for covenant)
- Our sacramental symbols and rituals are the way we as Catholics express our fidelity to our covenant with God and with each other

## Consequences

After creating your class covenant, discuss with your students what the consequences for inappropriate behavior will be in your classroom/group. The following is an outline that parents will receive in the **Parent Handbook** and what they can expect if it is necessary for you as a catechist to take action in order to control behavior that is disturbing the class.

**The Parent Handbook is available on the parish website**

## Student Behavioral Norms

Family and Teen Faith is part of our parish's and the larger Church's ministry to children and teens. The mission and vision statements of both the Holy Family Catholic Community and the Family and Teen Faith Program guide all our actions. Establishing and maintaining *passionate community* is dependent upon mutual trust and respect among the catechetical staff and students. Community is an ideal toward which a group of people is continually working. Members of a community manifest concern for one another.

**In our work with children and teens, we want to focus on the development of responsible behavior.** The essence of Catholic Christian life is the formation of a personal value system, which acts as the motivating force of good self-discipline. Guiding students to construct these values is the major role of the parents and educators in our society. Children must learn, therefore, to accept the results of their behavior. When our actions cause disturbance or injury to others, or the reputation of our parish, there are consequences.

## Holy Family's expectations for student conduct

If different, the following expectations will be in addition to the behaviors students and catechists outline in their class covenant. The Director of the Family and Teen Faith Program will review these expectations with students at the beginning of the year.

1. Students are not to engage in any behavior that would/will endanger the health or safety of themselves or any other person or persons.
2. No student is allowed to leave the Holy Family campus or grounds at any time during Faith classes (unless they have first attained permission from one of the Family and Teen Faith staff members).
3. Students are expected to stay in the designated areas of the Holy Family campus when participating in Faith classes and activities.
4. iPods, cell phones, iPhones, electronic games, laser equipment, etc., brought into the building, are to be turned off kept out of sight during class.  
The parish accepts no responsibility for any of these items brought into the building. If used during Faith classes without the catechist's permission, these items will be confiscated. Arrangements for their return will be made with a parent.
5. The use of inappropriate language or gestures is unacceptable during the Faith classes or any Family and Teen Faith activity.
6. Fighting – altercations that result in physical contact – is strictly forbidden.
7. Forgery is not permitted. Students who forge a parent/guardian signature on any form/paper call into question their own credibility and trustworthiness.
8. Stealing is a direct infringement upon the rights of others is not permitted.

- Each student has a responsibility to properly safeguard his/her own personal property.
  - The student also has a greater responsibility to safeguard the possessions of other persons.
9. Possession or use of cigarettes or smoking material by any student on the parish grounds or at a Family or Teen Faith activity is not permitted.
  10. Drugs/alcohol/inhalants - Possession of or use of drugs, alcohol or inhalants in faith classes or at any family or teen faith related function, is absolutely forbidden.
  11. Graffiti or destruction of property - Any student responsible for any unauthorized marking or drawing on parish property will be required to make restitution for the restoration of the damaged property.
  12. Students are forbidden to possess, handle or transport any instrument, on or around the parish premises that is generally considered a weapon.  
Examples include, but are not limited to, the following items: knives, guns, stun guns, pipes, chains, stars, blackjacks, explosives, fireworks or other hazardous chemicals. This is a very serious issue and can be deadly.
  13. Threats of violence or violent actions are not permitted.  
Students are never to use language that refers to any act of violence. No mention is to be made that would indicate any attempt at a violent act. Threats of violence should be reported to the Director, catechist, hall monitor, peer minister or parents.
  14. Harassment – written, verbal, or physical, including cyber bullying is strictly prohibited.
  15. Sexual Harassment is illegal under both state and federal law and is objectionable under any circumstance. Sexual harassment can be verbal, visual, or physical. Sexual harassment can take many forms: insulting sounds, noises, or words; offensive pictures, notes or objects; derogatory sexually-based humor or obscene gestures; unwelcome touching, pinching, deliberate bumping into another; suggestive remarks about a person's body, appearance, gender, or sexual orientation. Sexual harassment by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including dismissal.
    - a. Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.
    - b. Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth by the Archdiocese of Chicago and Holy Family Parish.

**Responding To Harassment** - If a student is harassed in any form, the student should tell an adult - a parent, a parish staff member, a catechist. Together they need to determine if the actions have gone beyond playful teasing (which is when both parties know that it is teasing and both parties agree that it is funny) and are now an act of harassment. Together we need to help the offending person know the consequences of his/her actions: for himself/herself and the person who has been harassed. The teacher handles ordinary classroom behavior. If a student is consistently out of order, the Director of the Family and Teen Faith Program is asked to assist. Parents will be informed in the event of serious or prolonged misbehavior. In most cases it is understood that the catechist will have privately discussed the student's behavior with him/her several times before parents are notified.

### **Options for Disciplinary Action in regards to serious infractions**

The following potential actions are listed from minimum to maximum. This does not mean that the first time a student "gets into some trouble" that step one would be taken, the second time that step two would be taken, etc. This is only a list in the order of severity of possible consequences. Severe disciplinary cases will be handled individually on a case-by-case basis and the Director of the Family and Teen Faith Program in consultation with the Pastor has the authority to determine the consequence based on the situation.

- Catechist/Family and Teen Faith Staff member/Student have a conference
- Catechist/Family and Teen Faith Staff member/Parent/Student have a conference
- Student is fined (specified)
- Community Service is required (one hour)
- Restitution is required
- Removal from activities other than class (retreats, mission trip, service trips...)
- Suspension or Expulsion from the Family and Teen Faith Program
- Police notification may become necessary in extreme cases. Police notification will be mandatory for severe infractions involving weapons, destruction of property, and/or drugs and violent threats of action. Should the need for search and seizure occur, Holy Family would follow Archdiocesan guidelines in this area.

### **Elastic Clause**

Holy Family Parish reserves the right to establish fair and reasonable rules and regulations for circumstances that arise and require actions that are not covered in this document. Matters omitted from this document should not be interpreted as a limitation to the scope of the parish's responsibility and, therefore, the parish's authority in dealing with any type of infraction that may not be in the best interest, safety, reputation, and/or welfare of the parish, its parishioners, or its staff members.

### **If any of the above mentioned behaviors are exhibited by a teen or child in your classroom:**

- Bring the situation to the attention of a Family and Teen Faith staff member immediately, who will take appropriate action.
- You must complete an incident report on the same day that the problem occurs. If the behavior becomes habitual, a conference with parent(s) and Family and Teen Faith staff will be required.
- Knowledge of the contents of the Catechist Handbook is critical for all catechists. All catechists are expected to follow and enforce the rules written in this handbook.

### **Gifts**

Catechists please do not give children or teens, gifts of more than \$5 each. Additionally, catechists please do not accept excessively generous gifts.

### **Service Requirement for Ignite and FLAME**

IGNITE students are required to perform at least ten hours of service at or outside of Holy Family each year. FLAME students are required to perform twenty hours of community service per year.

***It is the responsibility of the catechist to track these hours for the teens in their small groups.***

The Family and Teen Faith office sets up opportunities in 8<sup>th</sup> grade with PADS, in FLAME 1 with Interfaith House, and in FLAME 2 with St. Leonard's House. Teens should be strongly encouraged to serve with their classes through these ministries, as we have worked with them for many years, because they provide a powerful experience of living out our faith. Additionally, when the small groups serve together, they build relationships within their small groups.

### **Holy Family's expectations for Catechist Behavior**

As catechists, parents and staff, it is imperative to provide a positive role model for the families and children we serve.

- Alcohol – The use of alcohol while supervising children and/ or teens is not permitted. When attending parish events, please bear in mind that children/teens are witnessing adults' behavior; therefore any alcohol should be consumed responsibly.
- Drugs – The use of illegal drugs, or the use of prescription drugs beyond their intended purpose, will not be tolerated.
- Tobacco – The use of tobacco is not permitted on parish / school grounds.

**The Pastor, or his delegate, reserves the right to respond in an appropriate fashion if any of the above mentioned guidelines are violated. The response may consist of one or more of the following:**

- A written or verbal warning;
- A conference with the Pastor or Family and Teen Faith Staff;
- A referral to an outside counseling center;
- Dismissal from ministry.

## Facilities Usage

**The Director of Family and Teen Faith must approve all activities and functions for which catechists wish to schedule building use and time on the parish calendar.**

- Facility request forms are available from the Faith Office and should be submitted at least one week in advance. The form must be signed by the *Director of Family and Teen Faith* (who checks available dates on the calendar) and forwards it to the Database Manager (who verifies equipment needs, etc.).
- All used areas should be cleaned up and reset to their original condition.
- Any catechist or small group using the building or any area of the building will be held responsible for any and all damage and will be assessed accordingly.
- The catechist or small group using the building must provide adult supervision at all times

# CATECHIST SUPPORT AND ASSESSMENT

## Meetings and Training Sessions

Catechists are expected to attend the Catechist Training sessions, as well as any additional meetings during the year to provide feedback and share ideas.

## Observation

Our goal is to ensure the faith growth of children and teens. Catechists will be informally observed by a Family and Teen Faith staff member to evaluate their small group presentation(s). A member of the staff will provide feedback and discussion with the catechist concerning observation and evaluation.

## Remediation Plan

In the event that a remediation plan is needed, one will be developed with the catechist. The plan will define the problem(s) and/or concern(s), cite acceptable outcome(s) based on evaluation criteria, specify objectives related to these outcomes, and identify procedures/resources that will be used in remediation. Further observation(s) of the catechist may be required. If necessary, the Pastor or Director of Family and Teen Faith may discuss with the catechist different ministry options within the parish, aside from catechesis. It will be up to the pastor to make the final determination.

## PROTECTING GOD'S CHILDREN – Virtus Compliance

**Sexual Abuse** - In accordance with the law of the State of Illinois, the Archdiocese of Chicago and with the values found in our Catholic tradition, any form of sexual abuse, sexual exploitation or any other similar action is explicitly prohibited. Persons acting on behalf of Holy Family, its programs and activities are reminded of this prohibition. Contact of this nature is absolutely forbidden and is cause for immediate dismissal and referral to the local / state authorities, if appropriate.

**SPECIAL NOTE:** Holy Family and/or the staff will not assume any responsibility or liability for any person who inflicts bodily or personal injury consisting, or arising out of, corporal punishment, sexual or

physical abuse, sexual exploitation, or any other similar act, harm, injury, or damage to any person in the care of its employees, or others acting in its behalf, whether or not committed by or with the knowledge or consent of any injured person.

**Mandatory reporting of child abuse and/or neglect** – The Archdiocese provides an online training module for catechists on reporting child abuse and/or neglect. There is no charge for this training.

To make a report of child abuse and/or neglect contact

**The Department of Children and Family Services (1-800-252-2873)**

### **Relative to the Policy Statement on child abuse and/or neglect:**

As a condition of service, volunteers agree to adhere to the terms and conditions of the policy regarding mandatory reporting of child abuse and/or neglect and all the other stated implications of the policy for employees. Whenever one suspects abuse or neglect of a minor, he/she shall immediately report any evidence to the Pastor or the Director of Family and Teen Faith, who will then take the appropriate steps, which may include a report to DCFS (Department of Children and Family Services) and local/state authorities. The report shall include any pertinent information, such as: the name and address of the child and his/her parents (or others having custody), the person's age, the nature of the person's condition, any evidence of previous injuries or disabilities, any other information which might be helpful in establishing the cause of such abuse or neglect, and the identity of the person believed to have caused such abuse or neglect.

### **Authorization and Background Check**

The Archdiocese of Chicago requires all adults who work or volunteer with minors, in any capacity in parishes, schools and institutions operating within its jurisdiction, to complete the requirements of the "Protecting God's Children" program as follows:

1. A yearly authorization for Background Check by the Illinois Department of Children and Family Services(DCFS)
2. A one-time attendance to a three hour VIRTUS workshop ([www.virtus.org](http://www.virtus.org))
3. Completion of ongoing monthly online continuing education sessions provided by VIRTUS
4. Adhere to the Code of Conduct on the following pages.

All requirements may be found on our website [www.holyfamilyparish.org](http://www.holyfamilyparish.org) by clicking on the Children and Families tab and scrolling down to "Protecting God's Children." Because Holy Family Parish operates within the Archdiocese of Chicago, compliance with this Archdiocesan policy as outlined above is a condition of employment/ministry for all Holy Family employees and/ or volunteers.

### **Code of Conduct for Church Personnel and Volunteers**

**All adults** who work directly with children/teens at Holy Family are required to sign a copy of the Code of Conduct each year.

As someone who ministers to young people, I will maintain a professional role and be mindful of the trust and power I possess as a minister to young people. To achieve this, I will:

- Never touch a minor in a sexual way or other inappropriate manner.
- Never be alone with a minor in a residence, rectory, sleeping facility, or any other closed room.
- Never share a bed with a minor.
- Never take an overnight trip alone with a minor.
- Never introduce sexually explicit or pornographic topics, vocabulary, music, recordings, films, games, web sites, computer software, or entertainment.
- Never provide drugs, alcohol, or tobacco to a minor.
- Never use, possess, or be under the influence of illegal drugs.



- Never use alcohol when engaged in ministering to a minor.
- Never engage in physical discipline for behavior management of minors.
- No form of physical discipline is acceptable.

### **Measures to Aid Observance of the Code of Conduct**

To help me keep the promises in the Code, I will:

- Report any suspected child abuse to the proper authorities.
- Avoid physical contact when alone with a minor. Physical contact with minors can be misconstrued, especially in private settings.
- Avoid overnight stays with a minor unless there is another adult present in a supervisory role.
- Avoid providing overnight accommodations for minors in private residences or rectories.
- Avoid driving alone in a vehicle with a minor. Refrain from giving expensive or inappropriate gifts to a minor.
- Avoid meeting privately with minors in rooms, offices, or similar areas where there are no windows or where the door cannot remain open. If one-on-one pastoral care of a minor is needed (e.g., Sacrament of Reconciliation) avoid meeting in isolated locations.
- Exercise caution in communicating with minors through e-mails or the internet. Only share work/ministry related e-mail addresses with minors. Do not participate in chat rooms with minors.
- Ensure that all activities (extra-curricular, catechetical, youth ministry, scouting, athletics, etc.) for which you are responsible have been approved in advance by the appropriate administrator.
- Have an adequate number of adults present at events. A minimum of two adults in supervisory roles must always be present during activities for minors.
- Release young people only to parents or guardians, unless the parent or guardian has provided permission allowing release to another adult.
- Avoid taking minors away from the parish, school, or agency for field trips, etc. without another adult present in a supervisory role. Obtain written parental permission before such activities. Permission slips should include the type, locations, dates, and times of the activity and emergency contact numbers.

### **Conduct that May Be Permissible**

Appropriate affection between Church personnel and minors constitutes a positive part of Church life and ministry. Nonetheless, any touching can be misunderstood and must be considered with great discretion. Depending on the circumstances, the following forms of affection are customarily (but not always) regarded as appropriate.

- Verbal praise.
- Handshakes.
- “High-fives” and hand slapping.
- Pats on the shoulder or back.
- Hugs.
- Holding hands while walking with small children.
- Sitting beside small children.
- Kneeling or bending down for hugs with small children.
- Holding hands during prayer.
- Pats on the head when culturally appropriate.

### **Conduct that is Not Permissible**

Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following are examples of affection that are **not** to be used:

- Inappropriate or lengthy embraces.
- Kisses on the mouth.

- Holding minors over four years old on the lap.
- Touching buttocks, chests or genital areas.
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms.
- Touching knees or legs of minors.
- Wrestling with minors.
- Tickling minors.
- Piggyback rides.
- Any type of massage given by minor to adult.
- Any type of massage given by adult to minor.
- Any form of unwanted affection.
- Compliments that relate to physique or body development.

**Any behavior that is in violation of this code WILL result in disciplinary action and removal from the ministry.**

## Holy Family Emergency Procedures

**Do not permit evacuation into the Courtyard.**

### **Severe Weather—tornado, high winds**

If a tornado siren sounds while in small group direct children/teens to safe, covered areas. Everyone must evacuate the worship space, Narthex, Chapel and all above ground rooms as quickly as possible.

Everyone should be directed to the lower level and the East (near rectory) & West (near worship) halls. Halls in the lower level (hallway outside Kindergarten classrooms) may also be used. Avoid areas with windows.

In the new Brennan Center, groups should head to the lower level and sit on the floor in corners away from windows. Wait for a staff member to come around and give the “All Clear”. If a severe weather warning is in effect near the time of dismissal, we may request children to remain on campus before releasing them for the evening.

### **Fire**

If the fire alarm activates instruct students to evacuate the building using the designated routes posted in each room. Please stand clear of the fire lanes.

Once out of the building, take attendance of your class to ensure everyone is safely out of the building. If a student is missing please notify a staff person or emergency responder immediately.

Remain outside of the building and do not let students leave until the **“All Clear”** is given by a staff person. If it is the end of the evening, please do not allow children to leave, even with parents, until the emergency is over.

**“Lockdown”** is used when there is a major incident or threat of violence within the parish, or in relation to the parish. In the event of a **lock down**, all staff and catechists should gather everyone in the immediate vicinity into their classroom or other secure area, but only if it is safe to do so. Once inside a secure area, catechists and students should:

- 1) Stay away from doors and windows;
- 2) Turn your classroom lights off
- 3) Hallway Lights will be turned off by staff;
- 4) Close blinds and lock classroom doors;
- 5) Take cover if available (get behind something solid);
- 6) Remain absolutely quiet;
- 7) Catechists take attendance;

- 8) No cell phone use unless necessary to communicate regarding the incident. Cell phones should be shut off or put on vibrate;
- 9) Staff will secure inside doors leading to classroom areas
- 10) Parish staff and maintenance should assist in securing **all** outside doors
- 11) Parents/guardians will not be allowed in the building until an official all clear is given. Parents/guardians must sign their child out after they are allowed to enter the building.
- 12) Note that during a lockdown if police are present they are in control and will inform the staff when it is safe.

**Emergency bags are available in every room. If you leave your classroom take your emergency bag with you.**