

# Sacred Heart Religious Education Program

This handbook was designed to give parents and guardians basic information about our program. If at any time you have a question or concern, please contact the Directors of Religious Education, Jennifer Eastes or Nancy Lanza.

## MISSION STATEMENT

Through the cooperative effort of our parish family, parents, catechists, and students, our children will grow in their love for God and knowledge of their Catholic faith, develop their God-given gifts and talents, and live as contributing, respectable citizens through their commitment to service as Catholic Christians.

## RELIGIOUS EDUCATION STAFF

**Jennifer Eastes**- Director of Religious Education 785.691.9204  
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**Nancy Lanza**- Director of Religious Education 914.646.9120  
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Preschool - Marian Pray, Ellie Braun, Cora Lanza, & Emma Rawlings

Kindergarten - Bailey & Maureen Wetta

1st Grade - Dana Jessup

2nd Grade - Stevie Thompson

3rd/4th Grade - Evan & Alison Dean

5th Grade - Madee & Sue Walker

6th Grade - Carla Jung

7th Grade - Jay Thompson

Confirmation - Jennifer Eastes & Nancy Lanza

High School - Trey & Janet Falk

## REGISTRATION FOR RELIGIOUS EDUCATION CLASSES

At the end of August there will be a registration day for the whole family to take part in. This event includes a meal and water play for the kids (weather permitting). Teachers will be available to answer any questions and informational meetings will take place for grade specific details. There is much information provided during this registration day!

Registration can be done in the Religious Education office. You may also find registration forms on the youth bulletin board or it is available to print on the church website. New families will need to submit a Certificate of Baptism for each child registering.

## **SCHEDULE OF CLASSES**

Classes will begin the Wednesday/Sunday following Labor Day and will end the last week of April. NO classes will be held during May.

Preschool (3-6 year olds) - Father Mark will dismiss after the Gospel reading during the 10:30 mass.

Kindergarten - 5th grade - Sunday mornings from 9:15-10:25.

6th-12th grade - Wednesday evenings from 6:00-8:00pm.

## **ARRIVAL/DISMISSAL**

It is important that students arrive on time for religious education class. Please do not drop students off any earlier than 10 minutes prior to class start time and be prompt when picking your child up at the end of class. Please make sure your child is able to get into the building before you leave.

## **ATTENDANCE POLICY**

The students' regular attendance is indispensable. Do your best to schedule events around Religious Education classes and Mass on Sundays and holy days. If Mass and RE classes are not made to be a priority, then the children may get the idea that other things are more important than their Catholic Faith.

Students are expected to attend at least 80% of classes in order to proceed to the next grade level and receive sacraments. If any student has excessive absences without a valid reason, they either will be required to repeat the academic year unless extenuating circumstances exist or attend a summer make-up session.

If your child has to miss classes for an extended period, please let the RE office know, so that arrangements can be made.

In an effort to keep lines of communication open between the RE office and parents, we have devised the following schedule in regards to absences:

- o After the 3rd absence: a text message will be sent home
- o After the 4th absence: a phone call from the RE office to notify the family
- o After the 5th absence: a letter will be sent home from the DRE

Having regular attendance in Religious Education (RE) classes is an important component to your child's religious formation. Each class session builds onto the previous to emphasize a central focus for the year.

Faith Formation is lifelong. Children need to be enrolled in the religious education program every year and not be removed after the celebration of a sacrament. If a child does not

attend the program the year prior to beginning sacrament preparation, the child may be placed in a review program for a year prior to beginning sacrament preparation.

### **SUMMER MAKE-UP SESSIONS**

If a child fails to meet the attendance requirements during the school year, they must attend a summer make-up session in order to advance to the next level in the fall. Failure to do so will result in the child repeating that grade level. For sacramental prep, students must attend two consecutive years.

There will be three options during each weekly session: a morning session (9am-11:30am), an afternoon session (1pm-3:30pm), or an evening session (6pm-8:30pm). Students may attend any of these sessions as long as they attend one each day throughout the week. It is mandatory that students attend one session each day (Monday-Thursday). There will be one session scheduled in June and one in July.

### **SACRAMENT SCHEDULE**

First Communion is celebrated each year, usually the first weekend in May. Be sure and look at the year-at-a-glance calendar each year for the exact date. This sacrament is typically celebrated by 2nd graders who have met all requirements.

Confirmation is celebrated in the fall of even years. Students must be entering the 7th or 8th grade in the fall of even years to begin this two-year program.

### **YOUTH GROUP**

All youth of the parish in the confirmation class through 12th grade are part of our youth group.

Registration forms must be filled out even if the youth isn't involved in other religious education classes.

On Wednesdays from 6:00-6:30 the youth group will meet for dinner prior to RE classes which begin at 6:30. During the meal, any necessary information regarding service or fellowship activities will be discussed.

Each month the youth group will participate in at least one service project and one fellowship activity.

Always check the youth bulletin board for information regarding service or fellowship opportunities if you are unable to attend the weekly dinner meetings.

### **CLASS CANCELLATIONS**

If Tonganoxie schools are cancelled for inclement weather, Religious Education classes will also be cancelled. If Tonganoxie schools are in session, but weather conditions have worsened or are predicted to worsen, classes may be cancelled. Families should check our website at [www.shcct.org](http://www.shcct.org). Our website will post cancellation information. Please "like" our Facebook page- **Sacred Heart Religious Education**. Cancellations will also be posted there. Also, the Remind app will be used (see 'Remind' section following). If you are in question of a cancellation, please call the Religious Education Office. *In the event we have not*

*cancelled classes and you feel the roads are not safe, please keep your child home. (Please call the Religious Education Office and let us know if you choose to stay home.)*

## **PROTECTING GOD'S CHILDREN**

The Archdiocese of Kansas City requires that any employee or volunteer who may have contact with children must submit to a Criminal History Background Check before beginning their volunteer assignment and also attend a "Protecting God's Children Workshop" within 6 months of assignment.

## **COMMUNICATION**

We are here to serve the Religious Education needs of our children, youth and adults. If you have any questions, comments, or suggestions, please feel free to share them with your child's Catechist or call the Religious Ed office. We will use the Remind app to make any announcements regarding all religious education. There are separate messaging groups set up for 1st Communion, Confirmation, Youth Group, and one for general Religious Education. A monthly newsletter will be sent home, posted on the youth bulletin board, posted on the website and the Facebook page. This will keep you up-to-date on all religious education happenings.

## **REMIND APP**

- To join the general religious education announcements group -  
Text this message: @mrseastes to this number: 81010
- To join the 'Youth Group' group -  
Text this message: @9h77b4 to this number: 81010
- To join the 'Confirmation' group -  
Text this message: @h3ccb to this number: 81010
- To join the '1st Communion' group -  
Text this message: @a69cfc to this number: 81010

## **STUDENT FOLDER**

Each child will receive a folder at the beginning of the year. Please make sure this folder comes with students every week to class. This will be place for students to keep important notes and assignments.

## **HOME ASSIGNMENTS**

Students in Grades 1-12 may be given brief home assignments each week. Please check your child's folder regularly for homework or notes from their teacher. Parents are asked to discuss class-covered material and help children reiterate what took place during class.

## CURRICULUM

The content covered each week is consistent throughout the grade levels. However; the level of learning differs. (For example, 1st graders might be introduced to the sacraments of baptism and communion while the 7th graders are listening to a guest speaking of Holy Orders.)

The format for the Sunday session is as follows:

9:15am - Whole-Group Gathering

Praise and Worship Music

Opening Prayer

Introduction to Weekly Memory Verse

Whole-Group brief instruction

Announcements

9:30am - Students dismissed to classrooms to begin individual instruction.

Gospel Lesson

Saint of the Week Lesson

Virtue of the Week Lesson

Memory Verse

Snack

Catechesis Lesson

10:25am - Dismissal

Pre-K - 5th Grade students will bring home 'What I Learned Today' handouts weekly in their folders, giving parents an opportunity to discuss the content further if they choose. This information can also be found on the church website under the Youth Formation tab.

The format for the Wednesday session is as follows:

6:00pm - Whole Group (6th-12th grade) Gathering

Opening Prayer

Meal/Fellowship

Announcements

### **\*\*Break into Individual Class Session\*\***

#### 6th & 7th Grade

6:30 - Gospel Lesson

6:50 - Saint Lesson

7:10 - Virtue Lesson

7:30 - Catechesis

Lesson/Activity

7:55 - Closing Prayer

8:00 - Dismissal

#### Confirmation

6:30 - Lesson

Rotations (20  
min/Rotation)

Youcat /

Decision Point

7:20 - Gospel Lesson

7:30 - Activity Break

7:40 - Saint Lesson

7:55 - Closing Prayer

8:00 - Dismissal

#### High School

6:30 - Current Topics  
Discussion

7:00 - Weekly

Scripture/Book  
Study

7:45 - Wrap-up/

Upcoming  
week prep

7:55 - Closing Prayer

8:00 - Dismissal

## **SERVICE PROJECTS**

At least one service project is planned each month. Typically these projects will be for the youth group (students in the confirmation class through 12th grade). Youth are not required to volunteer at all service projects, but participation is encouraged. Volunteering at the service projects is one of the determining factors when awarding scholarships for summer camps/NCYC/RCYC, etc. Students in the confirmation program are required to complete six (6) service projects per year (12 total). A few times a year projects will be planned so that younger children can help as well.

## **DISCIPLINE**

The purpose of discipline in the Sacred Heart Parish Religious Education Program is the training and strengthening of the child's character in accordance with Christian principles, and the promotion of order within the learning environment. All disciplinary action is administered only as a deterrent from non-Christian behavior and to provide an atmosphere where learning and religious virtue may prevail.

In order to function properly, the Sacred Heart Parish Religious Education program must provide equal learning opportunity for all students. Any conduct from any student that causes disruption in or an interference with the learning process or atmosphere within the religious education program is prohibited. Inappropriate behavior will NOT be tolerated.

Inappropriate behavior includes, but is not limited to:

- Disrespect to catechists, assistant, and/or other students whether verbal or by gesture
- Unnecessary talking or making inappropriate noises.
- Any behavior or attitude which detracts from a Christian learning environment or indicates that the student does not wish to be in the program.

If a student continues his/her disruptive behavior or attitude after the catechists have asked the student to stop the distractions or interruptions, the student will be asked to leave the classroom and report to the Religious Education Director for a short period of time. At the director's discretion, it may be necessary to call his/her parents.

The second time a student is excused from the classroom for disciplinary reasons, the student will report to the director and the parent(s)/guardian will be notified immediately of their child's behavior. The child will remain with the director until the end of class or until the parents come to pick up their child.

The third time a student is required to leave the classroom because of inappropriate behavior, the student reports to the director and the parents are called; the student remains with the director. At the close of class the catechists, student, parents, and director will meet to discuss possible solutions or consequences. If the parents are

unable to meet at this time, the student will be asked to withdraw from the Religious Education program until a parent conference is held.

The following procedures may be recommended by the director:

- Having a parent sit in the classroom with their child
- Conference with Pastor
- Removal of the student from the program for the remainder of the year

The catechist will be responsible for providing documentation when asking a student to leave the classroom, and will provide any necessary information to the director.

## **PARENT'S ROLE IN RELIGIOUS EDUCATION**

"Parents are the first and foremost catechist of their children. They catechize informally but powerfully by example and instructions. They communicate values and attitudes by showing love for Christ and his Church and for each other, by reverently receiving the Eucharist and living in its spirit, by fostering justice and love in all their relationships. Their active involvement in the parish, their readiness to seek opportunities to serve others and their practice of frequent prayer, all make meaningful their profession of belief. Parents nurture faith in their children by showing them the richness and beauty of lived faith." (Sharing the Light of Faith—National catechetical Directory for the United States)

You must be your child's primary example in matters of faith. Church authorities have helped us by developing positive laws called **Precepts of the Church** (listed below) to ensure our growth in our love of God and neighbor. We are obliged as Catholics to meet these minimum requirements of our faith (CCC 2041-2043.) As parents, we need to pass these precepts on to our children. This can make a big difference in their spiritual journey.

- 1 Attend Mass on Sundays and on holy days of obligation and rest from those works and activities, which would keep us from going to Mass on these days.
- 2 Confess our sins at least once a year.
- 3 Receive Holy Communion at least during the Easter Season. (If you have committed any mortal sins you should not receive Holy Communion until you go to confession.)
- 4 Observe the days of fasting and abstinence established by the Church.
- 5 Provide for the needs of the Church according to your ability.

**Prayer** is also a tremendous gift from God that will aid our children's spiritual journey. God hears and answers our prayers. When we are faced with difficult decisions we often pray the prayers we memorized as children. We need to pass on these traditional prayers so our children have them to fall back on as well. At the end of this handbook there is a list of prayers that students should know at each grade level. **Parents are responsible for helping their children memorize these prayers.** Catechists will periodically test the children on their prayers. Please work with them on memorizing their prayers.

## RELIGIOUS EDUCATION MASS

On the fourth Sunday of each month, students will have the opportunity to participate in the ministries during the 10:30 mass. We will have students sign up and allow time to practice during class.

The schedule is as follows:

September - Youth Group members  
 October - Confirmation class & 7th Grade  
 January - Kindergarten & 6th Grade  
 February - 1st & 5th Grade  
 April - 3rd & 4th Grade  
 First Communion Mass - 2nd Grade

## PROGRESS REPORTS AND TESTS

Students will be tested periodically. Test scores along with the Catechists observation of classroom participation will be used to assess the student's understanding of the material being presented. Progress reports will be sent home two times per year. They will include your child's attendance record and comments from the Catechist. Please read the progress report and contact the religious education office if you have any questions or concerns.

## RECONCILIATION

Students are provided the opportunity to celebrate the Sacrament of Reconciliation during Advent and Lent.

## VOLUNTEER OPPORTUNITIES

Our program is only possible through the help of many volunteers. Here are the areas for you to consider helping out:

- Catechists (teachers): Introduce students to Jesus and our wonderful Catholic Tradition by allowing them to witness your love for Christ and the teachings of the Church.
- Substitute Catechist: lesson plans will be provided
- Catechist Assistant: Help the primary catechist
- Youth Group Drivers: Be available to drive a group of youth to various service or fellowship activities.
- Weekly Meal Prep: Provide a meal on a Wednesday for 6-12th graders.

If you are interested in any of these volunteer positions, please contact the religious education office.

Please be aware that all volunteers who have contact with children must:

- Submit to a Criminal History Background Check before beginning their volunteer assignment
- Attend a "Protecting God's Children Workshop" within 6 months of assignment
- Review, monthly, the Safe Environments Policy set by the Archdiocese of Kansas

City

## PRAYERS

**Kindergarten:** Sign of the Cross, Glory Be

**First Grade:** All prayers above PLUS, Our Father and Hail Mary

**Second Grade:** All prayers above PLUS Grace Before Meals, Act of Contrition and Guardian Angel Prayer

**Third Grade:** All prayers above PLUS Marks of the Church

**Fourth Grade:** All prayers above PLUS Ten Commandments

**Fifth Grade:** All prayers above PLUS the Seven Sacraments

**Sixth Grade:** All prayers above PLUS The Apostle's Creed and recite a story from the Old Testament and the New Testament

**Seventh Grade:** All prayers above plus The Seven Virtues

**Eighth Grade:** All prayers above PLUS The Gifts and Fruits of the Holy Spirit, and choose one of the following: Name the Four Marks and discuss, recite the Ten Commandments, name the Seven Sacraments and discuss one, recite a Bible Story, or Name the Virtues and discuss two (one moral and one theological).

**Sign of the Cross:** In the name of the Father, and of the Son, and of the Holy Spirit. Amen

**Our Father:** Our Father, who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation but deliver us from evil. Amen.

**Hail Mary:** Hail Mary, full of grace, the Lord is with you. Blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

**Glory Be:** Glory be to the Father, and to the Son, and to the Holy Spirit; as it was in the beginning, is now, and ever shall be, world without end. Amen.

**Grace before Meals:** Bless us, O Lord, and these, your gifts, which we are about to receive, from your goodness, through Christ, our Lord. Amen.

### Act of Contrition:

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

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

**Morning Prayer:** Dear God, as I begin this day keep me in Your love and care. Help me to live as Your child today. Bless me, my family, and my friends in all we do. Keep us all close to You. Amen.

### **Apostle's Creed**

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

### **The Ten Commandments**

- 1 I am the Lord, your God: you shall not have strange gods before me.
- 2 you shall not take the name of the lord your god in vain.
- 3 remember to keep holy the lord's day.
- 4 honor your father and your mother.
- 5 you shall not kill.
- 6 you shall not commit adultery.
- 7 you shall not steal.
- 8 you shall not bear false witness against your neighbor.
- 9 you shall not covet your neighbor's wife.
- 10 you shall not covet your neighbors goods.

**The Seven Sacraments:** baptism, confirmation, Eucharist, reconciliation, anointing of the sick, holy orders, matrimony

### **The Virtues**

Definition: Virtues are spiritual powers, habits, or behaviors. They help us to do what is right and avoid what is wrong.

The Theological Virtues: Faith, Hope, Charity

Name the three Theological Virtues and  
Discuss one of them

The Moral Virtues: Prudence, Justice, Fortitude, Temperance

Name the four Moral Virtues and  
Discuss one of them