

Holy Name Faith Formation Handbook



2011-12

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Mission Statement

We, the Holy Name Faith Formation Commission, are called to proclaim Christ's message, to develop community, to foster prayer, to motivate others to service, to nurture and celebrate the gift of faith in the lives of our children, young people and adults through meaningful lessons, activities and experiences.

Contact Information

Pastor:

Rev. Dennis Miller Phone: 641-923-2329 E-mail: DBQ084@arch.pvt.k12.ia.us

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Youth Ministers:

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CLOW (Children's Liturgy of the Word Coordinator):

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Faith Formation Commission:

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The community of Holy Name endeavors to provide quality faith formation. Responsibility for this faith formation is shared by students, parents, parish communities, catechists and staff. The success of our mission depends on a cooperative and trusting relationship among all.

Students

Attendance – Regular attendance at Faith Formation is important for ongoing spiritual growth. Youth should arrive shortly before the classes begin so that the class time together can begin and end on time. Arriving late is disruptive to the rest of the class.

Behavior – Youth are expected to:

- Respect themselves, others (including fellow students, catechists, aides and staff), and property.
- Demonstrate a good attitude toward faith formation and church activities.
- Participate in class discussions and activities.
- Refrain from behavior that contradicts the above

Responsibility of Parents

Parents are the primary formers of the faith for their children. Children learn first and foremost from their parents. The most effective faith formation occurs within the family setting, whether explicit or implicit. The Church is here to support parents and guardians in their role as their children's primary educators in matters of faith. It is important that parents, parish, and catechists work together to teach and model the Catholic faith to young people. Therefore, we welcome your ideas and suggestions – along with how you can be active in making them happen.

Formation at home

- Share faith with children and discuss religious beliefs.
- Attend Mass as a family.
- Explain to children liturgical events, the Mass and basic Catholic traditions and beliefs.
- Teach children Catholic prayers.

Support of faith formation classes

- Take time to meet each child's catechist and maintain open and ongoing communication as needed.
- Make the DRE aware of needs, concerns and success strategies for children with special needs.
- Be supportive of catechists/aids.
- Become aware of what each child is learning.
- Contact the catechist or DRE when a child will be absent.
- Contact the DRE if you have questions or concerns.

Responsibility of the Parish

- Call forth catechists from both parish communities and provide for training.
- Provide facilities for effective catechesis.
- Be aware of Archdiocesan policies.
- Pay catechists a stipend – Policy #4140 Archdiocesan FFC

Arrival and Dismissal

Safety is a priority both inside and outside of the building. Parents dropping off youth at the west (parking lot) entry are asked to enter the parking lot from Allen St., drop children off out of the line of traffic at the sidewalk leading directly to the west entry, and exit the parking lot on to 6th St.

Arrival:

Parents are to bring each K-2nd grade child directly to their individual room. This allows a partnership to grow between the home and the catechist and assures that the children get to the right place. Parents/guardians assume the responsibility of assuring that their child is safely in their designated classroom by 6:30 P.M.

Dismissal:

The safety of all those entrusted to our care is of utmost importance. Children in grades kindergarten through 2nd are not allowed to exit the classroom by themselves. Children in grade K-2nd need to be signed out of class at 7:30 P.M. by a parent/guardian or another person the parent/guardian has designated in writing as a responsible pick-up person. This policy seeks to insure a safe exit from the building while allowing catechists an opportunity to visit with parents. If a child is not picked up, the catechist will bring the child to the office where they will remain until either a parent/guardian or authorized pick-up person arrives.

Cancellations

Inclement Weather: If Garner Hayfield Public School cancels class during the day due to inclement weather, there will be no faith formation that evening. Catechists will call families from their calling tree. Local media will announce cancellations. Use your own “winter weather sense” when necessary. Country roads can be hazardous to student drivers even when faith formation is not cancelled. If a child/youth will be absent due to weather conditions, please call 923-0858.

Tournament Sports: If Garner-Hayfield Public School enters into district play for football, volleyball or basketball on a Wednesday evening, there will be no faith formation that evening. Catechists will call families from their calling tree.

Prayer in the Classroom and at Home

Prayer is an integral part of our faith and is included in each class. Students will experience a variety of ways to pray including both formal, memorized prayers, and informal, spontaneous prayer. Prayers to be learned at each grade level K-6 follow. Parents are asked to help children learn these prayers and make them a part of their lives. The following list of prayers is endorsed by the Archdiocese of Dubuque’s *Office of Catechetical Services*. The wording of the following prayers may be found on pages 9-11.

Kindergarten:

- Sign of the Cross (introduction)
- Our Father (introduction)
- Hail Mary (introduction)
- Glory Be (introduction)
- Angel of God (introduction)
- Spontaneous Daily Offering

Grade 1:

Sign of the Cross
 Our Father
 Hail Mary
 Glory Be
 Angel of God
 Review those previously learned

Grade 2:

Prayer Before Meals
 Prayer After Meals
 Prayer of Sorrow (Act of Contrition)
 Review those previously learned

Grade 3:

Apostles' Creed
 Review those previously learned

Grade 4:

The Rosary - Praying the Rosary & the Joyful, Sorrowful, Glorious & Luminous Mysteries
 The Ten Commandments
 Review those previously learned

Grade 5:

Stations of the Cross
 Hail Holy Queen
 Review those previously learned

Grade 6:

Nicene Creed
 Review those previously learned

Cell Phone Use

Cell phones need to be turned off during class.

Curriculum

K-5, *"Blest Are We"*, 2002, Silver Burdette Ginn Religion
 6-8; *"Catholic Connections"*, 2009, St. Mary's Press
 9-12, *"Total Faith Initiative"* Catholic Faith Handbook, 2004, St. Mary's Press

First Reconciliation, *"God's Gift: Reconciliation"*, 2009 Loyola Press
 First Communion, *"God's Gift: Eucharist"*, 2009 Loyola Press
 Confirmation, *"Anointed in the Spirit"* 2011 St. Mary's Press

Discipline Policy

Ideally in a Christian educational program, discipline would not even be a topic of conversation. Realistically, we are dealing with young people who sometimes need help setting priorities. We recognize that learning cannot take place unless the environment is one with order and purpose, where every person and all property are respected. Furthermore faith formation classes are short in length. In order for catechists to have enough time to teach the necessary concepts, they are not expected to spend a lot of time on discipline.

First Dismissal: When a catechist feels it is necessary to remove a child/youth from the group setting, the child/youth will be removed from the group setting. The young person will call their parent if the situation warrants.

Second Dismissal: When a catechist feels that it is necessary to remove a child/youth from the group setting for the second time, the youth will be asked to call a parent/guardian to come and take them home.

Third Dismissal: In the event of a third dismissal, the pastor, DRE, and parents of the youth will meet to determine further action. If deemed necessary, any youth with behavior that is continually

disruptive to the faith formation setting will be removed.

Help for Victims of Sexual Abuse

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

Off-Site Activities

Off-site activities are occasionally scheduled with the permission of the DRE.

Policy for the Protection of Minors

Holy Name is committed to the protection and safety of all children entrusted to its care. As mandated by the Archdiocese of Dubuque, all who work with children are required to follow the Archdiocese of Dubuque "Policy for the Protection of Minors".

Registration

Registration forms need to be completed and returned. Program fees are \$45 per child for grade levels kindergarten through 12th with a family cap of \$120. A \$10 sacramental fee in addition to the program fee is required of youth seeking to receive the sacraments of First Communion and Confirmation. No one will be denied faith formation due to financial hardship. Scheduling partial payments over the course of the year can be arranged.

Sacramental Preparation

To receive sacraments, families are expected to be registered, participating members of their respective parish.

Baptism: Contact parish office at St. Boniface.

First Reconciliation: Preparation is a process beginning in the fall of the 2nd grade year with the celebration of the sacrament in Advent. There is an expectation that the child has been enrolled in faith formation for at least one-year prior.

First Communion: Preparation is a process throughout the 2nd grade year with the celebration of the sacrament during the Easter season. There is an expectation that the child has been enrolled in faith formation for at least one-year prior.

Confirmation: Preparation is a one year process for 10th grade youth beginning in the fall with the celebration of the sacrament in the spring of the following year. Confirmation is separate from, and in addition to, systematic faith formation. Teens are expected to have participated regularly in a faith formation program for at least one full year before the sacramental year and be able to demonstrate a basic knowledge and understanding of Catholic beliefs, traditions and practices process with the Sacrament of Confirmation celebrated in the spring of 2012.

RCIA: This process is available to children of catechetical age who are not yet baptized, have been baptized in another Christian tradition but wish to become Catholic, or have been baptized

but not catechized. Contact pastor or Jody Smith, RCIA Director, for further information.

Service Project:

It is important to our Catholic faith to instill a sense of the importance of service. Parish projects, family projects and Holy Name projects all communicate that service is not an isolated act but a way of life. All groups are asked to plan and carry out a minimum of one service project over the course of the year. Parents may be asked to assist.

Examples of Service Projects

- ♥ Collection of baby items for Caring Pregnancy Center
- ♥ Collection of canned goods for God's Pantry
- ♥ Hearts for Haiti donations
- ♥ AL YAD donation of clothing for teens in foster care
- ♥ Vacation Bible School crews collecting paper products for God's Pantry
- ♥ Care packages sent to college youth
- ♥ Souper Bowl of Caring
- ♥ Bingo at Cardinal Grove
- ♥ Jr. High MCDAYM helping out at Harmony Ranch
- ♥ High School MCDAYM assisting flood victims
- ♥ Making Christmas cookies for Cookie Walk
- ♥ Christmas caroling
- ♥ Confirmation small group serving pancakes at Prairie View
- ♥ Care packages for those in military service
- ♥ Raking leaves
- ♥ Collecting winter hats, scarves, mittens, gloves for Angel Tree
- ♥ Clean up litter
- ♥ Toys for Angels
- ♥ Collaboration with various church organizations helping out with their projects
- ♥ Serving as Salvation Army bell ringers
- ♥ Volunteer at animal shelter
- ♥ Families supporting the Rice Bowl during Lent
- ♥ Help with projects at Opportunity Village
- ♥ Assist with packing of holiday food boxes
- ♥ Collect cell phones for American Diabetes Association
- ♥ First Communion candidates each doing their own special project
- ♥ Cards made for RCIA/ Confirmation Candidates
- ♥ Pop tabs collected for Ronald McDonald House

Special Needs: With the help of parents, we seek to bring meaningful and appropriate learning experiences to children with special needs.



Prayers

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.

Angel of God

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, to rule and guide. Amen.

Prayer Before Meals

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

Prayer After Meals

We give you thanks for all your gifts, almighty God, living and reigning now and forever. Amen.

Prayer of Sorrow (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. Jesus Christ suffered and died for us. In His name, dear Father, forgive me. Amen.

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. Amen.

O my God, I am heartily sorry for having offended thee, and I detest all my sins because of thy just punishment, but most of all because they offend thee, my God who art all good and deserving of all my love. I firmly resolve with the help of thy grace to, sin no more and to avoid the near occasion of sin. Amen.

Apostles' Creed

(to be used starting Advent 2011)

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 power of the Holy Spirit, born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried; he descended into hell; on the third day he arose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty; and is seated at the right hand of God the Father almighty; from there he will come again, 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 the life everlasting. Amen.



The Rosary

How to say the Rosary:

1. Begin with the Sign of the Cross and the Apostles Creed.
2. Pray the Lord's Prayer.
3. Pray three Hail Mary's.
4. Announce the first mystery, and then pray The Lord's Prayer.
5. Pray ten Hail Mary's (this is called a decade).
6. Pray the Doxology (Glory Be).
7. Continue for four more decades repeating steps 4-6 for each mystery.
8. After five decades are completed, pray the Hail Holy Queen.

Joyful Mysteries

The Annunciation
The Visitation
The Birth of Jesus
The Presentation of Jesus
The Finding of Jesus in the Temple

Glorious Mysteries

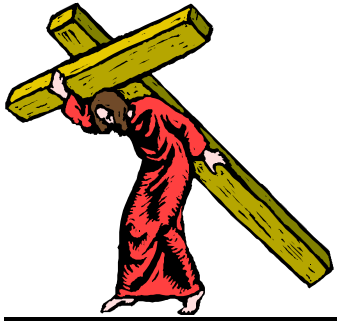
The Resurrection
The Ascension
The Coming of the Holy Spirit
The Assumption of Mary
The Coronation of Mary

Sorrowful Mysteries

The Agony in the Garden
The Scourging at the Pillar
The Crowning with Thorns
The Carrying of the Cross
The Crucifixion

Luminous Mysteries (or Mysteries of Light)

The Baptism of Jesus in the River Jordan
The Wedding Feast at Cana
The Proclamation of the Kingdom of God
The Transfiguration of Jesus
The Institution of the Eucharist



Stations of the Cross

The Stations of the Cross (Way of the Cross) follows Jesus on his way to Calvary. There are fourteen stations, or stops along the route.

The First Station:	Jesus is condemned to die.
The Second Station:	Jesus receives his cross.
The Third Station:	Jesus falls for the first time.
The Fourth Station:	Jesus meets his mother.
The Fifth Station:	Simon the Cyrene helps Jesus carry his cross.
The Sixth Station:	Veronica wipes the face of Jesus.
The Seventh Station:	Jesus falls the second time.
The Eighth Station:	The women of Jerusalem weep over Jesus.
The Ninth Station:	Jesus falls the third time.
The Tenth Station:	Jesus is stripped of his garments.
The Eleventh Station:	Jesus is nailed to the cross.
The Twelfth Station:	Jesus dies on the cross.
The Thirteenth Station:	Jesus is taken down from the cross.
The Fourteenth Station:	Jesus is laid in the tomb.

Hail Holy Queen

Hail Holy Queen, Mother of Mercy; our life, our sweetness, and our hope!

To you do we cry, poor banished children of Eve; to you do we send up our sighs, mourning and weeping in this vale of tears. Turn, then, most gracious advocate, your eyes of mercy toward us; and after this exile, shows to us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary! Amen

Nicene Creed

(to be used starting Advent 2011)

I believe in one God, the Father, the Almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord, Jesus Christ, the Only Begotten Son of God, eternally born of the Father before all ages, God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father. Through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit he was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son, is adored and glorified, who has spoken through the prophets. I believe in one, holy, Catholic and apostolic church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

Catholic Beliefs and Practices

Two Great Commandments

You shall love the Lord your God with all your heart, with all your soul, and all your mind, and with all your strength. You shall love your neighbor as yourself.

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 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 neighbor's goods.

Beatitudes

Blessed are the poor in spirit, the kingdom of heaven is theirs.

Blessed are they who mourn, they will be comforted.

Blessed are the meek, they will inherit the earth.

Blessed are they who hunger and thirst for righteousness, they will be satisfied.

Blessed are the merciful, they will be shown mercy.

Blessed are the clean of heart, they will see God.

Blessed are the peacemakers, they will be called children of God.

Blessed are they who are persecuted for the sake of righteousness, the kingdom of heaven is theirs.

Corporal Works of Mercy

Feed the hungry.

Give drink to the thirsty.

Shelter the homeless.

Clothe the naked.

Care for the sick.

Help the imprisoned.

Bury the dead.

Spiritual Works of Mercy

Share knowledge.

Give advice to those who need it.

Comfort those who suffer.

Be patient with others.

Forgive those who hurt you.

Give correction to those who need it.

Pray for the living and the dead.

Seven Sacraments

Baptism

Confirmation

Eucharist

Penance and Reconciliation

Anointing of the Sick

Matrimony

Holy Orders

Precepts of the Church

1. To keep holy the day of the Lord's Resurrection; to worship God by participating in Mass every Sunday and on the holy days of obligation; to avoid those activities that would hinder renewal of the soul and body on the Sabbath.
2. To lead a sacramental life; to receive Holy Communion frequently and the sacrament of Reconciliation regularly- minimally, to receive the sacrament of Reconciliation at least once a year.
3. To study Catholic teaching in preparation for the sacrament of Confirmation, to be confirmed, and then to continue to study and advance the cause of Christ.
4. To observe the marriage laws of the Church; to give religious training, by example and word, to one's children; to use parish schools and catechetical programs.
5. To strengthen and support the Church - one's own parish community and parish priests, the worldwide Church, and the pope.
6. To do penance, including abstaining from meat and fasting from food on the appointed days.
7. To join in the missionary spirit and apostolate (work) of the Church.

Holy Days of Obligation

- Immaculate Conception of the Blessed Virgin Mary (December 8)
- Christmas (December 25)
- Solemnity of the Blessed Virgin Mary, the Mother of God (January 1)
- Ascension of the Lord (The Sunday that follows forty days after Easter)
- Assumption of the Blessed Virgin Mary (August 15)
- All Saints (November 1)

Regulations on Fasting and Abstinence

The Catholic Church requires its members to observe certain dietary rules - fasting and abstinence - in order to recognize and mark the importance of particular days during its liturgical year, as well as to express penance for personal sin. The regulations apply as follows: Generally, the laws of fasting require that on the designated days the person eat just one full meal, two smaller meals, and avoid eating between meals. Abstinence requires avoiding meat altogether. Abstinence from meat applies to all Catholics age fourteen and older. Adults who have completed their eighteenth birthday until the beginning of their sixtieth year are required to fast with the exception of pregnant women and those who are sick. Ash Wednesday and Good Friday are days of both fasting and abstinence; all other Fridays of Lent are days of abstinence only.

The Church also calls for fasting for one hour prior to receiving Communion. In this case, the fast helps us prepare our mind and heart for the great gift of the Eucharist by doing something physical to help focus our attention. Church law calls for us to avoid all food and drink, with the exception of water and medicine, for one hour before receiving Communion. Again, this regulation does not apply to sick people or others for whom such restriction would jeopardize health.

Catechetical Staff

In order to serve the faith formation needs of our parishes, it is essential for a number of people to answer the call. We thank the following for their willingness to serve as grade level catechists/assistants for the 2011-12 year:

Kindergarten:	Esther Pistek (catechist)
1 st Grade:	Janan Kumsher (catechist) Kara Steffensmeier (assistant)
2 nd Grade:	Karrie Pringnitz (catechist) Kelly Babcock (assistant)
3 rd Grade:	Melany Hejlik (catechist) Jessica Hejlik (assistant)
4 th Grade:	Heather Ossman (catechist) Brooklyn Ossman (assistant)
5 th Grade:	Tara Smith (catechist) Jolene Learar (catechist)
6 th Grade:	Lori Hansen (catechist)
7 th Grade:	Greg Rayhons (catechist)
8 th Grade:	Susan Babcock (catechist)
9 th Grade:	Collin & Kristen Davison (catechists)
10 th Grade:	Francis Pistek (catechist)
11 th Grade:	Pam Jones (catechist)
12 th Grade:	Phil Garland (catechist)

Confirmation Small Group Leaders: Michelle Dornbier, Nancy Prohaska, Christa Tusha

Office Assistant: Esther Hadacek

Jesus, you told us that laborers for the vineyard would be few and that we should pray to the Lord of the Harvest in the hope that many might respond. You have answered our prayers by sending us catechists for your vineyard.

Bless these men and women who have responded to your call to the ministry of catechesis. May they be filled with zeal for your Church, with care for those they catechize, and with love for your Word of Life. Let your Spirit come upon them so that your Word may echo through their teaching and through the witness of their lives. Through our catechists, may the members of our parish whom they teach be transformed into witnesses to your Word. And may these catechists receive the blessing your Son promised to all who labor in your vineyard. Amen.

The Six Tasks of Catechesis

Six interrelated dimensions enable students to develop an increasing sense of the authentic Christian message and mission. These dimensions, called the tasks of catechesis, help us to know, live, celebrate, and express our faith in prayer (*General Directory for Catechesis* 84).



1. Promoting Knowledge of the Faith. Students are introduced to the life, mission, and message of Jesus Christ, through whom we come to know God and God’s loving plan of salvation for all people. Through learning about and responding to Christ’s presence in our lives, we grow in our understanding of God’s self-revelation through Sacred Scripture and Church Tradition.



2. Liturgical Education. Liturgical knowledge is fostered by teaching about the liturgy and sacramental life. We enable students to participate more fully in the sacraments by helping them experience the prayers, gestures, signs, and symbols that celebrate God’s love and Christ’s presence among us.



3. Moral Formation. Catechesis on morality includes teaching Christ’s moral teachings and helping students recognize how they can live out these teachings in their daily lives. The goal of moral catechesis is to enable students to transform their lives according to the example of Christ and the Church.



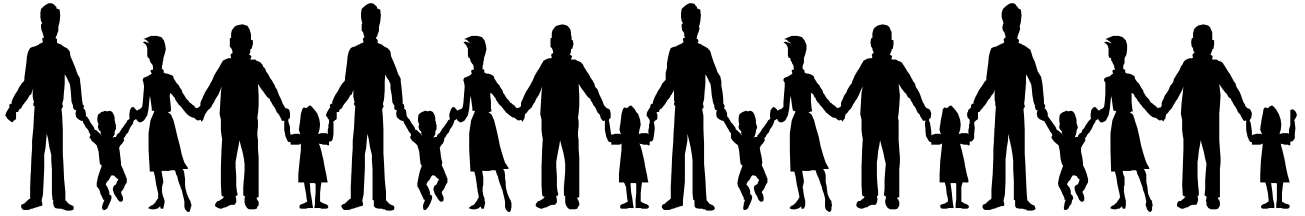
4. Teaching to Pray. Knowing and celebrating our faith go hand in hand. Parents and catechists teach students to pray, as Jesus did in the Our Father. Parents and catechists also help students cultivate the use of a variety of prayer forms, including adoration, praise, thanksgiving, blessing, intercession, petition, contrition, and meditation so that they may pray with Christ and the Church.



5. Educating for Community Life. Catechists create an atmosphere in their classrooms that makes it possible for students to understand the implications of Jesus’ command: “Love one another” (John 13:34). Jesus calls us into a community that is characterized by simplicity, humility, and concern for the poor, communal prayer, forgiveness, and love. Through their home life and classroom experiences, students grow in their appreciation of their responsibility to build up the Christian community.



6. Missionary Initiative. Faith is meant to be lived. Students learn that we are all called to bear witness to our faith through our daily words and actions. A spirit of evangelization helps students find ways to prepare the way for the coming of God’s kingdom of peace, love, and justice.



Holy Name Faith Formation

Family Prayer

God made us a family.
We need one another. We love one another.
We forgive one another. We work together.
We play together. We worship together.
Together we use God's word. Together we grow in Christ.
Together we love all people. Together we serve our God.

Together we hope for heaven.
These are our hopes and ideals.
Help us to attain them,
O God, through Jesus Christ our Lord.

Amen.

From "Favorite Catholic Prayers"