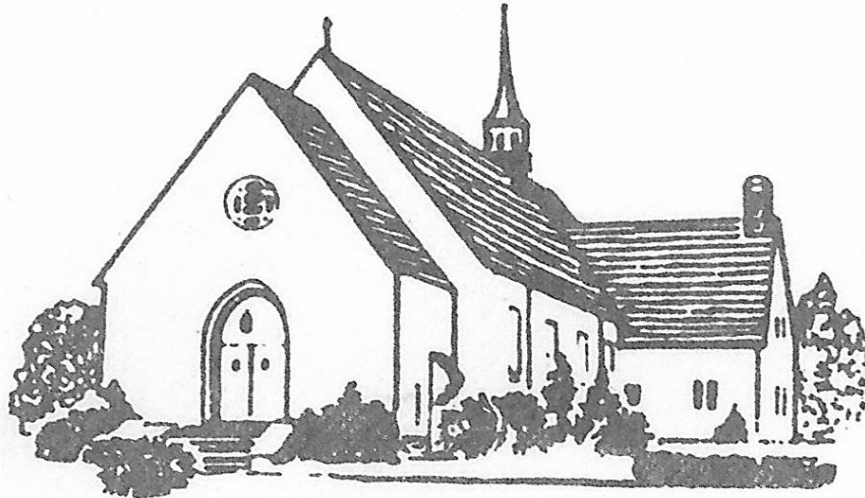


**HOLY FACE CHURCH
GREAT MILLS, MARYLAND**



**RELIGIOUS EDUCATION
FAITH FORMATION HANDBOOK
FOR CATECHISTS, PARENTS, AND
STUDENTS**

2017-2018

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A Prayer for our Families

**Father God,
You reveal yourself to us as a
communion of persons, and you
use the family to teach us about
how you relate to us and how
we should think of one another.
Help us to value your gift of
family. Guide us as we welcome
families, and bless all the
families in our community.
Teach us, through your grace, to
live out your plan for our
families. We ask this in Jesus'
name.
Amen**

FAITH FORMATION HANDBOOK

Goals and Objectives: Know and Live Our Faith

Holy Face Faith Formation Program assists the families of Holy Face parish in providing religious instruction for children attending non-Catholic schools in Pre-Kindergarten through the Eighth Grade. To accomplish this goal, we will use a curriculum framework created by the Archdiocese of Washington called: Forming Disciples for the New Evangelization.

This framework is based on the pillars of the Catechism of the Catholic Church and organized by the six key elements of Catholic life. The six key elements have been further broken down into fourteen curriculum standards, which are taught at each grade level. Learning objectives for each standard have been developed for each grade. This framework establishes consistent content for the teaching of the faith across the Archdiocese to ensure that Catholics are well formed and know the truth that Jesus taught us.

Please refer to the attached table titled Forming Disciples for the New Evangelization for an outline of this framework with a description for each standard.

Holy Face Faith Formation Program will conduct one session of Safe Environment Training using the Circle of Grace Program. Adults will assist children and youth to recognize God's love by understanding that each of us lives and moves within a Circle of Grace. Your Circle of Grace holds your mind, heart, soul, and sexuality.

Assessment and Progress

Holy Face Faith Formation will assess students in grades 3 through 8 using the archdiocesan Faith Knowledge Assessment each spring. Homework, chapter quizzes and unit tests will be assigned and used at the discretion of the catechist. Progress reports may be used to communicate with parents.

Textbooks and Instructional Materials

Holy Face Faith Formation Program uses a number of Archdiocesan approved texts as well as Holy Scripture. References, activity resources, storybooks, and videos are also used to support and enhance the curriculum. All books and materials used in the classroom will be approved by the DRE prior to use.

Pre-Kindergarten	Sadlier Discovering God's World
Kindergarten through 6 th gr.	William H. Sadlier textbook series <i>We Believe</i>
Seventh grade	Loyola Press, Inc. series <i>Christ Our Life</i>
Eighth grade	What You Should Know and many other references
Christian Initiation for Children	Sadlier workbook <i>Our Catholic Faith, Totally Catholic!</i> , and other specialized materials

Resources are available to catechists and families through the Holy Face Religious Education Resource Room in LFS. These include activity books, story collections, drama guides, lives of the saints, prayer resources, games, and Children's Bibles. There are also rosaries and rosary guides available, as well as various Bibles, and catechisms.

Use of Facilities

Holy Face Faith Formation Program takes place at Little Flower School; please adhere to the following:

- Good stewardship of facilities is good manners.
- Do not touch Little Flower School students' or teachers' personal belongings
- Computers and smartboards in the classroom are not to be used.
- Always leave the classroom neat and in order, check that no items are left behind.

Class Day Policy and Procedure

- Arrival-

- Catechists and aides arrive 10 minutes before class time. Please sign in at the front desk.
- Families will gather in the lobby or gym until dismissed to the classrooms.

- Attendance-

- 100% attendance is expected.
- Students will be marked present or absent each session.
- Notification will be given for absences and work will be made up.
- Worship experiences, service opportunities and family-centered sacramental preparation are required elements for sacramental years.
- Holy Face Faith Formation will meet the minimum requirement of 30 instruction hours per program year.
- The pastor and catechetical leader will determine the course of action for students not meeting 85% attendance.

-During the Course of Class-

- Appropriate behavior is expected at all times.
- Bathroom breaks are to be limited to minimize classroom disruption.
- Cell Phones, toys, electronic games, and sports equipment may not be brought to class.
- Visits by the class to areas outside of the classroom must be previously cleared by the DRE. Scheduled Religious Education trips to the Church for events such as Mass, Confessions, Stations of the Cross, etc. are to be conducted in a timely, orderly manner. Food, drink, candy, or gum is *never* to be allowed inside the Church and classroom.
- Students must NEVER be left alone in a classroom. If materials or assistance is needed, a hall monitor should be sent to the front desk.

DISCIPLINE: Disrespectful conduct is considered unacceptable

- At the first occurrence of inappropriate behavior, the catechist will send the child with an adult to the Catechetical Leader. A parent or guardian will be telephoned.
- At the second occurrence, a parent or guardian will be asked to sit with the child in class to help moderate the child's behavior.

- If parental intervention is ineffective, the parents will be supplied with materials to home-school their child.

-Dismissal-

- Students are not to be released from class before 11:20am.
- Any parent who wishes to pick up their child before dismissal must notify the front desk.
- Any student not picked up promptly after dismissal is to be taken to the front desk.
- Please remember that each child must be picked up by a designated adult and **not** an older sibling enrolled in the program.

Everyone Involved Has Responsibilities: Since effective catechesis is done best in partnership the following is a list of the expectations for all involved.

Student

- Show willingness to learn and actively participate.
- Respect teachers and peers.
- Participate in the life of the Catholic Church.
- Articulate Christian virtues as applied to personal decision making and behaviors.
- Grow in spirit through prayer.

Catechist/Hall Monitor/Adult Volunteers

- Meet the diverse needs of the students and families.
- Be fully informed of the curriculum and utilize resources to help students learn.
- Pursue initial and ongoing catechist certification.
- Participate fully in the liturgical and sacramental life of the Church.
- Attend to their own spiritual lives through reflection, prayer and reading of the Scriptures.
- Must be background checked and Virtus approved.

Parent

- Teach the faith to their children as primary educators.
- Be actively involved in the life of the Church by attending mass and participate in the parish.
- Work with teachers to promote the development of faith in their children.
- Prepare their children for their participation in the sacraments.
- Attend to their own spiritual lives through reflection, prayer and reading of the Scriptures.

Pastor and Catechetical Leader

- Support parents in the faith education of the children.
- Engage families in preparing children for sacramental participation.
- Implement a Faith Formation Program that oversees the implementation of the Archdiocesan Religion Curriculum Guide.
- Collaborate with the Archdiocese in the certification of catechists.
- Grow in faith through personal spiritual development and participation in the Church's mission to the world.

Emergency Procedures

Emergency or Fire

Evacuation plans are posted in each classroom. Everyone will leave the building quickly through the nearest exit and assemble in the field adjacent to the gym. Everyone will be accounted for.

Inclement Weather Policy

All Religious Education classes Pre-K – 8th and Rite of Christian Initiation for Children (RCIC) meet on Sunday. In case of inclement weather the DRE will send an email to all catechists and parents, advising them of cancellation.

When a Student is Ill or Hurt

If a student complains of illness and the catechist deems it necessary, an adult should escort the student to the front desk. A determination will be made about whether to let the student rest quietly for a short time or contact the parents.

No volunteer or staff of Holy Face Faith Formation Program is or can be authorized to administer medication to any student.

If a child is hurt or injured the DRE should be notified *immediately*. A First Aid kit is located in the Religious Education Resource room. In case of emergency: call 911, notify the pastor and contact the parents using the information on file for each student.

Practicing Universal Precautions (for Blood-Borne Pathogens)

According to St. Mary's County law, while caring for a student or any other person who is bleeding or who has vomited, gloves must be worn. Disposable medical gloves are available in all the classrooms.

Child Protection Policy

All catechists, aides, and other adult (18 or over) volunteers must fill out a volunteer application, submit for a background check, and attend a Protecting God's Children class. The process and compliance of this is handled by Kathy Hunt at the rectory (301-994-0525).