



Parent Handbook

2022-2023



**The road to heaven is a lifelong pilgrimage,
we begin in the waters of Baptism**

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General Contact Information

Holy Family Catholic Community

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Front Office **(847) 359-0042**

Website, www.holyfamilyparish.org

Parish Facebook Page www.facebook.com/holyfamilyinverness

Private Family and Teen Faith Facebook Group

<https://www.facebook.com/groups/familyandteenfaith>

Family and Teen Faith Office hours:

Monday- Friday 9 am - 3 pm and during all programs/events

Letter from the Director

Dear Parents/Guardians,

It is time for us as the Holy Family Catholic Community to reset, reconnect and reignite! The past two and a half years have turned our worlds upside down. The isolation and uncertainty of living with COVID has taken a toll on all of us, and in particular our young people. The energizing presence found when we gather as a Holy Family, is something we have sorely missed. Reconnecting with the welcoming and revitalizing spirit of our shared faith in God's goodness will continue to sustain us and carry us forth into a time of amazing grace - a time of reimagined possibilities for what it means to be Christ's beloved disciples in the world. Reconnecting will reveal to us that the world, even a hesitant and anxious world, is still awash in God's grace, every challenge met with untold blessings, for those who walk by faith (2 Cor. 5:7).

Sharing your faith with your children is yet one more sign of your great love for them. Your desire and commitment to raise faith-filled sons and daughters is also a powerful witness to all of us about the importance of nurturing the spiritual lives of children. Know that the entire Holy Family Catholic Community is deeply grateful for your commitment to remain connected and engaged in the pursuit of truth and goodness through the practice of your faith and stand ready to support you.

Know this: Your children will embrace the faith because of your witness. They will rely all their lives on the truths you teach them and the spiritual practices you instill in them. It will take time and effort, patience and courage, especially in a world that is skeptical of religious faith. Your children will struggle with the imperfection they see and experience around them, in both the Church and the secular society. Yet through your faithful perseverance, they will learn that perfection belongs to God alone. They will learn love and see the goodness present and available through God's grace even in a less than perfect world/society/church/family/person. Believe me, one day your children will thank you for passing on the gift of faith.



Your children will embrace the faith because of your witness.

Challenging times call for more astute, more perceptive methods of Religious Education and inventive approaches to Faith formation. True to ourselves as a Catholic Faith community committed to innovation and excellence in education, Holy Family's FTF continues to adopt the best practices and new tools the latest evidence based research provides. The 'new normal' demands a diversity of formats providing families with flexibility and the ability to customize their child/teen's religious education. Yet we must never lose sight of the need for formation in the faith to be primarily experiential, intellectually engaging and rooted in the family. Please see the new formats and approaches we have introduced this year to make our programs engaging and compelling available on the Parish website

Let us join as partners, once again, to satisfy the authentic spirituality and credible religious expressions of that spirituality our children, teens and their families are seeking. Let us together share with each other our sure and certain belief that "*God works for our good "in all things"*" (Romans 8:28).

Respectfully,

Peg Hanrahan

Dr. Peg Hanrahan
Director of Family and Teen Faith

Family and Teen Faith 2022-2023 Calendar

PRE-K – GRADE 6

CLASS GATHERINGS for PRE-K – GRADE 6

Sept 11/**18**/25 Oct 2/**16**/30
 Nov 6/13/**20** Dec 4/11/18
 Jan 8/**22** Feb 5/**12**/26
 Mar 5/12/**19** Apr 16/**23**/30
 May **14**

* 16 classes scheduled to build in a 'snow day'

* Dates in **bold red** indicate **Family Masses**

Times: Sundays

Adam's Apple (Pre-K-K) 9:00 am

Family Masses 9:00 am

Gathered at Table (Grades 1-6)

8:45-10:15 am; 10:45 am – 12:15 pm; or
 5:15-6:45 pm

FAMILY MASSES

Celebrated Sundays at 9:00 am

Sept 18 – **Catechetical Sunday**

Oct 16 – **29th Sun in Ordinary Time**

Nov 20 – **The Feast of Christ the King**

* Dec 24 – **Children's Christmas Mass**

Jan 22 – **3rd Sun in Ordinary Time**

Feb 12 – **5th Sunday of Ordinary Time**

* Feb 22 – **Ash Wednesday** Prayer Service

Mar 19 – **6th Sun in Ordinary Time**

Apr 23 – **3rd Sun of Easter**

May 14 – **Mother's Day**

* Attendance at these Liturgies is optional

2022-2023 Program Options

Gathered at Table (grades 1-6)

- 16 Classes facilitated by catechists on campus
- Participation in eight (8) Family Masses

Gathered at Table 2.0

- 16 online classes done at home, with the parent serving as the principal catechist.
- Attendance at eight (8) Family Masses

Gathered at Table Home Faith Version

- 21 weekly online lessons done at home, with the parent serving as the principal catechist
- Attendance as a family at the weekend liturgy of your choice

GRADES 7 – 10

IGNITE (grades 7-8) & FLAME (grades 9-10)

Sept 11/18/**25** Oct 2/16/30
 Nov 6/13/**20** Dec 4/11
 Jan **8**/22 Feb 5/26
 Mar **5**/12/19 Apr 16/23

* 16 classes 5:15-6:45pm

* Dates in **bold red** indicate **Teen Masses**.

4 Teen Masses will be held at 5:15 pm and Attendance is considered the same as attendance at classes.

IGNITE GLOW RETREAT

Saturday, Oct 29, 2022

SACRAMENTAL PREPARATION

CONFIRMATION PREPARATION

For a detailed explanation of Confirmation Preparation at Holy Family, visit our [website](#).

Important Event & Dates

Parent-Teen Presentations

1. FLAME I CANDIDATES

SUN., Nov. 6, 2022 - 5:15-6:45pm

2. FLAME II CANDIDATES

SUN., Feb. 5, 2023 - 5:15-6:45pm

Special Liturgies

1. Rite of Welcoming – FLAME I

Sunday, Oct 23; 11:00 am Mass

2 The Second Scrutiny – FLAME I & II

Sunday, Mar 19; 11:00 am Mass

Retreats

1. FLAME II RETREAT

Oct. 15-16, 2022 – Woodstock, IL

2. FLAME I RETREAT

Jan. 14-15, 2023 – Woodstock, IL

Celebration of Confirmation

Sunday, April 30, 2023 – 2:00pm

FORMATION FOR RECONCILIATION

[CLICK HERE](#) for a detailed explanation of our Formation for the Sacrament of Reconciliation

Fourth graders will celebrate **Form I** of the sacrament (face-to-face) for the first time on

Wed., March 15, 2023 – 3:30-6:30 pm OR

Sat., March 18, 2023 – 10:00 am – Noon

FIRST COMMUNION PREPARATION

[CLICK HERE](#) for a detailed explanation of First Communion Preparation at Holy Family,

IMPORTANT EVENT & DATES

Parent Formation Sessions

(for parents only)

1. **Introduction to First Communion**

Wed Sept 21; 7:00-8:30 pm; **OR**

Wed Sept 28; 7:00-8:30 pm

2. **The Eucharist**

Date TBA; 7:00-8:30 pm; Church

Special Liturgies

Feel free to invite extended family or friends to any of these celebrations.

1. **The Rite of Welcome**

Sunday, Oct 2, 11:00 am Mass **OR**

Sat, Oct 22, 5pm Mass

* A short presentation will follow the Mass, in the Church, for both the children and their families.

2. **The Presentation of the Our Father**

Sunday, Jan 22, 2023, 9:00 am Mass

3. **The Celebration of First Reconciliation**

Wed., Mar 1, 2023, 6:30-7:30 pm

The First Communion Retreat

Option 1: Live Event, Saturday, Apr 15, 2:30-5:00 pm at Holy Family

Option 2: Online retreat

Celebration for those being Baptized or making A Profession of Faith

Sunday, Apr 16, 11:00 am Mass

Celebrations of First Communion in 2023

Saturday, May 6, 10:30am (Class Mass)

Rehearsal – Thursday, May 4, 5:30pm

Sunday, May 7, at the 9:00 or 11:00 am Parish Masses (**Designed for small groups**)

Saturday, May 13 10:30 am (Class Mass)

Rehearsal – Thursday, May 11, 5:30 pm

RITE OF CHRISTIAN INITIATION FOR CHILDREN

The RCIC process is designed for children between the ages of 5-14 who have not yet been baptized.

It also serves children ages 10-14 who are baptized but have received no formal religious education and now wish to prepare to receive the Eucharist.

[CLICK HERE](#) for more information.

Tuition and Fees for 2022-2023

No child/teen will be denied religious education because of their family's inability to pay tuition or sacramental fees at Holy Family. Financial assistance is available to all registered parishioners.

If you need tuition assistance, please reach out to Dr. Peg Hanrahan, phanrahan@holyfamilyparish.org. or Pastor Terry Keehan, tkeehan@holyfamilyparish.org. All requests are kept in the strictest confidence.

Payment plans are also available upon request. Contact Joan Sloan, jsloan@holyfamilyparish.org

Please note the following changes for 2022-2023

- Catechists pay no tuition, only sacramental fees. Co-catechists only pay 50% of tuition plus sacramental fees
 - Tuition is due at the time of registration, unless other arrangements have been made
 - If a tuition balance is still owed from a prior year, it must be paid in full prior to registration unless parents make arrangements with the Pastor, before students are placed in a class.
- * These are standard practices in our neighboring parishes.

| Program | Participating Parishioner Rate | Non-Participating Parishioner Rate |
|---|---|---|
| Adams Apple (PK-K) 1 child 2 or more children | \$50.00 \$75.00 | \$75.00 \$100.00 |
| Family & Teen Faith 1 child 2 children 3 or more children | \$300.00 \$375.00 \$425.00 | \$425.00 \$500.00 \$550.00 |
| Home Faith – online 1 child 2 children 3 or more children | \$300.00 \$375.00 \$425.00 | \$425.00 \$500.00 \$550.00 |
| Sacramental Fees First Communion Confirmation Year 1 Year 2 RCIA | \$60.00 per candidate \$125.00 per candidate \$ 40.00 per candidate \$ 75.00 per candidate | \$75.00 per candidate \$150.00 per candidate \$ 60.00 per candidate \$100.00 per candidate |

Participating Parishioner Rate Eligibility

To be eligible for the Participating Parishioner Rate we ask that families meet the following criteria.

1. **Be registered parishioners** – Attending Mass or parish events, even being enrolled in HFCA or Family Faith does not make you a parishioner. Holy Family has a simple, two-step parish registration process. If you are not sure if you are officially registered as a parishioner please contact Jean Swenson at jswenson@holyfamilyparish.org.

To register in the parish contact Sue Geegan, sgeegan@holyfamilyparish.org

2. **Contribute 10 hours of service annually to the Faith program or another Parish Ministry.**

This is a family commitment. Opportunities for all age groups to volunteer are updated and posted frequently on the Parish website, www.holyfamilyparish.org and the [FTF Facebook Page](#).

★ Volunteers who work directly with children must be **Virtus compliant** (i.e. catechist, aide, substitute, Festival volunteer, hall monitor...) See the Parish website for details.



3. **Contribute financially to the parish** – No specific amount is required however, in order for us to verify your contributions you must make them electronically or by check. Cash contributions cannot be accurately tracked.

Financial contributions can be made through

- The **Sunday collection**, either during the weekend Masses or through on-line giving. You can earmark your contributions to be used for Family Faith or Teen Faith programs.
- Contributions to **The Gala** (the major parish fundraiser)
- Contributions to the **Holy Family Foundation** or the **Holy Family Building Fund**. 100% of these funds remain at Holy Family.

Note: The second and third criteria can be amended or waived for a family if needed, by the Director or the Pastor.

Failure to meet the criteria will result in the difference between the two rates being added to your account.

Why do we have a two-tiered tuition and fee scale?

1. Parent and teen volunteers help make our programs, and other parish ministries, possible. Without volunteers, many parish ministries and events would have to be scaled back or cut altogether.
2. More than 50% of FTF's annual budget is covered by revenues from the Sunday collections and grants from Gala funds and The Holy Family Foundation. Those who are not contributing to those revenue sources and not volunteering should pay their fair share.

Communication

Communication is essential for any effective partnership. Good communication is always a work in progress; there is always room for improvement. Effective communication takes advantage of multiple platforms and is:

- ◆ Respectful
- ◆ Clear
- ◆ Timely
- ◆ Concise

Communication tools we use

- In-person and online meetings (primarily Zoom)
- Phone calls
- Text messages through REALM (you must download the free REALM mobile app)
- First Class Mail
- Email – please make sure we have your correct email address on file

Please check your email regularly – Family Faith sends you a weekly email

- Parish Website – www.holyfamilyparish.org
- Parish bulletin (available online on the parish website)
- Quarterly Newsletter
- **GroupMe** mobile group messaging app
- **FlipGrid** website and app (links sent via email)
- **Sign-up Genius**
- **YouTube**
- **Google Apps**
 - Google Docs, Forms, Sheets, Hangouts and Google Classroom
- **Online Survey tools** (primarily Survey Monkey)
- **Pre-recorded video messages and presentations** (links sent via email)
- **Twitter** - <https://twitter.com/HFteenfaith>
- **Instagram** – [Instagram@holyfamily.teenfaith](https://www.instagram.com/holyfamily.teenfaith)
- **Facebook**
 - Parish Facebook page - www.facebook.com/holyfamilyinverness
 - Private Family Faith Facebook Group <https://www.facebook.com/groups/familyandteenfaith>

Communication is a two-way process

1. **SPEAK UP** – we can't address issues/concerns we do not know about. Don't let things fester. The sooner an issue is raised the sooner we can respond to it.
2. **CHECK-IN** - if you haven't heard from FTF in awhile, maybe we have an incorrect email address or phone number. If you change your email or phone # let us know.
3. **LET'S EACH DO OUR PART**
 - Letters, notes, emails and digital newsletters, have to be opened and read
 - Calls, texts and messaging has to be sent and then opened and responded to
 - Websites have to be checked frequently; Apps have to be downloaded
4. **OFFER CONSTRUCTIVE FEEDBACK to the appropriate person** - Complaining to others who can't address the issue doesn't change anything. If friends of yours are unhappy, tell them to reach out. If you agree with them, then you reach out.

The philosophy of Family & Teen Faith

What is catechesis?

The word catechesis comes from an ancient Greek word describing a kind of oral teaching. Literally, the word means "to echo". The purpose of catechesis is to make a person's "faith become living, conscious, and active, through the light of instruction" (National Catechetical Directory, #32). This is achieved in four ways.

1. Proclaiming the message of salvation
2. Building authentic communities of faith
3. Leading people to true worship
4. Promoting service to others

It is important to remember that catechetical experiences are not confined to classrooms and textbooks.

Catechetical experiences are moments that arise across the life-long process of evangelization (coming to know God) and conversion (the change of heart that results from knowing God). Catechesis seeks to foster mature faith in individuals and communities.



God calls us to have a “multi-generational” vision. One that echoes down through time, inspiring each new generation to “set their hope in God.” Psalm 78:5-7

The Parent's role in the catechetical process

Faith is both gift and choice. Authentic religious faith and healthy spiritual practices are pathways that lead to encounters with divine love. These encounters connect us to something larger than ourselves, helping us put things into perspective. They help us connect (or reconnect) with the transformative power of divine love, diminishing fear and increasing one's sense of self-esteem and well-being.

Your Choices Matter! The choices we make, shape our experience of life and influence others. Often choices can have a ripple effect, which are not immediately apparent. The choices parents make for their children help shape and define them, in both expected and surprising ways. The Research consistently shows, across all religious faiths, that whether young people engage in religious faith and spiritual practice is largely based on the choices their parents make.

When parents practice their own personal religious faith, are involved in Parish Life and Sunday worship, share their faith with their children in conversation and establish religious practices shared by the whole family, their children come to see the value of religious faith and personal spirituality. (Smith, Ritz, and Rotolo, 179). You have heard, and will continue to hear, the leadership at Holy Family talk about building up the [Domestic Church](#). We are referring to the internal dynamics of your family life. We know, and believe that,

“Family catechesis therefore precedes, accompanies and enriches all other forms of catechesis”

(Catechesis in Our Time, 1979, § 68).



Parents are the most significant and lasting influence on the religious and spiritual development on their children.

Holy Family Parish Community Makes This Promise to Parents

We will support all parents and help them honor the sacred pledge they made before God to “teach their children the ways of the Lord.” We promise

- To pray for and with them,
- Welcome them in good times and bad
- Be examples of faithful disciples for them and their children.

The FTF Staff become your partners in the process of handing on our faith to your children. With your cooperation, we create an environment in which children can grow in their faith. We build on the foundation you lay. As religious educators in partnership with you, we ask that you do these ten things

1. Practice your own personal religious faith
2. Get involved in the life and ministry of the parish
3. Pray for and with your child every day
4. Talk with your child about faith. Encourage spiritual curiosity and answer your child's questions honestly.
If you can't answer the question admit that and spend time with your child finding the answer.
5. Worship as a family
6. Instill in your child the gospel values of compassion, forgiveness, mercy, justice and peace
7. Model the importance of Christian service
8. Provide your child/ren with Religious Education that is intentional and consistent
9. Give your child experiences of the Catholic tradition, and if you come from or practice a different faith tradition share experiences from that tradition as well.
10. Take an active role in preparing your children to receive the sacraments.

FTF is a core component of the Holy Family mission

Holy Family Catholic Community Mission Statement

Empowering all to experience New Life in Christ through sacramental living, transformative worship, lifelong spiritual growth and community in service to others.

Holy Family Catholic Community Vision Statement

FTF Parent Handbook 22-23

Holy Family Catholic Community invites all to new life in Christ. Our response to God's call is evident through full, conscious, and active participation in our community.

Core Values of the Holy Family Catholic Community

Animated by our faith in God to evangelize, we live the following core values:

- | | |
|---------------|-----------------------------|
| ➤ Integrity | ➤ Innovation |
| ➤ Excellence | ➤ Service |
| ➤ Unity | ➤ Justice |
| ➤ Hospitality | ➤ Appreciation of diversity |

Family & 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.

Family & Teen Faith 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 grace in their lives
- Recognize the dignity of each person and appreciate the diversity among people
- 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
- Make effective life choices guided by our faith.

Visit the parish Website for details on the following items

Go to Family Faith → Education and choose from the drop down menu

- Curriculum Overview
- Current Overviews of FTF Programs
- Catechesis & Worship: The essential connection
- Catechesis & Outreach: A natural progression

Sacramental Preparation

At the heart of Catholicism lies the sacramental life.

To be engaged in the sacramental life is to recognize that all of reality reveals God's presence and is a means to encounter God.

At Holy Family, we believe

- We experience and share God's love through the celebration of the sacraments, especially the Eucharist.
- Each time we celebrate the sacraments we are formed and strengthened as intentional disciples of Christ.
- We help each other prepare for, celebrate and live out what the sacraments call us to and produces in us;
 - ✚ A deeply personal and intimate relationship with the living God and the whole of God's creation.
 - ✚ To be a living sacrament of God's presence in the world – Christ's community of disciples, the Church.



**Sacraments are encounters
with the living God.**

Sacraments are encounters with the living God. Our sacramental preparation programs are intentionally embedded in worship. Experience is the only way to convey the meaning of a sacrament. Preparing children to receive the sacraments of First Eucharist and Reconciliation at Holy Family is done collaboratively between Family Faith and Holy Family Catholic Academy (HFCA). The sacramental preparation sessions are conducted outside of, and in addition to, class time. We celebrate Confirmation with young people any time after the spring of 10th grade.

Sacramental policies are set by the Pastor and implemented by those he delegates as catechetical leaders. Careful attention is given so that our parish sacramental policies are in concert with:

- Sound sacramental theology
- Canon (Church) Law
- Archdiocesan Policies and Guidelines
- Best practices in Religious Education and Faith Formation
- Local traditions and customs

Holy Family Catholic Community's Sacramental Policies

1. All are welcome and invited to enter the sacramental life.
 2. We emphasize readiness and disposition, not age, in the preparation for and reception of a Sacrament.
 3. At Holy Family, sacramental preparation is a family affair involving the candidates themselves, their families and the larger parish family.
 4. We see preparing for a sacrament as "... a developmental journey by which a person, no matter their age, comes to a new understanding of him/herself as a disciple of Christ and member of Christ's Church."
 5. We believe that preparing a person to receive any of the sacraments progresses through gradual stages and includes
 - A blend of instruction and formation in the faith
 - Unfolds the Church's rites, symbols, and biblical signs
 - Incorporates the participants more fully into the Christian community of faith and worship.
- Note:** Students with significant gaps in their religious education will be assessed on their understanding of Catholic teaching and practices. Parents may be asked to work with their students to achieve grade level mastery. This is why consistent religious education is so important.
6. We abide by the Sacramental Policies and Guidelines established by the Archdiocese of Chicago.
 - The Archdiocese of Chicago requires children/teens preparing to receive a sacrament have at least two years of formal religious education prior to the reception of the sacrament. This policy is standard practice in all our neighboring parishes.
 - The Archdiocese of Chicago requires that those wishing to prepare to receive the Eucharist, Reconciliation and Confirmation are registered parishioners in a Catholic parish. To register at Holy Family contact sgeegan@holyfamilyparish.org. If the candidate is a parishioner in another parish they must submit a letter from that parish verifying they are members in good standing.
 - Canon Law requires that those wishing to prepare to receive the Eucharist, Reconciliation and Confirmation be baptized Catholics. We ask that candidates provide a copy of their Baptismal Certificate. Those baptized in another Christian denomination must provide a letter or certificate from the Church of Baptism verifying their Baptism. They must also enter the RCIC process in order to be prepared to make a Profession of Faith. See <https://www.holyfamilyparish.org/r-c-i-c/>
 7. Once an individual completes all the steps in the preparation process, we invite him/her/them to schedule a date to celebrate the sacrament.

For details on the preparation steps for each sacrament, visit the [parish website](#)

Go to Sacraments → choose from the drop down menu

- [Baptism](#)- Rite of Christian Initiation for Children
- [First Communion](#)
- [Reconciliation](#)
- [Confirmation](#)

Note: Our preparation process is regularly updated based on parent and candidate feedback changing Archdiocesan policy and the latest research on best practices.

Discipline and discipleship

The Latin root of our words discipline and disciple is **disciplina** means teaching/learning.

Baptism does NOT make us members of God's family it makes us disciples of Christ.

*"Go and make disciples of all nations,
baptizing them in the name of the Father, Son and Holy Spirit." Mt 28:19*

Disciples learn and practice certain disciplines

At Holy Family, 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. To do so adults in our programs must reflect our Christian values in all that we do and support and guide the children/teens to do the same.

➤ Cultivating the discipline of respect

Respect is an essential value/discipline for building, nurturing and sustaining healthy relationships.

Respect is 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).

Students are accountable and responsible at all times for their actions. In support of the catechetical staff (FTF Staff members, catechists, aides, hall monitors, and 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 FTF program may result in the exclusion of the child from FTF classes and other activities.

➤ Cultivating the discipline of empathy through recognition and praise

Giving positive feedback and praising another's behavior or contribution

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

Recognizing, acknowledging, and affirming the good, encouragement and forgiveness are disciplines/practices of Christian disciples. The FTF staff members and all adult volunteers promise to:

- Establish expectations, rituals and routines for all classes/small groups to facilitate the development of constructive behaviors and practices that lead positive discipline.
- Provide clear and concise communication of expectations and procedures to help all involved to grow in discipleship
- Consistently practice the disciplines of affirmation, encouragement and forgiveness
- Provide children/teens with opportunities to affirm, encourage and forgive others

➤ Cultivating the discipline of stewardship

Stewardship means taking care of everything God has given to us. FTF cultivates stewardship by

- Teaching children/teens that everything we have ultimately comes from God
- Helping children/teens develop a spirit of gratitude
- Reinforcing the need for self-care
- Making sure children/teens take care of things, especially those things that belong to others
- Encouraging sharing by providing practical opportunities for children to share
- Fostering in children/teens an ability to recognize the needs of others
- Helping children/teens identify their gifts and talents
- Providing children/teens opportunities to give their time, talent and treasure to others

Discipline with dignity

At all times, we will guide a child/teen's behavior with words and actions that convey respect and care for the individual.

No catechist, aid, peer minister or hall monitor are ever to 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

If you witness or suspect such behaviors, please contact the Director of the program immediately, phanrahan@holyfamilyparish.org

Children/teens contribute to establishing the Code of Conduct

Contributing to the development of a Code of Conduct increases compliance dramatically. FTF students in grades 1-12 will be actively involved in helping to create classrooms guidelines. During the first two weeks of class, each catechist will work with their students to create a Class Covenant. Students will reflect on what behaviors will enhance or hinder their engagement in the learning process. After discussing these behaviors they will write simple concrete behavioral goals (i.e. do not interrupt when someone is speaking, raise your hand to contribute to discussion, do not take/use anything that is not yours...). The term "covenant" is of Latin origin (con venire), meaning a coming together. It presupposes two or more parties who come together to make a contract, agreeing on promises, stipulations, privileges, and responsibilities. Covenant is a biblical term that we want to emphasize.

Consequences

After creating their class covenant students and catechists, will discuss the consequences of inappropriate behavior with the children, in general terms. At all times the catechists will attempt to administer discipline with dignity for the child. The following is an outline for parents of what they can expect if it is necessary for the catechist to take action in order to control behavior that is disturbing the class.

1. In the first few weeks of class, the class covenant will be reviewed. Each student will have a copy of the class covenant and catechists will send parents a copy of the Class covenant. Frequent reminders will be given defining for students what comprises appropriate behavior.
2. Students will be rewarded for behaving appropriately.
3. Three warnings per class will be given to any student who engages in inappropriate behavior. After the third warning the student will be sent to discuss their behavior with one of the Associate Directors of FTF.
4. Catechist will contact parents if a student is disruptive or disrespectful.
Note: Not all disruptive behavior stems from disrespect. It is important that parents and catechists try to find the root of the disruptive behavior and help the child/teen to succeed in this learning setting.
5. If a second call is required, one of the Associate Directors will follow up.
6. After two calls, and an intervention by the Associate Directors, parents may be required to accompany their child to class.
7. If further action is necessary, the parents and child/teen will meet with the Director of the FTF program and/or the Pastor to decide what to do going forward.
8. Suspension from the Program is always the last resort.

When children sense there is a spirit of cooperation between parents, catechists and FTF staff members

disruptive and disrespectful behavior and attitudes are diminished (if not completely eliminated).

Behavioral Norms

FTF is part of the wider Church's ministry. The mission and vision statements of both the Holy Family Catholic Community and the FTF 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.

Expectations for Student Conduct

Catechists will review these expectations with students at the beginning of the year.

1. Treat others with respect and kindness.
2. Be honest and forthcoming
3. Listen to others respectfully
4. Follow directions
5. Be on time
6. Stay in the designated areas of the Holy Family campus when participating in Faith classes and activities
7. Turn off and store, iPods, cell phones, iPhones, electronic games, laser equipment, etc., they bring into the building unless a catechist directs them to use them during class

Note: The parish accepts no responsibility for any of these items brought into the building. If used Without permission during Faith classes, these items will be confiscated.

8. 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 and \$25.00 for any incident thereafter.

Behaviors not permitted in FTF programs

1. Behaviors that endanger the health or safety of any person or persons.
2. Use of inappropriate, vulgar or obscene language or gestures
3. Harassment (bullying) of any person or persons – written, verbal, or physical
4. Cyberbullying - the use of electronic communication to intimidate, humiliate or threaten a person
5. Fighting
6. Use of language, gestures or action that refer to any act of violence.
Note: Holy Family takes all words or actions that indicate any attempt at a violent act seriously. Report threats of violence to the FTF staff and if appropriate local law enforcement.
7. Forging a parent/guardian signature
8. Leaving the Holy Family campus or grounds during Faith classes (unless arrangements have been made with FTF staff members by a parent)
9. Possession or use of illegal drugs, alcohol or inhalants
10. Possession, transport or use of any instrument, on or around the parish premises, generally considered a weapon.
11. Smoking
12. Stealing
13. Vandalism - Students responsible for graffiti or destruction of property are required to make restitution for the restoration of the damaged property.

14. **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 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 FTF 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 is disruptive or disrespectful 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 are handled individually on a case-by-case basis and the Director of the FTF Program in consultation with the Pastor has the authority to determine the consequence based on the situation.

- Catechist/FTF Staff member/Student have a conference
- Catechist/FTF 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 FTF 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.

These rules serve as guidelines. The Director of the FTF Program in consultation with Associate Directors and/or the Pastor has the authority to modify the consequences of a given situation, based on individual circumstances.

Family and Teen Faith Program Policies

Class Placement

NOTE: THIS POLICY APPLIES TO ALL STUDENTS PRE-K THROUGH HIGH SCHOOL

Each year we have requests from catechists, parents, and children/teens regarding class placement for our FTF programs. Please note the following guidelines that we use when placing students in classes:

- We will keep existing classes together IF all the students register by July 1 and request to be in the same class. This includes the catechist's own children/teens.
- The Catechist must complete the **Volunteer Application for Ministry** form and indicate that he/she would like to keep the same class together by June 30.
- After July 1, we will begin placing registered students in any classes that have open spots. We are unable to hold spots for students that have not registered.
- If you request to be in a class that is already full, we will be unable to place your child or teen in that class. We do our best to keep the class size to a maximum of 12 students for all levels (which we have found to be most conducive to class management and group dynamics), *ESPECIALLY* Teen Faith Ignite and FLAME programs, due to the structure of the lessons, service trips and retreats.

Please address any placement requests to the FTF Office directly.

Do not ask a catechist to allow your child into his/her class.

Individual catechists may not be aware of all the variables we are working with at any one time. We place over 400 children and teens, as well as coordinating catechists and volunteers, which, unfortunately, means that we may not always be able to accommodate all requests.

We appreciate your cooperation and will do our best to accommodate families' needs and circumstances. Our goal is to have a smooth (and early) registration process and another successful year, as we all continue to grow in our faith.

Attendance Policy

Student attendance records are considered legal documents and can be subpoenaed.

Parents should advise the catechist of absences **prior** to the scheduled sessions. Parents please make sure you communicate with your child/teen's catechist and exchange email and cell phone information. The best way to reach a catechist in the case of short notice is to text them.

Students are expected to attend all classes. Parents of students missing classes will be expected to download the lesson plan at home and submit the completed work.

Note: Ongoing communication with the parents and the FTF Office will ensue if attendance becomes an issue.

We understand that some families have obstacles in their lives such as scheduling around custody or dealing with a family illness. If you have a situation in your family's life, please let us know so we can respond to your teen's special situation. We are more than happy to work one on one with your family.

Late Arrival and Early Dismissal Procedures

Students are expected to be on time for class and remain in the for the entire length of the session

1. **Late Arrival** – Parents must inform catechists **prior** to the class session if their child/teen will be coming late for class. Parents must walk their Pre-K thru Grade 4 children to the classroom and sign them in.

Students in grades 5-10 arriving late must first stop and pick up a Late Arrival Slip from the Hall Monitor. Students will not be admitted to classrooms without a late arrival slip.

2. **Early Dismissal** – Parents must inform catechists **prior** to the class session if their child/teen will be leaving early from class. Parents must pick-up and sign-out their Pre-K thru Grade 4 children. Catechists will not dismiss a student early from class unless a parent is there to pick him/her up.

Students in grades 5-10 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. Catechists will not dismiss students early unless they have been contacted by a parent prior to the class.

Safety Protocols

Drop Off and Pick-up Procedures

1. Students in grades PK-4 must be signed in by their parent (or other adult dropping off the child). Older siblings are not allowed to sign-in younger siblings. Parents who wish older siblings to pick up a younger sibling at the end of class must download and sign the FTF Dismissal Consent and Liability waiver. This form is available on line at <https://holyfamilyparish.org/family-and-teen-faith-registration>
2. Students in grades 5-12 do not need to be signed in or out.

Protecting All God's Children

ALL parents are encouraged to complete the **Virtus compliance requirements** for their own benefit and in order to be able to volunteer in our programs. The Chicago Archdiocese requires anyone 18 and older must be Virtus compliant in order to work directly with children/teens (catechists, classroom aides, hall monitors, chaperones, drivers, retreat leaders...).

Virtus Compliance

All adults (18 and over) must be Virtus Compliant to work with children. Compliance consists of

1. All volunteers fill out an application form and are interviewed
2. Read and give evidence of understanding our **Safe Conduct Code**
3. Complete the **Online criminal background check** (national data base)
4. Illinois Criminal Background Check (**CANTS** form signed yearly)
5. Complete the online **Virtus Training Program** (only done once)

Note: Catechists must also complete the online **Mandated Reporter Training**

Supervision and Monitoring of Facilities

1. Adult supervision is provided at all times children are in the building.
2. Children are not allowed into classrooms until an adult is present.
3. The Inverness Police, when available will be present in the west parking lot from 4:45-5:15 pm and again at dismissal 6:55-7:10 pm
4. Members of the FTF staff are available to intervene if necessary. Designated FFT staff members and the hall monitors carry walkie-talkies.
5. Attendance is taken at every class so we know how many children are under our supervision.
6. Adults who are not on the catechetical staff (parents, guest speakers...) are asked to stop at the Front Office or see the Hall Monitor in the Narthex and get a name badge
7. During class times areas of the building not being used are locked if possible and monitored by adult hall monitors.
8. Hall monitors are present to assist the children/teens and catechists and monitor the presence of adults not in teaching roles.
9. Students who request to use the restrooms are issued a hall pass by their catechist that they will show to the hall monitor.
10. HFCA students will not have access to their lockers or classrooms when Faith classes are in session.

Safe Environment Training

A directive from the **Archdiocese of Chicago** requires parish Religious Education Programs to offer Safe Environment Training to all those enrolled. These programs educate students of all ages on safety prevention in the areas of sexual exploitation, abduction, Internet crime, drugs and school violence. These programs will be offered to Pre-K-Grade 6 online annually and to teens as part of our IGNiTE and FLAME classes.

If parents choose **NOT** to have their children attend and participate in this program, the Archdiocese requires that our office keep on file a copy of the **Parental Declination** an acknowledgement that the parent has chosen to opt out or decline their child's participation. This form is signed annually.

Bullying Policy

Bullying creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Actions deliberately threatening, harassing, or intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property or disrupting the orderly operation of Faith Classes, will not be tolerated.

Technology

Digital Learning, social media platforms and electronic communication are now part of all our Religious Education and Faith Formation Programs for children, teens, parents and families. Our expectation is that the use of these strategies and tools will increase in the future. Please see the Parish website for a link to the PDF

Electronic Communications Guidelines Applicable to All Groups, from the Chicago Archdiocesan **Office of Legal Services** that guides our use of technology.

Cyberbullying, the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature is strictly prohibited. If your child experiences cyberbullying in any form, as a result of their participation in our Family and Teen Faith programs and events, please contact the Director, Dr. Peg Hanrahan, phanrahan@holyfamilyparish.org immediately.

The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Cyberbullying is illegal and may result in police notification and subsequent prosecution

Make a Difference – Invest in Holy Family

Church is not a 'place where' it is a 'people who'

Opportunities to get involved!

The involvement of so many of our teens and parents who volunteer their time to serve in various roles is essential to FTF. Without their commitment there would be no in-person classes or events. Parents would be solely responsible for their children's faith formation.

- **Belonging comes before believing.** Volunteers make it possible to gather in large and small groups. They facilitate the gift of our presence to each other. They nurture and sustain the experience of community that is so important in the faith formation process.
- **Volunteers allow us to keep our costs affordable** and faith formation accessible to all families.
- **Children learn by example; teens are inspired by the witness** of an authentic faith integrated into daily life. Children watch everything you do. By giving back to the community, you show them firsthand how volunteering makes a difference and how good it feels to help others and enact change.
- **Volunteers are an essential part in the leadership of our parish** and in particular Family and Teen Faith. Their input contributes to the efficiency and effectiveness of our programs/events. The time, talent and insight they bring makes our parish community more responsive, flexible and adaptive to the needs of parishioners.

**CHURCH IS A COMMUNITY
WE BELONG TO.**

OUR
EXPERIENCE
OF **CHURCH**
IS
IN
**OUR
HANDS**



Volunteering is a two-way street: It can benefit you and your family as much as your service benefits the parish community.

1. Being engaged in parish life deepens our relationship with God and helps us grow spiritually.

2. Serving the parish community fosters and sustains our sense of belonging and connection.
3. Serving is satisfying and provides greater meaning in our lives. It our perspective and increases our satisfaction with parish life.
4. Serving others is a way to make new friends and strengthen existing relationships.
5. Being involved and engaged is a way to advocate for the changes you wish to see in parish life.
6. Volunteering helps us discover, develop and use our gifts.
7. Serving alongside others allows us to do more as a parish community

Volunteering earns you tuition discounts. In addition to the discounted *participating parishioner* tuition rate families receive for contributing 10 hours of service to the parish, hall monitors can earn up to an additional \$150.00 for their service and catechists pay no tuition, only sacramental fees.

All Holy Family volunteers are asked to complete applications, attend training and formation, and comply with the ***Protecting God's Children*** program, which includes yearly background checks, completing a code of conduct and Virtus training.

Where to look for opportunities to volunteer – Check your weekly FTF [emails](#), the [The FTF Facebook group](#), and the [Holy Family website](#) often. Involvement in any of the parish's ministries fulfills the ten hours of community service required for the ***Participating Parishioner*** tuition discount.

After reading this handbook please sign the **Parental Agreement Form**, which is available on the parish website

Statements in this handbook are subject to amendment with or without notice. FTF will keep you informed of any changes within 14 days of the change.