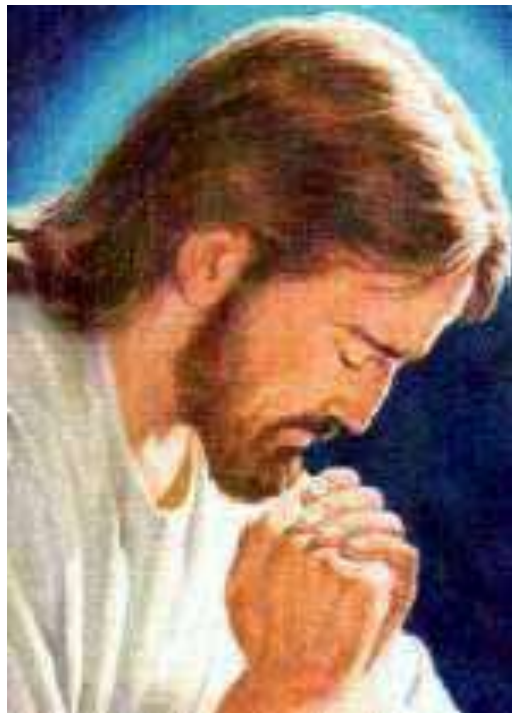


HOLY TRINITY  
FAITH FORMATION  
HANDBOOK  
2017—2018



# Welcome to Holy Trinity Parish Faith Formation Program

Holy Trinity Parish, 716 Madison St, Oconto, WI, 54153

Parish Office: 920 835-5900, ksmit@holy3.org

Office Hours: Monday-Thursday 8:00 am-4:00 pm, Friday 8:00 am-noon

## Our Mission Statement:

To guide and encourage a desire in the hearts of our youth to know, love, and serve Christ

## Class Times

**Kindergarten thru 5th grade meet from 5:15-6:30. We ask you to come into the building to pick up your young students (K – 3<sup>rd</sup>).** If they have an older sibling who is responsible to get them to your vehicle, please let the office know.

**6th thru 11th grades meet in the evening from 6:45-8:00**

Tardiness makes it difficult for the catechists to get started and every class has much information to be covered. Please do all you can to make sure your children are **on time** for their class, thank you!!

## Registration Fees

\$50.00 per child with a family maximum of \$100.00. Confirmation students have an additional \$50.00 fee to help offset the Confirmation retreat cost (this may result in more than \$100.00 for some families). Fees can be paid online at the parish website; [www.holytrinity-oconto.org](http://www.holytrinity-oconto.org).

Our program is funded by families, donations, fundraisers, Lumen Christi and parish funds to cover the cost of religious education materials, student materials, supplies, sacrament supplies, retreat costs, additional resources and administration supplies and expenses.

*Families experiencing hardship may meet confidentially with the coordinator to discuss a scholarship. Monthly payment plans can also be arranged.*

## Sunday Mass

We are going to be have a **Mass incentive (JAM-Jesus and Me)** throughout this faith formation year. We will have slips of paper in church every weekend for the students to fill out and put in a box before they leave church. Have your children look for these papers in church starting in mid-September. I will also have some at St Patrick in case you attend Mass there. Send me a text, email, or Facebook message by the following Tuesday if your child attends Mass at a church other than Holy Trinity or St Patrick.

We will have weekly and monthly tracking/class competitions for Mass attendance. Our vision is that this activity will encourage a desire to attend Mass and also to more actively participate in the Mass.

## Family Night

**September 20:** This will be a combined meal/family night for all the grades at one time.

- Pot-luck meal from 5:30-6:15
- Speakers/activities from 6:15-7:30
- Please bring something to share based on your family's last name:
  - A-B: paper cups
  - C-K: package of 12 hamburger buns
  - L-M: salad
  - N-P: chips
  - Q-Z: desserts

**December 6:** Advent Family Night during normal class times: 5:15-6:30 for K-5 and 6:45-8:00 for 6-11. Parents don't need to attend both sessions if they have children in both. Attending the early session with the younger kids would probably be best.

**February 7:** Lent Family Night during normal class times: 5:15-6:30 for K-5 and 6:45-8:00 for 6-11. Parents don't need to attend both sessions if they have children in both. Attending the early session with the younger kids would probably be best.

**March 7:** Living Stations of the Cross. We will have one presentation of the Living Stations at 6:00 PM. All students are expected to attend and parents are highly encouraged to attend also.

Parents with children in Kindergarten and first grade can use their own judgement as to those children attending the Living Stations presentation as it will include acting out a crucifixion and may adversely affect some young children. Please let the coordinator know if they will not be attending.

## Policies and Procedures

### ATTENDANCE

- Attendance at Mass on the weekend is of the highest importance.
- Attendance is required for all classes, retreats, and meetings unless ill or an unforeseen situation occurs.
- The parish office 835-5900 must be contacted if your child(ren) will be absent.
- If your child has missed several years of faith formation, arrangements must be made with the coordinator to make up the time and material missed. Arrangements may include but are not limited to attending an additional class each week.

### CELL PHONES

- Students are asked to NOT use cell phones during class time unless asked to do so.
- Catechists or the coordinator may confiscate phones until the end of class if necessary.

### CHANGES IN CONTACT INFORMATION

- Please notify the office of any changes in name, address, phone number, ect.

### CLASS CANCELLATIONS

- ***If the Oconto School system is closed or dismissed early due to weather, all faith formation classes are also cancelled for that evening.***
- If inclement weather arrives later in the day, an email will also be sent to all families who provide an email address to the faith formation office. Check the parish website if you are unsure; the status of the current week's class will be listed under the 'news' section.

### COMMUNICATIONS

- Please read all communications that are emailed or brought home.
- Please respond to any letter or note that asks for a response.
- In the event of a problem in the classroom, please contact the coordinator.

## **DRESS CODE**

- Clothing that is immodest, shows under garments, midriff or carries an offensive message is not appropriate for class.
- If students are found to be inappropriately dressed and are not able to cover themselves, they will be sent home.
- Hats are to be removed on entering church

## **EMERGENCIES**

- In case of an emergency situation, such as a fire, the building will be evacuated, and students will be taken to the parish hall. If case of a tornado, students will be directed to the first floor hallway of the parish office.

## **STUDENT CONDUCT**

- Students are expected to exhibit Catholic Christian behavior consistent with their age and maturity level at all times.
- A student who is unwilling to cooperate with the class will be given a verbal warning. If uncooperative attitude continues the parents will be called.
- Suspension and expulsion can take place when the moral or physical safety of other students is endangered, or when there is a prolonged open disregard for faith formation authority.

## **TARDINESS**

- All students are expected to be in class at the start of session.
- If front door is not being monitored, the doors will be locked for safety purposes. Students can ring the doorbell to let us know they are at the door.

## **VISITORS**

- Parents are always welcomed. Please check in at the office so we know who is in the building.

# **Preparation to Receive Sacraments**

It is a joy to be able to assist you in preparing your child(ren) to receive a Sacrament. We schedule First Reconciliation and First Communion in the second grade and Confirmation in the 11th grade. Families whose child(ren) have not received these sacraments and are old

enough to do so should contact the Faith Formation Coordinator for information on the process of preparing their children for the sacrament.

### **General Expectations for Sacramental Preparation**

**Baptism:** If Baptism took place at a parish other than Holy Trinity, a copy of the Baptism certificate must be on file with the Coordinator.

**Prior History:** Each year of Faith Formation builds on the prior one. Students who have little or no prior Faith Formation need to meet with the Coordinator to determine the needs of their child for further catechesis before receiving a Sacrament.

## **Sacramental Preparation Schedules**

### **Schedule for First Reconciliation**

Retreat: Saturday, November 4, 2017 from 2:00 – 5:30 pm

First Reconciliation: Saturday, December 2, 2017 at 10:00am

### **Schedule for First Communion**

Retreat: Saturday, April 7, 2018 from 1:30 – 5:30 pm

First Communion: Sunday, April 15, 2018 at the 10:45am Mass

### **Schedule for Confirmation**

Confirmation will be celebrated this year at **Holy Family Parish in Marinette** on Wednesday, May 9, 2018 at 6:00 PM.

All Confirmation students and parents (sponsors too if at all possible) will need to attend our orientation meeting on Sunday, October 1 following the 10:45 Mass. A light meal will be offered and the meeting should conclude around 2:00 pm.

All confirmation candidates are required to participate in a retreat. This will be held on December 16-17, 2017. The retreat will run from Saturday afternoon to Sunday afternoon.