

## Activities Policy

Approved February 18, 2020

- A signed permission slip is **required by the deadline date in order to participate. No Walk Ins will be allowed.**
- **Activity fees** should be paid **with** the registration/permission slip **by the deadline.**
- The family will be called if a permission slip is turned in without the activity fee.
- Deadline for **On-site Events**, such as Open Gym, will be no later than the Wednesday before in order to arrange for an adequate number of chaperones, (and food, if needed).
- Deadline for **Off-site Events** will be at least one (1) week prior to the event in order to arrange for an adequate number of chaperones, food, (and transportation, if needed).
- **Activity fees for Off-Site Events** where we need to pay a deposit/reserve space ahead of time will not be refunded.
- For events where no down payment is needed, **no refunds** will be made **unless** the event is canceled by the Director of Adult, Child & Youth Ministry.
- A written record of participants and their payment will be made.
- Participants must **check in and out** of the planned activity (sign in/out sheets).
- Events may be **cancelled** by the Director of Adult, Child & Youth Ministry **if there are not enough participants registered by the deadline, there are not enough properly safeguarded chaperones for the activity, or for any other valid reason.**

### Christian Formation Contact Information

Christian Formation Office— 262-796-3944

John Thompson, Department Director of Formation & Human Concerns

johnt@stjohnv.org Ext 1120

Dave Baudry, Director of Adult, Child & Youth Ministry

daveb@stjohnv.org Ext 1117

Janlyn Carvalho, Associate Director of Adult, Child & Youth Ministry

janlync@stjohnv.org Ext 1127

Maria Schloemer, Formation and Human Concerns Administrative Assistant

marias@stjohnv.org Ext 1116

# St. John Vianney Parish



## Christian Formation Handbook

St. John Vianney Christian Formation Program

Know God -- Love God -- Serve God

Revised June 1, 2022

# Family Faith Formation Calendar

## St. John Vianney Family Faith Formation Calendar 2022-2023

Revised March 7, 2022

### September

**Child Only Sessions** Sundays: Sept 11 and 18    In Person    9:15 to 10:45 a.m.  
**Family Session** Sunday, Sept. 25                    In Person    9:30 to 10:30 a.m.

### October

Sunday Off October 2                                    No Classes  
**Child Only Sessions** Sundays: Oct 9 and 16    In Person    9:15 to 10:45a.m.  
**Family Session** Sunday Oct. 23                    In Person    9:30 to 10:30 a.m.  
 Sunday Off October 30                                No Classes

### November

**Child Only Sessions** Sundays: Nov. 6 and 13    In Person    9:15 to 10:45 a.m.  
**Family Session** Sunday Nov. 20                    In Person    9:30 to 10:30 a.m.  
 Sunday Off Nov. 27                                    No Classes

### December

**Child Only Sessions** Sundays: Dec. 4 and 11    In Person    9:15 to 10:45 a.m.  
**Family Session** Sunday Dec. 18                    In Person    9:30 to 10:30 a.m.  
 Sunday Off Dec. 25                                    No Classes

### January 2022

Sunday Off January 1                                    No Classes  
**Child Only Sessions** Sundays: Jan. 8 and 15    In Person    9:15 to 10:45 a.m.  
**Family Session** Sunday Jan. 22                    In Person    9:30 to 10:30 a.m.  
 Sunday Off January 29                                No Classes

### February

**Child Only Sessions** Sundays: Feb 5 and 12    In Person    9:15 to 10:45 a.m.  
**Family Session** Sunday Feb. 19                    In Person    9:30 to 10:30 a.m.  
 Sunday Off February 26                                No classes

### March

**Child Only Sessions** Sundays: Mar 5 and 12    In Person    9:15 to 10:45 a.m.  
**Family Session** Sunday Mar. 19                    In Person    9:30 to 10:30 a.m.  
 Sunday Off March 26                                    No classes

### April

**Child Only Sessions** Sundays April 2 & 23    In Person    9:15 to 10:45 a.m.  
 Easter Sunday is April 9, 2023

### Safe Environment

An in-person session is required of all employees and volunteers in contact with minors. Please contact Maria Schloemer, Formation & Human Concerns Administrative Assistant, for more information at (262) 796-3944 or [marias@stjohnv.org](mailto:marias@stjohnv.org).

### Safe Driver

This is an online course required of any employee or volunteer who will drive on parish business, including transporting young people. Here is the link to the instructions:

<https://www.archmil.org/ArchMil/Resources/CMG-Milwaukee-Flyer.pdf>

### Bloodborne Pathogens

This is an online course required of employees and volunteers who may respond to injuries or illness, including educational administrators, coaches, catechists, and assistants.

Bloodborne Pathogens: Video and Questions – Catholic Mutual Group: <https://milwaukee.cmgconnect.org/>

Login or Register as a new user. Click on My Trainings to access available training modules.

### Concussion Awareness

This is online training required of coaches and recommended for directors of religious education and youth ministry. Student-athletes and their parents receive informational materials.

## **Sports and Religious Education**

According to Archdiocesan policy, participation on parish-based teams requires:

- The parent(s)/guardian(s) must be registered members of the parish/school, and
- The student must:
  - Attend the parish school, or
  - Attend the parish Christian Formation classes regularly.
- If a student has more than two (2) unexcused absences, or is excessively tardy, he/she will be **ineligible** for the rest of that season, **or** the upcoming season (which may take place the next school year. For example, if the season has ended and **then** the student misses classes which violate the policy, then that student will be **ineligible** next year).

### **Inclement Weather:**

You will be notified via email if class is cancelled. Please be sure we have an up-to-date email address, and be sure to check your junk mail too, if the weather is uncertain.

### **Archdiocese of Milwaukee Safety Training Programs**

Archdiocese of Milwaukee Safety Training Programs are required for certain staff and volunteers in St. John Vianney Christian Formation as shown in the chart below:

	<b>Safe Environment Position</b>	<b>Bloodborne Pathogens</b>	<b>Concussion Awareness</b>	<b>Other Recommended Training</b>
Parish Staff responsible for minors	X	X	X	X Transportation, Youth Ministry & Fire Safety
Volunteer Catechist	X		X	
CYM Coach	X		X	X Catholic Coaching
Volunteer Driver	X	X		

**A**t St. John Vianney we believe that learning to **know, love and serve God** is a **life-long process**. It begins at home with the parents, and continues with more formal instruction beginning in K4 to Grade 11 through the parish Christian Formation program or our day School, and.... beyond. Catechists work **together with parents** to help children learn **to know, love and serve God**. We ask that parents take an **active** part in their child's faith formation.

### **What is the Program**

Our program is a **Family** Faith Formation program. Just as Jesus "broke bread" with his disciples, we too usually begin our sessions by "breaking bread" together as a family and a community.

This year we will have **student only sessions** offered in person. **Attendance will be taken**. We are also offering a self-directed option at home, with digitized materials and results monitored by Christian Formation Staff. The **family sessions** will be held in-person on the last, or next-to-last, Sunday of each month. No separate child only sessions on those Sundays.

### **When Are Classes?**

Sixteen sessions will be held **September through April** for families with children in grades K4—10.

In Person classes will be held on **Sunday mornings only** from **9:15—10:45 a.m.**

**Sunday evenings, 6:15pm—7:30pm Confirmation classes** for those in 11th grade, who have already received the sacraments of Baptism and First Communion. Those students attending a Catholic High School are expected to attend Confirmation classes at their own parish.

### **Who Can Attend?**

The program is intended for children in public schools, but is also open to families with children in Catholic schools.

## **Enrollment Criteria**

All students enrolled in the program must also be members of the parish.

## **Registration and Fees**

**Registration**—begins mid-June prior to the coming school year. It is expected that your child will be enrolled no later than August 26th.

**Fees**— Fees this year are: \$165 for one child, \$275 for two children and \$385 for three children. For Confirmation students, there is also a \$100 retreat fee, and for First Eucharist there is an additional \$75 fee.

Registration fees will be waived for full-time catechists and parish employees. Co-catechists/aides and part-time employees will receive a 50% fee waiver.

No family will be denied registration for inability to pay. Please see the Christian Formation Office for a financial aid form.

Fees for new parishioners enrolling children in classes after the year has begun will be pro-rated.

## **Sacraments Are the Center of Our Faith Life.**

All children who are of the age of reason (age 7), and who have been **baptized**, are eligible to prepare for First Reconciliation and First Communion. Preparation for First Holy Communion, in accordance with Archdiocesan policy, includes enrollment and participation in Christian Formation classes, or the day school, for **at least one year prior to the reception of the Eucharist**. Students who have not been formally enrolled in a Christian Formation Program prior to 2<sup>nd</sup> grade must complete the 1st grade curriculum before preparing for First Communion.

High school students **focus** on preparing for the Sacrament of **Confirmation** in 11<sup>th</sup> grade. Classes meet September through April on Sunday evenings, 6:15—7:30pm. Ideally, children have been learning to know, love and serve God through continuing formal catechesis since they were in K4. Preparation for youth Confirmation takes place during grades 9, 10 & 11. **Youth who miss part, or any, of this preparation will need to make up what they missed. This means that they may need to be confirmed as 12<sup>th</sup> graders.** **Note:** *Those attending a Catholic High School must register for Confirmation preparation at their home parish when they are in 11<sup>th</sup> grade.*

## **Expectations:**

Students are expected to be present for classes, either in person or remotely, to be attentive and respectful of their teachers and other students, and to complete assigned work in a timely manner. Those choosing the self-directed option will be expected to complete quizzes for each lesson and achieve a score of 70% or better to pass. Their progress will be monitored by Christian Formation staff.

## **Attendance:**

The program plays an integral part in the student's understanding of Christ's message. Our limited time together is precious, therefore, attendance at all sessions is expected. **A written note from a parent is needed if it is necessary for a child to leave class early.** In addition, **Confirmation students** are **required** to attend a **Confirmation Retreat Weekend** as part of the preparation process for receiving the sacrament of Confirmation.

## **Absences:**

**Sickness, family trips or family emergencies are considered excused.** Please **contact your child's catechist for make-up work.**

## **Letting Us Know:**

Please call the Christian Formation Office, 262-796-3944, or email [marias@stjohnv.org](mailto:marias@stjohnv.org) to let us know of any absences. It is OK to leave a voice message. Please tell us your **child's first and last name**, (please spell the last name), their **grade**, and the **reason for the absence**.

## **Discipline:**

- The catechist will bring conduct problems to the attention of the Director of the program.
- Every attempt will be made to address the issue.
- If the situation persists, a constructive resolution of the concerns will be mutually agreed upon between child, parent(s)/guardian(s), catechist and director of Christian Formation for your child's grade level.
- In extreme cases a parent may be asked to attend class with their child.