

# St. Joseph

**Children Faith Formation**  
**330 E. Fullerton Ave.**  
**Addison IL, 60101**  
**Phone: 630-832-5514 Fax: 630-279-4925**

## FAITH FORMATION STAFF

	Pastor:	Rev. Luís Gutiérrez
	Deacon:	Rev. Gabriel Gamboa
	Deacon:	Rev. Philip Marrow
Coordinator of Children's Faith Formation:		Dolly Matthews
Office Administrator:		Mary Vieyra
Youth Minister:		Michele McCreary



Sunday	<b>OFFICE IS CLOSED</b>	
Monday	<b>OFFICE IS CLOSED</b>	
Tuesday	9:00 a.m. - 4:00 p.m.	
Wednesday	12:00 p.m. - 8:30 p.m.	
Thursday	9:00 a.m. - 4:00 p.m.	( <b>NO</b> Spanish speaking available)
Friday	9:00 a.m. - 4:00 p.m.	
	(Spanish-speaking available <b>ONLY</b> from 1:00p.m. - 4:00 p.m.)	
Saturday	8:00 a.m. - 12:00 p.m.	

## **SUMMER HOURS WILL CHANGE.**

### **Faith Formation Mission Statement**

“The Spirit of the Lord is upon us  
because he has anointed us to proclaim the Good News of Jesus Christ.”

*Luke 4: 18*

# FAMILY HANDBOOK

2009/2010

This is your copy of the Family Handbook for St. Joseph's Parish Children's Faith Formation.  
**Please keep it in a handy place.**

**To better understand the philosophy and requirements of this program, it is important that you read this booklet thoroughly. Please read the handbook with your child. Thank you.**

## MEDICATION:



- No child is to bring medication of any kind to class.
- Please administer all necessary medication before your child comes to class.
- If an exception must be made for your child, please come to the office to complete the necessary form.

## PHILOSOPHY OF CHILDREN'S FAITH FORMATION

Our **Children's Faith Formation Program** is built on the philosophy that parents are the primary faith educators of their children.

With the parent's assistance, our goal is to share the teachings and values of the Catholic Church with the children and to help them develop skills in order to apply this knowledge in their entire decision making.



### Commentary

The National Catechetical Directory (NCD), *Sharing the Light of Faith*, states:

"Parents are the first and foremost catechists of their children. They catechize informally but powerfully by example and instruction. They communicate values and attitudes by showing love for Christ and His Church and for each other, by reverently receiving the Eucharist and living in its spirit, and by fostering justice and love in all their relationships. Parents nurture faith in their children by showing them the richness and beauty of lived faith." (NCD 212)

## PARENT PARTICIPATION

### Parents + Religion = Powerful Influence



The National Center on Addiction and Substance Abuse (CASA) at Columbia University has held studies that show that a strong religious presence can play an important role in children's lives in forming values and morals. Children who believe religion is important in their personal lives are far more likely to rely on their parents, rather than their friends, when making an important decision, than children who say religion is not important. CASA has the following suggestions for communicating well with your child:

- Clearly state your values and what you expect.
- Be clear about the consequences of not upholding your family's values.
- Listen to your child's ideas and opinions.

- Ask about your child’s experiences at school and the attitudes of their friends.
- Build self-esteem. Offer praise for genuine strengths and achievements.
- Encourage self-responsibility and independent thinking. In order to withstand peer pressure, your child needs to be able to make good choices and decisions on his or her own.

It is important for parents and catechists to support and encourage each other. It is asked that parents of students in the program be supportive of the program in the following ways:

- Show an interest in what is happening in class each week. Review the material your child brings home.
- Help your child be conscientious about any homework given.
- Teach your child to pray as well as learn the traditional prayers; Pray together as a family.
- Attend liturgy on Sundays and Holy Days and receive the Eucharist frequently.  
Your example speaks louder than words.
- Become involved in a parish activity, workshop or ministry.  
Once again, examples/role-modeling speak louder than words.
- Come to class with your child, once a month.

FYI: Every employee & volunteer is mandated to a “Protecting God’s Children” workshop.



## **PHILOSOPHY OF CATECHESIS / FAITH FORMATION**

Faith Formation is a lifelong journey of faith and spiritual growth. Catechesis is the time to pass on faithfully what the Church hands on to us.

“We get our understanding of catechesis in today’s Church from two sources: good, old common sense, which arises out of our shared experiences; and Church documents, which arise in part from recent papal teaching.”

*(Handbook for Success in Whole Community Catechesis, Bill Huebsch)*

Your growth in faith together will be a blessing for your entire household.

## **GOALS**

The goals of our Children’s Faith Formation are to:

- Present our children, young people, and adults the opportunity to learn the teachings of Jesus and his Church.
- Assist our children in developing their critical thinking skills.
- Raise awareness and to encourage participation of parents in the formal faith formation of their children.
- Inspire our faith community to develop an ever-increasing prayer life, understanding of scripture, and appreciation of liturgy.
- Inspire our faith community to personalize their Catholic faith, and to make it a part of their lives.
- Develop a sense of Christian Community among our students.
- Foster a sense of Christian Community among all parish families.

## STUDENT EVALUATIONS

Evaluations are issued twice a year for students in Grades K through 8.

They cover your child's cooperation, participation, and completion of assignments understanding of the material presented and knowledge of grade appropriate doct.....



Please call your child's catechist or the program coordinator if you have any questions regarding the evaluations.

## CALENDARS

The following calendars are issued each year:



### 1. Comprehensive overview showing:

- a. All dates on which classes are in session
- b. Class schedules
- c. Free weekends

### 2. Grade calendars showing:

- a. Lessons to be covered each week. (The grade calendar has been designed to coordinate with the liturgical seasons. The chapters are not necessarily scheduled in numerical order.)
- b. Prayer and doctrine requirements are stated for each grade level.
- c. Within each grade, we incorporate the Safe Environment curriculum, which is mandated by the USCCB.

### 3. Sacramental calendars showing:

- a. Parent Meeting dates
- b. Dates the Sacraments will be celebrated
- c. Other important dates

## SCHEDULE OF CLASSES

**Grades K – 3** . . . . . Saturday mornings from 8:45 AM – 10:00 AM

**High School** . . . . . Saturday mornings from 10:30 – 11:45 AM

**Grades 4 – 8** . . . . . Wednesday afternoons from 4:30 PM - 5:45 PM\*  
\*(Without Catechists, we will not have this time frame.)

**Grades 4 – 8** . . . . . Wednesday evenings from 6:45 PM - 8:00 PM



**All students are expected to celebrate mass during the scheduled times either on Saturday evening or Sunday mornings.**

## LITURGY TIMES



SATURDAY . . . . 4:30 PM (English)

SUNDAY . . . . . 7:30 AM (English); 9:00 AM (Spanish);

10:30 AM (English); and 12:00 PM (Spanish)

The early church gathered as a community to praise our God and to share in the Eucharist.

It is of utmost importance that our children gather together at Mass and share in the Eucharist weekly. The third Commandment states:

“Honor the Sabbath Day”

**The only place we are nourished through the body and blood of Our Lord and Savior Jesus Christ is at Mass.**

## ATTENDANCE/ABSENCES

- ❖ Prompt and regular attendance at Liturgy and class are important. While pages can be read and assignments completed at home, there is no way to duplicate class participation nor the Celebration of the Eucharist (Liturgy).
- ❖ ***The Eucharist is our greatest prayer.***
- ❖ If a student misses a class session or is late for class, please call the Children’s Faith Formation Office at 832-5514.
- ❖ If your child is not in class and we do not hear from you, it becomes necessary for us to contact you.
- ❖ If we see a pattern of absenteeism and/or tardiness beginning to develop, the Faith Formation Office will pursue it.
- ❖ Tardiness is a major disruption to the class. It is of utmost importance that you bring your child to class on time. Each student is expected to be in his/her chair when the bell rings.

**Students may not miss more than three (3) classes.**

The Coordinator of Children’s Faith Formation and the Pastor will take each situation under consideration.

## EARLY DISMISSAL

If your child needs to be picked up early, the catechist must receive a written note signed by the parent/guardian stating who will be picking up the child and the time of the pickup.

**The child must be picked up from the classroom.**



## SUPERVISION

There is **NO SUPERVISION BEFORE nor AFTER CLASSES.**

Parents are expected to pick up students on time.

**You are asked not to bring students more than five (5) minutes early for class nor arrive five (5) minutes late.**

## DISCIPLINE AND RULES

Our Children's Faith Formation aims to foster the growth of small Christian communities in our classes. Members of communities must show respect for themselves, others, and their surroundings.

Students are expected to show respect by following these simple rules:

- Exhibit proper conduct at all times whether on or near church property.
- Touch only what belongs to them. ***(Although our building, furniture and equipment belong to all parishioners, please do not touch nor use the materials used by the day school students.)***
- Come to class prepared.
- Leave food and distractions at home. (i.e. games, toys, candy, gum, CD players/MP3, iPods, skateboards, etc.) Items may be taken away if necessary.
- Keep cell phones off and put away.
- Do not wear nor carry any gang paraphernalia.
- School homework is not to be done during Faith Formation class time.

The catechist in the classroom will handle day-to-day problems.

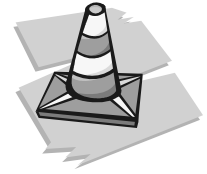


If a major discipline problem occurs, the student involved will be sent to the office to discuss the problem with the coordinator.

After apologizing to the catechist and classmates, the student may return to class.

If a student is sent to the office a second time, parents will be contacted by phone and/or mail. If there should be a third offense, the student will be dismissed from class until a meeting takes place between the coordinator, student, and parent.

**TO THE PARENT:** Your cooperation in these matters is vital. The time we have to spend with our students is limited. When a student fails to show respect, time is lost **AND** the growth of the classroom community is hindered.



## TRAFFIC SAFETY

Specific traffic regulations will be distributed for each day.

**Wednesdays - - - Drop-off and Pick-up of your child/children will ALWAYS be at the MAIN LOBBY of the Church.**

**Saturdays - - - ALWAYS Drop-off your child/children at the MAIN LOBBY of the Church;  
& ALWAYS Pick-up your child/children at the EAST end of the Church.**

**Please read and follow carefully the drop-off/pick-up plans for your specific day of classes.**

Also, please be sure that any other driver who will be responsible for dropping off and/or picking up your child is aware of our regulations. The safety of your most precious gift is our utmost concern. We ask that **ALL** parents please abide by these rules.

**No child, no matter how old, will be allowed to cross the parking lot without the parent by their side.**

## VISITORS

When the St. Joseph School children are in the school building ALL visitors MUST check in at the school office.

This is for Mondays – Fridays, from 8:00 AM - 6:00 PM

**When the St. Joseph School children are not in the building, all visitors must report to the Faith Formation Office (Room 8).**

## EMERGENCY PROCEDURES ----- FIRE AND TORNADO

Catechists have received instructions for emergency procedures when programs are held on the premises. Catechists are required to review and explain these to their class groups. The Faith Formation Office will monitor serious weather conditions.

### Snow and Other Problems

Listen to the following stations that are designated to announce emergency closings:

Radio:	WMAQ 670	WGN 720		FOX 32	WGN 9
	WBBM 780	WLS 890		TV:	WMAQ 5

## FEES/TUITION FOR GRADES K – 8

Tuition is \$155.00 per family, plus a \$20.00 book fee in addition per child.

### Payment Schedule:

1/3 due with registration

1/3 due Nov. 15<sup>th</sup>

Balance due Feb. 15<sup>th</sup>

(Plus a late fee of \$25, after June 1<sup>st</sup>, for Returning families ONLY)

### Additional Activity Fees

- Reconciliation & Communion activity fee . . . . . **\$50.00**
- Confirmation activity fee . . . . . **\$65.00** (includes gown)

### Bible Fees

All students in Grades 4-8 are expected to purchase a bible from our office. It is easier for all students to use the same Bible. **Bibles will not be given to child until the fee of \$8.00, is paid.**

## AMENDMENT

Statements in this handbook are subject to change with or without notice. The Children's Faith Formation office will attempt to keep you informed of all changes as soon as is practicable. However, some changes might be made immediately because of unforeseen circumstances.





## SACRAMENTAL PREPARATION

Parents of students enrolled in the Reconciliation, Communion, or Confirmation Programs are required to attend parent meetings for each Sacrament. These meetings are planned at an adult level.

**(Children should NOT attend. If it is impossible for you to leave your children at home or with a sitter, please contact the Coordinator.)**

### Special Sacramental Preparation

If your child did not receive the Sacraments of Initiation: i.e. Baptism, Holy Communion, or Confirmation, please contact the Coordinator of Children's Faith Formation.

(A student must have at least two years of formal faith formation before receiving these Sacraments.)

### Baptism



To arrange for the Baptism of a baby or toddler, call the Parish Center at 279-6553.

If your child is of First Grade age (7) or older, contact the Coordinator of Children's Faith Formation at, 630-832-5514.

### Reconciliation

Students enrolled in Second Grade Faith Formation classes are prepared to experience God's loving forgiveness for the first time. This preparation includes:

- Assistance in developing the child's moral understanding. (Good vs. bad choices; sins vs. mistakes – What we do effects us and those around us.)
- Furthering the child's initial understanding of the relationship between the Sacrament and his or her own life experiences. (We need to forgive and be forgiven.)
- Encouragement of regular reception of the Sacrament as an expression of faith.
- Fostering an attitude which assists the child in joyfully celebrating the sacrament. (cr NCD #126)



### Eucharist



Students enrolled in Second Grade are also prepared to receive Holy Communion for the first time. Students are led to understand:

- The life and importance of Jesus
- The place of Jesus in Christian life
- The difference between the Bread and Wine of the Eucharist and ordinary bread and wine
- What the Eucharist means to the Catholic community
- Why/How we celebrate the Liturgy of the Word and the Liturgy of the Eucharist

First Communion is celebrated at a special liturgy on a Saturday during our Easter season. At the First Communion Parent Meeting, families will be asked to select the liturgy at which they would like their child to receive the Sacrament. A Communion retreat will be offered.

## Confirmation

Preparation for Confirmation begins in Eighth Grade.

The Final Preparation includes:

- Weekly attendance at Liturgy
- Community Service Projects
- Experiences which foster personal growth and self-identity
- Emphasis on the role of the Holy Spirit in their lives and in the life of the church
- What it means to be a Confirmed Catholic Christian
- Evaluation of lifestyles based on the Gospels and Church Teachings
- At least one Retreat experience
- An interview with a Pastoral Staff member
- Parent/Sponsor/Candidate evening of reflection
- Saint Report- report on Candidate's Confirmation name



The Sacrament is usually administered by the Bishop.



## GUIDELINES FOR CHOOSING YOUR CONFIRMATION SPONSOR

This is an important year in the **FAITH LIFE** of your candidate.

He/she has chosen to enter into the preparation for the Sacrament of Confirmation. As such he/she will be choosing a SPONSOR.

The following information was taken from the *CODE OF CANON LAW* published by Canon Law Society of America, copyright 1983. It is our hope that after reading this, any questions you might have regarding who may be a SPONSOR for the Sacrament of Confirmation might be answered.

**CANON 874** -- To be admitted to the role of sponsor, a person must:

- ❖ Be designated by the one to be confirmed, by the parents, or the one who takes their place or, in their absence, by the pastor or minister and is to have the qualifications and intention of performing this role.
- ❖ Have completed the sixteenth year, unless the diocesan bishop has established a different age or it seems to the pastor or minister that an exception is to be made for a just cause.
- ❖ Be a Catholic who has been confirmed and has already received the Sacrament of the Most Holy Eucharist and leads a life in harmony with the faith and the role to be undertaken.
- ❖ Not be bound by any canonical penalty legitimately imposed or declared.
- ❖ Not be the father or the mother of the one to be confirmed.

**CANON 893** P. 2– It is desirable that the one who undertook the role of sponsor at Baptism be the sponsor for Confirmation.

Sponsors are to communicate on a regular basis with their candidate.

**Sponsor's Verification Form must be completed by the Sponsor's Pastor.**

## Parent Guide



### Understanding & Preventing Child Sexual Abuse



#### Diocese of Joliet

425 Summit Street, Joliet, IL 60435  
[www.dioceseofjoliet.org](http://www.dioceseofjoliet.org)

Dear Parents and Guardians,

The Diocese of Joliet is committed to promoting an environment that will help ensure the safety of children and young people. If you have participated in a *Protecting God's Children* session, you have already received much information.

This brochure is the next step in our efforts to help keep children safe. You are the primary educators of your children, so it is important that you talk with them personally about their safety. The material in this brochure is designed to give you background information about sexual abuse, to inform you about other ways to keep your children safe, and to provide you with tips for talking to your children.

Staff members at the Religious Education Office (815-727-6411) and at the Catholic Schools Office (815-838-2181) are available to help you. Please call them if you have any questions about the material contained in this brochure or if you need more information.

Sincerely,

Sister Judith A. Davies, OSF  
Chancellor

Content of this brochure is adapted from

**“Keeping Children from Abuse: Tips for Parents and Caregivers”**

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## ***SOME BACKGROUND INFORMATION***

What is Child Sexual Abuse?

Child sexual abuse is the use of a child for sexual purposes by an adult or an older, more powerful person, including an older child. It is a crime in all 50 states. Sexual abuse is called incest when it happens between family members.

Who are the offenders?

- Most sexual abuse is committed by a person the child knows and trusts.
- Offenders come from all walks of life and from all social and ethnic groups.
- Offenders actively work to develop trusting relationships with children.

Who is at risk?

- Sexual abuse happens to boys and girls from all social and ethnic groups from infancy to 18 years.
- Young children are especially at risk.

Why don't children tell?

Some reasons children do not tell are:

- They have been taught to obey adults.
- They promised or have been bribed to keep the abuse secret.
- They have been threatened by the offender and are afraid to tell.
- They feel guilty because they believe that the abuse is their fault and are ashamed to tell.
- They are confused because the offender is someone whom they know and trust.
- They have been convinced that the abuse is normal or okay.
- They are too young to know the touching is not appropriate, especially if someone they know and trust does it.
- They don't know the words to tell about the abuse.



Do Children lie about abuse?  
Children rarely lie about sexual abuse. More often, they are afraid to tell.

## ***PROTECTING YOUR CHILDREN***

Here are some things you can do:

- Educate yourself about sexual abuse.
- Learn and practice specific guidelines for protecting children from sexual abuse.
- Talk to your children about touching safety. (See Teaching Personal Safety Skills)
- Teach your children personal safety rules before they reach school age.
- Allow your children to participate in personal safety instruction.

### Safety with Babysitters

- Ask babysitters for references and check them.
- Interview babysitters in person. Ask how they discipline children. Ask what if questions to find out how they would cope with tricky situations.
- Inform them about your family safety rules, including touching safety rules.
- Set other rules for the sitter. (TV, phone use, and friends)
- Make surprise visits to check on them.
- Ask your children what happens when a babysitter is there and whether they like him or her. If they don't like the babysitter, ask for reasons.

*Follow these guidelines even if the babysitter is a family member.*

### Guidelines for Single Parents

If you are a single parent and are dating, this brings unfamiliar adults into your home.

- Let your new friend know your family's safety rules, especially about touching.
- Tell him or her that your children have been taught to tell if any of these rules are broken.
- Don't leave your children alone with a new friend until you know him or her well.
- Ask your children if they like the new person and why or why not.
- Watch your children's reactions for clues to how they feel.

## **TEACHING PERSONAL SAFETY SKILLS**

Talking openly and honestly sets a tone that helps children feel safe and allows them to talk to you about anything. Talk with them about touching and private body parts. Here are some tips:

- Make touching safety a part of your family's safety rules.
- Take advantage of everyday teachable moments: bath time, physical play situations, when a child expresses curiosity about his body or sexuality, and before a child goes out without you.
- Read a book or view a video on touching safety together with your child.
- Revisit the conversation. Don't just talk about this important matter once!

### Teach Your Children These Rules

- It is not okay for someone to touch your private body parts.
- It is not okay for someone to touch his or her own private body parts in front of you or to ask you to touch them.
- It is not okay for someone to ask you to take your clothes off or to take photos or videos of you with your clothes off.
- It is not okay for someone to show your photos or videos of people without their clothes on.

### Types of Touches

Teach your children the names of their private body parts. Help them understand that they are the boss of their own body. Explain that there are three kinds of touches:

- **Safe touches.** These are touches that keep children safe and are good for their bodies. Safe touches include hugging, holding hands, pats on the back, and an arm around the shoulder. Safe touches can also include touches that might hurt, such as removing a splinter.
- **Unsafe touches.** These are touches that hurt children's bodies, feelings, or spirits, for example, hitting, pushing, pinching, and kicking. This also includes the sexual touches described in the previous section. Teach children that these kinds of touches are not okay.
- **Unwanted touches.** These are touches that might be safe but a child doesn't want. These include the sexual touches discussed earlier. It is okay for a child to say no to an unwanted touch, even if it is from a familiar person.

#### For Young Children

Young children remember better how to protect themselves from sexual abuse when they learn and practice a few simple steps so they don't have to wonder what to do, or have to stop and think. Children can be taught to follow these three steps when someone breaks the touching rules.

- Say no or word that mean no.
- Get away.
- Tell a grown-up.

Expand your child's understanding of the third step by teaching the following:

- Never keep secrets about touching.
- Always tell about a touching problem even if it has gone on for a long time.
- Keep telling until someone believes you.

#### Teach Assertiveness Skills

Children who are assertive are better able to use the safety steps effectively and resist unsafe situations. Assertive behavior includes standing up straight, looking directly at the person and using a strong, clear voice.

#### Safety on the Internet

It is important for parents to educate children about internet risks and monitor use of the internet. Some rules:

- Never give out personal information or use a credit card online without your parent's permission.
- Never share password with anyone.
- Never arrange to meet someone in person you have met online unless parents go along with you.
- Never reply to uncomfortable messages. Always tell parents about them.



#### For Teens or Pre-Teens

Honest, open discussion about sexual values/limits, healthy relationships, and personal safety can make a difference. Teens should:

- Recall that human sexuality is a graced gift from God. Intimate touching and sexual intercourse are morally appropriate only within marriage.
- Know their own wishes, limits and values, and clearly communicate them to

their dates. They should listen to their date's limits and respect them.

- Notice if their date is not respecting their limits and wishes or if their date's behavior doesn't seem right.
- Trust their feelings and intuition. If they are feeling pressured into sex, they have the right to say no.
- Be assertive and act immediately if their limits are reached, even if it means making a scene.
- Understand that it is never too late to say no and never too late to hear no.

#### More Safety Tips for Teens

- Avoid drugs or alcohol, which reduce one's ability to think clearly and manage one's behavior.
- Always pour your own beverages at a party and keep them in sight. Date-rape drugs can be put in drinks and are often undetectable.
- Go to parties with a buddy and look after each other. Always have a safe way home.
- Meet a date in a public place or stay around others.
- Tell someone about the date, where it will take place, and what time it will end.
- Take a cell phone along if possible.

#### The Bottom Line

- *No* means *no* whenever a person feels pressured about anything and it should be respected!
- If a person says no and the other person continues to touch or to force touch it is abusive behavior.
- If a person forces another person to have sexual intercourse, it is rape, a criminal offense.

#### Safe Families

Being a parent is one of life's greatest challenges. However, if you have a strong relationship built on a foundation of trust, and your children have skills in self-management, relationship-building, and problem-solving, they are more likely to make safe choices and set personal safety boundaries.

For more tips for parents, please visit,  
<http://www.cfchildren.org/parents/parenttips/>

**If someone has been abused,  
contact the Illinois Department of Children and  
Family Services at  
1-800-25ABUSE (1-800-252-2873)**