

St. Boniface/St. Bonaventure Parishes

Grade K-6

Religious Education Program Handbook for 2021-2022

Mission Statement:



Father Vogel

Parish Office-402-843-2345

Coordinator-Becky Kerkman

402-843-6043

e-mail: bkerkman@cppnebraska.org

Parents as the Primary Educators

The Family Formation style of religious education is not only life-giving to children, but also is intended to encourage a greater understanding of the truths of the Catholic Church by parents.

Why Family Catechesis

Unlike many other parish models, Family Formation provides teaching for both children and adults. It is the role of the parishes to encourage and support parents as the primary educators of their children, not to replace them. This is why, at our monthly gatherings, we review the home lessons for the rest of the month and teach parents how to teach their children the truths of the Catholic faith.

Basic Procedures for Family Formation

*Program Dates and times

Family Formation gathers once a month as a family on a Wednesday evening, at St. Boniface church and start with Mass at 6:30 pm, class to follow, children and catechists go over to the top floor of convent building and parents in the church basement for their session. Confessions are once during Advent and once during Lent. Childcare is available in convent 2nd floor.

A second Wednesday class consist of students and Catechists this will typically be one week after the entire Family Formation, Mass, and class session. They will meet at convent classrooms from 5-6 pm.

Sacramental Prep:

Second-grader's class time will consist of preparation for First Reconciliation and First Holy Communion. They will have workbooks where lessons need to be done at home. Also, Catechists will check their workbook to make sure lessons are done. Parents will have a retreat for First Reconciliation and First Communion that they must attend. Father will have these retreats at St. Boniface Church.

Parent and Child[ren] Attendance

*Attendance at our monthly gatherings is mandatory.

*While children are in their classroom sessions, all adults are expected to participate in the adult session.

Family Formation Home Lessons

*While traditional religious education models meet every week, our model equips you to teach your children at home.

*Parents pick-up your packets first as you enter the basement.

Prayers

Prayers will be introduced, and families are encouraged to pray these prayers together in their home.

Sign of the Cross, Our Father, Hail Mary, Glory Be, The Apostle's Creed and Act of Contrition.

There is not enough class time to work individually with the students on prayers. Parents are expected to work with their children on prayers, including listening to their prayers on a consistent, daily basis.

Enrollment

For families who wish to enroll in the Family Formation Program, please contact Coordinator, Becky Kerkman 402-843-6043 or call or stop at the Parish office to do so. 402-843-2345.

Registration Fee

Family fees are \$105.00. Please enclose a check with registration form, and return to coordinator early in the summer as we will have to pay Family Formation in St. Paul for our packets. If you need to pay in installments, please get ahold of coordinator.

Date of classes

First Wednesday of the month, unless otherwise stated. Second Wednesday class session for Students and Catechist 5-6 pm the following Wednesday.

Time

Mass 6:30 pm. Class 7-8pm for parent/student sessions. Student/Catechist only sessions are 5-6 pm.

Mass assignments

Mass assignments for the children will be assigned by the coordinator ahead of time. Students who will be fourth graders will be trained to be a server for Mass, by the parish Deacon during the late summer.

Safe Environment Requirements for Children's Programs

Volunteer Guidelines

Those 18 and older are required to have the following completed and on file with the parish office before beginning volunteer work with any children's or youth program at St. Boniface/St. Bonaventure.

*Safe Environment Training [see archomaha.org and search Safe Environment for locations]

*Diocesan-approved Background Check

Reinstating every five years, is necessary but is now online. Web-site: archomaha.org

Monitoring Children

*Parents are responsible for the safety of their children until their children are united with the Catechist during or after Mass. Catechist will then walk with your children to the Parish Convent classrooms. When the class session has concluded, Catechist will bring your children back to St. Boniface church basement to be returned to you at the end of Father's session. Once released to a parent, whether the program time has ended or not, he/she is responsible for the safety and security of their child.

*Adults who are not parents or volunteers are to contact either Father or the Coordinator before the session or class has started. Unless you want to listen to Father's talk, this does not apply.

Off-Site Activities

Transportation

*Drivers must be 21 years or older and have a valid driver's license and insurance.

*Parent Permission slips are required and completely filled out before activity.

Absentee Policy

If your family knows ahead of time that you will be unable to attend the monthly gathering, please call or text coordinator Becky Kerkman 402-843-6043.

Repeated Absences from Sacramental Classes

Repeated absences from Family Formation may indicate that your child may not be ready to receive first sacraments. It's possible that those in this situation may be required to retake a sacramental preparation year before receiving.

Leaving Early

If your family must leave the monthly gathering early, as a courtesy please communicate this with your child's catechist ahead of time to minimize class disruption.

Snacks

Due to high incidences of allergies, Family Formation will allow food to students in the classroom only with a signed note from parents stating they give permission.

Catechesis for Persons with Disabilities

The presence of persons with disabilities in the classroom is encouraged and will be accommodated within reason. A family member or volunteer provided by the family may accompany the person with the special need. The St. Boniface/St. Bonaventure parishes reserves the right to adjust the arrangements as needed for the overall well-being of the entire class and program. If their presence in the classroom causes undue or repeated disruption, alternative forms of education will be required.

Childcare

The Childcare provides a structured, nurturing, environment for infants, toddlers, and preschoolers in our care while parents attend educational class.

When registering for childcare, just add your child[ren] names at the bottom of the Family Formation's family registration form for the coming year. Adult volunteer or volunteers, will have taken the Safe Environment Training. One must be at least 16 years of age to become a volunteer.

Injury Policy

In the event of an injury beyond first aid, the parent will be notified as soon as possible.

All injuries will be documented in a report, and reported to the parents when they are returned to their parents .

In the event an injury requires medical attention; the child's medical insurance is the primary provider.

Incident/Accident Report

Any accidents or incidents that occur while the gathering is in session will be documented and kept on file in the parish office. Confidentiality will be maintained between parent/guardian, teacher, coordinator, and parish staff.

In case of Severe Weather

Please, note that if school is cancelled in Elgin, on Wednesday, Family Formation classes will also be cancelled that day and will be rescheduled if possible.

Discipline Policy for Family Formation

It is expected that each student will demonstrate appropriate behavior during their time at church and class, this is outlined as:

*Showing respect for the catechist, other adults, and students by
--listening to the catechist

- participating in discussion time at Church
- keeping hands, feet, and objects to oneself
- using words that encourage and uplift [no swearing, teasing or mocking]
- raising your hand and speaking only when called upon
- *Children show respect for church property by
 - walking, not running, through the hallways
 - not being in any part of the building unsupervised
 - accessing only permitted and safe parts of the building as permitted
 - maintaining a reasonable noise level in the hallways and throughout the building
 - helping to clean up the classroom
 - returning all items used to their proper places

At times, it becomes necessary to give correction. In such situations, these procedures will be followed:

- At time of first incident, a verbal warning will be given to the individual student of the inappropriate behavior.
- If disruptive behavior continues, or is of a serious nature, the coordinator will be called. The student will return to the class with an apology to the catechist and the other students, if necessary. The parents will be notified of the situation.
- If another incident occurs, the parent will be required to sit in class with the child for the whole year.

All incidents will be documented and given to the Program Coordinator, to be kept on file. Confidentiality will remain between

parents or guardians, catechists, and staff. The Program Coordinator reserves the right to dismiss the child if the action deem it necessary.

All parish guidelines regarding the use of facilities shall be upheld and enforced.

Family Formation
Coordinator _____

Parent's signatures: _____ Date _____

Student signature: [s]

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