

St. Frances Cabrini
Catechetical Formation Program Handbook
(2022 – 2023)

“Whoever receives one child such as this in my name, receives me; and whoever receives me,
receives not me but the One who sent me.” (Mark 9:37)

Dear Parents,

We are happy you have chosen a Catechetical Formation Program for your family in our parish, St. Frances Cabrini, in the Diocese of San Jose. Please sign the agreement in this handbook, stating that you have read the contents and agree to our policies.

Please return the agreement by September 9, 2022; it will be kept on file in the Catechetical Ministry office.

St. Frances Cabrini's Faith Formation Mission Statement

Faith Formation is the presentation of the Gospel message according to the doctrine and traditions of our Catholic faith. This presentation seeks to inspire families to grow in a loving relationship with the Lord, which will lead them to prayer, trust, and obedience to the Catholic Church teaching. Liturgy and reception of the Sacraments will be the central focus of this program.

Goals of Faith Formation

Parents have the first responsibility for the education of their children (CCC, #2223). St. Frances Cabrini's Catechetical Formation program aims to assist parents in that role. "The definitive aim of catechesis is to put people not only in touch but in communion, in intimacy, with Jesus Christ: only He can lead us to the love of the Father in the Spirit and make us share in the life of the Holy Trinity" (St. John Paul II in *Catechesi Tradendae*)

Children and Parent's Responsibilities

Parents and students are strongly encouraged to:

- Attend Mass on Sundays and Holy Days (SFC Family mass is Sundays at 9:30 AM)
- Participation in Catechetical Ministry, Youth Ministry (for 6th through 12th grades), and other Ministries in SFC Parish
- Grow personal and family prayer life
- Frequent reception of Holy Communion and Reconciliation. *Parents will be required to attend 30 minutes monthly evening prayer group (through Zoom), led by the Catechetical Coordinator or a priest)

For 2nd graders only or those preparing for Sacramental (First Eucharist) Classes:

- Two-year attendance immediately preceding the Sacraments First Holy Communion reception is a Diocesan requirement. Additional preparation will take place in the form of, but not limited to, retreats, service hours, and rehearsals.
- Parents must attend meetings corresponding to their child's Sacramental Preparation.

Program Policy

Cooperation in these areas will open our hearts to receive the love and mercy God freely offers each of us. As Jesus taught us, the greatest commandment is to love God and love our neighbor as ourselves. As we try to live as disciples of Jesus, we strive to show respect and courtesy to each other at all times.

The encouragement of parents/guardians is expected in helping their child(ren) live God's commandment of love. The respect and participation of each student are important for the success of the program. The Office of the Catechetical Ministry has established a process to address unacceptable behavior. There will be set guidelines for the classroom that each catechist will implement.

If a student is disruptive, disrespectful, or refuses to follow these guidelines, the following actions will be taken:

First occurrence: A warning will be issued to the student.

Second occurrence: The student will be sent to the office. After class, the catechist, catechetical coordinator, and the student will talk about the situation, and the parent may be called.

Third occurrence: A conference will be held with the catechist, catechetical coordinator, pastor, parent, and student, in which the student will not be permitted to attend class until AFTER the meeting has been held. A make-up assignment will be given and must be returned before returning to the class.

Faith Formation Program will be held on Wednesday from 5:00 to 6:15 PM.

Grade 1: Weeklies - Pflaum

Grade 2: Weeklies - Pflaum and Together in Jesus - Pflaum

Grades 3 and 4: Weeklies - Pflaum

Grades 5: Weeklies - Pflaum

Grades 6 and 7: Weeklies - Pflaum

Grade 8 – Gifted With The Spirit – Confirmation Preparation - Pflaum

Cell Phone Policy

Cell phones and other electronic devices are not permitted during class time, except for using certain apps related to the lesson plan approved by the catechetical coordinator and the delegated catechists.

Failure to adhere to this policy will prohibit the student from bringing a cell phone to future classes.

● TARDINESS:

Lateness interferes with the process of learning and is disruptive to catechists and fellow students. Please be on time for all sessions.

- **ATTENDANCE:**

Attendance at all classes is expected. In the event of an absence: Please call the office (408) 879-1120 Ext. 14 or email merry.kaelani@dsj.org prior to the scheduled class to discuss the situation. All classwork (if given by the catechist) will need to be done at home and turned in by the next class. The Diocese permits **3 sessions of excused absence from class time**. For 2nd grade students, more than 3 unexcused absences may result in the students repeating the program in the next catechetical year.

- **HOMEWORK:** All grades may be assigned homework to promote faith and support class lessons. Assignments may include committing prayers to memory, work using worksheets, and research (i.e., lives of the saints).

- **PRAYER:**

Daily prayer is strongly encouraged to introduce the children to the tender love of Jesus.

Registration and Tuition

- Annual \$125 per family with three or fewer children. \$20 for each additional child.

If your child will receive the Sacrament (First Eucharist or Confirmation):

- Annual \$125 per family + \$40 per child.
- The Confirmation Retreat fee is not included in this registration fee.

**No one will be denied faith formation due to financial difficulties.

If there is a financial hardship, please contact the CATECHETICAL COORDINATOR.

All correspondence will be kept confidential.

- Children should register for Catechetical Formation in the grade they are attending in school.
- **All families need to be registered members of St. Frances Cabrini parish.**

Parent /Guardian Responsibilities

- Arrival: Please bring students into the Parish Office Catechetical Ministry Office; Catechists will welcome them at the front door.
- Dismissal: Students must be picked up by the parent/guardian at the front door.

FOR THEIR SAFETY, STUDENTS ARE NOT PERMITTED IN THE PARKING LOT UNATTENDED!

- Photos for children under the age of 18 may not be published in print or electronic media without the permission and completion of the photo release by the parent/guardian.
- Parent/guardian must provide emergency phone or cell phone number notification of family change of address and phone numbers.
- It is the parent's responsibility to notify the catechetical coordinator in writing of the custodial status and any restrictions concerning the non-custodial parent.

Child Abuse Policy

If a Catechetical Coordinator/catechist suspects a child has been abused, the San Jose Diocese of Office for the Protection of Children & Vulnerable Adults (OPCVA) at 408-983-0113 will be notified of the suspected abuse. Illegal Substances and Weapons Drugs, alcohol, tobacco, and weapons of any kind are not allowed on parish and school premises or in buildings used for religious education. If anyone is found to be in possession, the person will be detained until the proper authorities are notified. A Catechetical Coordinator /catechist will NOT send a child home with a visibly impaired driver. Special Needs If a child has special needs, parents/guardians are asked to share the information with the Catechetical Coordinator and /or catechist. This information will not marginalize the child but will help the catechist meet the particular needs. This information will be kept confidential.

Food Allergies

It is the responsibility of the parent/guardian to inform the Catechetical Coordinator in writing of the child(ren)'s allergies at the bottom of this handbook. Because so many allergies endanger children today, the Office for Catechesis policy is that ALL FOOD AND DRINK OTHER THAN WATER WILL BE PROHIBITED DURING CLASSES.

Office Hours and Contact

Merry Kaelani, Catechetical and Youth Ministry Coordinator -
15333 Woodard Road, San Jose, CA 95124

Ph. (408) 879-1120 Ext. 14

<http://sfcabrini.org/>

Hours: Tuesday to Thursday 10 A.M to 3 PM. Appointments can be made on a mutually agreed time. If you have any questions/concerns, please do not hesitate to contact me. I consider it a great privilege to serve as the Parish Catechetical Coordinator at St. Frances Cabrini Church.

Return the completed registration form with:

- A copy of your child's birth certificate
- A copy of your child's Baptismal Certificate (if the child has been baptized)
- A copy of your child's First Eucharist Certificate (if the child has received the Sacrament)
- Tuition fees. After September 18, 2022, there will be a \$30 late fee
- Signed Catechetical Formation Agreement.



Catechetical Formation Agreement

I have read the terms in St. Frances Cabrini Faith Formation Handbook 2022-2023 and agree to follow the guidelines.

_____ Date: _____
(Parents' printed name)

Parents' Signature _____