

Saint Joseph

Catholic Church



2022-2023

Religious Education (CCD)
Handbook

www.stjosephgalloway.com

stjosephchurchgalloway@gmail.com

Parents and St. Joseph Parish: Partners in Religious Education

The Parents' Role in Our Partnership involves:

- Being a witness to your Catholic faith by attending weekly Mass with your family, following the precepts of the Church, and celebrating the Sacraments.
- Fostering Christian values in your home.
- Keeping current with Religious Education communications; e.g.: reading the Religious Education Handbook, Sunday Bulletins, and any special letters.
- Reviewing lessons, asking questions, being interested in and aware of what is happening in the classroom, making sure out of classroom work is completed, volunteering in the classroom and for special events.
- Actively participating in the program by attending parent meetings and volunteering as needed.
- Bringing your children to classes regularly and on time.

The Parish's Role in Our Partnership involves:

- Taking responsibility for our role in assisting parents in their role as the primary educators of their children.
- Supporting your household of faith by providing resources and prayer rituals to help you to share your faith with your children.
- Communicating regularly and honestly.
- Providing progress reports for your children when necessary and communicating promptly if concerns arise with your children.
- Monitoring your children while Religious Education Classes are in session.
- Maintaining an atmosphere of love, care, respect, and acceptance.

The Importance of Attending Mass

The importance of the Mass and Eucharist can not be overstated. In fact, the Catechism tells us that, "The Eucharist is 'the source and summit of the Christian life.' 'The other sacraments, and indeed all ecclesiastical ministries and works of the apostolate, are bound up with the Eucharist and are oriented toward it. For in the blessed Eucharist is contained the whole spiritual good of the Church, namely Christ himself; our Pasch' (CCC 1324)."

As such, it is a very serious tragedy that takes place when we withhold the Eucharistic blessings from our children. For this reason, it is vital to the spiritual wellbeing of you and your children to attend Mass on Sundays and holy days of obligation. As you know, our actions speak louder than our words. We can tell our children that it is important to attend Mass or we can show them the way. As Saint James says, "For as the body apart from the spirit is dead, so faith apart from works is dead (James 2:26)."

Please put your faith into action by taking time out of your busy schedule to worship God each week at Mass. You will be pleasantly surprised at the results of God's grace at work in your lives.

The CCD religion classes do not substitute for Sunday Mass under any circumstances.

Holy Days of Obligation (in the United States)

Each and Every Sunday	
Assumption of the Blessed Virgin Mary	August 15*
All Saints Day	November 1*
The Immaculate Conception	December 8
Nativity of the Lord (Christmas)	December 25
Mary, Mother of God	January 1*

* = When these days fall on a Saturday or a Monday, the precept to attend Mass on that particular date is abrogated in the U.S.

Religious Education (CCD) Policies

Preparation for Sacraments:

The Sacraments of Initiation (Baptism, First Eucharist, Confirmation) and the Sacrament of Reconciliation are arguably the most joyous and important events of a Catholic's life but care needs to be taken to ensure that the importance of the Sacrament does not get lost in the celebration.

In our CCD religious Education Program students make their *immediate* preparation for the sacraments of Penance and Holy Eucharist in the Second Grade class, generally. They make their *immediate* preparation for the Sacrament of Confirmation in the Tenth Grade class, generally. However, all of the grades, (1-12) are important and necessary for the *remote* preparation for the sacraments and a fuller understanding of the Catholic Christian Faith and new students will be required to have attended at least a full year of Religious Education prior to the year they receive the Sacrament.

Any child wishing to receive the Sacraments of Reconciliation, Eucharist or Confirmation should have attended all grades of religious education training prior to the year of receiving the sacrament. Students requesting First Reconciliation, First Communion or Confirmation at St. Joseph's, but were not baptized at St. Joseph's, must provide the Religious Education Office with a Baptismal record as well as proof from the church they have attended Religious Education classes and received any other prior Sacraments.

The Confirmation sponsor chosen by the student must be a practicing Catholic. Parents should help guide the student in choosing their sponsor. Confirmation students are required to have volunteer service hours (see service hours section) and attend a mandatory retreat; information will be given during the year on the date and place. There is also one mandatory parent meeting in the Fall for parents and confirmands and two meetings that second grade parents are required to attend, one prior to First Reconciliation and one prior to First Communion.

Attendance and Absences:

Regular attendance in class is vital for successful growth in the knowledge of our Catholic Faith. Parents should see that their child's attendance at CCD has priority over all other activities. Parental insistence on attendance also underscores the value of religious education. In order to ensure that the students of our religious education program receive the best faith formation we can provide, we ask that parents of students who miss class call the Parish Office (715-454-6431 outside of class time or 715-454-6432 during class time) to let us know why the child has missed class. This should preferably be done as soon as possible when you know your child will be missing class, but may be done within a couple of days following the class if circumstances warrant. *If no call is made the absence will be assumed to be unexcused by the Religious Education Office.*

Four unexcused absences will require the parents of the child to make arrangements with the Religious Education Office to avoid having their son or daughter repeat the grade. Students will be granted an excused absence for valid reasons. Some examples of excused absences include illness, family vacation, and family emergencies. Some examples of unexcused absences include sports and too much homework. The Director of Religious Education reserves the right to make decisions on whether an absence is excused or not.

Teachers cannot be expected to re-teach lessons, therefore if a student misses a class, there may be make-up work assigned to help keep the child from falling behind his or her peers. Parents should contact the teacher for missed assignments. Please keep absences to a minimum as they create a lot of extra work for the catechists and students trying to catch up on material missed.

Any student missing more than four classes in the year prior to receiving the Sacrament or the Sacramental year must attend a meeting, with his or her parents, the Director of Religious Education, the teacher of the class and the Pastor to determine the student's eligibility for the reception of the Sacrament.

Mass Attendance:

The Catholic Church mandates attendance at all Holy Days of Obligation including Sunday (or Saturday) Mass by ALL Catholics. Pope Francis said, because “it is the day of the resurrection of the Lord, and with the Eucharist we feel our own belonging to the church, to the people of God, to the body of God, to Jesus Christ.” This said, each week your child will be asked if they attended Mass over the past weekend. It is a part of our faith, it is a part of our Religious Education attendance. We can’t have one without the other.

Class Times, Pick Up, and Drop Off:

All classes will begin at 6:15 and end at 7:30 P.M. Parents should accompany students in Kindergarten through 3rd grade into the church. Parents should come into the church to meet their young children at the end of class as well. For all ages, when dropping children off or picking them up, everyone is encouraged to attend and participate in any prayer times, Masses, etc. going on in the church. Please watch your family letter.

If either Rosholt or Wittenberg-Biramwood school District cancels school, full day or early dismissal, for inclement weather on a CCD night, CCD classes will automatically be cancelled—no other notification will be done in these instances. If for any other reason classes must be canceled or the schools do not cancel, parents will be notified.

Tornado Warning:

If a tornado warning is issued during class time, the children will all be taken to the church basement until we feel it is safe for them to leave. If you want to take your child, you will need to come to the basement and inform us of your decision to leave.

Diocesan Assessment Testing:

In the Diocese of La Crosse, it is customary to give an assessment test to those in 4th, 8th and 10th/11th grade. **TBD for 2020-2021**

Dress Code and Behavior:

Clothing that promotes alcohol, drugs or illicit behavior as well as hats and jackets may not be worn in the classroom. Bare midriffs and visible undergarments are also unacceptable attire for the Religious Education setting. Parents, please discuss this policy with your children before classes begin so that it does not become an issue the teachers have to deal with.

Students are not to have cell phones out during class. Use of cell phones during class will not be tolerated and will be confiscated and given to the Director of Religious Education. Parents may retrieve cell phones from the Director when classes have concluded for the day. We ask parents to be supportive of these requests.

If a child is disruptive during class, a parent’s help may be advised.

Food and Drink:

Students are asked to eat before they come to class. No candy, soda, food, gum, etc. will be allowed in the classrooms except on special days as determined by the catechist. Exceptions to this policy for medical or health reasons should be discussed with the child’s teacher and Director of Religious Education if necessary. Students are also asked to use the restroom prior to entering the classroom.

Homework:

The student is responsible for completing all work assigned by their teacher, and turning it in on time.

Registration:

All students must register each year. Parents of new students should submit a copy of their child’s baptismal certificate if their child was not baptized at St. Joseph Parish.

Registration Fees:

One Child	\$45.00
Two Child	\$80.00
Three or more Children	\$120.00

If you need assistance with tuition, please contact the parish office. Our first priority is providing your children with a religious education program. The fees are used to help offset the costs of materials but shouldn't prevent anyone from participating in the program.

Please note: The Confirmation Retreat fee is paid separately from the registration fee and is an additional charge.

Required Service Hours:

The purpose of requiring service hours prior to receiving the sacrament of Confirmation is to encourage students to live the Christian Life. "...When you have done this for the least of my brethren you have done it to me" (Mt 25:40). Students in **all grade levels** will be exposed to service activities throughout the year. Students in the **seventh grade** can begin to record their service hours towards their confirmation goals. A total of 40 service hours are required before receiving Confirmation. 10 in each of the following areas: Liturgical, Individual, Community, and Special.

More information, including ideas, will be given to students and parents throughout the year. We also welcome ideas for service projects from our students and parents.

Student Envelopes:

Each student will be issued a packet of offertory envelopes. The student is encouraged to give to the Church as acknowledgment of God's gracious gifts to us, as well as developing a spirit of charity. This can be in the form of a monetary donation or an act of kindness. The envelope says: *Sharing My Gifts This is one way I used my time and talent for others during this past week.* We encourage all the children to bring the envelopes and add them to the general collection at weekend Masses.

Recommended Catholic Websites

Saint Joseph Parish www.stjosephgalloway.webs.com
Official Vatican Website www.vatican.va
Diocese of La Crosse www.dioceseoflacrosse.com
Catholic Answers www.catholic.com
List of Mass Times www.masstimes.org
United States Conference of www.usccb.org
Catholic Bishops

The Precepts of the Church

- You shall attend Mass on Sundays and Holy Days of Obligation.
- You shall confess your sins at least once a year.
- You shall humbly receive the Lord Jesus in Holy Communion at least during the Easter season.
- You shall observe the prescribed days of fasting and abstinence.
- The faithful have the obligation of supporting the Church.

FAMILY PRAYERS

To help spread out the learning process in a child's prayer life we have developed a guide that will help families learn and teach the basic Catholic Prayers. Since parents are the primary educators, we ask each family to help their children master the prayers listed below for their class as well as those listed in all of the prior classes.

* Kindergarten

1. THE SIGN OF THE CROSS

In the Name of the Father, And of the Son, And of the Holy Spirit. Amen

2. OUR FATHER

Our Father, who art in Heaven,
hallowed be thy name;
Thy kingdom come;
Thy will be done on Earth as it is in Heaven.
Give us this day our daily bread;
and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation,
but deliver us from evil. Amen.

3. HAIL MARY

Hail Mary, full of grace! The Lord is with thee; Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

* First Grade

1. ACT OF CONTRITION

O my God, I am heartily sorry for having offended Thee,
And I detest all my sins, Because of Thy just punishments,
But most of all, Because they offend Thee, my God,
Who are all good and deserving of all my love,
I firmly resolve, with the help of Thy grace,
to sin no more and avoid the near occasions of sin. Amen.

2. GLORY BE

Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen.

3. ANGEL OF GOD

Angel of God, My Guardian Dear, To whom God's love,
commits me here, ever this day, be at my side, to light and guard,
to rule and guide. Amen

4. THE TEN COMMANDMENTS (Exodus 20:2-17)

1. I am the Lord, your God. You shall not have other gods besides me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Sabbath day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet... anything else that belongs to your neighbor.

* Second Grade

1. ACT OF FAITH

O my God, I firmly believe that you are one God in three Divine Persons, Father, Son, and Holy Spirit; I believe that your Divine Son became man, and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths the Holy Catholic Church teaches because You have revealed them, who can neither deceive nor be deceived. Amen

2. ACT OF HOPE

O my God, relying on thy infinite goodness and promises, I hope to obtain pardon of my sins, the help of thy grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen

3. ACT OF LOVE

O my God, I love thee above all things, with my whole heart and soul, because thou art all good and worthy of all my love. I love my neighbor as myself for the love of thee. I forgive all who have injured me and I ask pardon of all whom I have injured. Amen

* Third Grade

1. SPIRITUAL COMMUNION

My Jesus, as I cannot receive thee now in the Most Holy Blessed Sacrament, I ask thee to come into my heart, and make it like thy heart. Amen

2. THE APOSTLES CREED

I believe in God,
the Father almighty,
Creator of heaven and earth,
and in Jesus Christ, his only Son, our Lord,
who was conceived by the Holy Spirit,
born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, died and was buried;
he descended into hell;
on the third day he rose again from the dead;
he ascended into heaven,
and is seated at the right hand of God the Father almighty;
from there he will come to judge the living and the dead.
I believe in the Holy Spirit,
the holy catholic Church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and life everlasting. Amen

3. MORNING OFFERING

O Jesus through the Immaculate Heart of Mary I offer You my prayers, works, joys, and sufferings of this day in union with the Holy Sacrifice of the Mass.

I offer them for all the intentions of your Sacred Heart: for the salvation of souls, reparation for sin, the reunion of all Christians.

I offer them for all the intentions of our Bishops and all Apostles of Prayer and in particular for those recommended by our Holy Father this month. Amen

* Fourth Grade

1. HOW TO PRAY THE ROSARY.

2. THE MEMORARE

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided. Inspired with this confidence, I fly unto thee, O Virgin of Virgins, my Mother: to thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen

Other common Traditional Prayers to be learned by all ages

GRACE BEFORE MEALS

Bless us, O Lord, and these Thy Gifts, which we are about to receive from Thy bounty. Through Christ our Lord. Amen.

GRACE AFTER MEALS

We give Thee thanks almighty God for these and all Thy gifts, who live and reign forever and ever. Amen. May the souls of the faithfully departed, through the mercy of God, rest in peace. Amen.

Safe Environment Training for Parents

We invite you to view the Safe Environment program that is required for all volunteers and staff of each parish.

This is offered to parents and we encourage everyone to view this information. If you wish to volunteer during our Religious Education year as a classroom helper, at a retreat, or any other CCD function, you will be required to complete this process.

If you choose to participate in this program, all of the forms, materials, and videos for our Safe Environment Training can be found on the diocesan website at:

<https://diolc.org/safe-environment/training>

And click on Paid Staff and Volunteers in Parishes/Schools and complete the steps outlined there.

If you do not have access to the Internet, please contact the Director of Religious Education to make arrangements.

Please Note: All students will go through a safe environment training class that is appropriate to their age group. If you do not want your child to receive this training, you may opt out by filling out the form available on the diocesan website and returning it to the parish Office. For more information please contact the office.

Handbook Verification

I acknowledge that I have received and reviewed the 2022-2023 Handbook for St. Joseph Religious Education Program.

Parent Signature

Date

Parish Website and Facebook

_____ I will allow my child(ren) to be included in the parish website and/or Facebook for the next year.

Student(s) Name:

_____ Do not include my child(ren) in the parish website or Facebook.

Parent Signature

Date

Please sign this form and return it to your child's teacher.
(Form to be kept at the parish office)



Please sign this form and

return it to your child's teacher