

**The Catholic Community of St. Stephen-St. Patrick  
and  
Our Lady of Perpetual Help, Cincinnati**

**Faith Formation  
Handbook  
2020- 2021**



**Grade School  
Middle and High School  
Sacramental Program  
Adult Education**

**Sunday Mass Schedule**

8:30 a.m. Whitney Point  
10:30 a.m. Marathon

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September 8, 2020

Dear Family,

We are excited and pleased to welcome you into our Faith Formation program this year. We will be working on the theme **"I received from the Lord what I also handed on to you."** throughout the year and we look forward to collaborating with each of you.

As everyone is aware, we are facing many challenges this year with Covid 19. In this booklet we have included all of the guidelines that must be followed during classes. Please familiarize yourselves with them.

Throughout the year we will be inviting you to join us in the classroom or at a special event and to work with your children in the home.

We, as parents ourselves, understand the commitments our students make outside of Church and always take that into consideration when planning our events. We also firmly believe that a family commitment to attending Mass must be a priority.

This year we will be only having classes at Whitney Point. There will also be 2 Saturday classes this year where we will do a service project in the community. We encourage you to read this handbook to familiarize yourselves.

We appreciate your support and look forward to partnering with you this year. Please contact us with your suggestions and/or your desire to volunteer in the class or for an event.

Blessings,

Father Doug, Cecelia and your team of Catechists



**CONTACT INFORMATION**

Whitney Point Office: M–Th., 9am-12pm	692-3911
Our Lady of Perpetual Help	863-4750
Marathon Church Hall (Sunday only):	849-3630
Whitney Point Parish Hall (Leave Message)	692-3357

Director of Faith Formation: Cecelia Carstens 323-5114 e-mail: [chc4962@aol.com](mailto:chc4962@aol.com)

Children’s Liturgy: Cecelia Carstens

Spiritual Life Ministry – Peg Orzel 372-7036 e-mail – [porzel10@yahoo.com](mailto:porzel10@yahoo.com)

RCIA - Kathy Cusick - Email parish office: [ststephenstpat@syrдио.org](mailto:ststephenstpat@syrдио.org)

**If you are interested in more information or in volunteering in our parish programs, please contact us.**

**Please remember if students are unable to attend class, parents are required to notify the Director of Faith Formation before class time.**

**Open Hearts**

**Open Minds**

**Open Doors**

Our parish communities are committed to providing quality Faith Formation for all parishioners. This “umbrella term” serves to include our Faith Formation Classes, Youth Ministry, Sacramental Programs, Children’s Liturgy and Adult Education. Our goal as a parish is to nurture the personal and spiritual growth of each person while seeking to draw him or her to responsible participation in the life, mission and service of our faith community and beyond. We understand the importance of forming ourselves in the gospel message and see this as a lifelong process.

**Our hearts, our minds and our doors are open to all!** We recognize that each person has God-given abilities and talents. At the same time, there are disabilities and challenges – some visible, others invisible – present in every one of us. We collectively form the Body of Christ and we all need one another. By forming a faith community together – sharing who we are, as we are – we believe that we learn from one another how to live our lives according to God’s plan.

Sharing in any aspect of our program is a wonderful way to grow in your own faith. **We invite all parishioners** to take an active role in these vital ministries. Parents are especially encouraged to choose at least one way in which to volunteer in our programs. Possible ways of being involved are listed on the back of the enrollment form. By our Baptism we are called to pass on the faith. By our Confirmation we are gifted with the grace to do so. It is easy to answer this call to service; and more rewarding than you can imagine!

**Facebook** Our Facebook page is now up and running and it is continuously being updated. I encourage everyone to join the page Catholic Community of St. Stephen-St. Patrick. I will be posting any Faith Formation news along with any cancellations or changes if the need arises.



**CLASS SCHEDULE**

We recognize the family as the ideal and most fruitful environment for Faith Formation. **Parents are their children’s primary teachers.** Through example, continuing education, participation in the sacraments and involvement in parish life, parents teach their children and young people how to follow Jesus through words and actions.

*Kindergarten – Tenth Grade*

Whitney Point 9:20-11:00 am in the Church Hall for ALL classes, including Confirmation Classes.

CLASSES	
2020	2021
October 18	January 10 and 24
November 1, 21* and 22*	February 7* and 21
December 6, 19* and 20*	March 7 and 21
	April 25
• Indicates special classes	May 2*

Special Classes and or Events:

Service Day – 11/21/20 from 9:00am till ... the students and parents will be packing up Thanksgiving Food Baskets and making cards for those in need.

Advent Family Class – Regular Class times 11/22/20.

Service Day – 12/19/19 from 9:00am till ... the students and parents will be packing up Christmas Food Baskets and making cards for those in need.

Dec. 20th Family Christmas Program for both Churches held at Whitney Point at 3:00 followed by a Dish to Pass Dinner. There will not be any regular classes on this day.

Family Lent Class – Regular Class Time 2/7/21

Crowning of Mary 5/2/21 at WP

Our goal is to provide Faith Formation programs that benefit all people, including those with special needs of any kind. We welcome the opportunity to talk with you regarding any questions or concerns you may have about your child's participation in our program. We'll be happy to help in any way we can.

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### **Faith Formation Expectations**

Students in grades kindergarten through 7 will use the Pflaum Gospel Weeklies Program. During the weeks when there are no classes students and parents will work together on the weekly program and return the completed worksheets to their teachers at the next class. The children will participate in class prayer, discussion and activities, special liturgies and service projects throughout the year. Please support their efforts.

#### **Grade Kindergarten and 1**

**Parents:** Life and faith are interwoven throughout each lesson as children are helped to discover what difference it makes to be a person of faith. Papers are sent home throughout the year so that you can review the lesson with your child. Bible stories are enjoyed this year. **New Prayers to know: The Sign of the Cross, Hail Mary and Glory Be.**

#### **Grade 2**

**Parents:** Encourage your child to share with you about all that he or she is learning in class. Children will be preparing for the celebrations of First Reconciliation and First Communion. **New prayers to know: The Our Father and the Act of Contrition**

#### **Grade 3rd and 4th:**

**Parents:** Help your child to develop a Catholic Christian conscience so they know right from wrong. Discuss some current events. This is a wonderful way to pass on your values. Service is such a vital part of our Christian life. Find ways as a family to reach out and help others. **New prayers to know: Spontaneous prayer: praying in their own words.**

#### **Grade 5<sup>th</sup>, 6<sup>th</sup> and 7th**

**Parents:** Encourage your child to share his or her thoughts about the homily with you. Attend a wedding, Confirmation, First Communion or Baptism and talk about the experience. **New Prayers to know: The Rosary**

#### **Students in grades 8th and 9th:**

A vital goal of young adolescent faith formation is the development of their relationship with God so that they may become confident and competent members of their families, Church community and society. The

students will be using The Catholic Faith Handbook for Youth. Our goal is to continue to enhance and encourage the spiritual growth of our youth. Emphasis will be placed on understanding the Creed (a statement of our Catholic beliefs), the Liturgy, Sacraments, Christian morality and prayer.

### **Students in grades 10<sup>th</sup> and 11<sup>th</sup>**

Will be in the Confirmation Class and will be using Decision Point from Dynamic Catholic. During class the students will participate in prayer, reading, writing, discussion and activities so as to continue to grow in an understanding of their faith.

**Parents:** We realize how extremely busy our youth and families are and we acknowledge the tight schedules that the youth have, but at the same time we do emphasize the importance of having faith in their lives. It is essential that you continue to speak and act in a positive way in matters of faith and Church. Lifelong attitudes and habits are formed during these school years and we, as parents and teachers, have the responsibility of guiding our children in all areas of growth. Help him or her with time management and setting priorities. Your support, in word and action, is a positive influence during these important years. Please continue to participate in Mass together each week. Attending other Parish Services together will help you all to grow in faith.

During the year students will have an opportunity to participate in special liturgies, social events and service projects both at Church and in the Community. Perhaps he or she would like to invite a friend to join into some of these events

We really want to work closely with your family during these important years to help develop a firm foundation for adult spirituality.

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### **Sacramental Programs**

It is required that Children must complete one year of classes prior to entering a Sacramental Program. Second grade, or older, are invited to begin preparing for these sacraments.

**RECONCILIATION:** Commonly referred to as Confession or Penance is a sacramental experience of God's forgiving love.

**EUCCHARIST:** Also called Communion is a sacrament of thanksgiving. When the community gathers at Mass we remember and celebrate our love for God and God's love for us.

⦿ As a family you will work together to prepare your child to receive these sacraments for the first time. The staff will support you in many ways.

⦿ Parents are expected to attend parent meetings. At these meetings we will provide you with ideas that enable you to grow in your own understanding of the sacraments and, at the same time, help you to instruct your child.

⦿ **A copy of your child's Certificate of Baptism is required if they were not Baptized at St. Stephen's, St. Patrick's or Our Lady of Perpetual Help.**

### **First Penance** – important dates to remember

- 12/5/20 Student/parent meeting, 10-11:30 at WP
- Celebration of the sacrament to be announced.

**First Eucharist** – important dates to remember

- Rite of *Enrollment* 1/10/21 at WP
- Presentation of the Word 2/21/21 at WP
- March 6th Student / parent meeting 10-11:30 Whitney Pt.
- Last Supper Liturgy 3/7/21 at WP
- Rehearsal: 4/17/21 10:00 AM at Whitney Point.
- Tentatively set for April 18, 2021 - 8:30am Mass at Whitney Point

**CONFIRMATION:**

This year we will be having Confirmation in the spring as this is the second year of the two-year program.

The classes will be held on the same dates as our regular classes that are scheduled and will be at the normal time for classes which are 9:20 to 11:00 AM. During these classes we will be preparing our youth for the Sacrament of Confirmation. It is extremely important that all classes be attended by each candidate, as we will be covering the materials only once.

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**Program Policies**

**Registration**

All students must be registered to attend classes. A form is available for enrollment. Please remember to register early so that your child can begin classes on time and so that we will have the necessary materials available.

**Attendance**

Regular attendance is expected at all classes and special events. When special circumstances arise affecting attendance, please contact the Director of Faith Formation or your child’s teacher before the class. Teachers keep attendance records and parents will be contacted when necessary. For Whitney Point Campus please call 692-3357 or email chc4962@aol.com.

**Safety**

Parents of all students are asked to park their cars, walk into the building and pick up their child at the end of class. This not only ensures adequate supervision at all times, but also builds and enhances teacher, parent, and student rapport.

**Cancellations**

Every effort will be made to contact families informing them of the necessity to cancel classes due to weather. You may also call the Director of Faith Formation for information. It will also be listed on our Facebook page.

**Discipline**

Respectful, cooperative and courteous behavior is expected. Any problems will be handled through a partnership of parents, teachers, students the Director of Faith Formation and Fr. Doug.

**Fee**

A registration fee of \$15.00 per student and a family maximum of \$45.00 help to cover the cost of supplies and books that are used. If you have any financial concerns, please contact the Director of Faith Formation and we will certainly work with you.

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**Other Faith Formation Programs**

**Liturgy of the Word for Children** is a special experience for children ages 3 and up. It is held each Sunday

during the 8:30 Mass in Whitney Point and 10:30 Mass in Marathon. The children are dismissed from the congregation before the readings and they gather in the worship space in the Church hall. The readings and reflection are specially prepared for children. They receive their own “bulletin” so parents can discuss the message with their children. The children return upstairs after the homily to rejoin their families. No registration is necessary. **Due to COVID-19 we are temporarily suspending this until further notice.**

**Advent and Lenten Events** are unique opportunities for all ages and for the entire family. Join us for refreshments and the sharing of several fun, easy and creative ways to help explore and celebrate the true meaning of Advent and Christmas, Lent and Easter.

**Vacation Bible School** is a one-week program held during the summer. Students are invited to participate in this fun filled program that includes prayer time, Bible stories, crafts, music, snack and games. Registration takes place in the spring and early summer. Each year we have a different theme.

**Adult Education** includes, but is not limited to, seasonal presentations, faith enrichment programs, RCIA for those interested in becoming part of our Catholic Faith community. These are wonderful opportunities for our faith formation and spiritual growth. Regional and diocesan opportunities are posted on the bulletin board and listed in the bulletin as they become available.

**Family Enrichment:** We as a Parish recently purchased a subscription to Formed.org which is a website offering faith based and family friendly reading and listening materials. It has everything imaginable from books to read and download, to music, videos, children’s programs, etc. And best of all it is free for all materials.

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**Covid-19 Guidelines**

Due to the risk of Covid the following guidelines must be followed:

1. Everyone needs to wear a face mask upon entering the Church and it shall remain on during all times, unless there is a medical reason for not wearing one.
2. When entering downstairs please use the marked staircase for down, and when exiting downstairs use the marked up staircase.
3. Everyone will need to maintain social distancing.
4. All classrooms have been reconfigured to allow for social distancing and all children will be facing one way.
5. All parents / guardians must sign in when entering downstairs to drop off and or pick up the children. We are required to keep a log of every person entering the premises in case to provide tracking information to the diocesan.
6. All parents / guardians must sign and return the attached form: COVID - 19 Personal Home Screening and Personal Protection Covenant.
7. All parents / guardians must perform the Covid -19 Home Screening Questionnaire prior to every class to ensure that your child is healthy and able to attend classes.

## The Catholic Community of St. Stephen – St. Patrick

### COVID - 19 Personal Home Screening and Personal Protection Covenant

As part of our commitment to preventing the spread of Covid-19, all students, volunteers, staff and visitors are required to take daily temperature readings and acknowledge any symptoms or recent contact with others who may have been infected with this virus before entering the building when faith formation sessions are scheduled. Any symptoms should be reported to your own healthcare provider and adhere to any health and safety requirements provided at that time. All students, volunteers, staff and visitors are required to wear masks when traveling in common spaces throughout the building and when in areas where social distancing and ventilation requires additional protection.

Please keep this page at home and answer the following before sending your child to a scheduled faith formation session:

- Have you or has anyone in your home had contact within the last fourteen days with any person under screening/testing for COVID-19, or with anyone with known or suspected COVID-19?
- Does your child currently have any of the following symptoms?
- Fever (100.4°F or higher), or a sense of having a fever.
- New cough that you cannot attribute to another health condition.
- New shortness of breath that you cannot attribute to another health condition.
- New sore throat that you cannot attribute to another health condition.
- New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise).

If YES to any of the screening questions, your child is excused from the session until further notice. If NO to all of the screening questions, your child can be permitted into the facility and should be instructed to practice strong infection control strategies: maintaining social (physical) distancing of 6 feet, wearing a cloth face covering, washing hands (soap and water for 20 seconds or hand sanitizer containing at least 60% alcohol), covering coughs and sneezes with an elbow, avoiding touching their face, and cleaning surfaces frequently.

**The Catholic Community of St. Stephen – St. Patrick**

**COVID - 19 Personal Home Screening and Personal Protection Covenant**

I agree to adhere to the at-home screening guidelines before sending my child to each scheduled faith formation session. I understand that any health and safety requirements provided by my healthcare provider are followed in the event of being tested positive for Covid-19.

Name of child / children \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_



2020-2021 Family Faith Formation Enrollment Form

**Please print**

Students' Name: Last \_\_\_\_\_ Middle \_\_\_\_\_ First \_\_\_\_\_ M/F: \_\_\_\_\_ Grade \_\_\_\_\_  
 Baptism: Church: \_\_\_\_\_ City/State \_\_\_\_\_ Date \_\_\_\_\_  
 First Reconciliation: Yes \_\_\_ No \_\_\_ First Communion: Yes \_\_\_ No \_\_\_  
 Confirmation: Yes \_\_\_ No \_\_\_  
 Please note any special needs: allergies, hearing impairment, visual/reading disability, etc:

Last \_\_\_\_\_ Middle \_\_\_\_\_ First \_\_\_\_\_ M/F: \_\_\_\_\_ Grade \_\_\_\_\_  
 Baptism: Church: \_\_\_\_\_ City/State \_\_\_\_\_ Date \_\_\_\_\_  
 First Reconciliation: Yes \_\_\_ No \_\_\_ First Communion: Yes \_\_\_ No \_\_\_  
 Confirmation: Yes \_\_\_ No \_\_\_  
 Please note any special needs: allergies, hearing impairment, visual/reading disability, etc:

Last \_\_\_\_\_ Middle \_\_\_\_\_ First \_\_\_\_\_ M/F: \_\_\_\_\_ Grade \_\_\_\_\_  
 Baptism: Church: \_\_\_\_\_ City/State \_\_\_\_\_ Date \_\_\_\_\_  
 First Reconciliation: Yes \_\_\_ No \_\_\_ First Communion: Yes \_\_\_ No \_\_\_  
 Confirmation: Yes \_\_\_ No \_\_\_  
 Please note any special needs: allergies, hearing impairment, visual/reading disability, etc:

Last \_\_\_\_\_ Middle \_\_\_\_\_ First \_\_\_\_\_ M/F: \_\_\_\_\_ Grade \_\_\_\_\_  
 Baptism: Church: \_\_\_\_\_ City/State \_\_\_\_\_ Date \_\_\_\_\_  
 First Reconciliation: Yes \_\_\_ No \_\_\_ First Communion: Yes \_\_\_ No \_\_\_  
 Confirmation: Yes \_\_\_ No \_\_\_  
 Please note any special needs: allergies, hearing impairment, visual/reading disability, etc:

**Do you give permission to use photos, on our church website and/or bulletin, of your child participating in Faith Formation events? We would use first names only. YES \_\_\_\_\_ NO \_\_\_\_\_**

Usual Mass Attendance: Marathon \_\_\_\_\_ Whitney Point \_\_\_\_\_ OLPH \_\_\_\_\_

Home Address \_\_\_\_\_  
 Parent email address \_\_\_\_\_ Home Phone \_\_\_\_\_ Parent Cell Ph \_\_\_\_\_  
 Father's Full Name \_\_\_\_\_ Religious Affiliation \_\_\_\_\_  
 Mother's Full Name \_\_\_\_\_ Religious Affiliation \_\_\_\_\_

**Emergency Medical Information**

Emergency contact: neighbor, friend, grandparent etc if parent is unavailable  
 Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
 Doctor's Name \_\_\_\_\_ Town \_\_\_\_\_ Phone \_\_\_\_\_ Hospital Name \_\_\_\_\_

If I cannot be reached in case of an emergency, I give Cecelia Carstens, and the Faith Formation staff permission to authorize any needed medical treatment for my child.

Parent/Guardian Signature: \_\_\_\_\_

**Please use the back of this paper if you have any additional information you would like to share with us.**

**Program Fee:** Each child \$15.00. Maximum family fee \$45.00 No child will be denied Religious Education due to an inability to meet the cost. Please advise the Director of Faith Formation of any financial difficulty.

Office Use: Payment date: \_\_\_\_\_ Amount: \_\_\_\_\_ Cash \_\_\_\_\_ Check Number \_\_\_\_\_ Fee Waiver \_\_\_\_\_

Please return completed form to the parish office (PO Box 711 Whitney Point 13862) or OLPH, place in the offertory basket or give to the Director of Faith Formation (Cecelia)

**OVER PLEASE**

The faith formation of a child is a whole parish responsibility. We welcome and need your help. Please check any area that you could assist us with. We will contact you with further details.

\_\_\_ Classroom Teach / Catechist

\_\_\_ Snacks

\_\_\_ Classroom Assistant

\_\_\_ Crafts

\_\_\_ Attendance Keeper

\_\_\_ Music / Special Liturgies

\_\_\_ Seasonal Activities

\_\_\_ Service Projects

\_\_\_ Advent Family Day

\_\_\_ Chaperone

\_\_\_ Christmas Program

\_\_\_ Driver

\_\_\_ Lent Family Day

\_\_\_ Mailings / Phone Calls

\_\_\_ Easter Family Day

\_\_\_ Chaperone for Annual Mission Trip

\_\_\_ Vacation Bible School

\_\_\_ Children's Liturgy