

**SAINT ALPHONSUS RELIGIOUS EDUCATION  
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**ADVISORY BOARD**

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*Education in the faith by the parents should begin in the child's earliest years. This already happens when family members help one another to grow in faith by the witness of a Christian life in keeping with the Gospel. Family catechesis precedes, accompanies, and enriches other forms of instruction in the faith. Parents have the mission of teaching their children to pray and to discover their vocation as children of God. The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is a privileged place for the catechesis of children & parents.*  
[Catechism of the Catholic Church, 2226]

*"... ask and you shall receive, seek and you shall find, knock and the door shall be opened to you. For everyone who asks, receives; and the one who seeks, finds; and the one who knocks, the door will be opened."*

*Jesus invites us to knock, ask and find.*

*We journey as a community: beginning with the family and expanding to a life of shared faith, worship and service to others.*

*We accompany our children on their journeys so that they too will know, love and trust God.*

*We witness the growth and development of our children as they learn to trust God through Jesus whom they recognize in everyday life.*

*Faith is a deepening relationship that can't be found in any book. It is more than a set of truths, teachings or doctrines. Biblical stories, liturgy, prayer, and the example of dedicated people form a belief system that nurtures and nourishes faith.*

*Together, parents and catechists share faith, inspire its growth in our children, and discover growth in ourselves. Together, we seek, we knock, and we ask.*

## PARISH MISSION STATEMENT

St. Alphonsus Parish is a Catholic Faith-family rooted in history and growing with the community. We strive to spread the Good News of the Kingdom of God by our participation in the areas of Prayer, Education, Service, Social Activities, and Worship.

Empowered by the Holy Spirit, we respond to Christ's call, "Come Follow Me!" Thus as families, we are...welcoming, creating, serving, healing, sharing, reaching out.

### ST. ALPHONSUS RELIGIOUS EDUCATION PROGRAM MISSION STATEMENT

The seed of a rich and deep spirituality is present within each child. In their earliest years, children grow in relationship with God and understanding of their faith. It is our mission to help parents in their responsibility to nurture their children's faith. Faith is based not only on an intellectual understanding of doctrine, but also on a conversion of the heart (adopting a way of life).

We proclaim the Good News of the Kingdom of God through prayer, education, service, social activities and worship. Empowered by the Holy Spirit, we respond to Christ's call to "Come Follow Me", and carry on his teaching mission. We follow Jesus' example of teaching what to believe and then showing how to put those beliefs into practice.

Our purpose is to assist parents in:

- Teaching a Catholic way of life: laying the foundation for developing Christian attitudes, values and behavior in their children's early years;
- Presenting religious concepts in accord with their children's age and capacity for understanding and growth in faith;
- Helping their children make an increasingly personal response to God through their unique gifts [best achieved through faith sharing & prayer];
- Integrating liturgical and Eucharistic formation with religious education [Liturgical celebrations shape a child's faith every bit as much as Catholic schooling];
- Nurturing growth by providing a proper environment and witness of other adults;
- Fostering a sense of community and belonging [Faith is something to be lived and is lived best in community];
- Recognizing and fulfilling their role as the first and foremost catechists of their children.

Our agenda is *conversion*, leading to *discipleship*, within the context of *community*.

## **COMMON POLICIES**

### **ASSESSMENTS**

Quizzes are given throughout the year to provide feedback to the catechists. A midterm and final written assessment on the grade-level core objectives will be given in December and April, respectively. You will be provided with a study guide to work with your child. If your child performs poorly on the assessment, then his/her catechist will review the questions orally with your child to determine the level of understanding. Cases where it is evident that a student does not have adequate understanding of content for their grade-level will be reported to the DRE. The DRE will contact the student's parents to determine a further course of action. Twice during the course of the program year you will receive the catechist's assessment of your child's participation and learning. You will be invited to participate in this process. The reports will be distributed through the classroom

### **CLASS ATTENDANCE**

Regular attendance is essential to successful performance. Both RE and home have the responsibility to encourage regularity of attendance. It is the parents' responsibility to report absences to the Religious Education office at 630-257-2371. The parents of children missing from class without notice will be called to verify that the children are safe at home, and to remind them of class being held at that time. Missed work must be completed. A student who has more than 4 absences (or more than 2 absences for 2<sup>nd</sup> and 8<sup>th</sup> graders) must make up the class the other day (Sunday for those who regularly attend Wednesday and vice versa). Such students will be looked at closely to determine if all work was made up, and if there is an adequate understanding of grade level content. The student's readiness to go on to the next grade level will be assessed by the catechist, director, and pastor.

### **CLASS SESSIONS**

#### Meeting Times

- *Sundays*—begins at 8:45am with dismissal at 10:15am.
- *Wednesdays* – begins at 6:00pm with dismissal at 7:30pm.

(Specific session dates/schedules can be found on our website [www.st-als.org](http://www.st-als.org) under the Religious Education tab)

Grades 6, 7, and 8 generally meet in the Parish Center using the Walnut Street entrance. All other grades meet in the RE Building. There may be instances where this differs, due to room and class sizes.

### **BIBLES**

Children 4<sup>th</sup> Grade and up are required to have a Bible with a New American Bible (NAB) translation. We offer Bibles for purchase at a bulk discount in the RE Office.

### **CANCELLATION OF CLASSES**

If inclement weather or other emergency situations require that classes be canceled, you can check with the Emergency Closing Center at [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com) or our Facebook page. You can receive notifications by email by registering with the Emergency Closing Center.

## **COMMUNICATION**

There should always be an open line of communication among parents, catechists, and administration. Catechists are asked to keep parents apprised of what is going on in class. We want to create a partnership between the classroom catechist and you (the at-home catechists). Your child's catechist will provide you with a summary of what is going on in class and what she/he is attempting to accomplish after each session. The director should always be made aware of parental concerns or student needs. You will also receive a monthly parent newsletter from the director.

## **DISCIPLINE**

Good conduct, cooperation, attention and courtesy are expected during class time. Sometimes children fail to live up to their own and adults' expectations. If students become unmanageable and are disruptive to the class, they will be sent to the RE Office. The parent(s) will be notified. After the third incident, we will request a meeting with the parent(s), and home instruction will be considered. The essence of Christian discipline is self-discipline. Children learn that the observance of rules is a safeguard to their liberties, and not a curbing of them. We ask your cooperation in maintaining an efficient and consistent form of discipline from the outset, so that the steps above need not be taken.

## **EARLY DISMISSAL**

When a child is required by the parent to leave class early, a note must be sent to the office that includes the time of dismissal and who will be picking the child up. Children are not allowed to leave the building unescorted while classes are in session. The adult picking up the child must report to the office. Someone from the office will retrieve the student from the classroom. We ask that the parent request early dismissal for important situations only because it is disruptive to the class, as well as to the child's education.

## **FIELD TRIPS OR RETREATS**

If a class plans a field trip or retreat, parents will be notified and written permission will be requested. Students will not be allowed to participate in these trips without written parental consent, and they will be given an alternative equitable assignment.

## **HOMEWORK**

We view homework as a necessary means of engaging parents in their children's religious education. Since religious education is essentially indoctrination into a way of life, and parents have the primary responsibility for guiding their children's lives, then it is important that parents review with their children what they are learning.

## **LITURGY OF THE MASS**

"As members of the Christian community, all are called to participate actively in the liturgical prayer of the Church. Religious Education therefore must involve the student in his/her faith community and in that community's liturgy. Liturgy itself educates, it teaches, it forms community, and it forms the individual. It makes possible worship of God." (NCCB, *Basic Teachings for Catholic Religious Education*). The Mass is the focus of our public worship of God and the focus of our parish worshipping community. Families have committed in writing to regularly attend Mass as part of our RE program.

## **MEDICATION**

Except in extraordinary circumstances, which must be approved by the director of the program, personnel within the Religious Education Program will not maintain, supervise the taking of, or administer medication.

## **PARENTAL CONCERNS AND PROCEDURES**

A parent who has a question or concern regarding a situation involving a student is urged to follow these procedures:

1. Contact the student's catechist to discuss the situation and work with the catechist to arrive at possible solutions.
2. If the concern cannot be resolved with the catechist, the parent should then request a conference with the Director of Religious Education. After discussing the situation with both parties, the Director will act as a facilitator, making every effort to resolve the problem and initiate reconciliation between the two parties.
3. If resolution and reconciliation have not been achieved after discussion with the catechist and the Director, and the parent still feels the issue has not been addressed, the pastor may be asked to assist in the resolution and reconciliation of the problem.

Every effort should be made to resolve questions, concerns, and problems at the earliest possible stage in a manner appropriate for Christians.

## **PARENT RESPONSIBILITIES**

In sending your child to the St. Alphonsus Religious Education Program, you are asked to contribute to, accept, and support the philosophy, goals and objectives of the program. Every parent and catechist, along with the DRE, make a written commitment to the program when a family first registers so that there is a clear understanding of the expectations between all parties working together in the program. [See the Commitment of Mutual Agreements form for specific commitments.] The faith life of St. Alphonsus will grow only as the faith life of each family is enlightened and enriched by the gospel message of Jesus and each family lives out this reality as best it can. The family that lives in relationship with God becomes a living expression of the Gospel. Growth in spirituality by a parent or parents overflows into lived family life. Growing in faith takes on a new meaning when a family claims time for prayer, worship, faith sharing, symbol making and ritual.

## **REGISTRATION POLICY**

Application packets for the next program year will be given to the youngest child in each family on the second to last day of class. We ask you to fill out and return your application at the last session. 50% of tuition and fees are due with the application. The balance is due by the first session in September. If you are financially unable to make payment at that time, submit the completed application with a request for late payment or pay plan. No child will be turned away because of finances. An early registration discount can be realized if the admission application is received prior to the deadline stated on the application. Assignment to the two tracks (Sundays or Wednesdays) will be on a first-come, first-served basis in the event of significant disparities between the sizes of the classes.

## **RELIGIOUS EDUCATION ADVISORY BOARD**

The mission of the REAB is to support the Director of Religious Education in the development and integration of effective religious education practices. Through research, evaluation and recommendations, the Advisory Board meets on a monthly basis to assist the Director in ensuring our students receive the highest caliber of educational opportunities, spiritual growth and quality care in a loving and Christian environment.

## **SACRAMENT PREPARATION**

Reconciliation and Eucharist - In Reconciliation, we have an opportunity for healing and righting our relationship with God and with each other. In the Eucharist, Jesus invites us to join Him in this meal with the Christian community. The child must be baptized in order to receive the sacraments. A copy of the Baptismal Certificate must be provided. The child must have a basic understanding of the person and mission of Jesus, a desire to receive the Eucharist, and an ability to know the difference between ordinary bread and the Eucharist. Parents are responsible to have their child regularly attend first and second grade religious education classes and weekend Masses, as well as attend all parent meetings themselves, where possible.

Confirmation - The candidates are called to express commitment to the Catholic faith, to reaffirm the promises of Baptism, and to realize that faith development is a life-long process. They must be knowledgeable about the basic teachings of the Church, have a personal desire to receive the sacrament, participate fully in the program through regular attendance, and participate in service projects and all class activities, including the retreats. Parents are reminded of the importance they play in fostering a religious attitude in their children through their own values, religious practices, and encouragement.

## **SERVICE PROJECTS: Grade-level**

To teach our children the meaning of Christian service, catechists for each grade (1-7) decide on a service project for their students to participate in. If a child does not participate with classmates in the project, then he or she should engage in his or her own service project under the supervision a parent. A report on the project should be presented to the catechist or the class.

## **STUDENT RESPONSIBILITIES**

- Worship with the parish community each week at Saturday or Sunday Eucharist.
- Attend each grade level in grades 1-8 for ongoing faith formation.
- Attention and regular participation in class. This is necessary in order to learn the required doctrine, scriptures, liturgical knowledge, and prayers, as well as to being receptive to the presence of Jesus Christ in their lives. Students must demonstrate an understanding of the basic concepts being taught at each grade level in order to proceed to the next level.
- If absent, arrangements should be made to complete missed classwork at home.
- Respect the materials in the classroom and all church property.

## **SUPERVISION**

We are responsible for the children only during the regularly scheduled class sessions. We do not accept responsibility for those children dropped off early, not picked up promptly, or who are part of a car pool. We do ask catechists through third grade to hold their students in the classroom until parents or older siblings come into the building and pick them up.

## **VISITORS**

Students are permitted to bring guests to class, provided a note from the host parent accompanies the student to class. This note should indicate that the guest has your permission to be at the class. We trust that you will notify the guest's parent that this has been part of their child's visit with your family. Visitors without such permission will not be allowed in the classroom. Parents, of course, are welcome to visit their child's class at any time.

## **TUITION POLICY**

Tuition for the program year helps to cover costs for books, supplies, salaries, utilities, etc. (See below for a more complete listing of costs). If a family finds itself unable to meet the cost of tuition due to financial difficulties, special arrangements can be made with the RE Office at 630-257-2371 or through Kevin Cody at [kcody-stals@comcast.net](mailto:kcody-stals@comcast.net). If a family has a balance remaining at the end of the program year, that family will be required to meet with the director in order to register for the next program year. If the youngest child in the program is in 8<sup>th</sup> grade, then the child will not be able to be confirmed until the balance is paid.

Tuition & Parishioner Status - Our tuition rates are based on participants in the program being active supporting parishioners. We also have tuition rates for out-of-parish participants that are higher. Tuition rates for active supporting parishioners are lower because they contribute to the parish, which allows the parish to partially subsidize the program. The parish subsidy to the religious education program helps to defray the actual cost of tuition for each student. Accordingly, it is expected that an "active supporting parishioner" attends Mass on a regular basis and contributes to his/her parish through the use of the offertory envelopes. And it is expected that anyone who is not an active supporting parishioner will not be eligible for the subsidized rates, but will fall under the out-of-parish/non-supporting rates.

To assess if an RE family qualifies for active parishioner status, the RE Office will do the following:

- Review offertory envelope use from October through January.
- If there is not a regular use of the envelopes, then a notice will be sent by mid-February explaining that the family's status is considered "non-supporting". The family will be charged at the higher tuition rates for the upcoming program year unless it begins to use its envelopes on a regular basis. 8<sup>th</sup> Graders who are the only child in the program will not be eligible for Confirmation.

## **RELIGIOUS EDUCATION EXPENSES**

### Salaries & Benefits

- 1 Full-time, 1 Part-time Staff
- 1 Part-time Maintenance
- Staff & Catechist Professional Development
  
- Supplies (Student Textbooks, Supplementary materials, & Catechist Manuals, Tapes, CD's, DVD's, Pens, Pencils, Crayons, Markers, Chalk, Scissors, Glue, Construction Paper, Crafts)
- Copier Cost, Maintenance & Supplies
- Audio-Visual Equipment for each classroom
- Furnishings
- Catechist Resource/Reference Library & subscriptions
- Postage
- Handbooks, Programs, Certificates (First Reconciliation, First Communion, Confirmation)
- Stipends for priests & bishops assisting with sacraments.
- Retreats & Service Projects
- Building (Heating & A/C, Electricity, Phone, Repairs, Property/Casualty Insurance)