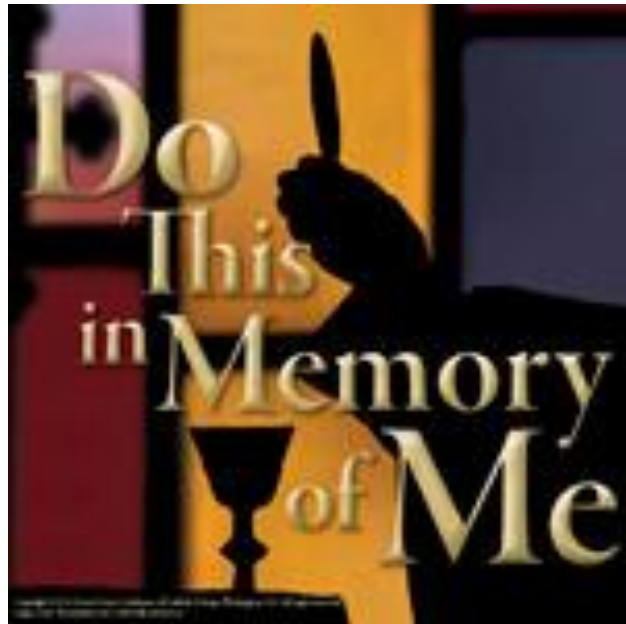


St. Kilian

Religious Education Handbook

2011-12



RELIGIOUS EDUCATION PROGRAM MISSION

The Religious Education Program at St. Kilian supports parents in their obligation to form their children in the faith and practice of the Christian life.

The goal of the Religious Education Program is to aid in the growth and development of the children's faith so that it can become a real guiding force in their lives.

ADMINISTRATION

Pastor

Fr. David La Plante 262-673-4831 - ext. 401

Pastoral Associate

Sr. Eileen Brynda, O.P. 262-673-4831 - ext. 402

Director of Religious Education

June Strobel 262-673-4831 - ext. 406

Attendance Phone Line

262-673-4831 - ext. 307

Religious Education Room

During Class Time 262-673-4831 - ext. 307

Religious Education Committee

Jeff Becker	(Parish Council Liaison)	262-227-9945
Erin Knight	(Committee Chairperson)	920-625-3544
Bill Ohm	(Education Endowment)	262-673-3948
Cindy Volm		262-673-9397
Connie Willer		262-673-0602
June Strobel, DRE		262-673-4831 ext. 406

Pastor's Involvement

The pastor is involved in the religious education program and the parish school on both the pastoral and administrative levels. He walks through the school and informally visits classrooms as his Sunday morning schedule permits. He is always available upon a catechist's request. He also celebrates the Sacrament of Reconciliation with the children and youth in both the school and religious education programs. He's involved in the sacramental programs for first communion, first reconciliation and confirmation. He reviews the religion tests of every child and high school student in the parish. This gives him the opportunity to comment upon the students' work and to monitor the effectiveness of our religious education program. He also monitors the religious instruction for teachers, catechists and administration to see that all maintain the religious education certification and continuing education required by the Parish and Archdiocese of Milwaukee.

CATECHETICAL VOLUNTEERS

Religious Education Catechists - Sunday Morning Program

4K -	Tracy Pfau	262-670-8850
5K -	Sherry Jimenez	414-313-2674
5K -	Danielle Klink	262-339-8021
Grade 1 -	Patty Fulop	262-673-9200
Grade 1 -	Lisa Geoffroy	262-673-2238
Grade 2 -	Cheri Becker	262-673-6219
Grade 2 -	Roxanne Betts	262-673-0615
Grade 2 -	Heather Brockhaus	262-670-6772
Grade 3 -	Melinda Baker	262-670-8393
Grade 3 -	Amy Gonnering	262-673-9263
Grade 4 -	Joe & Cheryl Jaszewski	262-670-9690
Grade 4 -	Laurie Johnson	262-670-2276
Grade 5 -	Jenifer Kirsch	262-670-6949
Grade 5 -	Kevin & Susan Moscinski	262-670-6001
Grade 6 -	Jill Pink	262-670-6638
Grade 6 -	Dennis Vlasak	262-644-9624
Grade 7 -	Brett & Joanna Masarik	262-673-7785
Grade 7 -	Annemarie Michalak	262-670-1119

Religious Education Catechists - Sunday Evening Program

Grade 8 -	Amy Buchholz	262-670-6166
Grade 8 -	Tim Michalak	262-670-1119
Grade 9 -	Bob Jewell	262-388-1435
Grade 9 -	Russ Krebs	262-673-4189
Grade 9 -	Guy & Kari Wagner	262-673-4390
Grade 10 -	Diann Koski	262-305-0117
Grade 10 -	Chad Waldvogel	414-573-8416
Grade 10 -	Ron Weber	262-673-1993
Grade 11 -	Pattie Carroll	262-670-9073
Grade 11 -	Joe Dobratz	262-673-5849
Grade 11 -	George Hansen	262-670-6623



EXPECTATIONS REGARDING RELIGIOUS INSTRUCTION IN: ST. KILLIAN RELIGIOUS EDUCATION PROGRAM

Parent Participation

- ~ In order to accomplish the expectations of the program, parent involvement at all levels is crucial. Parents are the primary educators of their children in learning and practicing the faith. In class, we assist you in fulfilling that responsibility. Parents need to talk to their child/ren about what they are learning, work with their child/ren in accomplishing the above expectations, and serve as an example by the daily living of our Catholic Christian faith.

Testing & Evaluations

- ~ Upon completion of each unit in **Grades 1-8**, the Unit Review will be given and used as an Assessment tool. A test will be given at the end of the year to determine the student's comprehension and retention of the material presented.
- ~ In **Grades 9-11**, Reflection/Essay type questions will be given at the end of each chapter to determine if the student comprehends the material presented. Fr. David reads and comments on the student's responses.
- ~ ***If a student misses class on the day that a Unit Review or Reflection/Essay Question is given, students and parents will be required to work with the Catechist to make up the work that was missed. Students who have not completed the assigned work may not move forward to the next grade level until all assigned work has been completed.***
- ~ An evaluation will be sent home at the end of each semester for students at all levels. The evaluation will include information on attendance, participation, attitude, interest, respect for teacher, and respect for other students. It will also include the results of assessment tests and questions that were completed.
- ~ A Progress Report may be sent home mid-semester if the catechist feels it is necessary.

Homework

- ~ All students in Grades 1-8 will be required to complete the unit reviews and all students in Grades 9-11 will be required to complete the reflection/essay question which could result in homework for those who were not present when they were completed in class.

Prayers, Vocabulary, Content

- ~ The prayers, vocabulary, and content of each grade's textbook should be learned by heart. By this we mean that students should be able to define the vocabulary correctly, memorize and recite the prayers, and be able to comprehend and explain the content of each chapter. In order to accomplish this, ***parents are responsible for reviewing what is being taught in class, praying, and working with their children during the week.***

Sunday Readings

- ~ Students at the high school level will discuss the Sunday readings and homily in an effort to help students understand the scriptures and to encourage attendance at Mass every Sunday.

Afternoon of Reflection

- ~ There will be a required Afternoon of Reflection for parents and children preparing to celebrate the sacrament of Eucharist. More information will be given at the Parent Meetings.

10th Grade Day of Reflection

- ~ This is a required Day of Reflection for all Grade 10 students. This will be a full day that that will begin at 9:00am and continue through the 4:30 pm Mass. Information will be sent to all parents.

Confirmation Retreat

- ~ There is a required retreat for all Confirmation candidates. This will be a full day retreat that will continue into the evening. More information will be given at the Parent Meeting and is also included on the schedule.

REGISTRATION INFORMATION

Fees for the 2011-12 Religious Education year are as follows:

St. Kilian Member	\$105.00 per student
Non-Member	\$210.00 per student

TUITION ASSISTANCE

No one shall be denied religious formation due to an inability to pay the full tuition. Those who are in need of financial assistance are requested to contact the Director of Administrative Services at 262-673-4831 ext. 404 for tuition assistance forms and information.

ENROLLMENT POLICY

Each year of Religious Education Classes focuses on a different area of Catholic Church teaching. It is extremely important that students regularly attend all grade levels of classes.

Completion of the previous year(s) work is expected as students move through the program.

The Archdiocese of Milwaukee requires completion of at least one year of religious formation prior to a student preparing for First Reconciliation and First Eucharist.

Topics introduced at the grade school level are taught at the developmental level of a grade school student. At the high school level, students are capable of looking more deeply into the teachings of the Church, are able to discuss the teachings in a more mature manner, and are able to ask questions that would not have arisen in the grade school years. The high school student is allowed the opportunity to make his or her own choice to continue their preparation for Confirmation and to understand the commitment that they are making to the Church through the celebration of that sacrament.

Participation and attendance in Grades 9 & 10 Religious Education is required prior to the direct preparation for Confirmation in Grade 11.

Students attending Catholic High School will not be required to attend the St. Kilian 9th & 10th Grade formation classes because they have religious education classes during their school day. They are required to attend Grade 11 formation classes at St. Kilian as the direct preparation for the celebration of Confirmation is completed at the parish level.

HOME SCHOOLING

While we recognize that parents are the most important educators of their children in the ways of the faith, as Catholic Christians, we also believe that faith cannot be experienced in isolation from other Catholics. For that reason, we come together in community - for worship, to share the word of God, to study our doctrine, and to serve the needs of others. When children celebrate the sacraments of initiation, they are being further incorporated into the body of Christ, thus not only is the parent portion of their formation necessary, but it is also necessary that they participate and learn within the parish community. Therefore, home schooling by parents is discouraged, especially during the years children are preparing to celebrate a sacrament.

If a parent chooses to home school their child they will need to purchase the religious formation materials from the parish and bring their children in to meet with the Director of Religious Education to complete the Unit Reviews and the End of Year Assessment Test.

OTHER REGISTRATION INFORMATION

Baptized children, past the age of 7, who have not been previously catechized will be evaluated by the Director of Religious Education and a determination will be made as to how they will proceed through the program and prepare for the sacraments.

The Archdiocese of Milwaukee requires a minimum of a full year's religious formation prior to students beginning preparation for the celebration of the sacraments of Reconciliation and Eucharist. Ongoing formation following the celebration of the sacraments is expected.

RELIGIOUS EDUCATION CURRICULUM

4K - **Sharing God's Story**, HARCOURT RELIGION PUBLISHERS
Grades 5K-8 - **Blest Are We**, SILVER BURDETT GINN RELIGION
Grade 9 - **Total Catechesis-Liturgy & Sacraments**, St. Mary's Press
Grade 10 - **Total Catechesis-The Creed**, St. Mary's Press
Grade 11 - **Total Catechesis-Christian Morality, Christian Prayer, St. Mary's Press Confirmation**, RCL

In the **4K Program**, children are invited to explore Bible stories in fun and active ways. Engaging activities help make connections between the Bible stories and daily life.

5K- Grade 8 - The **Blest Are We** curriculum is a faith formation program for children and their families based on the structure of the Catechism of the Catholic Church. Every unit in every book contains lessons based on:

- ~ What Catholics Believe
- ~ How Catholics Worship
- ~ How Catholics Live
- ~ How Catholics Pray

The books also follow the spirit of the General Directory for Catechesis. Catechesis is more than instruction. It is an apprenticeship in the Christian life. Every chapter contains a depth of information regarding our Scripture and Tradition while leading to and encouraging a lived faith.

Grade 9 - Liturgy & Sacraments The opening sessions in the book, teach the students about the meaning of liturgy and how the liturgical year is organized. The young people will explore the nature of signs, symbols, and rituals before moving into a study of the sacraments themselves. The sessions on the sacraments offer the young people an overview of the major symbols and their meaning, and an introduction to the rites themselves.

Grade 10 - The Creed The sessions are designed to help the participants delve into some core Catholic practices, attitudes, and beliefs and to foster an understanding of what it means to be Catholic. In addition, each session offers activities to cultivate good learning experience among young people while remaining focused on the central tenets of the Catholic faith.

Grade 11 - Various chapters from the following two texts will be presented to the students during the first semester of classes.

Christian Morality The sessions present young people with the fundamental concerns of the moral life in a Catholic Christian context. The course is an invitation to young people to build God's reign by loving themselves and others as God loves them.

Christian Prayer The sessions invite young people to see prayer as communication in a relationship of love. It encourages them to take the Scripture message to heart and to pray always as they grow in their relationship with God.

The following book will be used during the second semester of classes for the direct preparation of the students for the sacrament of Confirmation.

Confirmation The sessions are rooted in solid sacramental theology. They include the elements of ritual, prayer, Scripture, doctrine, reflection, faith-sharing, and faith decision-making. The sessions are centered in community, which "lives, celebrates, and witnesses to the faith" (General Directory of Catechesis [GDC] 68)

Grade 12 – Topics for discussion will be determined by meeting with those students who are interested in continuing their religious formation. A schedule will be set up with input from the students who plan on attending. Suggestions from the students are encouraged and will determine the content as we prepare this part of the program each year.

SACRAMENTAL PREPARATION

“Parents have a right and responsibility to be intimately involved in preparing their children for First Communion and First Reconciliation.”
(National Catechetical Directory (NCD), n. 122, n. 126)

The Sacramental Guidelines of the Archdiocese of Milwaukee state that parent programs are to be offered by all parishes to assist parents in carrying out this right and responsibility. Such programs help parents grow in their own understanding and appreciation of the sacraments, as well as enable them to participate readily in catechizing their children.

First Eucharist and First Reconciliation are part of the Religious Education Program. **Parents are required to attend a meeting prior to the child's preparation for each of the sacraments.** The preparation of the children for Eucharist and Reconciliation is done **in the home, by the parents.** The teachers, in the school and the catechists in the religious education program, will continue with their regular lessons, reinforcing what is being taught at home.

First Reconciliation is scheduled during the Advent Season. First Eucharist is scheduled during the Easter Season.

“As the primary educators of their children, parents, along with sponsors, are to be intimately involved in catechesis for confirmation. This will help them renew and strengthen their own faith, besides enabling them to set a better example for their children or godchildren. The parental program is an important element in planning for confirmation for children and young people.”
(NCD, n. 119)

Parents of 11th Grade Students preparing for Confirmation are required to attend an informational meeting in the fall of the year. Detailed information regarding the Confirmation Program is given at that meeting. Confirmation takes place during the Easter Season.

11th Grade Students attending a Catholic High School and are members of St. Kilian Parish who will be preparing to celebrate the Sacrament of Confirmation are required to attend classes on Sunday evenings at the parish.

RITE OF CHRISTIAN INITIATION OF CHILDREN

This ritual and educational process is reserved for those older than seven who have not been baptized. The process includes regular reflection upon the Sunday readings and seeks to help one develop an explicitly Christian spirituality. It concludes with the celebration of Baptism, Confirmation, and Eucharist at the Easter Vigil. There are two tracks: one for adults and one for children.

Children who have passed their 7th birthday are considered to be of catechetical age and shall be instructed for sacramental initiation using age-appropriate materials. Such instruction should extend over at least a one year period to allow for formation and readiness. Determining the readiness for the reception of the sacraments of initiation shall be the responsibility of the Director after consultation with the parents and child.

ARRIVAL AND DEPARTURE OF STUDENTS

For the morning program, students are to enter the building through the School Gym or the Library Entrance on High Street. Parents are asked to be especially aware of the traffic pattern when dropping off and picking up their children. ***Students should only be dropped off and picked up on the south (school) side of the street on High Street.*** They should not be crossing through the traffic. The safety of the children is an utmost concern. Students may exit the building on either entrance on High Street, the center stairs onto the parking lot or the RE entrance.

For the evening program, all students are to enter the building on the parking lot level (Door #1), the outside door nearest the playground equipment. Students driving themselves to high school classes should be reminded of safe driving when arriving for and leaving class. Parents will be called if we notice inappropriate, unsafe driving by high school students. ***The Hartford Police Department regularly patrols the parking lot at the start and end of class time.***

Due to the limited amount of class time, it is extremely important that parents have their children ***arrive on time and that students are in place when the bell rings.*** Students are expected to stay for the length of the class. Sunday morning classes are from 9:30-10:30 am. On the third Sunday of the month, the students and families attend the 8:30 am Mass. Students and families should report directly to church and sit together as families throughout the Church. The gym will be opened following mass for children, parents, and catechists to enter the school building. The Sunday evening classes are from 6:30-8:00 pm.

CODE OF BEHAVIOR

All due consideration and understanding will be given to the normal growth and development of the children by their catechists in handling regular classroom discipline. However, the following rules will be discussed with the students at the beginning of the year, reviewed as needed, and will be followed:

1. Respect will be shown to catechists and other students.
2. Respect will be shown for school and church property.
3. Students will raise their hand and wait to be called upon.
4. Students will use time well.
5. Students will keep their hands, feet, and objects to themselves.
6. Students will stay out of the school children's desks.
7. Students will not use inappropriate language.
8. Students will not chew gum.
9. Soda and snacks will only be allowed in the rooms with the approval of the teacher. All cans, bottles, wrappers, etc. will need to be disposed of properly.
10. Students will take care of personal needs prior to the start of class time. (Such as: using the bathroom, getting a drink of water, etc.)
11. Students are to report directly to the assigned area and wait in the hallway outside of the class room until the catechist is in the room.
12. Religion classes take priority over extracurricular activities and jobs.
13. Students will remove caps and coats during class time.
14. ***There will be no use of cell phones during class time.*** Students who are caught using their phone and have been warned not to use their phone in any manner during class time and continue to do so, will have their phone taken away and it will not be given back until the end of class time. ***If the behavior continues,*** phones will be taken away from the student, taken to the RE Room, and given to the Director. Parents will be called to come and pick up their child's phone and to discuss this with their child.

DISCIPLINE PROCEDURE

If students fail to follow the rules, after the catechist has reminded them of the rules, and given them the opportunity to follow the rules, students will be sent to the Religious Education Room to talk with the Director. If a student is sent to talk with the Director, a note may be sent home to the parents explaining the situation. In the case of extreme behavioral problems, upon the request of the teacher or the Director, the parents may be asked to attend class with their child. If a parent refuses to comply, a meeting will be scheduled with the Pastor and/or the Director to determine if the child may continue to attend class or if other arrangements need to be made.

HIGH SCHOOL SERVICE EXPERIENCE

In the Gospels we learn that we are asked to do service for others. The Pharisees asked Jesus what the greatest commandment was. His reply was "Love the Lord your God with all your heart, with all your soul, and with all your mind...and love your neighbor as you love yourself." Matthew 22: 37-40 At that moment, Jesus called us, and continues to call us, to love other people. He tells us how to love other people three chapters later when he speaks of the great judgment. In this teaching, we are told that every time we serve the least of God's people we are serving Christ himself. As Christians, we are called to love Christ through serving other people.

In an effort to introduce our youth to a life of living out this Christian responsibility, the students in Grades 8-11 participate in various Service Experiences.

Some opportunities include: Working as a Catechist's Aide on Sunday Morning with the younger children of the parish, participating in the instrumental ensemble, singing in one of the choirs, working with the Cherubs or Choristers, becoming a Cantor or Lector on the regular schedule, the Red Cross Bicycle Project, CRS Food Fast, Work Camp, St. Ben's Meal Program, and Cathedral of St. John the Evangelist Meal Program, etc.

Participating in ongoing service within the parish community will also be encouraged, as it is for any member of the parish. Things like working for the Pancake Breakfast, Fish Fries, Dinner Auction, the Basketball Tournament, etc. will be brought to the attention of the students and parishioners as we approach those events.

Direct any questions that may arise during the year to June Strobel in the Religious Education Office.

ATTENDANCE POLICY

It is the expectation of the Religious Education Committee that students attend all classes. It should be a rare occurrence that a student misses a class. Due to the limited amount of class time, parents need to have their children ***arrive on time*** so that classes may begin promptly and late arrivals do not disrupt the class that is already in progress.

Students will be responsible for missed assignments. Catechists will let the student know what work needs to be completed and will follow up that the work has been finished. Parents need to assist their child/ren in fulfilling this responsibility.

Chronic absences and lack of completion of assignments will result in additional work and/or a make-up session, which will need to be completed before the student can continue to the next grade level. This will be determined by and left to the discretion of the Director of Religious Education. Parents will be informed what work needs to be completed and when and where the make-up session will take place. ***More than two missed classes per semester will result in students in Grades 9-11 being required to attend a make-up session.***

When a student cannot attend, a phone call ***from the parent/guardian*** should be made to the Religious Education Attendance Line (262-673-4831 ext. 307) or the Religious Education Office (262-673-4831 ext. 406) at least one hour prior to the beginning of class.

Attendance sheets will be collected at the beginning of class time and phone calls will be made to those parents who did not notify the Religious Education Office of an absence.

All of the above is to promote attendance, to provide your child with every opportunity for their religious formation, to encourage communication, and to ensure the safety of the students.

MASS ATTENDANCE

It is extremely important that students of all ages attend Sunday Mass each week and on Holy Days of Obligation. Church attendance is an integral part of the educational mission of our parish. The Religious Education classes on Sunday morning and Sunday evening only begin the process of educating the children in the teachings of the Church and the ways of the faith. **Children learn from the example set by their parents.**

Mass Schedule

Saturday 4:30 PM

Sunday 8:30 AM & 10:45 AM

Holy Days & Weekdays -

Consult the Parish Bulletin



PRAYERS

Children's memorization of prayers is the responsibility of the parents. Teachers will inform the parents of the children concerned as to which prayers are required and when they are to be learned.

Prayer should be a part of the child's daily routine. (Such as: morning prayers, prayers before meals, evening prayers, etc.) Praying together as a family is a wonderful practice to begin if you have not already done so. The traditional prayers as well as praying in one's own words should be encouraged.

RELIGIOUS EDUCATION CLASS CLOSINGS

Religious Education class cancellations will be announced on WTKM (104.9 FM) and WTMJ (620 AM) radio and TV. Cancellations will be placed on the telephone voice mail in the Religious Education Office at 262-673-4831 ext. 406. It will also be placed on the Attendance voice mail (ext. 307). **Normally, Sunday morning classes will only be canceled if Mass is canceled.** Parents need to use discretion in sending their children when conditions are questionable.

SMOKING

There is no smoking allowed on parish property at any time, nor is smoking allowed during any activity or event involving the Religious Education Program.

ALCOHOL AND OTHER DRUG USE

Catechists, volunteers, and students must remain free from alcohol and/or drugs while involved in classes, activities, and events involving the Religious Education Program.

Original Handbook Approved by the Religious Education Committee June 2, 1997

Original Handbook Approved by the Parish Council June 17, 1997

Revisions Approved by the Religious Education Committee September 6, 2011