

# St. John the Baptist Catholic Parish

## Faith Formation CCD

### Parent/Student Handbook



Saint John the Baptist Parish  
103 N 4<sup>th</sup> Avenue Box 35  
Edgar, WI 54426  
715-352-3011  
[johnthebaptistcre@aol.com](mailto:johnthebaptistcre@aol.com)

Be slow to speak, and only after having first listened quietly, so that you may understand the meaning, leanings, and wishes of those who do speak. Thus you will better know when to speak and when to be silent.

Saint Ignatius

Read more at: [http://www.brainyquote.com/quotes/authors/s/saint\\_ignatius.html](http://www.brainyquote.com/quotes/authors/s/saint_ignatius.html)

Faith Formation/CCD Personnel

Pastor..... Father Thomas Huff  
 frtomhuff@frontier.com  
 715-352-3011

Coordinator of Faith Formation/CCD.....Mrs. Nancy Hackel  
 nhackel@stjohnedgar.org  
 715-352-3011

Class Times are

Grades 1-10: Wednesday’s 6:30-7:45pm

Grade 11: Sunday’s 7:00-8:15pm (September-October)

**Attendance Policy**

Regular class attendance is extremely important, and to assure continued quality religious education for your children, your assistance is requested in having your children on time for all sessions. Actual class time is too short to be disrupted because of tardy students. With each student being on time, all will benefit from full participation in the instruction.

Attendance at CCD classes is very important as your children are preparing to participate in the Sacraments of reconciliation, First Communion, and Confirmation. If your child will not be attending a CCD class due to illness or an appointment, please call St. John’s School @ 715.352.3000. If there is no answer, please leave a message on the answering machine. If your child has an unexcused absence we will be making calls to parents/guardians to check on their whereabouts. Attendance is taken every Wednesday. An adult picks up the attendance sheets at 6:35pm, if your child is marked absent then the secretary will call you that evening to make sure where your child whereabouts are.

If a student misses 5 or more classes/Masses, the child and parent/guardian will need to meet with Father Huff the pastor.

**Schedule**

The Faith Formation/CCD Schedule is handed out to every family on registration night. It is also posted on the parish/school web site under faith formation.

### **Severe Weather Policy**

In the event that there is a Snow Day or School Cancellation for any reason there will be no CCD classes that evening. If weather conditions deteriorate throughout the day any cancellation will be made by 2:30pm over the school intercom and posted on the parish/school web page—[www.stjohn-edgar.org](http://www.stjohn-edgar.org)

### **Drive Safely**

Please drive safely when dropping off and picking up students. The Safety Patrol men put out the road blocks before pick up time. Do not drive through the road blocks. Parents need to park in the parking lot or on a side street to pick up students.

### **Discipline Policy**

We believe that there are no bad children or young adults; however we understand that there are times when some students might not manage their behavior in keeping with the rules and overall safety while they are at CCD and on the Church premises. Please discuss with your child the importance of RESPECT to others and to the property of others. If there are discipline difficulties in the classroom, it will become necessary to enforce the following discipline policy.

1. The first time a classroom is broken, the child will be reminded of the rule that was broken by the classroom teacher and the CCD coordinator will be notified.
2. The second time a rule is broken, Father Huff will speak to the student and the student's parents will be called.
3. The third time a rule is broken; the CCD coordinator will request a meeting with the student, parent, and Father Huff.
4. If a classroom rule is broken a fourth time, the student will be removed from the classroom. The student will be suspended from class for the next CCD class. Their present weekly assignment and the next week's assignment will be sent home to be completed by the student and parent. After missing one week of CCD instruction at St. John's, the student will be allowed to return to class the following week with their completed assignments.
5. If a classroom rule is broken for a fifth time, it will then be necessary for the parents to home school their child for the remainder of the present school year. If their CCD work is successfully completed, they may return the next year and continue their religion classes with peers. If their work is not completed, they may return to CCD classes the next year and participate in and complete the lessons from the previous year.

**Building Security**

Locked Doors: Doors are locked until 6:20pm on Wednesday evenings. A Safety Patrol person holds the doors open for students and teachers as they come in. Doors automatically lock again at 6:35pm.

**Homework**

Most students will have homework, whether it is within a book or a special assignment. Please help your child follow through.

**Care of Parish Property**

Students are expected to assist in the good order of our school/church property. Those who deface desks, walls, grounds, or any other property within the school/church buildings will be subject to disciplinary action. Please remember that other students use these desks during the day and their personal belongings are in them.

**Medical/Special Needs Information**

If your child requires special medication, or has a special condition that could affect CCD performance, or if assignments or circumstances need to be modified to meet your child’s needs, please contact Nancy Hackel @ 715.352.3011.

**Payment and Tuition**

<u># of children in grades 1-10</u>	<u>Parishioner</u>	<u>Non-parishioner</u>
1 Child	\$ 60.00	\$ 80.00
2 Children	\$110.00	\$150.00
3 or more Children	\$150.00	\$210.00
11 <sup>th</sup> Grade Confirmation Student	\$ 40.00	\$ 40.00

**Prayers**

There are new prayers learned at every grade level which can be found on the parish/school website under Faith Formation/CCD tab. Your child will be tested during class time, but due to limited time you need to teach the prayers to your child(ren). This can be an excellent opportunity for you to share your faith and your faith experiences with your child(ren).

### **STUDENT/Contact Information/Registration Form**

Please fill out the CCD registration form and return it the night of registration. It is important that all the information is up to date.

### **Class Atmosphere and Conduct**

It is important to us that all students learn in a safe and healthy environment.

To insure this, we ask all students to follow these rules.

Respect God and others.

Raise your hand if you wish to speak.

Be a good listener when others are speaking.

Only bring to class the materials that you will need.

Follow directions.

Respect the space and property of others.

Keep your hands and feet to yourself.

Do not disturb the belongings in the desk that you use for CCD.

No inappropriate language.

### **What Parents Can Do**

1. Keep feasts—religious traditions/stories-family night.
2. Review lessons in the textbook with children.
3. Tell stories—they don't know what it was like.
4. Be involved in your church as a family
  - a.) Bring up the gifts @ weekend Masses. Please fill out the form on **page 7** and return it with the registration form in September or go the parish/school web site and fill it out.
  - b.) Help with parish/school fundraisers.
5. Share your faith—how do you live or act differently because of your religious beliefs.
6. Discuss social questions and issues based on the teachings of Christ.

### **Service Projects**

St. James tells us in his Epistle that we must have faith and do good works. If we call ourselves followers of Christ, then we must act that way and be an example of Christ to others in all that we do.

We are a community of believers, and as a community, we are to help one another as Christ is always there for us.

In a regular family all must pitch in to have a happy and peaceful household. In the Church we are also a family who works together and reflects the love of the Father, Son, and Holy Spirit.

At Saint John the Baptist Parish/ School we ask the following of our youth:

Grades 6 – 10 that all students will help with a fish fry, either in November or the Lenten Fish Fries.

Grade 10 students will be given certain requirements for Confirmation.

## Parents:

The goal of religious education is to bring the Body of Christ to faith. The members of the CCD Staff will support you in the nurturing of the Catholic Faith by sharing the Lord's message with the young people in the Parish family.

There are two aspects that we ask of the parents. First and foremost is to have a Christ like atmosphere at home. Second is to be servants of God both spiritually to your family and financially to the parish.

Servant of God:

Families will be asked to pay registration fees. These fees help to offset parish expense that incur throughout the year such as heating, lighting, paid staff, office supplies. The registration fee that St. John asks pays for only a fracture of CCD expenses.

To help offset those expenses further we ask every family to sell their raffle tickets for the parish/school benefit that is held the Sunday before Ash Wednesday. There will be a CCD only raffle—this is a fun way to help with this fundraiser.

The varied experiences in the classroom will become meaningful when CCD members and their families come to worship together, especially at the Weekend Mass. Children's liturgies during Advent and Lent will be celebrated, which you are most welcome to attend. With cooperation among parents, children and the CCD staff, this year of religious education will be a time of learning the Word of God, Spirit-filled, growth in our Catholic Faith and sharing in the love of Christ has for each one of us.

Parents are asked to be active participants in the Religious education program. Each family should incorporate meaningful religious rituals in their home. Children will often bring examples of rituals home with their work. The times of Advent and Lent can bring the family together in special ways of observing these yearly church periods. A practice of making the Sign of the Cross on your child's forehead and prayers before he/she leaves for school is a simple yet meaningful practice of placing your child under God's protection each day. Eating five as a family and beginning each meal with a prayer. Saying morning prayers and night prayers with your child also reinforces the concept that we live each day for God. Parents should assist their child by praying and aiding in the memorization of our Catholic prayers. Parents need also to assist their child by participation in the weekly weekend Mass and reception of Sacraments.

It is our hope that parents will take an active interest in what is being taught to their children and will help their children learn the important lessons that are being taught. May God bless our work and the power of the Holy Spirit be recognized in our lives and that of our parish community. Please become familiar with the contents of this handbook and use it as a handy reference during the year. The prayers that the children should learn are also on the website.

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By signing the note I am agreeing to increase our family efforts to reinforce what is learned in CCD classes and attend weekend Mass.

Mom's Signature (if Catholic) \_\_\_\_\_ Date \_\_\_\_\_

Dad's Signature (if Catholic) \_\_\_\_\_ Date \_\_\_\_\_

Please return the bottom portion with your registration form (yellow sheet) and verification of Parent Safe Environment Training form (blue sheet) the night of registration September 13, 2017. Thank you.

**CCD and Parish Volunteer Form**

Yes I would like to volunteer in CCD and/or the parish.

**Please mark where you would like to help.**

-Families that bring up gifts at a weekend Mass.  4 pm Mass  9 am Mass

-Crossbearer. 8th grade and older.  4 pm Mass  9 am Mass

-Candlebearer. 3rd grade and older.  4 pm Mass  9 am Mass

-Head Teacher for a CCD class. An adult. Grade/s I am interested in teaching \_\_\_\_\_

Assistant Teacher for a CCD class. 11th grade and older. Grade/s I am interested in assisting

Help serve the Rite of Calling Meal in April. 7th or 8th grade parent/s

Help serve the Confirmation Retreat Meal in March. 8th or 9th grade parent/s

I would like to be an Extra-ordinary Minister. 11th grade and older.  4 pm Mass  9 am Mass

I would like to be a reader. 11th grade and older.  4 pm Mass  9 am Mass

I would like to be an usher. 11th grade and older.  4 pm Mass  9 am Mass

NAME	ADDRESS	EMAIL	TEXT	GRADE IF APPLICABLE	WHERE I WANT TO HELP
EX: Joe Smith	0123 Court St., Edgar	abcd@run.net	615-266-0123	4th	Candlebearer

Please return to Nancy Hackel. Options are Sunday collection, mailing to PO Box 35, Edgar, or email [nhackel@stjohnedgar.org](mailto:nhackel@stjohnedgar.org). Any questions call Nancy at 715-352-3011 Thank you for your sharing your talents.

