

# St. Joseph Parish

Religious Education Program



## 2011-2012 PARENT HANDBOOK

# A PRAYER FOR FAMILY COMMITMENT

**D**ear God our Father, you have called all Christian families to be a sign of love to the world.

Help us to be generous with the gifts of life and love that you have showered on our family. May we share them so that our homes become true signs of unitive and fruitful love.

Let us never forget to thank you each day for all that sustains us and to look to Christ, who comes to us in the events of family life, in the sacraments of the Church, and in service to the poor.

In all of this, our family becomes a living expression of your Church, a hallowed home of life and love. By the power of the Holy Spirit, may all of us-spouses, parents, and children-share, as members of his Body, in Jesus' mission to build a civilization of love. Father, we ask this in Jesus' name in union with the Holy Spirit.

Amen.

# Table of Contents

|  |    |
|--|----|
| Welcome .....  | 4  |
| Religious Education Ministry Contact Information.....                | 5  |
| Parish Mission Statement.....  | 5  |
| Religious Education Goal for Preschool to 6 <sup>th</sup> Grade..... | 6  |
| Preschool to 6 <sup>th</sup> Grade Program Objectives.....           | 6  |
| Catechist Contact List.....  | 7  |
| Curriculum.....  | 8  |
| Religious Education Schedule 2011-2012.....                          | 9  |
| Guidelines for Service Projects.....                                 | 10 |
| Preschool-Kindergarten Schedule.....                                 | 11 |
| Religious Education Schedule Grades 1-6.....                         | 12 |
| Children’s Liturgy of the Word Schedule 2011-2012.....               | 13 |
| Policies for Religious Education Classes.....                        | 14 |
| Sacramental Information.....   | 16 |
| Parent Expectations.....   | 19 |
| Student Expectations.....  | 19 |
| Catechist Expectations .....   | 20 |
| Safe Environment .....   | 21 |
| Diocese of Spokane Code of Conduct .....                             | 27 |



# SAINT JOSEPH PARISH

Dear Parents and Guardians,

Each of us is engaged in a lifelong process of learning-about life, its meaning and about God. Our learning process also helps us to become teachers, passing on our understanding of the mystery of God's love for us all. When Christ sent the disciples into the world to teach all nations, he called us into that ministry as well. As parents, you have a unique opportunity as the primary teachers of your children in the ways of the faith. We are here to help you fulfill that role for yourselves and for your children.

Our Religious Education program here at St. Joseph Parish builds on the foundation of love and faith that you have created for your children. Through our classes, children's liturgy of the Word, sacramental preparation programs and your consistent example and help, we help form our children to understand not only what it means to walk in the light of Christ but also how to live their faith.

Christ walks with us each day, revealing God's love in a myriad number of ways-we express our gratitude and thanks in the worship life of our parish-especially in Eucharist. We are especially grateful for your commitment and your example of faith in passing on the tradition of our Church.

In Christ's peace,

Fr. Tim Hays  
Pastor

Sr. Kathleen Reynolds  
Director of Religious Education

## RELIGIOUS EDUCATION CONTACT INFORMATION

### **St. Joseph Parish Office: 466-4991**

Office Hours: Mon-Thru 9:00–4:00, Friday 9:00-3:00

Office Manager: Jeannie Saccomanno

Administrative Assistant: Davida Condron

Pastor: Fr. Tim Hays

Director of Religious Education: Sr. Kathleen Reynolds, CCVI

Youth Minister: Shannon Sicilia

### **Religious Education Ministry Members:**

|                             |          |
|-----------------------------|----------|
| Fr. Tim Hays                | 466-4991 |
| Sr. Kathleen Reynolds, CCVI | 466-4991 |
| Shannon Sicilia             | 466-4991 |
| Beth Torchia (Chair)        | 467-0725 |
| Laurie Coles                | 276-2300 |
| Jenn Hoglund                | 590-8459 |
| Mary Peterson               | 466-3920 |
| Angie Petrovich             | 468-0892 |

## ST JOSEPH PARISH MISSION STATEMENT

***“Go then to all peoples everywhere and make them my disciples. Preach the gospel to all people”*** (Matthew 28:18-19 and Mark 16:15-16.)

# **RELIGIOUS EDUCATION MINISTRY GOALS**

## **FOR PRESCHOOL TO GRADE 6**

To help students grow in their faith as Catholics. We will accomplish this by:

- Supporting the parents of our parish in the ministry of faith formation of their children.
- Providing programs that promote the traditions and teachings of our Catholic faith so that they become an integral part of each child's life.
- Using diocesan approved curriculum.
- Recruiting and training volunteer catechists while ensuring a safe environment for all.
- Fostering a community of Christian friendship and love.

## **RELIGIOUS EDUCATION PROGRAM OBJECTIVES**

### **4 & 5 Year-Old Class**

To establish a weekly program from September - May for four and five year-olds of our parish to take place during the 8:30 AM Sunday Mass.

### **Grade 1-6**

To establish a deeper and richer understanding of Catholic-Christian values and beliefs by providing a regular and consistent program that instructs students on Sundays, for 12 weeks in the fall and 13 weeks in the spring. This program encompasses class instruction and family activities.

### **Children's Liturgy of the Word**

To provide a Children's Liturgy of the Word for grades one through six from September - May during the Liturgy of the Word portion of the two Sunday morning Masses.

# Catechist Contact List

2011-2012

| Pre-School K                 |                              | CLW Team                    |                           |
|------------------------------|------------------------------|-----------------------------|---------------------------|
| Catechists                   | Helpers                      | 8:30 AM                     | 11:00 AM                  |
| Jane Ewers<br>467-3490       | Beth Roe<br>534-3089         | Mike Jones<br>464-2436      | Mary Madunich<br>238-4209 |
| Mary Peterson<br>466-3920    | Mary Gilman<br>251-2596      | Dawn Kight<br>467-6356      | Carri Senn<br>464-1948    |
| Kathleen Cordis              | Allyson Jay<br>489-4039      | Roger Pratt<br>292-0434     | Jackie Villa<br>362-1024  |
| Grade 1                      |                              | Grade 4                     |                           |
| Catechists                   | Helpers                      | Catechists                  | Helpers                   |
| Shannon Faulwell<br>465-2330 | Julia Faulwell<br>465-2330   | Misty Wallace<br>276-5166   | Jody Younker<br>464-0821  |
| Kathy Catron<br>461-2621     | Stephanie Murray<br>999-3836 | Beth Torchia<br>467-0725    | Stacie Byus<br>468-1768   |
|                              |                              |                             | Lori Brickner<br>465-5316 |
| Grade 2                      |                              | Grade 5                     |                           |
| Catechists                   | Helpers                      | Catechists                  | Helpers                   |
| Jenn Hoglund<br>828-0317     | Kim Bryd<br>464-4191         | Ryan Blackerby<br>465-0296  | Raina Havens<br>467-0643  |
| Luanne Williams<br>465-4741  | Carla Scott<br>465-0105      | Lehsley Whitman<br>570-8043 | Patti Parra<br>467-7120   |
|                              |                              |                             | Trish Emch<br>467-4306    |
| Grade 3                      |                              | Grade 6                     |                           |
| Catechists                   | Helpers                      | Catechists                  | Helpers                   |
| Bev Hopoi<br>467-7237        | Bretony Lynch<br>487-4584    | Mary Gilman<br>251-2596     | Joan Egland<br>292-8010   |
| Pearl Deymonaz<br>999-1273   | Ginger Wilson<br>467-0303    | Sandy Krieg<br>465-1318     | Al Petrovich<br>468-0892  |
|                              | Lisa Williams<br>991-9507    |                             |                           |

## CURRICULUM FOR GRADES 1- 6

Our curriculum, Blest Are We Parish Program, is a comprehensive spiral thematic curriculum based on the Four Pillars of the “Catechism of the Catholic Church”. The Student’s book contains 20 self-contained chapters that tear out and “Family Time” pages for each chapter to take home. See pg. 10 “Religious Education Schedule” for lessons scheduled for the year. The content of each book is divided into five units and each unit has four chapters. The four chapters in each unit are based on the “pillars” that form the four parts of the “Catechism of the Catholic Church”.

- The first chapter of each unit centers on doctrine, “What Catholics Believe”.
- The second chapter in each unit centers on liturgy, “How Catholics Worship”.
- The third chapter in each unit centers on morality, “How Catholics Live”.
- The fourth chapter in each unit centers on prayer, “How Catholics Pray”.

The “Family Time” pages that correspond to each chapter provide an opportunity for the child to extend and share their classroom catechetical experience to their family life with information, activities and prayer that centers on the theme of that chapter/lesson. Each student book also contains a section “Feast and Seasons” that contains chapters on the liturgical year and a section “Our Catholic Heritage” that contains a summary of Catholic doctrine and an explanation of Catholic practices. There is also a section of Catholic prayers and a glossary of the faith words learned in the lessons.

## CURRICULUM FOR PRE-SCHOOL / KINDERGARTEN

Our curriculum, Blest Are We, introduces little ones to God’s gifts of self, creation, and love of family and the Church community through joyful songs and poetry. Beautiful take-home activities draw the family into the theme of each lesson. Parenting tips, helpful resources, and special family projects foster the spiritual dimension of parenting.

The activities focus on faith development through language, visual, motor and listening skills, plus games. Parenting pages provide supportive parish-to-family communications and offer insights on child development.

# RELIGIOUS EDUCATION SCHEDULE

## PRE-SCHOOL THRU 6<sup>TH</sup> GRADE

### **Registration**

Registration for programs for preschool to Senior High will be held after the Masses September 4<sup>th</sup> and continue on September 10<sup>th</sup> & 11<sup>th</sup>.

### **Pre-school**

For four and five year olds will take place during the 8:30 AM Mass. It begins September 18<sup>th</sup> and continues through May 20<sup>th</sup>. A child must be four by September 1<sup>st</sup> to enroll in this program.

### **Grades 1 – 6**

Classes will begin on September 18<sup>th</sup> and continue until December 18<sup>th</sup>, (except for October 30<sup>th</sup> and November 27<sup>th</sup>). Classes are from 9:40 AM to 10:50 AM. Classes will resume on January 8<sup>th</sup> and continue through April 29<sup>th</sup>, (except for January 15<sup>th</sup>, February 19<sup>th</sup>, April 1<sup>st</sup> and 8<sup>th</sup>).

### **Vacation Bible School**

Will be offered to children grades K through 6 and Preschoolers (age 4 by Sept 1<sup>st</sup>). It will be held July 9<sup>th</sup> through July 13<sup>th</sup> from 9:00 am until noon.

### **Children's Liturgy of the Word**

Begins September 18<sup>th</sup> and will continue through May 20<sup>th</sup>. This is for 6–12 year olds and takes place at the same time as the Liturgy of the Word during all the Masses.

### **Personal Safety Education for Parents**

To be held on Sunday, December 4<sup>th</sup>, 2011 at 9:30 AM.

### **Family Advent Event**

Will be held on November 27<sup>th</sup> from 12:00 until 1:30 PM and will substitute for Religious Education that day.

### **Diocesan Code of Conduct and Child Sexual Abuse Prevention**

Training for all catechists and parent volunteers that want to work with children will be held Sunday, October 16, 2011 between the Masses at 9:30 AM.

## **Guidelines for Service Projects**

Religious Education classes will work together to organize an annual service project benefiting the New Hope Resource Center. Each group has been assigned two service projects and will alternate between the two. At the initial Catechists' meeting, teachers will have an opportunity to sign up for service project dates. Informational letters are to be sent home one week prior to starting the project. The service projects will run for four weeks.

### ***Class service projects are as follows:***

#### ***Pre-K, Grade 1 and Grade 2***

- School Supplies – pencils, paper, crayons, markers, rulers, glue sticks, etc.
- Necessities – shampoo, toilet paper, laundry detergent, shower gel, band aids, light bulbs, toothbrushes, toothpaste, etc.

#### ***Grade 3 and Grade 4***

- Coats for Kids – gently used or new boots, gloves, snow pants and hats.
- Christmas Gifts for Men and Women – so the children of New Hope clients can visit a Christmas store to purchase items for their parents. Items may include: perfumes, colognes, candles, potpourri, flashlights, etc.

#### ***Grade 5 and Grade 6***

- Goodies for New Hope clients – items clients can enjoy while visiting the center: tea, coffee, spiced cider, cookie mix (frozen), candy, crackers, etc.
- Easter Baskets – baskets and non-perishable goodies.

### ***New Hope Resource Center contact information:***

Janeen Leachman, Executive Director  
4211 E. Colbert Rd.  
Colbert, WA 99005  
467-2900

# PRECHOOL/KINDERGARTEN SCHEDULE

| 2011-2012           |                         |                              |                               |
|---------------------|-------------------------|------------------------------|-------------------------------|
| <i>Blest Are We</i> |                         |                              |                               |
| Date                | Lesson                  | T.M.                         | 8:30 AM                       |
| Sept 18th           | GOD CREATES THE SKIES   | p. 32                        | Jane Ewers / Beth Roe         |
| Sept 25th           | GOD CREATES THE WORLD   | p. 40                        | Mary Peterson / Mary Gilman   |
| Oct 2nd             | GOD CREATES THE ANIMALS | p. 48                        | Kathleen Cordis / Allyson Jay |
| Oct 9th             | GOD CREATES PEOPLE      | p. 56                        | Jane Ewers / Beth Roe         |
| Oct 16th            | GOD CREATES ME          | p. 72                        | Mary Peterson / Mary Gilman   |
| Oct 23rd            | GOD GIVES ME FEELINGS   | P. 80                        | Kathleen Cordis / Allyson Jay |
| Oct 30th            | ALL SAINTS' DAY         | p. 250                       | Jane Ewers / Beth Roe         |
| Nov 6th             | GOD CREATES MY SENSES   | p. 88                        | Mary Peterson / Mary Gilman   |
| Nov 13th            | GOD GIVES ME A FAMILY   | p. 104                       | Jane Ewers / Allyson Jay      |
| Nov 20th            | THANKSGIVING            | p. 258                       | Kathleen Cordis / Beth Roe    |
| Nov 27th            | NO CLASS                | *****THANKSGIVING BREAK***** |                               |
| Dec 4th             | ADVENT                  | p. 266                       | Mary Peterson / Mary Gilman   |
| Dec 11th            | GOD GIVES ME FRIENDS    | p. 112                       | Jane Ewers / Allyson Jay      |
|                     | Personal Safety         |                              |                               |
| Dec 18th            | CHRISTMAS               | p. 274                       | Kathleen Cordis / Beth Roe    |
| Dec 25th            | NO CLASS                | *****CHRISTMAS BREAK*****    |                               |
| Jan 1st             | NO CLASS                | *****CHRISTMAS BREAK*****    |                               |
| Jan 8th             | GOD GIVES ME TEACHERS   | p. 120                       | Mary Peterson / Mary Gilman   |
| Jan 15th            | GOD GIVES ME NEIGHBORS  | p. 128                       | Kathleen Cordis / Allyson Jay |
| Jan 22nd            | JESUS COMES TO US       | p. 144                       | Jane Ewers / Beth Roe         |
| Jan 29th            | WE ARE GOD'S CHILDREN   | p. 152                       | Mary Peterson / Mary Gilman   |
| Feb 5th             | JESUS GATHERS FRIENDS   | p. 160                       | Kathleen Cordis / Allyson Jay |
| Feb 12th            | VALENTINE'S DAY         | p. 282                       | Jane Ewers / Beth Roe         |
| Feb 19th            | LENT                    | p. 290                       | Mary Peterson / Mary Gilman   |
| Feb 26th            | JESUS TELLS US STORIES  | p. 168                       | Kathleen Cordis / Allyson Jay |
| Mar 4th             | JESUS GIVES THANKS      | p. 176                       | Jane Ewers / Beth Roe         |
| Mar 11th            | JESUS CELEBRATES        | p. 184                       | Mary Peterson / Mary Gilman   |
| Mar 18th            | JESUS LIVES GOD'S LOVE  | p. 192                       | Kathleen Cordis / Allyson Jay |
| Mar 25th            | EASTER                  | p. 298                       | Jane Ewers / Beth Roe         |
| April 1st           | NO CLASS                | *****SPRING BREAK*****       |                               |
| April 8th           | NO CLASS                | *****EASTER SUNDAY*****      |                               |
| April 15th          | GOD LOVES US            | p. 208                       | Mary Peterson / Mary Gilman   |
| April 22nd          | WE LOVE JESUS           | p. 216                       | Kathleen Cordis / Allyson Jay |
| Apr 29th            | WE LOVE OTHERS          | p. 224                       | Jane Ewers / Beth Roe         |
| May 6th             | NO CLASS                | *****BLOOMSDAY*****          |                               |
| May 13th            | MARY                    | p. 306                       | Mary Peterson / Mary Gilman   |
| May 20th            | NEW BEGINNINGS          | p. 322                       | Kathleen Cordis / Allyson Jay |

# RELIGIOUS EDUCATION SCHEDULE

| Religious Education Schedule Grades 1-6 |   |                              |
|---|---|------------------------------|
| Sept 18th-April 29th                    |   |                              |
| 2011-2012                               |   |                              |
| <u>Date</u>                             | <u>Lesson Plan</u>                              | <u>Sunday</u>                |
| Sept 18th                               | Orientation<br>Lesson One                       | 25th Sunday of Ordinary Time |
| Sept 25th                               | Lesson Two                                      | 26th Sunday in Ordinary time |
| Oct 2nd                                 | Lesson Three                                    | 27th Sunday in Ordinary Time |
| Oct 9th                                 | Lesson Four                                     | 28th Sunday in Ordinary Time |
| Oct 16th                                | Lesson Five                                     | 29th Sunday in Ordinary Time |
| Oct 23rd                                | Lesson Six                                      | 30th Sunday in Ordinary Time |
| Oct 30th                                | HALLOWEEN<br>NO CLASS                           | 31st Sunday in Ordinary Time |
| Nov 6th                                 | Lesson Seven                                    | 32nd Sunday in Ordinary Time |
| Nov 13th                                | Lesson Eight                                    | 33rd Sunday in Ordinary Time |
| Nov 20th                                | Lesson on Liturgical Year,<br>Holy Days, Advent | Feast of Christ the King     |
| Nov 27th                                | ADVENT EVENT @ NOON<br>NO CLASS                 | 1st Sunday of Advent         |
| Dec 4th                                 | Lesson Nine                                     | 2nd Sunday in Advent         |
| Dec 11th                                | Personal Safety Education                       | 3rd Sunday in Advent         |
| Dec 18th                                | Lesson on Mary and<br>Christmas                 | 4th Sunday in Advent         |
| Dec 25th                                | CHRISTMAS BREAK<br>NO CLASS                     | Nativity of the Lord         |
| Jan 1st                                 | CHRISTMAS BREAK<br>NO CLASS                     | Blessed Virgin Mary          |
| Jan 8th                                 | Lesson Ten                                      | Feast of the Epiphany        |
| Jan 15th                                | MARTIN LUTHER KING<br>NO CLASS                  | 2nd Sunday in Ordinary time  |
| Jan 22nd                                | Lesson Eleven                                   | 3rd Sunday in Ordinary Time  |
| Jan 29th                                | Lesson Twelve                                   | 4th Sunday in Ordinary time  |
| Feb 5th                                 | Lesson Thirteen                                 | 5th Sunday in Ordinary Time  |
| Feb 12th                                | Lesson Fourteen                                 | 6th Sunday in Ordinary time  |
| Feb 19th                                | PRESIDENT'S WEEKEND<br>NO CLASS                 | 7th Sunday in Ordinary Time  |
| Feb 26th                                | Lesson on Lent, Holy Week<br>& Easter           | 1st Sunday of Lent           |
| Mar 4th                                 | Lesson Fifteen                                  | 2nd Sunday of Lent           |
| Mar 11th                                | Lesson Sixteen                                  | 3rd Sunday of Lent           |
| Mar 18th                                | Lesson Seventeen                                | 4th Sunday of Lent           |
| Mar 25th                                | Lesson Eighteen<br>TASTE OF ST JOSEPH EVENT     | 5th Sunday of Lent           |
| April 1st                               | SPRING BREAK<br>NO CLASS                        | Palm Sunday                  |
| April 8th                               | EASTER SUNDAY<br>NO CLASS                       | Easter Sunday                |
| April 15th                              | Lesson Nineteen                                 | 2nd Sundy of Easter          |
| April 22nd                              | Lesson Twenty                                   | 3rd Sunday of Easter         |
| Apr 29th                                | Final Class - Awards and<br>End of year Party   | 4th Sunday of Easter         |

# CLW SCHEDULE

| 2011 -2012                   |                              |               |                      |
|------------------------------|------------------------------|---------------|----------------------|
| <i>September 18 - May 20</i> |                              |               |                      |
| Date                         | Sunday                       | 8:30 AM       | 11:00 AM             |
| Sept 18th                    | 25th Sunday of Ordinary Time | Dawn Kight    | Carri and Jared Senn |
| Sept 25th                    | 26th Sunday in Ordinary time | Roger Pratt   | Mary Madunich        |
| Oct 2nd                      | 27th Sunday in Ordinary Time | Michael Jones | Jackie Villa         |
| Oct 9th                      | 28th Sunday in Ordinary Time | Dawn Kight    | Carri and Jared Senn |
| Oct 16th                     | 29th Sunday in Ordinary Time | Roger Pratt   | Mary Madunich        |
| Oct 23rd                     | 30th Sunday in Ordinary Time | Michael Jones | Jackie Villa         |
| Oct 30th                     | 31st Sunday in Ordinary Time | Dawn Kight    | Carri and Jared Senn |
| Nov 6th                      | 32nd Sunday in Ordinary Time | Roger Pratt   | Mary Madunich        |
| Nov 13th                     | 33rd Sunday in Ordinary Time | Michael Jones | Jackie Villa         |
| Nov 20th                     | Feast of Christ the King     | Dawn Kight    | Carri and Jared Senn |
| Nov 27th                     | 1st Sunday of Advent         | Roger Pratt   | Mary Madunich        |
| Dec 4th                      | 2nd Sunday in Advent         | Michael Jones | Jackie Villa         |
| Dec 11th                     | 3rd Sunday in Advent         | Dawn Kight    | Carri and Jared Senn |
| Dec 18th                     | 4th Sunday in Advent         | Roger Pratt   | Mary Madunich        |
| Dec 25th                     | *****CHRISTMAS BREAK*****    |               |                      |
| Jan 1st                      | *****CHRISTMAS BREAK*****    |               |                      |
| Jan 8th                      | Feast of the Epiphany        | Michael Jones | Jackie Villa         |
| Jan 15th                     | 2nd Sunday in Ordinary time  | Dawn Kight    | Carri and Jared Senn |
| Jan 22nd                     | 3rd Sunday in Ordinary Time  | Roger Pratt   | Mary Madunich        |
| Jan 29th                     | 4th Sunday in Ordinary time  | Michael Jones | Jackie Villa         |
| Feb 5th                      | 5th Sunday in Ordinary Time  | Dawn Kight    | Carri and Jared Senn |
| Feb 12th                     | 6th Sunday in Ordinary time  | Roger Pratt   | Mary Madunich        |
| Feb 19th                     | 7th Sunday in Ordinary Time  | Michael Jones | Jackie Villa         |
| Feb 26th                     | 1st Sunday of Lent           | Dawn Kight    | Carri and Jared Senn |
| Mar 4th                      | 2nd Sunday of Lent           | Roger Pratt   | Mary Madunich        |
| Mar 11th                     | 3rd Sunday of Lent           | Michael Jones | Jackie Villa         |
| Mar 18th                     | 4th Sunday of Lent           | Dawn Kight    | Carri and Jared Senn |
| Mar 25th                     | 5th Sunday of Lent           | Roger Pratt   | Mary Madunich        |
| April 1st                    | Palm Sunday                  | Michael Jones | Jackie Villa         |
| April 8th                    | *****EASTER BREAK *****      |               |                      |
| April 15th                   | 2nd Sunday of Easter         | Dawn Kight    | Carri and Jared Senn |
| April 22nd                   | 3rd Sunday of Easter         | Roger Pratt   | Mary Madunich        |
| Apr 29th                     | 4th Sunday of Easter         | Michael Jones | Jackie Villa         |
| May 6th                      | *****BLOOMSDAY *****         |               |                      |
| May 13th                     | 6th Sunday of Easter         | Dawn Kight    | Carri and Jared Senn |
| May 20th                     | Ascension of the Lord        | Roger Pratt   | Mary Madunich        |

# **POLICIES FOR RELIGIOUS EDUCATION CLASSES**

## **Registration**

Registration for Preschool to 6<sup>th</sup> grade will take place after the Masses beginning September 4<sup>th</sup> and continue until September 11<sup>th</sup>. You may also register in the parish office Monday through Thursday from 9:00 to 4:00, and Friday from 9:00 to 3:00.

- Preschool class is for 4 and 5 year olds. A child must be four years old by September 1<sup>st</sup> to enroll.
- Date of birth, dates of all sacraments and baptismal certificate for sacramental preparation classes will be required, as well as emergency contact information.
- Registration fees are \$30 each for up to two children, \$80 for three children. There will be a \$100 maximum for families with four or more children.

## **Arrival and Dismissal**

Preschool and Kindergarten are a combined class of 4 and 5 year olds that meet during the 8:30 AM Mass on Sunday. Children need to be dropped off no earlier than 8:20 and picked up right after Mass. If someone other than a member of your family will be picking up your child, please inform the catechist.

First to 6<sup>th</sup> grade classes are from 9:40 to 10:50 on Sundays from Sept. 19<sup>th</sup> through April 29<sup>th</sup>. Promptness is appreciated. Holidays and special events are listed on the calendar pg. 10.

## **Attendance**

Attendance is taken at each class by the catechist. Attendance records are picked up, recorded, and maintained by the church office. See Sacrament Policies for RE attendance requirements in order for children to receive the sacraments. Perfect and near perfect attendance awards are presented at the End-of-Year Party.

## **Communication**

RE information can be found weekly in the church bulletin. Additionally, the DRE will send communications home with the children regarding upcoming events, holidays, and other important announcements. The classroom catechists may also send home notes with the children containing information pertaining to their classroom activities. You may call the church office or DRE at 466-4991 Monday to Thursday from 9:00 to 4:00 and Friday from 9:00 to 3:00.

## **Confidentiality**

All information shared by a child during RE classes and activities will be considered confidential by the catechist and any parent helpers. However, if any type of abuse is suspected as a result of information shared, it is legally mandatory to report it. (Refer to "A Safe Net for Children" found on pages 19-27.)

## **Discipline**

Disrespectful and disruptive behavior is unacceptable. A child may be temporarily removed from the classroom at the catechist's discretion, with the approval of the DRE. If the behavior continues, the parent may be called to pick up the child. Parents may be requested to attend classes with a disruptive child. Parents will be expected to work with the catechists and their child to resolve any behavioral problems.

## **Health Concerns**

Health information and concerns should be reported on the medical portion of the registration form and/or be discussed with the DRE at the time of registration. Parents and guardians should know that:

- Pertinent health information will be shared with the catechists of your child.
- The DRE and catechist will respect all health information about a child with confidentiality.
- If a child is diagnosed with a medical condition after registration, please inform the DRE and catechist as soon as possible.
- Medications will not be administered by catechists, except on an emergency basis.
- The parent is responsible to keep sick children at home.

## **Photograph Usage Policy**

Photographs or videos of children participating in our programs may be used in publications, websites or other materials periodically produced by St Joseph Parish. Children will not be identified by name without written consent.

If you do not wish to have your child photographed or filmed, you may opt out by contacting either Sr. Kathleen at [reynolds23@yahoo.com](mailto:reynolds23@yahoo.com) or Davida Condron at [dcondron@diocesesspokane.org](mailto:dcondron@diocesesspokane.org).

## **SACRAMENTAL INFORMATION**

### **Reconciliation**

Parent/Student workshops for 4<sup>th</sup> graders and their parents will be held on Thursdays, October 6<sup>th</sup> & 20<sup>th</sup>, and November 3<sup>rd</sup> from 7:00-8:30 PM. First Reconciliation will be celebrated on Thursday, November 17<sup>th</sup>, at 7:00 PM

### **Confirmation/Eucharist**

Parent/Student workshops for 3<sup>rd</sup> graders and their parents will be held on Thursdays, March 1<sup>st</sup>, 15<sup>th</sup> and 29<sup>th</sup> from 7:00-8:30 PM. Confirmation and First Eucharist will be celebrated on Saturday, April 21<sup>st</sup> at 5:30 PM. Final preparation for the celebration will also include a retreat on Saturday, April 14<sup>th</sup> from 2:45 to 5:15 PM. Practice for the celebration will be on Friday, April 20<sup>th</sup> at 7:00 PM. Confirmation sponsors must be present for the practice.

### **Sacraments of Initiation for Older Children**

Children of catechetical age, who are not yet baptized, participate in the Rite of Christian Initiation adapted for children. This process invites children to experience God within the community through prayer, ritual, reflection on the Scriptures and the teachings of the Church. Families wishing to present a child for the Rite of Christian Initiation need to contact Sr. Kathleen (466-4991).

# **GUIDELINES FOR PREPARATION FOR CONFIRMATION AND FIRST EUCHARIST**

1. Readiness to celebrate Confirmation and First Eucharist involves a desire to receive the sacraments, an understanding of the sacraments and their implication for one's life compatible with the child's age. Moreover, a student's readiness to prepare and celebrate the sacraments of Confirmation and First Eucharist is the responsibility of the parents.
2. At this time First Eucharist and Confirmation are celebrated in third grade in our parish. Eucharist and Confirmation entails a two year program. Our policy regarding reception of a sacrament states that a student must be enrolled in Religious Education classes for at least two years with at least 80% attendance prior to receiving a sacrament in our parish. For example, a third grade child who is to receive First Communion and Confirmation is required to have completed our second and third grade programs.
3. There are three sacramental preparation sessions and a mini retreat at St. Joseph Parish that shall involve Religious Education personnel, the student and one or both of the parents. The sacramental formation classes are to be distinct from a particular grade of school or of the Religious Education Program.
4. Attendance at all preparation classes is required for both child and parent. Additional work at home is required to complete the preparation.
5. In cases of absence due to extreme circumstances, parents have the responsibility to assist his or her child to complete lessons missed. Preparation materials will be provided by the DRE. Preparation must always be faithful to the doctrine, tradition and discipline of the Catholic Church.
6. Regular Mass attendance is required.
7. A Baptismal certificate needs to be on file.

**EXCEPTIONS FROM THE ABOVE GUIDELINES NEED TO BE DISCUSSED WITH THE DRE.**

## **GUIDELINES FOR PREPARATION FOR FIRST RECONCILIATION**

1. Readiness to celebrate First Reconciliation involves a desire to receive the sacrament, an understanding of the sacrament and its implication for one's life compatible with the child's age. Moreover, a student's readiness to prepare and celebrate the sacrament of First Reconciliation is the responsibility of the parents.
2. At this time First Reconciliation is celebrated in the fourth grade in our parish. A student is strongly encouraged to be enrolled and in attendance in a religious education program or in a Catholic school for the year prior to the year in which the sacrament is to be received. During the year of preparation, a student is expected to be in attendance for at least 80% of the Religious Education classes as well as to participate in all the preparation classes.
3. There are three sacramental preparation sessions at St. Joseph Parish that shall involve Religious Education personnel, the student and one or both of the parents. The sacramental formation classes are to be distinct from a particular grade of school or the Religious Education Program.
4. Attendance at preparation sessions is required for both child and parent. Additional work at home is required to complete the preparation.
5. In case of absence due to extreme circumstances, parents have the responsibility to assist his or her child to complete lessons missed. Preparation must always be faithful to the doctrine, tradition and discipline of the Catholic Church.
6. A Baptismal certificate needs to be on file.

**EXCEPTIONS FROM THE ABOVE GUIDELINES NEED TO BE DISCUSSED WITH THE DRE.**

## PARENT EXPECTATIONS

1. Be active members in the life of the parish, including celebrating Mass each weekend with your children and participate when possible in other social and service events.
2. Support and affirm your child's catechist.
3. Get to know your child's catechist so you can work together to best serve your child's formation.
4. Ensure that your children attend classes regularly and on time.
5. Communicate any special needs or circumstances that may affect your child within the classroom.
6. Be an active part of your child's learning and be involved in the classroom at the catechist's request (e.g., help with special projects.)
7. Respond to and work cooperatively with the catechist on any discipline problems that arise with your child.
8. Participate in the children's fund raising events and community service projects.
9. Attend Safe Environment Training offered for parents and volunteers at the parish.

**NOTE: Those who regularly volunteer in the classroom, or work with the children on a special project will be required to have a Washington State Criminal Background Check and training on our Diocesan Code of Conduct. These are mandatory for everyone who works with the children in our diocese. Refer to the Safety and Health section (pp. 19-27) for more information.**

## STUDENT EXPECTATIONS

- Behave in a Christian manner at all times, showing respect and being cooperative with adults and other students.
- Attend class regularly and actively participate in classroom sessions.
- Make positive contributions toward building community within the classroom.

## **CATECHIST EXPECTATIONS**

1. Be a Christian role model in the classroom and in the community.
2. Lead the children through the curriculum approved by the DRE.
3. Provide a safe, loving, Christian atmosphere in the classroom.
4. Be aware of any special health concerns of students and treat with confidentiality.
5. Keep confidential any information they learn about the children and their families as per the Catechist Confidentiality policy in their handbook.
6. Follow the guidelines in "A Safe Net for Children", pages 19-27, to report suspected abuse.
7. Communicate and work cooperatively with parents.
8. Participate in the process of Catechist Formation which trains and prepares volunteers to effectively teach our children Catholic faith while updating their own understanding of our faith.
9. Have a Washington Criminal Background check cleared by the Diocese.
10. Have completed the Diocesan Code of Conduct and Child Sexual Abuse Prevention Training.
11. After participating in the initial Safe Environment Training, all volunteers are required to annually complete an online update, which consists of a short article and a ten question quiz.

**To volunteer to be a Catechist or to assist in the classroom, contact the DRE, Sister Kathleen Reynolds at 466-4991.**

# SAFE ENVIRONMENT

## **“Entrusted to Our Care” – Child Sexual Abuse Prevention and Diocesan Code of Conduct Training**

The Catholic Diocese of Spokane is committed to providing a safe environment for all children in our care. In order to effectively facilitate this safe environment, all personnel and volunteers are required to undergo Child Sexual Abuse Prevention Training and to become familiar with our Diocesan Code of Conduct.

“Entrusted to Our Care” is a onetime training required for all volunteers/catechists working with children. Group trainings will be offered in the Fall and Spring. Documentation is kept of all trained volunteers. The Diocesan Code of Conduct can be found on pages 26-27.

Training Outcomes: Participants will:

- Identify signs and symptoms of abuse.
- Describe sexual predator characteristics
- Describe how to properly respond to disclosure.
- Describe the reporting process.
- Have a basic understanding of the Diocesan Administrative Policy for Responding to Allegations of Sexual Abuse and Inappropriate Behavior by Church Personnel.
- Have a basic understanding of the Diocesan Code of Conduct.

## **Personal Safety Education for Parents and Children**

All parishes are required to provide annual Personal Safety Education for the students in all grades (K-12). The Safe Environment Student Curriculum we will use is from Virtus Online, entitled *Protecting God’s Children*. This program is a three year cycle and offers lessons for four specific age groups; Grades K-2, Grades 3-5, Grades 6-8 and Grades 9-12. The program is presented in a three year cycle. Each year two basic lessons focusing on a common theme for each grade grouping will be presented.

Parents will be notified in advance of the scheduled class and have a parent education/training prior to the children’s class. At the time of the parent training, the children’s video and materials will be reviewed with the parents.

# Protecting Our Children

A Safe Environment For Children and Youth

*Catholic Diocese of Spokane, Washington*

July 12, 2011

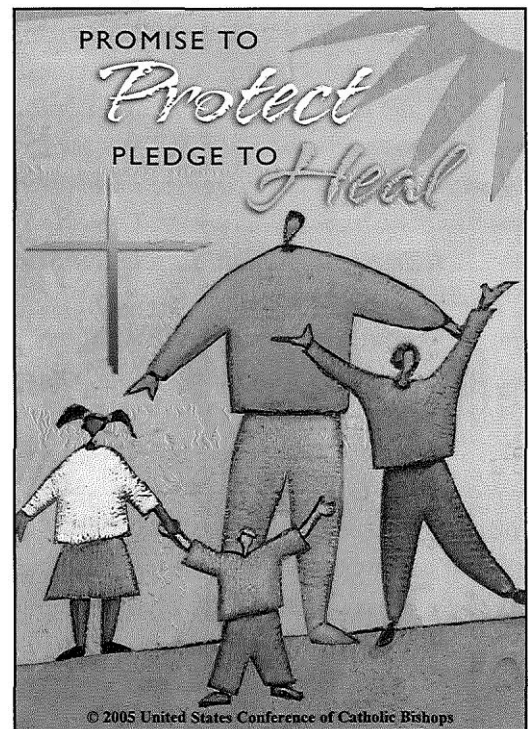
My Dear People of God,

Our diocesan safe environment program is about adults joining together and taking responsibility for the safety and protection of children entrusted to our care. Protection works when barriers around children are strong. That is why we perform background checks on anyone working with our youth, have in place codes of conduct and conduct training programs for both young people and adults on how to recognize and report abuse and suspicious behavior.

Our approach and commitment to this important work should never become casual or routine. We have to be both focused and vigilant. No child should ever be put in a situation where they feel victimized by an elder. No child should ever lack the tools to confront and challenge inappropriate behavior. We owe it to our children to provide an environment in which they learn how to form healthy and life giving relationships with others. We owe it to our children to see that no one harms them by taking advantage of their vulnerability and innocence.

Sincerely,

+ Bishop Blase Cupich



## Five Promises to Our Children

1. Caring adults
2. Safe places and constructive activities
3. A healthy start and future
4. Effective education for marketable skills
5. Opportunities to serve

## **DIOCESAN POLICIES AND PROCEDURES**

- Zero tolerance for sexual abuse and harassment.
- For comprehensive policies and resources, refer to:  
[www.dioceseofspokane.org/safe\\_children.htm](http://www.dioceseofspokane.org/safe_children.htm)  
Click on “Protecting Our Children”

## **THE MOST COMMON SYMPTOMS OF CHILD SEXUAL ABUSE**

*The following is a list of common signs and symptoms that a child may be suffering from sexual abuse. The list is not inclusive. These are common indicators. Interest and curiosity about sexual matters are normal; excessive or compulsive interest in sexual matters may indicate a need for professional help.*

- Acting out sexual behavior
- Excessive touching of genitals
- Sexually transmitted diseases or urinary infections
- Chronic stomach aches, vomiting
- An abrupt change in personality or behavior
- Drastic change in appetite – self-mutilation
- Withdrawal/depression
- Regressive behavior – thumb sucking
- Consistently anxious, fearful, irritable
- Over-compliance
- Running away, stealing, lying
- Early arrival at school, or reluctance to go home
- Asks people to take their clothes off
- Sexual behavior with peers or adults

## POTENTIAL PERPETRATOR

### *Red Flags*

- Is secretive and promotes secrets
- Wants to spend more time with your child than you do, and usually comes “bearing gifts”
- Limits contact with other children, especially those of the opposite sex

## CHILD ABUSE PREVENTION TIPS

- Participate in your child’s activities and get to know your child’s friends.
- Never leave your child unattended, especially in the car.
- Teach your child the difference between “good touches,” “bad touches,” and “confusing touches.”
- Ask question. For example, when your child tells you he/she doesn’t want to be with someone, this could be a red flag.
- Teach your child the correct names of his/her body parts.
- Be alert to any talk that reveals premature sexual understanding.
- Pay attention when someone shows greater than normal interest in your child.
- Make certain that your child’s day care will release him/her only to you or someone whom you officially designate.

### ***Above All***

*If a child tells you something “bad, awful, terrible” has happened ~ **Believe your child.***

Listen and get help.

## REPORTING ABUSE BY CHURCH PERSONNEL OR VOLUNTEERS:

### **Call:**

- Victim Assistance Coordinator, Roberta Smith:  
(509) 353-0442 (confidential, direct line)
- Vicar General, Father Steve Dublinski:  
(509) 358- 7303 (confidential, direct line)

### **Write to the Diocese at:**

Catholic Diocese of Spokane  
PO Box 1453, Spokane, WA 99210

*Address your letter to any of these individuals:*

Bishop Blase Cupich  
Father Dublinski  
Roberta Smith

***“Mark you letter “Personal and Confidential”***

### **Another option:**

You may request your counselor or attorney to contact us. If you are unsure of how best to do this, *please do not hesitate* to contact Mary Butler at the above address, phone number, or via e-mail: [rvsmith@dioceseofspokane.org](mailto:rvsmith@dioceseofspokane.org)

***To report abuse by any church personnel or volunteer, in addition to reporting to the agencies below, please report to the Catholic Diocese of Spokane.***

# REPORTING OBSERVED OR SUSPICIONS OF CHILD ABUSE

*Reports should be made to Child Protective Services and local law enforcement agencies.*

## **Child Abuse/Neglect Referrals:**

- Child Protective Services, Spokane County  
(509) 363-3333 (Monday – Friday, 8 am - 4:30 pm)  
800-557-9671 (Monday – Friday, 8 am - 4:30 pm)  
800-562-5624 (Weekends and after 4:30 pm)
- Department of Social and Health Services  
866-363-4276 (State-wide)

## **Law Enforcement**

Adams County: (509) 659-1122  
Asotin County: (509) 243-4171  
Columbia County: (509) 382-2518  
Ferry County: (509) 775-3132  
Franklin County: (509) 545-3500  
Lincoln County: (509) 725-3501  
Garfield County: (509) 843-3493  
Pend Oreille County: 1-800-669-3407  
Spokane Crime Reporting: (509) 456-2233  
Stevens County: 1-800-572-0947  
Walla Walla County: (509) 527-3265  
Whitman County: (509) 397-6266 After 5 pm: 397-4341

## **Resources in Spokane**

- Catholic Charities: (509) 358-4250
- Lutheran Victim Rights Response team  
Crises Line: (509) 624-7273  
For appointments, ask for “Advocacy”: (509) 747-8224
- Vanessa Behan Respite Services (509) 535-3155
- End harm: 1-866-562-5624
- Children’s Home Society of Washington: (509) 747-4174
- Crime Victim Crises Line: (509) 624-7273
- Fairchild air Force base Family Advocacy: (509) 247-2687
- Partners with Families and Children:  
Stewards of Children: (509) 473-4810
- Colville Tribal Police: (509) 634-4711 Or 1-800-551-5800
- Spokane Tribal Police: (509) 258-4400

## **Helpful Links**

<http://www.usccb.org/comm/restoretrust.htm>  
<http://www.dioceseofspokane.org/Safe children/Index.htm>  
<http://www.childhelp.org>

# DIOCESE OF SPOKANE CODE OF CONDUCT

## **The following Code of Conduct**

**applies to:** Clergy, Seminarians, all employees of the Catholic Bishop of Spokane, Parishes, Schools, Catholic Charities, Institutions, CPC, Catholic Cemeteries of Spokane and Volunteers in church ministry, hereinafter referred to as church personnel.

Those who act in the name of the church have special influence in the lives of the people to whom they minister. Because of the respect and even reverence with which many people seek help from the church's ministers, there is an imbalance of power and hence a vulnerability inherent in the ministerial relationship. In these circumstances there is likely an absence of meaningful consent to any sexual activity, even if the person is an adult. This imbalance of power makes any sexual activity always inappropriate. It is the responsibility of the church minister or staff member to maintain appropriate emotional and sexual boundaries with those whom they work and serve.

As in other helping professions such as physicians and therapists, the special nature of the relationship between church personnel and the people they serve calls for a higher ethical standard of behavior. In such relationships the appropriateness or inappropriateness of behavior is judged not by the intent of the church person, but its impact upon the recipient. It is the policy of this diocese to expect the behavior of all church personnel to comply with professional ethics and Catholic moral standards. Not only must the actual behavior meet appropriate standards, but all church personnel are expected to act in ways which do not give the appearance of impropriety.

## **TOUCHING**

Touching must be age-appropriate and based on the need of the young person and not on the need of the adult. An adult must avoid physical contact when alone with a young person. Touches and embraces that are experienced or perceived as uncomfortable to the individual, adult or child, are forbidden.

Adults should avoid any physical touching of minors that may reasonably be perceived as sexual in nature.

Examples of behaviors with minors that can be misconstrued as sexual in nature, and thus are to be avoided, include but are not limited to:

- inappropriate or lengthy embraces
- kissing
- touching bottoms, chests, legs or genital areas
- spanking or slapping
- showing affection while in an isolated location
- wrestling or tickling
- piggy-back rides
- massages

It is important to remember that, when dealing with a child who inadvertently misplaces hands on a church person, the suggested way of dealing with this is to gently take the hands and remove from the inappropriate spot, kneel down to the child's level and continue the discussion at eye level. If a minor initiates physical contact, such as a hug, an appropriate, limited response is proper.

## **VERBAL AND NON-VERBAL COMMUNICATION**

Examples of speech or actions which are inappropriate include but are not limited to:

- Compliments that relate to physique or body development
- Humiliation, ridicule, bullying, or degradation of another person
- Topics of discussion, vocabulary, recordings, films, games, computer software, internet sites or any other form of personal interaction or entertainment that could not be used comfortably in the presence of parents
- Sexually explicit or pornographic material
- The singling out of persons, especially children, for special personal attention or personal gifts.

## **TRANSPORTATION AND OUTINGS**

When taking young people on field trips, conferences or tours, the following rules apply:

- One staff member or adult volunteer may never transport only one child unless the child is his/her own child.
- One person may transport a group of children. However, upon arrival two staff members or adult volunteers must accompany all children during all activities, events, and/or outings off parish, school or agency grounds. This policy assumes that the staff, children and volunteers participating in transportation or outings have fulfilled the Sexual Abuse Education Requirements as stated in Part VI of this policy.
- An adult shall always be accompanied by another adult, when sleeping in a hotel room or tent with children.
- Adults and children shall each sleep in their own bed.
- Use of one's own home as the center for carrying out youth work is prohibited.
- Priests must not provide overnight accommodation for individual minors including but not limited to, accommodations in any church-owned facility, private residence, hotel room or any place where there is no other adult supervision present. Immediate family is an exception to this mandate.
- Persons under 21 may never be taken on personal trips or vacations without other adults or appropriate chaperons.

## **RELATIONSHIPS**

It is the church person's responsibility to be cognizant of appropriate behaviors in relationships and to maintain integrity in all ministerial actions.

Dual relationships are those in which the professional or ministerial purpose is intermingled with personal friendship. Please refer to the introductory paragraphs of this Code of Conduct for reminders about the impact of "power" a church person has on individuals with whom he/she relates. Key points to be adhered to and/or aware of, in relationships are:

- Sexual relationships with parishioners, counseling clients, students or collaborators in ministry, are forbidden
- Church personnel assume the full burden for setting and maintaining clear, appropriate physical and emotional boundaries in all ministerial relationships.
- In situations where an inappropriate personal or physical attraction develops between a church person and an adult, client or young person, the church person is responsible to maintain clear, professional boundaries.
- It is unprofessional to suggest that the relationship between care givers and those who seek their help is a two way relationship in which the care giver also receives help from the interaction. It is the responsibility of church personnel to retain a ministerial/professional relationship, not the client.
- The appearance or reality of concealing or asking individuals to conceal the fact and nature of a personal relationship is a violation of such boundaries.
- Church employees and volunteers while not involved in ministerial activity must be accompanied by at least one other adult when hosting activities for children with whom they have become acquainted through their ministry.
- Employees and volunteers acting in their parental role should be aware of the critical importance of applying these guidelines in situations involving children other than their own.

## **DRUGS AND ALCOHOL**

At youth events, the following are unacceptable:

- use, possession or distribution of illegal drugs (reason for immediate termination of employment)
- smoking
- alcoholic beverages
- smokeless tobacco
-

## ENVIRONMENT

Church personnel cannot always avoid situations where they are alone with a minor, but if a one-on-one meeting with a minor is necessary, the following are recommended:

- avoid meeting in isolated environments
- schedule meetings at times when others are around
- use locations that create accountability
- limit the time of the session
- make appropriate referral(s)
- have another person present when at all feasible
- meet in as public a place as possible
- leave door ajar
- choose a room with a window in the door when available
- avoid all physical contact with the minor
- 

Employees are prohibited to use work place computers or other means of communications inappropriately as is presented in the diocesan policy on the use of technology.

No person may serve with minors or young adults if he or she has ever been convicted of any of the below listed criminal offenses, has ever received deferred adjudication for any such criminal offenses, or there is presently pending any criminal charges for such offenses until a determination of guilt or innocence is made.

Criminal offenses include:

- A felony classified as an offense against a person or family. Offenses against a person include but are not limited to:
  - murder,
  - assault,
  - sexual assault, and
  - abandoning or endangering a child. Offenses against a family include but are not limited to:  
bigamy or incest.
- A felony classified as an offense against public order or indecency. Offenses against public order or indecency include but are not limited to:
  - prostitution
  - the possession or promotion of child pornography.

- A felony violation within the last five years of any law intended to control the possession or distribution of any substance included as a controlled substance in the Washington State Uniform Controlled Substances Act.

**I have fully read this code of conduct and sign voluntarily with knowledge of its terms and conditions.**

**Printed Name:**

**Signature:**

**Date:**

# A PRAYER FOR CATECHISTS

O God, our Heavenly Father,  
you have given us the gift of these catechists  
to be heralds of the Gospel to our parish  
family.

We lift them up to you in thanksgiving  
and intercede for them concerning their  
hopes and needs.

May we be attentive to the presence  
of your Word in them, a Word that lifts up  
and affirms, calls forth and challenges,  
is compassionate and consoles.

We pray that our parish family will  
always be blessed with those who have  
responded to the call to share in Christ's  
prophetic mission as catechists. May we too  
be open to the universal call to service  
that Christ addresses to all of his disciples,  
contributing our gifts to the communion of  
faith, the Church.

We ask this in Jesus' name.

Amen.