

# Faith Formation Handbook

## *Bread for the Journey*



**Sacraments**

**Scripture**

**Basic Beliefs**

**Prayer and Liturgy**

**Morality**

*Immaculate Conception Catholic Church*  
*Becker, MN 55308*

# Immaculate Conception Catholic Church Becker, MN

## Mission Statement

We, the people of Immaculate Conception Catholic Church,  
are a community of believers,  
who attend to God's Word and proclaim the message of Jesus Christ,  
participate in our sacramental rituals of worship,  
embrace the gifts from the Holy Spirit to be community, and  
heed the call to be Christ to others in service.

## Faith Formation Vision

Faith formation is  
a lifelong Christ-centered journey  
of spiritual growth  
involving our entire faith community.

**Bread for the Journey** is a new commitment to parish faith formation begun in September, 1999. It is a process open to all parishioners who desire to nurture a growing relationship with God and with one another. Our vision is that . . .

**“Faith formation is a lifelong Christ-centered journey of spiritual growth involving our entire faith community.”**

We begin our relationship with Christ at Baptism and spend the rest of our lives becoming communities of faith in which the message of Christ, the experience of community, worship, and the Catholic Social Teachings are integrated into our daily lives.

**The Five Key topics from the CATECHISM OF THE CATHOLIC CHURCH are presented in a 5-year cycle.**

The Sacraments  
Scripture  
Basic Beliefs—The Creed  
Prayer and Liturgy  
Morality

**Bread for the Journey** consists of two equal parts—the monthly gatherings at church and the At-Home experiences.

**One Wednesday evening a month**—adults, children, and youth—gather to explore an aspect from our Christian beliefs, stories, and rituals. Everyone focuses on the same topic, but at different levels. Grades K through 5 go directly to their classrooms; grades 6-10 meet their catechists in the church and at 6:30 p.m. proceed to their individual classrooms in the new Youth Center. Adults and Confirmation candidates (11th graders) gather in the parish hall for an opening prayer service followed by a presentation and small group conversation. All gather back together at 8 p.m. for refreshments. *(Because of the size of our parish and the limited space facility, our parish members are divided into two groups. Families with last names A-L come on the second Wednesday of each month and families with last names M-Z come on the third or fourth Wednesday of each month. The first Wednesday of each month is used for the preparation of catechists.)*

**An At-Home issue** is provided each month for families to review and further explore the topic. Additional material is available upon request.

**The sacramental formation for First Eucharist, First Reconciliation, and Confirmation** is in addition to Bread for the Journey. Parents and mentors are given the opportunity to share their faith in these sacraments with their children and youth. Though it is the responsibility of the entire faith community to foster growth in faith for children and young people, parents play a primary role in the spiritual formation of their children.

## Faith Formation Committee

### Mission Statement

The purpose of the Faith Formation Committee is to make the following vision a reality in Immaculate Conception parish: **“Faith formation is a lifelong Christ-centered journey of spiritual growth involving the entire faith community.”**

### Membership

The members of the faith formation committee are invited and appointed by the chairperson after consultation with the committee. The membership is to be representative of the total parish. The term of membership is two years with a possible second term. Members begin their terms with the April meeting. There will be eight to ten members on this committee.

### Goals with Action Plans of the Processes

The *focus* of **Bread for the Journey** is to achieve an understanding of the teachings about the five pillars of the *Catechism of the Catholic Church* as well as how to live these beliefs for all ages. The *goals* are to:

- 1) Meet on a monthly basis alphabetically split into two groups within the faith community.
- 2) Provide At-Home activities of Bread for the Journey for the faith community.
- 3) Prepare catechists monthly.

The *focus* for the **Sacraments of First Reconciliation and First Eucharist** is to initiate children into further membership of the church. The *goals* for each sacrament are to:

- 1) Attend **Bread for the Journey** for 2 years; 2) Prepare parents for their role.
- 3) Provide appropriate instruction for parents and children by meeting twice as a community—a Reflection Evening and a Community-Building Blocks session.

The *focus* for the **Sacrament of Confirmation** is to initiate youth into full membership of the church.

The *goals* are to:

- 1) **As 9<sup>th</sup> graders**, candidates are required to . . .  
Attend an Introductory Session with parents in the fall; attend 8 sessions of Bread for the Journey; participate in one service project, and participate in one 3-hour retreat in the spring.
- 2) **As 10<sup>th</sup> graders, candidates are required to . . .**  
Attend a fall session with parents; make known their choice of a mentor no later than December 15; mentors attend meeting in January; candidates and mentors in February and March or April; volunteer for a ministry at the weekend liturgy and begin serving with the Advent schedule; attend 8 sessions of Bread for the Journey; attend one day at Sharing and Caring Hands; participate in a fundraiser as a service project; participate in one 3-hour retreat during the winter or early spring
- 3) **As 11<sup>th</sup> graders, candidates are required to . . .**  
Interview with pastor to begin this final phase; attend 8 sessions of Bread for the Journey; attend the Immaculate Conception Church’s overnight retreat in October; attend the Mass of Enrollment following the retreat; actively participate in the mentoring process; take part in a service project for the parish community; continue a ministry at the weekend liturgy; participate in *the immediate preparation* for the celebration of Confirmation

The *focus* of **Children’s Liturgy of the Word** is to provide an opportunity for children *in grades Kindergarten through grade 3* to understand the Sunday’s Liturgy of the Word. The *goals* are to:

- 1) Provide instructional materials for catechists.
- 2) Create a liturgical environment.
- 3) Simplify the Sunday’s Liturgy of the Word for the appropriate age.

The *focus* of **Little Rock Scripture Study** is to study selected books of the Bible in depth. The *goals* are to:

- 1) Meet weekly for shared conversation and prayer.
- 2) Provide a study guide for daily reflection and prayer.
- 3) View the summary of the weekly lesson *via* video.

The **Why Catholic?** process (*Lent, 2007-Fall, 2010*) is now in place of **Little Rock Scripture Study**.

The *focus* of **Vacation Bible School** is to provide instruction centered on a Biblical theme. The *goals* are to:

- 1) Provide four consecutive mornings of instruction following a theme.
- 2) Incorporate Bible stories and memory verses, crafts, games, and music around the theme.
- 3) Invite the children to share their experience with the parents during a Family-Time evening.



# Instructional Duties of the Catechist

## A CATECHIST ECHOES FORTH THE WORD OF GOD.

### **All Catechists and Mentors for Confirmation Students will ...**

- ◆ help to enhance the vision of the faith formation process.
- ◆ live a life consistent with teachings of the Catholic Church.
- ◆ read and sign the sexual abuse policy statement.
- ◆ follow mandatory reporting policy.
- ◆ follow policy and procedure for off-site activities.

### **In addition, Catechists for Bread for the Journey will . . .**

- ◆ participate in the catechist preparation meetings each month.
- ◆ follow the lesson plans provided.
- ◆ record attendance of students as instructed.
- ◆ arrive at least 10 minutes prior to class time.
- ◆ lead students back to the parish hall after class.
- ◆ supervise their class at all times, except in an emergency.
- ◆ follow behavioral expectations as listed in this handbook.
- ◆ notify Sister Julie when absent and arrange for substitute.
- ◆ follow copyright laws.
- ◆ be at least 18 years old.

### **In addition, Catechists for Children's Liturgy of the Word will . . .**

- ◆ prepare the lesson in advance.
- ◆ arrive at least 10 minutes prior to celebration of Eucharist.
- ◆ lead children from church to classroom and back into church after the lesson.
- ◆ have completed their 10th grade in high school.

### **In addition, Mentors for Confirmation will . . .**

- ◆ have received the sacraments of Baptism and Confirmation.
- ◆ be practicing Catholics and at least 24 years old.
- ◆ follow the guidelines in the *“Art of Mentoring A Confirmation Candidate”* booklet.

# Sexual Misconduct Policy

All staff members and volunteers of parish faith formation programs are required to follow the directives of the Diocese of St. Cloud and sign an acknowledgment of receipt for the **Sexual Misconduct Policy**, the **Guidelines for Ethics and Integrity in Ministry** as well as **Internal Reporting Guidelines**. All must sign the form for a background check.

## Mandated Reporters

Staff members and volunteers of parish faith formation programs are required by Minnesota State Law to report if they know or have reason to believe a child is being neglected or abused or *has been* within the last three years. (See *What Can I Do To Prevent Harm to Children, a resource guide for Mandated Reporters from the Minnesota Department of Human Services.*)

1. The report is to be made by phone and a written report made within 72 hours of the verbal report.
2. The report is made to county social services or law enforcement agency.
3. Anyone who reports in good faith is immune from any civil liability.

*Neglect* is defined as . . .

Failure to provide necessary food, clothing, shelter, education or medical care.

Failure to protect a child from conditions or actions which endanger the physical or mental health of the child.

*Abuse* is defined as . . .

Any physical or mental injury or threatened injury inflicted by a person responsible for the child's care.

Physical, sexual, or emotional maltreatment.

## **Behavioral Expectations and Consequences**

Catechists are persons who volunteer their time and talent to formally share their faith with children/youth. They care about and for children/youth. Children and youth are asked to respect and obey their catechists. If the child does not respect or obey the requests of the catechist or becomes disruptive or engages in other inappropriate behavior, one of the catechists brings the child into the parish hall to sit with their parent/guardian. Parent/guardian, the catechist and/or the faith formation director may meet together after the incident. If the child continues to be disruptive in future classes, the faith formation director may suggest the child be home-schooled. If the child is old enough, they may remain with their parent/guardian at the adult session.

If the faith formation director or catechist believes that a young person is carrying a dangerous item on his or her person, they should ask the student for it. The student must hand over the item. If it is possible to contact the faith formation director or pastor, the catechist should do so before beginning a search.

Students arrive with their parent/guardian and leave in the same manner. Catechists are responsible only during class time.

## **Off-Site Activities**

All off-site faith formation activities (*retreats and community service projects*) will require the signed permission of the parent/guardian. For overnight activities, parents and youth must also sign a “Code of Behavior” and “Parental Consent for Medical Treatment” forms.

## **Accident Reports**

Any one who has an accident on the church premises must fill out an accident report the same day and return it to the parish office. Any one who witnesses an accident on the church premises is advised to fill out an accident report. These forms are in the narthex and in the office.

## Copyright Laws

Copyright protection is a just law. Section 107 of the 1976 Copyright Act deals with “fair use” and specifically states that the fair use of copies in teaching “is not an infringement of copyright.”

Four factors to be included in any determination of fair use:

- ♦ the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- ♦ the nature of the copyrighted work.
- ♦ the amount and substantially of the portion used in relation to the copyrighted work as a whole.
- ♦ the effect of the use upon the potential market for or value of the copyrighted work.

*The above is quoted from **Religious Education and the Law: A Catechist Handbook** by Mary Angela Shaughnessy, SCN.*

## **2009-2010 Catechetical Year**

**Pastor: Father Gene Doyle**

**Faith Formation Director: Sister Julie Schleper**

**Youth Minister: Doug Watercott**

**Parish Secretary: Terri Pickar**

We firmly believe that every adult is a catechist. Parents are the primary catechists for their children. Children gather with their peers on Wednesday evening for Bread for the Journey. We are grateful for the catechists who are willing to teach and share their faith. Youth in grade 11 meet as a group but with the adults and have an adult facilitator. Grade 12 youth join the adults.

### ***Catechists for A-L evenings:***

**Grade K —Becky Andres & Tammy Sandy-Lahr**

**Grade 1 — Beth Halvorson & Brenda Ewing**

**Grade 2 — Doug & Becky Kolbinger**

**Grade 3 — Holly Abfalter & Tami Kolbinger**

**Grade 4 — Sandi Ferris & Kelly Hoppe**

**Grade 5 — Rick & Tracy Johnson**

**Grade 6 — Becki Barsody & Julie Haecherl**

**Grade 7 — Sonja Johnson**

**Grade 8 — Jacquie Chmielewski & Sandy Crowley**

**Grade 9 — Brenda Graber & Angie Fuller**

**Grade 10 — Todd & Karen Athmann**

**Grade 11 Facilitators — Brad/Lori Kohorst**

**Childcare — Katherine Green & Stephanie Lutz**

### ***Catechists for M-Z evenings***

**Grade K —Stephanie May & Nancy Buntrock**

**Grade 1 — Melanie Perry & Renae Zenner**

**Grade 2 — Beth & Paul Soenneker**

**Grade 3 — Wendy Nelson & Joanna Myers**

**Grade 4 — Ellen Robeck & Terry Schroeder**

**Grade 5 — Carol Nohner & Brenda Schmalz**

**Grade 6 —Deb & Dennis Yoerg**

**Grade 7 — Julie Miller**

**Grade 8 — Theresa Slominski & Lisa Mohs**

**Grade 9 — Bridget Lenneman**

**Grade 10 — Jay & Kelly Spaeth**

**Grade 11 Facilitators — Jim Richter & Ken/Lois O'Brien**

**Childcare — Lori & Sam Hanowski**

# **Bread for the Journey 2009-2010**

## **Sacraments—God's Gifts for a Lifetime**

September 09 – Catechists Meet  
September 16 – A-L Families  
September 23 – M-Z Families

**God's Gifts for a Lifetime with Jesus**  
*The Sacraments*  
*St. Elizabeth Ann Seton*

October 07 – Catechists Meet  
October 21 – A-L Families  
October 28 – M-Z Families

**The Gift of Being Called by Name**  
*Baptism*  
*St. Martin of Tours*

November 04 – Catechists Meet  
November 11 – A-L Families  
November 18 – M-Z Families

**The Gift of Being Strengthened**  
*Confirmation*  
*St. Rose of Lima*

December 02 – Catechists Meet  
December 9 – A-L Families  
December 16 – M-Z Families

**The Gift of Being Nourished**  
*Eucharist*  
*St. Marie Marguerite d'Youville*

January 06 – Catechists Meet  
January 13 – A-L Families  
January 20 – M-Z Families

**The Gift of Being Forgiven**  
*Reconciliation*  
*St. Monica and St. Augustine*

February 03 – Catechists Meet  
February 10 – A-L Families  
February 24 – M-Z Families

**The Gift of Being Healed**  
*Anointing of the Sick*  
*St. Blase*

March 03 – Catechists Meet  
March 10 – A-L Families  
March 17 – M-Z Families

**The Gift of Being Transformed**  
*Holy Orders*  
*St. Patrick*

April 07 – Catechists Meet  
April 14 – A-L Families  
April 21 – M-Z Families

**The Gift of Being Loved and United**  
*Matrimony*  
*St. Joachim and St. Ann*

April 28—Festival

**Celebrate God's Gifts**

# Parents/Guardian and Students Agreement

**We, parents/guardians and children/youth have read this handbook together to assure clear understanding of its contents.**

**We agree to abide by its content in order to participate in our parish faith formation process.**

**We realize that the Faith Formation Director retains the right to amend this handbook for just cause. Any amendment will be shared with all concerned.**

**Please sign the following statement of agreement and return to the Faith Formation Office no later than October 1, 2009:**

**Parent\Guardian's Signature:**

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**Children's Signatures:**

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**Date:** \_\_\_\_\_