

Office of Faith Formation Staff:

Mrs. Jeanne Martin:

Director of Religious Education

Mrs. Lil Spitery:

Section Head Pre-School, Kindergarten, Grade 1

Mrs. Karen Sommers:

Section Head Grade 2,
First Reconciliation and First Communion Coordinator

Mrs. Tabitha Stasie

Confirmation Coordinator

Section Head - Jr. High

Mrs. Susan Wolff:

Secretary

The Office of Faith Formation is open year round.

Secretary Office Hours:

September through May:

Monday through Thursday 9:00 a.m. - 4:00 p.m.

(and during scheduled class hours)

Safety Issues

St. William Parish is in compliance with the Archdiocese of Detroit *Code of Pastoral Conduct For Priests, Deacons, Pastoral Ministers, Administrators, Staff and Volunteers*. The *Code of Conduct for Volunteers* can be found on the Archdiocese of Detroit website at www.AODonline.org. Click on Promise to Protect Pledge to Heal and then on Volunteer Code of Conduct.

Safe Environment Training Program - Circle of Grace:

During the Catechetical year every student in PS through 8th grade will receive one to three sessions on Circle of Grace (Safe Environment Training), as mandated by the Archbishops office in the fall of 2008. **What is Circle of Grace?** Circle of Grace is the love and goodness that surrounds us and all others. It is the recognition that God is with us always and is there to help us in difficult situations. Through the Circle of Grace Program, adults assist children and youth to recognize God's love by understanding that each of us lives and moves within a Circle of Grace. Your Circle of Grace holds your very essence in body, mind, heart, soul, and sexuality. This is taught in a visual and real way. Because this holistic concept includes all senses it allows children and young people to identify uncomfortable situations long before inappropriate touch may occur. The Circle of Grace program teaches children and young people to seek help from a trusted adult, reinforcing God's presence in their real life struggles.

To preview Circle of Grace materials, contact Jeanne Martin in the Religious Education Office.

Guest Visitor Policy:

Religious Education of children is a priority of the Catholic Church. And if you are reading this booklet you too have taken your role as primary educator in the matter of faith of your children seriously in choosing to send your son/daughter to St. William for further education.

When you registered your child in the Religious Education program you trusted that we would provide a safe environment in which to learn. This includes a competent catechist, that has been approved of by Father Michael and the archdiocese.

In order to maintain a safe environment, all our catechists and aides have attended a Protecting God's Children and Called to Serve workshops, completed background checks and have learned the tools necessary to conduct class in a safe environment through Catechist Formation.

The Religious Formation staff is vigilant in not allowing strangers into our building, including the classrooms. In order to keep in line with a safe environment policy our students (as well as day school students) are not allowed to bring friends to class with them. This policy is in place to protect not only our students but the catechists also.

With your help we will continue to bring a quality Religious Education program within a safe environment to all our registered students.

Heelies:

Due to issues of personal safety for all our students, as well as building maintenance, the wearing of heelies (athletic shoes with wheels build into the soles) is prohibited.

Attendance:

Please be sure to call the Office of Faith Formation at 248.624.1371 if your child will be absent from class. For security purposes, we will call any parent whose child is not in class, if that parent has not already called in the absence.

When your child is absent, we ask that you complete any material scheduled for that session before your child returns to his/her class. We ask that you refer to your lesson schedule for assignments for the absent days. Please be aware that we follow the Walled Lake Consolidated School district for snow days only.

Discipline:

When a child is sent to the Office due to behavior problems, please know it is only after the problem could not be resolved in the classroom. The first time a child is sent to the Office, he/she will meet with the Director or the Section Head and the problem will be addressed in a prompt and reasonable manner. The second time a child is sent to the Office, his/her parents will be notified to set up a meeting with the Director or Section Head to discuss the problem. In the event that a child is sent to the Office a third time, the parent will be expected to attend his/her classroom if that child is to return to the classroom.

Home-Schooled Children:

Parents, please contact Jeanne Martin, Director of Religious Education for guidance, direction, parish policies and procedures regarding the religious education of their children.

All families and children participating in the Religious Education Program at St. William parish must follow the same guidelines as children in public or parochial schools.

Sacrament Policy for Children in Religious Education Programming:

The child must be a baptized member of the Church, and the family must be registered at St. William Parish. The family must participate in the life of the our parish, and the children must attend either the parish school or our after school Religious Education Program.

Sacramental preparation for any sacrament does not take place in the classroom. The immediate preparation process for any sacrament is parish wide, un-graded, and family based. There are a series of workshops that are scheduled, and attendance at these workshops is required. Registration for sacramental preparation is done at the beginning of the school year in the Office of Faith Formation.

It is our recommendation that a child has attended some form of Catholic religious formation for at least one year prior to any sacrament.

Canon Law states that children be prepared for the sacrament of Reconciliation prior to the reception of First Eucharist. The Archdiocesan Policy clearly states: "Any variation of this norm occurs only on an individual basis and after deliberate consultation between the Pastor and the parent(s)."

The immediate preparation for First Reconciliation occurs in September and is celebrated at the beginning of Advent. Immediate preparation for First Eucharist begins in January and is celebrated on the first Saturday in May. The immediate preparation for the sacrament of Confirmation takes place throughout the school year, with the date and time of the celebration determined by the confirming Bishop. Archdiocesan Policy states that Confirmation candidates, after completing a program of preparation and the approval of the Pastor, may celebrate the sacrament between the ages of 13 and 15. We ask the Bishop to schedule Confirmation during the Easter season. The Bishop schedules the celebration, in consideration of our parish calendar.

Dates at a Glance

Religious Education classes begin:

Sunday, September 12, 2010

9:00-10:00 a.m. - Pre-school and Kindergarten

10:15-11:25 a.m. - 1st through 8th grade

Monday, September 13, 2010

5:30-6:45 p.m. OR 7:00-8:15 p.m. - 1st through 8th grade

Sacrament Workshops and Celebrations:

Sacrament Parent Meetings during class time:

Sunday, September 12, 2010 - 10:15 a.m. - 11:25 a.m.

Monday, September 13, 2010 - 5:30 - 6:45 p.m.

Monday, September 13, 2010 - 7:00 - 8:15 p.m.

First Reconciliation:

Saturday, October 23, 2010: Workshop 1

Saturday, November 6, 2010: Workshop 2

Saturday, November 20, 2010: Workshop 3

Wednesday, December 1, 2010: First Reconciliation Celebration

Thursday, December 2, 2010: First Reconciliation Celebration

Confirmation:

Saturday, November 6, 2010 - OR - Sunday, November 7, 2010

Saturday, December 11, 2010 - OR - Sunday, December 12, 2010

Saturday, January 29, 2011: Youth to Youth

Saturday, March 26, 2011 - OR - Sunday, March 27, 2011

Sunday, May 8, 2011 - 6:00 p.m. Mass - Followed by Confirmation Rehearsal

Friday, May 13, 2011 - Confirmation Celebration with Monsignor John Zenz

First Eucharist:

Saturday, January 29, 2011: Workshop I

Saturday, March 5, 2011: Workshop II

Saturday, March 26, 2011: Workshop III

Saturday, April 16, 2011: Share-A-Meal

Wednesday, May 4, 2011: First Eucharist Rehearsal

Saturday, May 7, 2011: First Eucharist Celebration Mass

Parent Notes:

1. Childs Name: _____

Day: _____ Time: _____ Grade: _____

Catechist Name: _____

2. Childs Name: _____

Day: _____ Time: _____ Grade: _____

Catechist Name: _____

3. Childs Name: _____

Day: _____ Time: _____ Grade: _____

Catechist Name: _____

4. Childs Name: _____

Day: _____ Time: _____ Grade: _____

Catechist Name: _____

5. Childs Name: _____

Day: _____ Time: _____ Grade: _____

Catechist Name: _____

September 2010

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
			1 7:00 - 8:30 p.m. Catechist Meeting Lower Zepf	2	3	4
5	6 Labor Day	7	8	9	10	11
12 - 10:15- 11:25 a.m. Parent Meeting Upper Zepf Parent Sacrament Parent Meeting Lower Zepf Class 1	13 - 5:30-6:45 p.m. Parent Meeting Upper Zepf 7:00-8:15 p.m. Parent Meeting Upper Zepf Parent Sacrament Meeting Lower Zepf Class 1	14	15	16	17	18
19 Class 2	20 Class 2	21	22	23	24	25
26 Class 3	27 Class 3	28	29	30		

October 2010

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
					1	2
3 Class 4	4 Class 4	5	6	7	8	9
10 Class 5	11 Class 5	12	13	14	15	16
17 Class 6	18 Class 6	19	20	21	22	23 10:00 -11:30 a.m. First Reconciliation Workshop 1 Activity Center
24 Class 7 31 No Class	25 Class 7	26	27	28	29	30

November 2010

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
	1 All Saints Day No Class	2 All Souls Day	3	4	5	6 10:00-11:30 a.m. Reconciliation Workshop 2 9:00-12:00 Confirmation Workshop 1
7 Daylight Savings Time 1:00-4:00 p.m. Confirmation Workshop 1 Class 8	8 Class 8	9	10	11	12	13
14 Class 9	15 Class 9	16	17	18	19	20 10:00-11:30 a.m. Reconciliation Workshop 3
21 Christ The King Class 10	22 Class 10	23	24	25 Thanksgiving Day	26	27
28 1st Sunday of Advent No Class	29 No Class	30				

December 2010

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
			1 7:00 p.m. First Reconciliation	2 7:00 p.m. First Reconciliation	3	4
5 2nd Sunday of Advent Class 11	6 St. Nicholas Day Class 11	7	8 The Immaculate Conception of The Blessed Virgin Mary	9	10	11 9:00 a.m.- 12:00 Confirmation Workshop 2
12 3rd Sunday of Advent 1:00-4:00p.m. Confirmation Workshop 2 Class 12	13 Class 12	14	15	16	17	18
19 4th Sunday of Advent Class 13	20 Class 13	21	22	23	24	25 Christmas Day
26 No Class	27 No Class	28	29	30	31	

January 2011

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
						1
2	3	4	5	6 Epiphany	7	8
9 Baptism of the Lord Class 14	10 Class 14	11	12	13	14	15
16 Class 15	17 Martin Luther King Day Class 15	18	19	20	21	22
23 Class 16 30 Class 17	24 Class 16 31 Class 17	25	26	27	28	29 10:00-11:30 a.m. First Eucharist Workshop 1 10:00 a.m.- 4:00 p.m. Confirmation Youth to Youth followed by 4:30 Mass

February 2011

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
		1	2	3	4	5 Celebrate St. William Weekend
6 Celebrate St. William Weekend Home Study Lesson 18 No Class	7 Home Study Lesson 18 No Class	8	9	10	11	12
13 Class 19	14 Class 19	15	16	17	18	19
20 No Class Winter Break	21 No Class Winter Break	22	23	24	25	26
27 Class 20	28 Class 20					

March 2011

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
		1	2	3	4	5 10:00 -11:30 a.m. First Eucharist Workshop 2 Scavenger Hunt
6 Class 21	7 Class 21	8	9 Ash Wednesday	10	11	12
13 Class 22	14 Class 22	15	16	17	18	19
20 Class 23	21 Class 23	22	23	24	25	26 - 9:00 a.m. - 12:30 p.m. First Eucharist Workshop 3 9:00 a.m.- 12:00 Confirmation Workshop 4
27 1:00-400 p.m. Confirmation Workshop 4 Class 24	28 Class 24	29	30	31		

April 2011

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
					1	2
3 No Class Spring Break	4 No Class Spring Break	5	6	7	8	9
10 Class 25	11 Class 25	12	13	14	15	16 6:00 p.m. First Eucharist Share-A-Meal
17 Palm Sunday Last Class Class 26	18 Last Class Class 26	19	20	21 Holy Thursday	22 Good Friday	23 Holy Saturday
24 Easter Sunday	25	26	27	28	29	30

May 2011

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
1	2 6:30 p.m. Catechist End of Year Meeting	3	4 7:00-8:00 p.m. First Eucharist Rehearsal	5	6	7 11:00 a.m. First Eucharist Celebration Mass
8 6:00 p.m. Mass followed by Confirmation Rehearsal	9	10	11	12	13 7:30 p.m. Confirmation Celebration Mass with Monsignor John Zenz	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	26	27	28	29