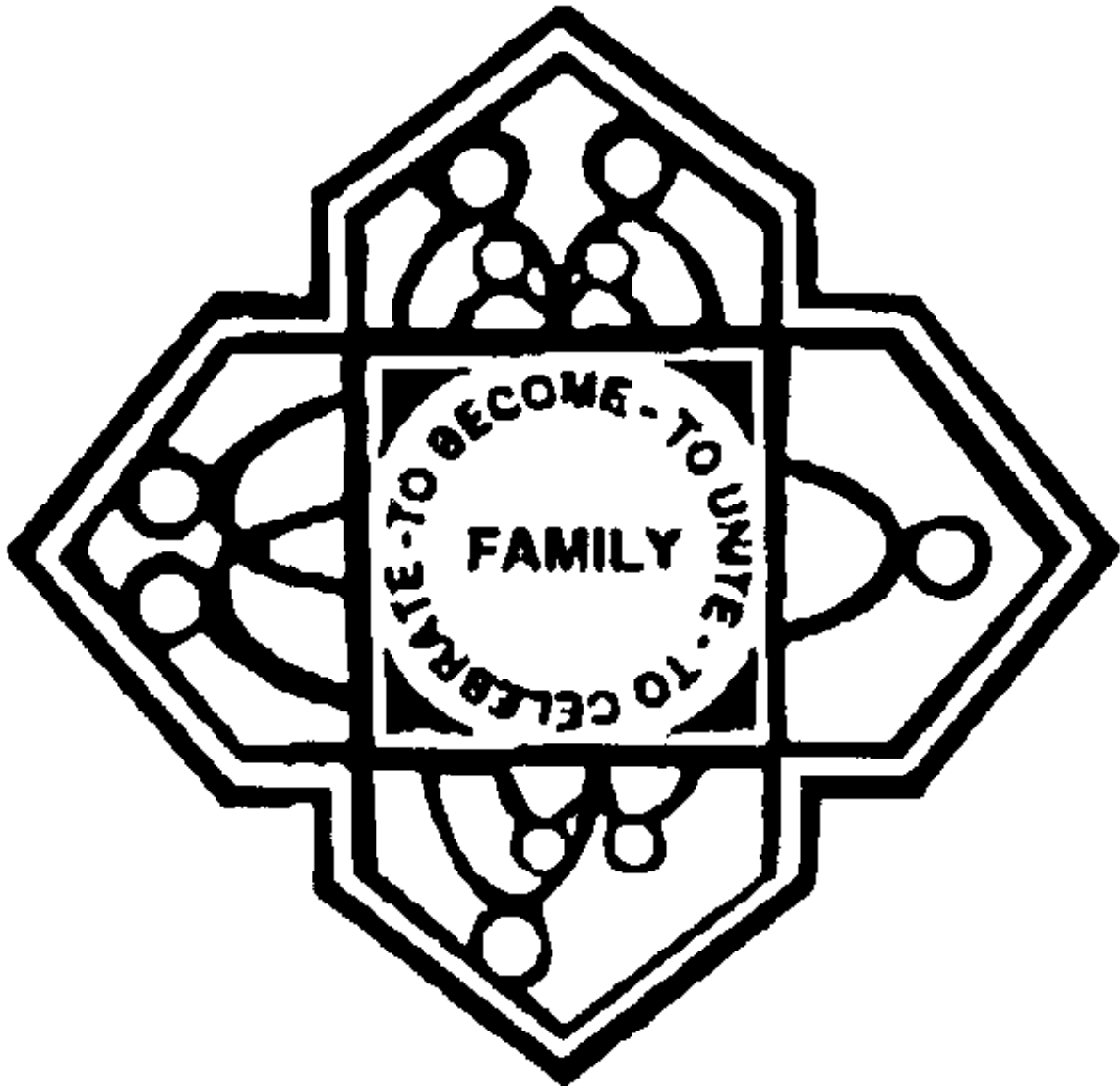


St. William Parish - Religious Education

2011/2012 Policy Book



Office of Faith Formation

135 O'Flaherty Street

Walled Lake, MI 48390

248.624.1371

Office of Faith Formation Staff:

Mrs. Jeanne Martin: Master Catechist
jmartin@stwilliam.com

Mrs. Lil Spitery: Section Head
Pre-School, Kindergarten, Grade 1

Mrs. Karen Sommers: Section Head Grade 2
First Reconciliation and First Communion Coordinator
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Mrs. Susan Wolff: Secretary
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Certified Catechists:

Dianna Banks
Karen Bertin
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Barb Eaton
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Bill Napoleon
Susan Napoleon

Michelle Ohl
Lori Rohde
Joey Rondeau
Karen Sommers
Lil Spitery
Stephen Vangel
Susan Wolff

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 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 18, 2011

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

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

Monday, September 19, 2011

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

Sacrament Workshops and Celebrations:

First Reconciliation & First Communion

Sacrament Parent Meetings during class time:

Sunday, September 18, 2011 - 10:15 a.m. - 11:25 a.m.

Monday, September 19, 2011 - 5:30 - 6:45 p.m.

Monday, September 19, 2011 - 7:00 - 8:15 p.m.

Confirmation Parent and Teen

Sacrament Meeting:

Sunday, September 25, 2011 - 12:30 p.m. - 1:30 p.m.

First Reconciliation Workshops:

Saturday, October 22, 2011: Workshop 1

Saturday, November 5, 2011: Workshop 2

Saturday, November 19, 2011: Workshop 3

Wednesday, November 30, 2011: First Reconciliation Celebration - 7:00 p.m.

Thursday, December 1, 2011: First Reconciliation Celebration - 7:00 p.m.

Confirmation:

Saturday, November 5, 2011 - OR - Sunday, November 6, 2011

Saturday, December 10, 2011 - OR - Sunday, December 11, 2011

Saturday, February 4, 2012: Youth to Youth

Saturday, March 10, 2012 - OR - Sunday, March 11, 2012

Sunday, May 20, 2012 - 6:00 p.m. Mass - Followed by Confirmation Rehearsal

Thursday, May 24, 2012 - Confirmation Celebration - 7:30 p.m.

First Eucharist Workshops:

Saturday, January 14, 2012: Workshop I

Saturday, February 4, 2012: Workshop II

Saturday, March 3, 2012: Workshop III

Saturday, March 24, 2012: Share-A-Meal

Wednesday, May 2, 2012: First Eucharist Rehearsal

Saturday, May 5, 2012: First Eucharist Celebration Mass

September 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 Labor Day	6	7	8	9	10
11 Catechetical Sunday 9:00 a.m. Mass 10:00 a.m. Catechist Meeting and Breakfast Lower Zepf	12	13	14	15	16	17
18 10:15 a.m. First Reconciliation & First Communion Parent Sacrament Meeting during class Class 1	19 5:30 p.m. OR 7:00 p.m. First Reconciliation & First Communion Parent Sacrament Meeting during class Class 1	20	21	22	23	24
25 12:30 p.m. Confirmation Parent and Teen Sacrament Meeting Class 2	26 Class 2	27	28	29	30	

October 2011

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
						1
2 Class 3	3 Class 3	4	5	6 7:00 p.m. “Will Our Kids Be Catholic?” Presentation Activity Center	7	8
9 Class 4	10 Class 4	11	12	13	14	15
16 6:00 p.m. Youth Mass Class 5	17 Class 5	18	19 7:00 - 8:30 p.m. Family Hands -on Presentation: “Day of the Dead”	20	21	22 10:00 a.m. Reconciliation Workshop 1 Activity Center
23 Class 6	24 Class 6	25	26	27	28	29
30 No class	31 No class					

November 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 9:00 a.m. - 12:00 Noon Confirmation Workshop 1 10:00 a.m. Reconciliation Workshop 2
6 Daylight Saving Time Ends 1:00-4:00 p.m. Confirmation Workshop 1 Class 7	7 Class 7	8	9	10	11	12
13 Class 8	14 Class 8	15	16 7:00 - 8:30 p.m. Family Hands- on Presentation: "Advent Traditions" Upper Zepf	17	18	19 10:00 a.m. Reconciliation Workshop 3
20 6:00 p.m. Youth Mass Class 9	21 Class 9	22	23	24 Thanksgiving Day	25	26
27 First Sunday of Advent No Class	28 No Class	29	30 7:00 p.m. First Reconciliation Celebration			

December 2011

<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 Celebration	2	3
4 Second Sunday of Advent Class 10	5 Class 10	6	7	8	9	10 9:00 a.m. - 12:00 Noon Confirmation Workshop 2
11 Third Sunday of Advent 1:00-4:00 p.m. Confirmation Workshop 2 Class 11	12 Class 11	13	14	15	16	17
18 Fourth Sunday of Advent 6:00 p.m. Youth Mass Class 12	19 Class 12	20	21	22	23	24
25 Christmas No Class	26 No Class	27	28	29	30	31

January 2012

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
1 New Years Day No Class	2 No Class	3	4	5	6	7
8 Baptism of the Lord Class 13	9 Class 13	10	11	12	13	14 10:00-11:30 a.m. First Eucharist Workshop 1
15 6:00 p.m. Youth Mass Class 14	16 Martin Luther King Jr. Day Class 14	17	18	19	20	21
22 Class 15	23 Class 15	24	25	26	27	28 Celebrate St. William Weekend
29 Celebrate St. William Weekend No Class	30 No Class	31				

February 2012

<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 10:00-11:30 a.m. First Eucharist Workshop 2 10:00 a.m. Confirmation Youth to Youth Retreat 4:30 p.m. Youth Mass
5 Class 16	6 Class 16	7	8 7:00 - 8:30 p.m. Family Lenten Practices	9	10	11
12 Class 17	13 Class 17	14	15	16	17	18
19 Mid-winter Break No Class	20 Mid-winter Break No Class	21	22	23	24	25
26 First Sunday of Lent Class 18	27 Class 18	28	29			

March 2012

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
				1	2	3 9:00-10:30 a.m. First Eucharist Workshop 3 11:00-12:30 p.m. First Eucharist Workshop 3
4 Second Sunday of Lent Class 19	5 Class 19	6	7	8	9	10 9:00-11:30 a.m. Confirmation Workshop 4
11 Third Sunday of Lent 1:00-3:30 p.m. Confirmation Workshop 4 Class 20	12 Class 20	13	14	15	16	17 St. Patrick's Day
18 Fourth Sunday of Lent 6:00 p.m. Youth Mass Class 21	19 Class 21	20	21	22	23	24 6:00 p.m. First Eucharist Workshop 4
25 Fourth Sunday of Lent Triduum a Family Experience Parents to attend class with their child Class 22	26 Triduum a Family Experience Parents to attend class with their child Class 22	27	28	29	30	31

April 2012

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
1 Palm Sunday No Class	2 No Class	3	4	5	6	7
8 Easter Sunday No Class	9 No Class	10	11	12	13	14
15 6:00 p.m. Youth Mass Class 23	16 Class 23	17	18	19	20	21
22 Class 24	23 Class 24	24	25	26	27	28
29 Class 25	30 Class 25					

May 2012

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

St. William Parish Community

Parish Mission Statement:

***“To live the Good News so joyfully,
that we can’t help but proclaim it!”***