

Mission Statement

The Religious Education Office serves to minister to people of all ages and skills at St. Mary Queen of Creation by providing sound catechesis, spiritual support, and the resources to help people deepen their intimate relationship with Jesus Christ, to grow in their understanding of the Catholic Faith, and to help them participate more fully and consciously in the life of the Church. All this is done in cooperation with the Archdiocese of Detroit.

Office Location

St. Mary Queen of Creation Faith Formation Building
36254 Main Street
New Baltimore, Michigan 48047
586-725-7579

Office Hours

(when classes are in session)

Sunday	9:00 am – 11:00 am
Monday	10:00 am – 6:30 pm
Tuesday & Wednesday	10:00 am – 8:00 pm
Thursday	10:00 am – 5:00 pm

Staff

Pastor:	Rev. Charles White
Associate Pastor:	Rev. Louis Lapeyre
Religious Education Director:	
Director of Youth Ministry:	Theresa Barrons
Secretary:	Laurie Hoxsie
Section Head Grades 1-4:	Linda LeDuc

Tuition Rates

Early Bird Registrations received August 6th thru August 16th, 2018

In parish: \$113.00 for one child or \$221.00 per family

Out of parish: \$203.00 for one child or \$311.00 per family

Registrations received August 20th thru August 30th, 2018

In parish: \$138.00 for one child or \$256.00 per family

Out of Parish: \$238.00 for one child or \$356.00 per family

Schedule of Classes

Sunday:	Grades 1 – 8, & Confirmation Prep	9:15 am – 10:45 am
Monday:	Confirmation Prep Only	5:30 pm – 7:00 pm
Tuesday:	Grades 1 – 8	4:30 pm – 6:00 pm
	Grades 1 – 8	6:30 pm – 8:00 pm
Wednesday:	Grades 1 – 8	4:30 pm – 6:00 pm
	Grades 1 – 8	6:30 pm – 8:00 pm

Parent and Family Gathering Dates

October 14, 16, 17 – Family Gathering

November 11, 13, 14 – Parish Mission

January 13, 15, 16 – Family Gathering

February 10, 12, 13 – Parent Gathering

March 17, 19, 20 – Family Gathering

April 14, 16, 17 – Parent Gathering

NOTES:

- Parent/Family Gatherings are once a month, only. If you are unable to attend a gathering during your child's class time, you may attend any other gathering that week.
- Family Gatherings are in the Gym and Parent Gatherings are in the Parish Center
- Family Gatherings are for Parents and Students. Family Gatherings replace the students regular class time. Attendance will be taken.
- Parent Gatherings are in the Parish Center and are for adults. Students attend their regular class times.

2018 - 2019 Catechetical Calendar

for Grades One thru Eight

	Sunday	Tuesday	Wednesday	
Week 1 :	9/23/18	9/25/18	9/26/18	
Week 2 :	9/30/18	10/2/18	10/3/18	
Week 3 :	10/7/18	10/9/18	10/10/18	
Week 4 :	10/14/18	10/16/18	10/17/18	
Week 5 :	10/21/18	10/23/18	10/24/18	
Week 6 :	10/28/18	10/30/18)	No Class (10/31/17)	
Week 7 :	11/4/18	11/6/18	11/7/18	
Week 8 :	11/11/18	11/13/18	11/14/18	
Week 9 :	11/18/18	No Class - Thanksgiving Break		
Week 10 :	No Class (11/25/18)	11/27/18	11/28/18	
Week 11 :	12/2/18	12/4/18	12/5/18	
Week 12 :	12/9/18	12/11/18	12/12/18	
Week 13 :	No Sessions - Christmas Break (Week of December 16)			
Week 14 :	No Sessions - Christmas Break (Week of December 23)			
Week 15 :	No Sessions - Christmas Break (Week of December 30)			
Week 16 :	1/6/19	1/8/19	1/9/19	
Week 17 :	1/13/19	1/15/19	1/16/19	
Week 18 :	1/20/19	1/22/19	1/23/19	
Week 19 :	1/27/19	1/29/19	1/30/19	
Week 20 :	2/3/19	2/5/19	2/6/19	
Week 21 :	2/10/19	2/12/19	2/13/19	
Week 22 :	No Sessions – Mid-Winter Break (Week of February 17)			
Week 23 :	2/24/19	2/26/19	2/27/19	
Week 24 :	3/3/19	3/5/19	3/6/19	
Week 25 :	3/10/19	3/12/19	3/13/19	
Week 26 :	3/17/19	3/19/19	3/20/19	
Week 27 :	3/24/19	3/26/19	3/27/19	
Week 28 :	No Sessions – Spring Break (Week of March 31 st)			
Week 29 :	No Class 4/7/19	4/9/19	4/10/19	
Week 30 :	4/14/19	4/16/19	4/17/19	

All calendar dates subject to change

Faculty/Staff

The catechists (teachers) and assistants are to be companions on a child's faith journey. They participate in the various areas of formation because they are convinced of its importance. They give freely of their time and talent to give support in the lifelong mission of forming children in the image and likeness of Christ. They deserve the utmost respect, consideration and support at all times.

Child Abuse

Child abuse is a serious concern. Our faculty/staff has a moral and legal responsibility to comply with the law to ensure the welfare of a child. If a member of the formation staff/faculty suspects abuse, or if someone communicates to a member of the religious education faculty/staff of suspected abuse, that person will inform the Director of Religious Education who will then notify the Pastor and state authorities of the concern. Pursuant to state law and diocesan policy, the office is required to report suspected child abuse.

Protecting God's Children

Protecting God's Children is a workshop that focuses on creating a safer environment for our children. All members of St. Mary's staff and volunteers who work with children and young people must participate. The workshop focuses on the signs of sexual abuse, the life-long impact of abuse on children and proactive actions to improve each child's safety. All catechists and staff must attend this workshop within six months of contact with children. Parents are urged to attend a workshop as well.

Circle of Grace

Circle of Grace is the love and goodness of God 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.

Archdiocese of Detroit Safe Environments

Safe environments documentation can be found on the parish website www.stmaryqueenofcreation.com.

Curriculum

The goal of St. Mary Queen of Creation religious education program is on-going and life long faith formation that leads to a living, intentional, and active faith. The entire body of Catholic doctrine can't be conveyed in any single year. Our program is systematic and lectionary based. It includes opportunities to develop an intimate relationship with Christ, scripture study, learning Catholic doctrine, liturgical participation, moral formation and mission.

Systematic Catechesis

The young people in our program will spend one and one half hours of weekly formation in systematic age-level classroom catechesis. Textbooks for grades one through six are *Blest Are We, RCL/Benziger*.

The text for grades seven and eight is *Pflaum's "Visions"*.

The text for Immediate Confirmation (ages 14-17) is St. Mary's Press, *Called to Mercy*.

Lectionary Based Catechesis

Scripture study is an important part of each catechetical session. Our scripture sources are:

- Grades 1-2: *Children's Bible*
- Grades 3-7: *The Breakthrough Bible*
- Grades 8-9: *The Catholic Youth Bible*

What Every Child Should Know

- Grade 1: Children should know how to make the Sign of the Cross. They should know the Glory Be, the Our Father, Grace Before Meals and Hail Mary.
- Grade 2: Children should know all the above PLUS the Act of Contrition, Guardian Angel Prayer and Grace after meals.
- Grade 3: Children should know all the above prayers PLUS know all the Mass responses and the Apostles' Creed.
- Grade 4: Children should know all the above prayers PLUS the Rosary and Adoration of the Eucharist.
- Grades 5 & 6: All the above prayers PLUS Stations of the Cross.
- Grades 7 & 8: All the above.

Sacraments

Infant Baptism: In the Sacrament of Baptism, Christians begin their life in Christ as members of the Church. As with all other sacraments, the proper and meaningful celebration of the sacrament depends on the intention and faith of those celebrating it. Preparation for infant baptism requires baptismal catechesis sessions for the parents and godparents prior to the celebration of the sacrament. Contact the parish center office at 586-725-2441 for details.

First Reconciliation: Preparation for the Sacrament of Reconciliation is an important part of a child's growth in the Catholic Faith. A child must be baptized, and should be in Grade 2 of the program or older. Families are asked to attend the First Reconciliation Workshop and First Reconciliation Service.

First Eucharist: First Eucharist, a Sacrament of Initiation, is another important step in the faith journey of young Catholic Christians. Children preparing for the sacrament must be baptized and complete preparation which includes the following elements:

- **EARLY FORMATION:** Completion of 1st and 2nd grade Faith Formation curriculum
- **REGULAR PRACTICE:** Weekly Mass attendance is expected of all families seeking First Eucharist for their children. (**Go to Masstimes.org to find Mass times when you are out of town.**)
- **Complete and turn in Mass Reflections**
- **COMMITMENT:** Attendance at all information meetings, enrollment ceremony, First Eucharist workshop, First Eucharist rehearsal and First Eucharist celebration.

Confirmation: Confirmation is the final Sacrament of Initiation and prepares us as intentional disciples of Jesus Christ and lifelong members of the Catholic Church.

- **EARLY FORMATION:** Successful completion of 7th and 8th grade Faith Formation curriculum with a minimum of 6 absences per year.
- **REGULAR PRACTICE:** Weekly Mass attendance is expected of all candidates seeking Confirmation. **Go to Masstimes.org**
- **DEMONSTRATED READINESS:** Submission of six (6) Mass Reflections from May through October which will be due monthly.
- **ACTIVE DISCIPLESHIP (SERVICE):** Completion of a minimum of four (4) hours in your parish or in the community **and** submission of Service Hours Reflection Sheet.
- **COMMITMENT:** Attendance at all information and formation meetings
- **RETREAT:** Full Participation in the half-day retreat
- **SUPPORT:** Each candidate must have a Catholic adult sponsor or parent presenter.

- **SPONSOR/CANDIDATE EVENING:** Candidate and sponsor choose an evening to view one of two recommended movies and complete a reflection sheet.
- **COMPANIONSHIP:** The selection of a Confirmation or Saint Name and completion of Saint Name form.
- **CONFESSION:** Each candidate should receive the Sacrament of Reconciliation.
- **FINAL PREPARATION:** Attendance at Confirmation rehearsal

Qualifications for Sponsors:

- Must be a confirmed, practicing Catholic
- May either be male or female; at least 16 years old
- Must be sufficiently mature to fulfill their function as a sponsor
- Must be a person who is an example and a witness of the Catholic faith in word and action
- Must be trustworthy and a good listener
- Must be one who will attend liturgical celebrations, meetings, rehearsal and Confirmation Day
- May not be mother or father of the person to be confirmed

**A parent or other guardian may proxy for the sponsor if he or she is unable to attend the Confirmation ceremony or sponsor events.

R.C.I.A.

Rite of Christian Initiation for Adults is a period of preparation for adults who have never been baptized in any faith, or may have been baptized into another Christian denomination and who seek further instruction in order to receive the Sacraments of Initiation and become members of the Catholic Church or were baptized Roman Catholic but have little or no religious formation and want to receive Eucharist and Confirmation. Please call the Worship Coordinator for further information (586)725-7579 ext. *838

Children's Out of Sequence

It is recommended for children nine years and older who have not been baptized in the Christian faith or have been baptized but have received no faith formation instruction. Sessions help children to discover or deepen their relationship with Jesus Christ, learn the basic teachings of our Faith, become participating members of the Church and prepare for the Sacraments of Baptism, Penance and Reconciliation and Eucharist. For more information contact the Director of Religious Education (586)725-7579.

Home Schooling in Faith Formation

On occasion a parent or guardian will ask about the possibility of home schooling a child. The requirements for home schooling are:

Home schooling will be permitted when **serious** need is demonstrated.

- The family must be registered and participating members of St. Mary Queen of Creation Parish.*
- Home schooling will not be permitted in classes preparing for sacraments (2nd, 8th, Confirmation and Children's Out of Sequence).
- Tuition must be paid at the time of registration.
- Assessments will be taken 3 times during the catechetical year to ensure children are progressing in the knowledge of the faith.
- In case of termination, the child will have to either attend the scheduled faith formation sessions or repeat the program the following year.
- Child and parent/guardian must attend all workshops and meetings scheduled for the appropriate age level. Participate in appropriate age level Mass celebrations and Family and Parent Gatherings..
- All decisions by the DRE are **final**.

*A registered member of the parish is one who has filled out the necessary forms, participates in the life of the parish and attends weekend mass. The Code of Canon Law #208,209,222.

Communication

The continued success and growth of any formation program depends a great deal on feedback from parents and participants. Comments and suggestions are encouraged and welcomed. Any correspondence to this effect should be sent to the Faith Formation Office.

Each child will be given a folder which will be used to send communications to and from the parent and catechist. Folders should be brought to class each week. Please go through the folder and return it each week.

Parents should be checking the Luminary and the Religious Education tab on the parish website, www.smqoc.com, weekly for dates and times of upcoming events. Also, please watch for e-mails from reled@smqoc.com and lhoxsie@smqoc.com for important reminders and notifications.

Family Involvement

Parents are the primary teachers of their children. Children learn what is important by seeing what is important to you, their parents or guardians. For this reason, we incorporate into our programming, opportunities for parents to become involved and celebrate with their children.

It is expected that each family involved in the formation program is attending the weekend liturgies on a regular basis. Mass times at St. Mary Queen of Creation are as follows:

Saturday	4:30 pm
Sunday	9:00 am, and 11:00 am
Holy Day Masses	9:00 am and 7:00 pm
(The Mass schedule for Holy Day's that fall on a class day)	
	9:00 am, 4:45 pm and 7:00 pm

Note: When you are out of town, go to Masstimes.org to find Catholic churches and their Mass times near your destination.

Holy Hour – Every Wednesday 6:00pm

Sacrament of Reconciliation (Confession): Saturday 11:30 am – 12:00 noon and after 4:30 pm Mass. Anytime upon request. Please phone the Parish Office at 586-725-2441.

Procedures/Policies

Attendance Policy

Children need to be actively present for Faith Formation classes on a consistent, regular basis. Students involved in extra curricular activities gain many worthwhile skills, however, developing a personal relationship with Christ, which includes an ever deepening prayer life and living our Christian values affect a person's eternal life. Therefore, it is recommended that parents of children unable to attend class should enroll in a different sports/dance program which will not interfere with religious education or search out a religious education program having sessions at a more convenient time.

Class work must be completed for every excused and unexcused absence. Unless previous arrangements are made, a total of three (3) consecutive sessions missed will result in a call home. If missed sessions continue, the child may not return to class until a parent has spoken with the Director of Religious Education. Again, all missed work must be completed and turned into the office.

Should a child miss 6 or more faith formation sessions, whether excused or unexcused, the make-up work must be completed and turned in to the faith formation office before they will be permitted to attend the next grade level. If the above recommendation cannot be followed, the children may enroll in St. Mary Queen of Creation for the same grade level the following year. Reception of a sacrament will be delayed for at least one year.

All children should arrive between 10 and 5 minutes prior to the start of each session. Attendance is taken at the beginning of class. If a student is absent and a parent/guardian has not called it in, it is an unexcused absence. **Therefore, every absence and reason for the same must be phoned in to the religious education office.**

Early Dismissal Policy

To ensure the safety of children during religious education sessions when an early dismissal is deemed necessary, the following steps are to be observed:

1. Parent MUST come to the religious education office at designated early time to:
 - Meet child in religious education office.
 - Sign child out.

Absolutely NO child will be dismissed from a classroom unless the release form has been signed by a designated adult. A staff member will escort the child from his classroom to the office. Children must come to the office before leaving the building.

Class time is limited. The main emphasis is on formation. Children are **NOT** to bring drinks, food, gum, candy, etc. to faith formation class unless approved by the catechist. ***This includes birthday treats.*** Toys, games, iPhones and all electronic devices are to be **left at home**. Any of these items may be taken from the student until class dismissal.

Dress Code: All children should dress appropriately for faith formation sessions. Clothing with inappropriate words or pictures is not permitted. No hats are to be worn during classes. Girls must wear clothing which covers the midriff, no shorter than three inches above the knee, and does not reveal cleavage. Boys must wear pants at the natural waistline. Please keep in mind that children may go to church occasionally for a prayer service.

Medical: All medications are to be dispensed prior to religious education sessions. It is our policy not to distribute medicines during classes. If someone becomes ill, parents will be contacted. Should there be no response, we will call the emergency number given to us. All proper medical forms must be completed and kept on file in the Religious Education office.

Parking and Entrance: Children may enter the Faith Formation building from the entry doors off Maria Street, Main Street or next to the food pantry in the back of the building. When picking up a child, parents come into the building and sign out their child. Children will not be permitted to stand outside the building. Parents are not to park in the fire lane when dropping off or picking up.

Building Security: The Faith Formation Building is now equipped with security cameras. Cameras are located at every entrance, gym, basement, and the elevator lobbies on the first and second floors. The doors will remain locked until 15 minutes before and after the start and end time of class sessions. If you need to drop your children off late or pick them up early, you will need to use the Maria Street entrance and ring the bell. We apologize for any inconvenience but our priority is the safety of your children.

Non-Custodial Parents: To assure the safety of children and parental peace of mind, parents are asked to alert the faith formation office and your child's catechist concerning any individual to whom the child should not be released.

Parental Role: Parents have the first responsibility for faith formation of their children. As primary faith role models for children, parents are encouraged to:

- Worship together as a family, **including regular attendance at weekend Mass.**
- Attend Orientation and Sacrament gatherings (Commitment Ceremony, Parent Meetings and Gatherings, Candidate/Parent Sessions, and Family Gatherings).
- Oversee faith formation activities at home.

Accidents: When a child is injured due to an accidental situation, please notify the supervising staff person. The supervising staff member will complete the Accident Report for Children/Youth form and submit it to the proper authority. This is necessary in all cases except minor cuts and bruises. This will help determine ways to prevent similar incidents from happening.

Guests: Allowing students to bring guests to the classroom is left entirely to the discretion of the catechist. If a visitor is allowed in the classroom, her/his name and phone number should be registered in the office. If a guest attends more than three times, it is expected he/she will register into the program.

Faith Formation Building – Elevator Use Policy

The elevator is intended for use by the elderly, disabled, and those with physical conditions which make it difficult for them to use the stairs. Under certain circumstances, others may be given a pass to use the elevator. The elevator is also available for maintenance personnel for the proper maintenance of the building.

ALL OTHERS ARE ASKED TO USE THE STAIRS.

No person under the age of 18 may use the elevator unless accompanied by an adult.

If you have a temporary use reason to need the elevator, you may make the request to the religious education or parish office. They will make a decision on the elevator pass.

IF GIVEN PERMISSION TO USE THE ELEVATOR, YOUR CHILD MUST BE UNDER CONSTANT SUPERVISION AND CAN NEVER BE ALLOWED TO RIDE THE ELEVATOR ALONE.

We ask for your cooperation with this so those who truly need it are not denied access.

Emergencies, First Aid, and Evacuations

All catechists are expected to respond to emergencies with priority. The following guidelines are not a substitute for a First Aid course.

Non-Fatal: If a child is injured and can walk to the office, he or she will be treated for the injury there. If unable to go to the office, the catechist should remain with the child and send a hall monitor to the office for assistance.

Fatal/Life Threatening: If a child is injured or ill and appears to need immediate medical attention, catechists are expected to remain with the child and send the hall monitor to the office to call 911.

Bodily Fluids: If bodily fluids are present, **do not touch them**. All fluids should be considered infectious. If it is necessary to assist a child when fluids are present, always use latex gloves. A first aid kit is available in the office and each classroom is equipped with gloves.

When a child is injured due to an accidental situation, please inform the supervising staff members. The staff member must complete the Accident Report for Children/Youth for all injuries other than minor cuts and bruises.

In case of:

FIRE: The catechist will calmly lead the children out of the building to the designated safety area. They will take attendance before and after the fire drill.

Tornado: The catechist will calmly instruct the children to form a single line. Close any open window. Take the attendance sheet. Follow the fire drill procedure to the first floor then to the basement or gym. Remain in the basement or gym with students until the “ALL CLEAR” is broadcast. Take attendance before releasing children or upon returning to the classroom.

Shelter-in-Place (Lock Down): The catechist will close the door and will not release anyone until “ALL CLEAR” is broadcast.

Cancellation of Classes: As a general rule, if the Anchor Bay School District cancels school due to severe weather, formation classes will automatically be cancelled for that day. If there is uncertainty, please call the Religious Education Office at 586-725-7579.

Discipline

The emphasis on discipline should always be placed on the development of individual responsibility. If a student is causing a serious problem that is preventing a learning situation for both the individual/or the class, the catechist will have a discussion with the student. If after two discussions with the student, and the situation does not improve, the catechist is to bring the matter to the attention of the DRE.

No service is rendered to the student, the parents, the classmates or the program to let serious disruption continue for weeks into the year. If a resolution to continual disruption cannot be found, the family will be offered alternative arrangements.

Code of Conduct for Students

1. All people should be treated with respect at all times.
2. Vulgarity in any form will result in the student being sent home.
3. Students will follow the dress code published in the Parent/Student handbook.
4. Students are expected to be in their classrooms and seated at the time their session begins.
5. Students may not bring personal items to class unless prior permission has been given by the catechist. This includes cell phones, iPods, and all electronic devices. These items may be taken from the student until class is dismissed.
6. Property not belonging to the student shall be treated with respect. Vandalism will result in parents being held responsible.
7. Students are expected to complete and return all assigned work given to them.
8. Physical violence and bullying will not be tolerated.
9. Running and jumping are not permitted in the hallways or on the stairs.
10. Students are prohibited from bringing weapons of any kind (i.e. gun, knife, etc.) on parish premises.

Living the Mission and Ministry of Jesus

As part of our responsibility to provide the young members of our parish with opportunities for full, intentional participation in the Church, our community offers the following for our young people to become more involved in the mission and ministry of the Church.

Faith Formation Grade Level Masses: During the catechetical year children from grades 1-5 will be given the opportunity to participate in a Sunday Mass as a greeter, gift bearer or usher.

Altar Server: This ministry is open to all youngsters of our parish grade 3 and up who have received their First Holy Communion. Altar Servers are trained to assist the celebrant at weekend liturgies. It is asked that altar servers commit for at least one year. It is hoped that they will return year after year.

Eucharistic Minister: After completing Confirmation, young people of the parish can become Eucharistic Ministers and serve communion to the congregation during Mass.

Lector: The young people in our parish who have been Confirmed can become readers/lectors during Mass. This ministry is a wonderful way for young members to continue serving their parish community.

Youth Choir: Open to all young people of the parish grade 3 and higher. Rehearsal takes place on Monday evenings. The youth choir sings at the 11:00 am liturgy twice a month October thru May.

Youth Hand Bells: Please contact the music minister for more information.

Classroom Aide: Young people must be at least twelve years old, responsible, able to take direction and practicing the faith. Volunteering as a classroom aide does not replace participation in weekly faith formation sessions.

Vacation Bible School (Kindergarten through 6th grade): VBS is a high-energy week of fun, relationships, Bible learning, music, crafts, and snacks. The week fosters relationships – between kids and adult and teen leaders, kids of different ages, and, most importantly, between kids and Christ. We help kids develop the ongoing habit of acknowledging God in everyday life.

Youth Ministry: As Jesus with the disciples of Emmaus, our parish is called to become the traveling companion of faith-filled youth as they journey into faithful adult disciples. We must be truly open to the personal, social, and spiritual needs of young people. Our challenge is to find ways of involving youth in projects and activities of formation, spirituality, and service.

Youth Ministry addresses the needs of young and older adolescents:

Junior Youth Ministry for youth in 6th through 8th grade - after February, 5th grade youth are invited to participate.

Senior Youth Ministry for young people in 9th through 12th grade.

These eighteen assets provide specific directions for effective pastoral practice with adolescents and give focus to the content of programs and activities that are offered with a comprehensive ministry. Youth Ministry seeks to help youth . . .

- deepen a personal relationship with Jesus
- participate in the Church
- integrate Catholic values
- apply Catholic faith to daily life
- commit to the Catholic faith for life
- live the moral and theological virtues
- develop Biblical and doctrinal literacy
- develop personal spirituality and prayer life
- participate in the sacraments
- work for justice and defend human dignity
- serve those in need, and foster social change
- become healers, reconcilers and peacemakers
- develop respect for differences
- overcome prejudices
- develop critical thinking skills
- integrate Catholic sexual values
- develop a positive self-image
- grow in life skills
- discern their vocation
- share gifts

(List summarized from *Renewing the Vision: A Framework for Catholic Youth Ministry*)

Please keep our growing ministry in your prayers. For more information, contact Theresa Barrons, Director of Youth Ministry at 586.725.7579 or email: youthministry@smqoc.com.