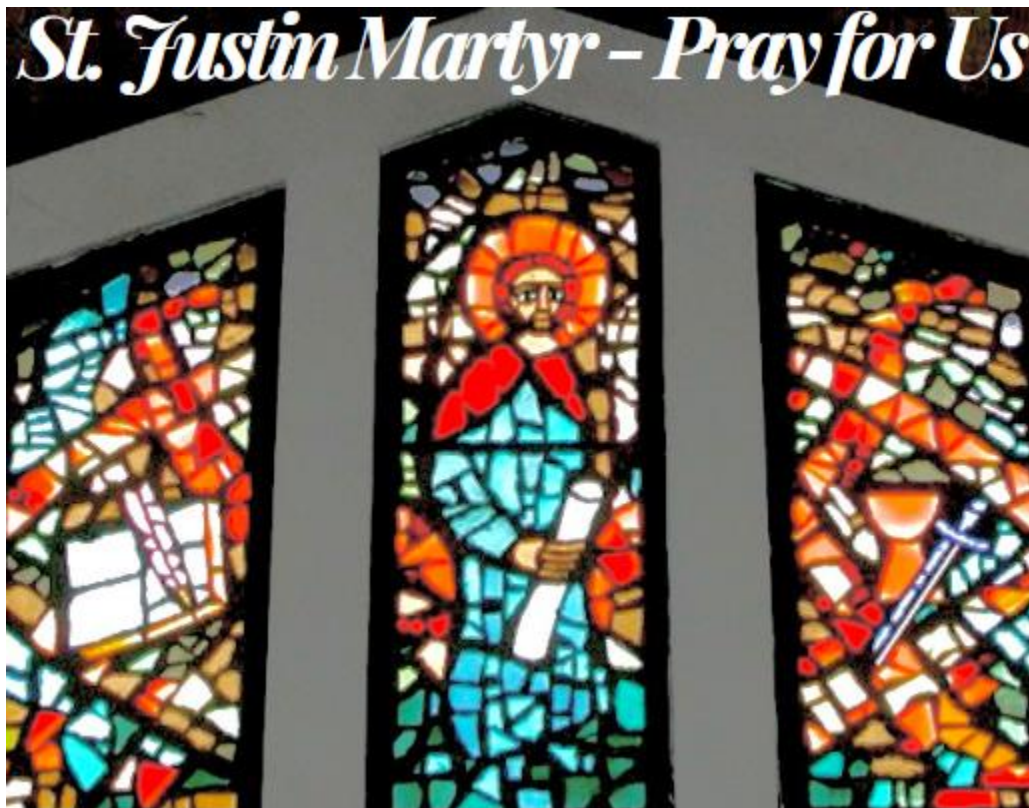


# St. Justin Martyr Catholic Church

*Archdiocese of Galveston-Houston*

## RELIGIOUS EDUCATION HANDBOOK

Elementary, RCIA, Middle School and High School



13350 Ashford Point Drive

Houston, Texas 77082

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[www.sjmtx.org](http://www.sjmtx.org)

## **Welcome to St. Justin Martyr Religious Education**

We'd like to thank you for entrusting us with the faith formation of your child. We recognize that as parents, you are your child's primary educator (CCC 2221-2226) and look forward to working alongside you in the catechetical education and spiritual formation of your child. It is our hope that St. Justin's Religious Education Program will foster within each child a personal relationship with God and a desire to "*show forth and communicate [the glory of God]*" (St. Bonaventure, *In Il Sent*).

### **Communication**

We are here to serve our parish with religious education and spiritual growth for your children. We are a family and if you have any questions, comments, or suggestions, please feel free to share them with a Catechist or contact the CCE office.

Parents will be notified of important dates and events through the parish bulletin, email, phone call, written notices on the whiteboard, or letters sent home with children. Please check your child's folder every week for important information.

Visit our website at **[www.sjmtx.org/childrens-ministrycce](http://www.sjmtx.org/childrens-ministrycce)**

Visit our Facebook page at **[www.facebook.com/sjmcce](http://www.facebook.com/sjmcce)**

### **Staff**

#### **Jackie Baca**

Coordinador of Religious  
Education and Youth Ministry  
(281)902-5701

#### **Perla Galvan-Sainz**

CCE Assistant  
(281)902-5712

#### **Evelyn Lara**

Youth Ministry Assistant  
(281)902-5710

## **Expectations**

### **Staff**

- Will ensure that the catechists are trained and will provide support to them in a loving, Christian environment.
- Will prepare the curriculum to be used for each grade level.
- Will handle any medical or behavioral problems that may arise.

### **Parents**

- Will ensure that their children attend online/face to face classes regularly and on time.
- Will communicate with Catechists and staff of any special needs or circumstances that may affect their child's ability to participate with online/face to face classes.
- Are encouraged to be a vital part of their child's religious education with online instruction as well as be responsive to Catechist's request for assistance (e.g. help with special programs and projects).
- Be a practicing Catholic by attending virtual Mass weekly and on weekends and lead by example.

### **Students**

- Will behave in a Christian manner at all times.
- Will be respectful and cooperative.
- Will participate with online/face to face activities and discussions.
- Will attend online/face to face class regularly and complete any assigned homework.
- Will honor the code of conduct.
- Will not swear, degrade, or use any offensive language.

### **Catechists**

- Will provide a loving, Christian atmosphere during online/face to face instruction.
- Will be prepared for online/face to face instruction and teach the designated curriculum.
- Will be a Christian role model for the students.
- Will communicate with parents regarding their students' progress.

## Discipline and Problem Solutions

Students are expected to participate and grow in the faith learning experiences of our program. We understand that discipline problems are usually caused by needs that aren't being met. However, if a child's behavior continuously disrupts the online/face to face learning process for him/herself or for others, the following steps will be implemented:

1. First incident - the child will be verbally reminded of expected behavior and consequences of his/her misbehavior.
2. Second incident - the child will be referred to our Coordinator of Religious Education where a meeting will take place with the parents to discuss the situation and develop a plan to help the child.

## CCE and Sacrament Classes

Please make every effort to have your child be on time. They should be prepared and ready to be online/face to face classroom when the session begins to avoid disruption. Continuous tardiness will be address with the parents.

## Attendance

It is important for children to be present at each online/face to face classes. **If a child's attendance drops below 80% during a first or second sacrament preparation year, a meeting with the Coordinator of Religious Education will be necessary to determine whether the child is ready to move forward and receive a sacrament.** We will not deny a sacrament but may delay if deemed necessary.

If a child is sick or must inevitably miss a class, a doctor's note or a handwritten note from a parent must be provided in order for the absence to be excused. **Sports practices, sports events, scout trips, camping trips, or other extracurricular activities are not excuses to miss class during sacrament preparation.**

We follow the Alief School Calendar. Please refer to it for holidays, cancelled classes due to increment weather and other off days.

## **Confirmation I Guidelines & Expectations**

- Confirmation is a Sacrament that takes 2 years of preparation. Confirmation I is taught beginning of the students sophomore year.
- Students must have received the Sacrament of Baptism and First Eucharist, in order participate in the preparation for the Sacraments of Confirmation.
- The Confirmation candidate must attend CCE classes online/face to face and must attend 80% of the time.
- A retreat is mandatory which is a *Day of Reflection* for all Confirmation I students.
- In addition to the CCE fee, the retreat fee will also be due no later than October 31, 2020.
- The Confirmation candidate must inform the Youth Ministries Coordinator on any issues during the school year, which will hamper his/her participation/completion of the Confirmation program.
- The Confirmation II candidate must complete 15 service hours.

## **Confirmation II Guidelines & Expectations**

- Students must have received the Sacrament of Baptism, First Eucharist and attend Confirmation I to participate in the preparation of Confirmation II which is taught during the student's junior year.
- The Confirmation candidate must attend CCE classes online/face to face and must attend 80% of the time.
- A retreat is mandatory which is mandatory for all Confirmation II students.
- In addition to the CCE fee, the retreat fee will also be due no later than October 31, 2020.
- The Confirmation II candidate must complete 15 service hours.
- The Confirmation II candidate will need a Confirmation Sponsor. This information is due by October 31, 2020.
- The Confirmation II candidate will be called by their chosen Saint Name. They will write a 300-word essay describing the reason they chose their Saint.
- Baptismal and Birth Certificates are required at registration.
- The Confirmation II candidate must inform the Youth Ministries Coordinator on any issues during the school year, which will hamper his/her participation/completion of the Confirmation Program.

## **Parental Consent**

*Please sign and return to the CCE office*

I acknowledge that I have read and agree with the expectations and procedures listed in the St. Justin Martyr Religious Education Handbook. I agree to abide by all parent and student expectations, including attendance, homework, and behavior.

I acknowledge that I, as the parent, will attend a meeting with the Coordinator of Religious Education to discuss my child's behavioral infractions, i.e., being disrespectful towards the teacher, students, not participating in class, etc.

I acknowledge that I have received and read the St. Justin Martyr Religious Education Handbook, via online at [www.sjmtx.org](http://www.sjmtx.org).

Parent Name (printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Technology Release

St. Justin Martyr must obtain written parental/guardian permission to communicate via social media or other electronic communications with students which are considered minors.

Parents will be notified of the method of communication which will be emails, social media (Facebook) and web-based instruction. These methods of communication will only be used for CCE Ministry purposes only.

Mode of Communication	Parent/ Guardian Contact Information	Minor Child Contact Information
Email, Social Media, Web-Based Instruction	Parent/Guardian    Email	Minor Child    Email
	Parent/Guardian    Signature	Minor Child    Signature

## Photography/Video Consent

St. Justin Martyr, will take photos and/or videos during CCE and/or church life activities. By signing this, you are granting CCE Ministries to post photos and/or videos on our Website, Facebook page and/or CCE Newsletters of events. The photos and/or videos would be selected to highlight church activities (but not limited to), Sacraments, Retreats, CLOW, Vacation Bible School, etc. We will not reference your child by name or provide any specific information regarding your child. The photos and/or videos will only be used by St. Justin Martyr to show the many ways our children and youth flourish while participating in our Parish!

YES, I grant permission

NO, I do not grant permission

Child Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_