

All Saints & St. John's Faith Formation Handbook 2020-2021 Year



This 2020-2021 Faith Formation Year will be unlike any year in the past due to the COVID-19 Pandemic facing our world. But through prayer, preparations, and communication we can make this a year of faithful growth for the youth of the global Catholic Church within our communities. With the Staff, Catechist, Families and our priest, Father Antony Mathew, we will create the safest environment for your family and children.

In this handbook you will find the plans to provide Faith Formation Programs to the children of All Saints and St. John's with a focus on General Measures taken, ways to Promote a Healthy Faith Formation Environment, provide Catholic Faith Programs, through Social, Emotional and Spiritual Health, with open Communication with families and Options for families for Faith Formation Classes during the 2020-21 global pandemic year.

The measures taken are to mitigate, not eliminate, the virus spread. Given the continued uncertainty of the COVID-19 pandemic and the fluidity of continued modifications and restrictions, flexibility and adaptability will be needed during these changing times. These plans are subject to change based on future conditions and/or recommendations/requirements put in place by state and local health agencies and in consultation and approval from the Diocese of Des Moines, staff of All Saints/St John's and our priest.

Please read this handbook carefully for complete understanding, and sign the last page that includes the COVID-19 Pandemic Notice and Acknowledgement of Risk Form required by the Diocese of Des Moines, All Saints Catholic Church in Stuart and St. John's Catholic Church in Adair.

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Information included in this Handbook is taken from Diocese of Des Moines COVID-19 Guidelines, Return to Learn Plans of various Catholic Schools in the Dioceses of Des Moines, Guidance from Center for Disease Control and other online resources.

General Measures

The Dioceses of Des Moines has given great guidance on overall general measures to keep those inside our churches safe. A few of the measure will be implemented into our Faith Formation Programs.

- Diocese of Des Moines cleaning protocols will be conducted in each area of the church building where Faith Formation Program classes are conducted
- Access to the building during Faith Formation Classes will be limited to parish staff, catechists, and children enrolled. We ask that parents stay outside the parish buildings while faith formation is in session. This allows us to insure all children, teens, and volunteers the opportunity to have as safe an environment as possible
- Everyone is expected to practice social distancing when at the church.
- Adults and all children are required to wear face coverings when entering/exiting the school and traveling in hallways, bathrooms, and other common spaces. Face coverings can be removed in classrooms but must be placed in a baggie provided by the family.
- Catechists are recommended to wear mask or face shields while teaching in the classroom and unless the 6-foot recommended distance from the children while delivering the lesson. When the catechist can't maintain the distance the face mask will be used
- Each child will be provided with a personal bag of materials for their specific use while in the Faith Formation classroom and will be disinfected after each class and kept separate.
- Unfortunately, with the pandemic, food will not be served before, after or during Faith Formation Sessions.
- A drop off and pick up routine will be established at each church to limit parents coming into the church and waiting for their children in narrow spaces



**Making our Church
Safe for All**

- Regular meeting of the church staff, catechists and Father Antony Mathew will occur to evaluate the pandemic and measures being taken to keep those involved in the Faith Formation Programs safe. Pandemic consideration will be taken from the Diocese of Des Moines, as well as, local Public Health authorities and our parish community.

Promoting a Healthy Faith Formation Environment

All Saints and St. John's will be implementing all new cleaning protocols after each Faith Formation Program class session and activity.

ENVIRONMENT:

- Routine cleaning and disinfecting frequently touched surfaces within the church building throughout the day
- Thorough cleaning and sanitizing if the Diocese of Des Moines closes our parishes
- Protocol for deep cleaning and disinfecting if the Faith Formation Programs needs to be closed temporarily
- Cleaning regimen to use EPA approved cleaning and disinfecting products and equipment for use against viral pathogens including COVID-19



PERSONAL & FAMILY HEALTH:

- Parents screen all children before coming to any Faith Formation sessions. Children should stay at home if any of the following symptoms are displayed:
 - a temperature 100.3 or higher or lower if the persons regular temperature is below the 98.6 normal average
 - Substantial congestion (not caused by allergies)
 - Cough
 - Sore throat
 - Nausea
 - Stomach ache
 - New loss of taste/smell
 - Diarrhea
 - Headache
 - Shortness of breath
 - Body/muscle aches
- If anyone is ill, not feeling well or showing any symptoms listed above, the ENTIRE HOUSEHOLD should NOT attend any Faith Formation sessions until symptoms are gone or not proven to be COVID-19.
 - Any persons with Symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19 should not attend Faith Formation Sessions for the recommendation of 14 days after exposure to anyone with a positive COVID-19 test.

- Practices that ensure personal health and safety will be used when at the church for Faith Formation including handwashing, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.



- Hand sanitizer will be available throughout the church and classrooms.

Social, Emotional and Spiritual Health

The church and catechists understand the importance of establishing a positive, safe and supportive environment as the children navigate through life which has been disrupted by the pandemic. Catechists are committed to helping the children by infusing social and emotional support through the teachings of our Catholic Faith.



- Opportunities for children to interact with their peers and catechists in a faith filled classroom.
- We hope to provide a sense of normal Faith Formation activities to the extent possible given a pandemic situation.

Communication

Communication will be ongoing, timely, and informative communication between Faith Formation and home. To provide effective communication, the following will be provided:

- Bulletin: Faith Formation updates will be posted in the bulletin
- Email: Faith Formation Staff will use email to notify and inform parents about time sensitive information about Faith Formation
- App Platforms:
 - o St. John's will be using GroupMe
 - o All Saints will be using GroupMe
- PLEASE Update Your Church Records
 - o When filling out forms, please use the most currently and frequently used phone numbers, emails and addresses



2020-21 Catholic Faith Programs Options

The mission of All Saints and St. John's Faith Formation Programs is to provide a faithful learning environment grounded in the Catholic faith for all children. Our Faith Formation Coordinator and Catechists are ready and prepared to provide all the children the materials to deepen their Catholic faith and understandings.

As you pray about the best option for your family, remember your family is still part of the Faith Formation Family. You are welcome to change your program options at any time. Just let the Coordinator of Faith Formation know if you desire to make a change.

PHYSICAL DISTANCING WITHIN THE CHURCH DURING FAITH FORMATION

- To the extent possible we will minimize the number of classes and individuals in the hallways, bathrooms and outdoors.
- All Catechists will teach physical distancing practices while in the church
- Classroom will maximize space between students when at the tables, on the carpet or in the sanctuary and other rooms in the church buildings
- Movement throughout the Faith Formation sessions will be planned strategically to avoid overcrowding an area
- Drop off and Pick up procedures will be created to help prevent congestion during Faith Formation classes

CLASSROOM MEASURES

- To increase classroom space, things may have been removed from the room
- Catechists will be with the same class all year, unless that catechist cannot be present at a session, then a substitute catechist will be present
- Individual supplies will be provided for each child in a large baggie with their name
- No shared storage spaces will be used, and coats will be hung on the child's chair in the classroom
- No sharing of books will be used in the classroom
- Materials used by the student (other than the baggies) will be taken home after each session whether the work is completed or not

TWO OPTIONS for your CHIDL(REN) for FAITH FORMATION for the 2020-21 YEAR

Online Option for All Saints and St. John's

Parents will be responsible for delivery of the Faith Formation lesson provided by 3:00pm on Wednesdays each week by email. Lessons will include but are not limited to books, papers, videos, activities, assignments, etc. Proofs will have to be submitted to the Coordinator of Faith Formation with lesson completion through photographs, videos or completed assignments.



In Classroom

Schedule will depend on how many children are enrolled in the Faith Formation Programs at both parishes for the Faith Formation In Classroom programming.

All Saints Programming

- Limited Schedule

- Children Liturgy of the Word for children ages 3 through 1st grade
 - Meeting during mass on Sundays at All Saints
 - Lessons will focus on the gospel readings, liturgical season of the church or other Catholic teachings

- Grades: 2nd, and 3rd/4th and 5th/6th
 - Meet the second and fourth Wednesday of the month
 - Lesson will focus on the program curriculum established by the Coordinator of Faith Formation
 - Sacramental age children will meet for First Reconciliation and First Holy Communion Preparations using the Blessed Program from Dynamic Catholic

- Grades: 7th/8th and high school
 - Meet the first and third Wednesday of the month
 - Lesson will focus on the program curriculum established by the Coordinator of Faith Formation
 - Sacramental age children will meet for Confirmation Preparations using the Confirmation Program developed by Jill Gerling



- Full Schedule

- Children's Liturgy of the Word for children ages 3 through 1st grade
 - Meeting during mass on Sundays at All Saints
 - Lessons will focus on the gospel readings, liturgical season of the church or other Catholic practices

- All Grades 2nd through 12th
 - Meeting every Wednesday of the month
 - Lesson will focus on the program curriculum established by the Coordinator of Faith Formation
 - Sacramental age children will meet for First Reconciliation and First Holy Communion Preparations using the Blessed Program from Dynamic Catholic and Confirmation Preparations using the Confirmation Program developed by Jill Gerling

- Other Activities related to the Faith Formation year but have CANCELLED by Father Antony Mathew based on guidance from the Diocese of Des Moines, staff and other departments giving guidance during pandemic times.
 - NO: Faith Formation Masses, Trunk or Treat, Christmas Activities, Stations of the Cross presentations, May Crowning, etc

In Classroom

Schedule will depend on how many children are enrolled in the Faith Formation Programs at both parishes for the Faith Formation In Classroom programming.

St John's Programming

- Due to the small number of children in the program and the ability of space to accommodate all, the Faith Formation Schedule will remain the same of after Mass on Sundays twice monthly for 1.5 hours
 - Children Liturgy of the Word for children ages 3 through 1st grade
 - Lessons will focus on the gospel readings, liturgical season of the church or other Catholic teachings
 - Grades: 2nd, and 3rd/4th and 5th/6th
 - Lesson will focus on the program curriculum established by the Coordinator of Faith Formation
 - Sacramental age children will meet for First Reconciliation and First Holy Communion Preparations using the Blessed Program from Dynamic Catholic
 - Grades: 7th/8th and high school
 - Lesson will focus on the program curriculum established by the Coordinator of Faith Formation
 - Sacramental age children will meet for Confirmation Preparations using the Confirmation Program developed by Jill Gerling
- Other Activities related to the Faith Formation year but have CANCELLED by Father Antony Mathew based on guidance from the Diocese of Des Moines, staff and other departments giving guidance during pandemic times.
 - Harvest Mass, Christmas Activities, various fundraising activities, etc



Requirements for all families with child(ren) in a Sacramental Preparations Program at All Saints and St. John's

- For missed classes or retreats
 - All work will be made up by the parents providing the lesson to the child(ren)
 - Missed work will be turned into the Coordinator of Faith Formation at the parish
 - Work will be turned in by due date listed on the packet of missed work

As we move forward with the 2020-21 Faith Formation Year please direct your concerns, questions or needs to Jill Gerling at 515-523-1943 during office hours or by email at allsaintsff@outlook.com

To complete the registration, please remove and fill out the last page of the handbook. Once complete submit the form and payment to Jill Gerling or Monica Fagan or Father Antony Mathew or by placing it in the tray at the Faith Formation table at All Saints.

Prayer for New Faith Formation Year

Gracious God,

As the summer begins to fade, and new possibilities lie on the horizon.

Bless all of those who are beginning and returning to their roles as catechist as well as those who lead and support them in their efforts

*May this Faith Formation year be a time of grace and potential
As they teach, share and challenge other
to grow in faith and wisdom*

Bless the children, youth, and their parents as they begin the new year.



*May their minds be open to learning
and to wonder of discovery and insight.*

Be with us all as we journey through this new Faith Formation Year

Amen

FAITH FORMATION REGISTRATION for FAMILIES: *Approval of Photographs, Behavior Expectations, Understanding of Risk, Signature Page*

Registration of Family

Parent #1 Name: _____ Cell Phone: _____

Parent #2 Name: _____ Cell Phone: _____

Child(ren) live with: _____ both parents _____ mother _____ father _____ alternate with both
Faith Formation Program Type to Start 2020-21 Year: _____ in person _____ online

Child #1: _____ Grade: _____ Baptized Parish: _____

Child #2: _____ Grade: _____ Baptized Parish: _____

Child #3: _____ Grade: _____ Baptized Parish: _____

Child #4: _____ Grade: _____ Baptized Parish: _____

Child #5: _____ Grade: _____ Baptized Parish: _____

Child #6: _____ Grade: _____ Baptized Parish: _____

Medical Concerns for any child(ren) listed above:

Email Addresses to use for Faith Formation Communications:

Emergency Name and Number if above cannot be reached:

Name: _____ Phone Number: _____

Child(ren) area allowed to leave Faith Formation Class with the following individuals:

Faith Formation Fees:

2020-21 Faith Formation fees are \$30.00 per child with no family paying more than \$100.00

_____ # of children X \$30.00 = _____

PAID: date: _____

___ Cash

___ Check # _____

Approval of Photographs to be Public

Photographs of Faith Formation classes, events, activities, etc are taken of children in the program to build church memories, shared on social media, parish websites, local newspapers, or other publications. The parish also respects your right to privacy, so we are asking for your permission to have photographs of your children published but not limited to the list above. Please indicate your families photograph preferences:

_____ Yes, my child(ren) can be in photographs for parish events

_____ No, please do not use photographs of my child(ren)

Behavior Expectations

Discipline is defined as the training that develops self-control, character, and orderly conduct, as well as acceptance of or submission to authority and control. The children in the Faith Formation programs are entitled to learn and develop in a setting which promotes respect for self, others, and property. Catechists, parents, and students are charged with cooperating to develop mature, healthy, and responsible individuals capable of self-control. It is essential that all students give the catechists their full cooperation. The catechist will deal promptly with any inappropriate behavior. If the student chooses to continue the inappropriate behavior after sufficient warning, the following procedure will be implemented: The student will be removed from the classroom and given a choice to either return to class and cooperate or go to the Faith Formation Office. If the child is sent to the office, parents will be notified of the behavior.

Understanding the Risk

I acknowledge the possibility of illness in consideration for my child(ren) attending All Saints and St. John's Faith Formation programs accepting my son/daughter as a student in the Faith Formation programs and activities of All Saints and St. John's and its parish (the "Programs"). I recognize that participation in such events or activities involves the possible exposure to and illness from infectious and/or communicable diseases including, but not limited to, COVID-19, MRSA, influenza, and other infectious or communicable diseases. While adherence to particular rules and requirements may reduce the risk of possible exposure, the risk of serious illness, temporary or permanent bodily injury or disability, and death remains. I consent to my child(ren) participating in the Programs.

Further, I release, discharge, and otherwise indemnify All Saints and St. John's, its member organizations and sponsors, their employees, associated personnel, and volunteers, including the facilities utilized for the Programs, against any claim by or on behalf of my child(ren) as a result of my child(ren)'s participation in the Programs and/or being transported to or from the Programs, which transportation I authorize.

All Saints and St. John's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to anyone with a communicable disease.

All Saint and St. John's reserves the right to exclude a person or family with a communicable disease from the facilities, programs and functions if the parish staff finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the parish facilities, programs or activities.

All Saints and St. John's will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

Signature of Understanding of the Faith Formation Handbook for All Saints/St. John's

We, _____ (family name) have read, understand completely the All Saints and St. John's Faith Formation Handbook for 2020-2021 Year. By signing below, we agree to the information in the handbook and entrust All Saints and St John's to provide a faithful year for all the children of the parishes.

Signature

Date