

Saint Peter Catholic Church Faith Formation



Grades 1- 6 Catechist Handbook

Sue Fast
Director of Faith Formation
651-982-2238
sfast@stpeterfl.org

1250 South Shore Drive
Forest Lake, MN 55025

Creator of all things,
true Source of light and wisdom,
Lofty source of all being,
graciously let a ray of Your brilliance
penetrate into the darkness
of our understanding.

Give to us
a keen comprehension,
a retentive memory,
and the ability to grasp things correctly.
Grant us the talent of being exact in our explanations,
and the ability to express ourselves
with thoroughness and charm.

Point out the beginning,
direct the progress
help in the completion,
through Christ, our Lord,

Amen.

Saint Thomas Aquinas

New Students

Do not accept a new student who is not on your list. They should come to the Faith Formation office to complete registration.

Prayer

Prayer is an important part of the students' faith formation. It is a good idea to begin class with one of the traditional prayers of the Church. This serves two purposes: It starts the class with prayer, and it also helps the student become more familiar with the prayers of our faith. Try to give the students other types of prayer experiences at other times during class. This could include bible reading, a song, prayers of petition, writing their own prayers, etc. It is important that you, as teacher, model how to pray for your students. They will learn from your example.

Textbooks

The students are responsible for bringing their textbooks to class each session. Remind them and encourage them to share the lessons with their parents that you do with them in class. Textbooks are not consumable and will need to be turned in at the end of the year. Please make sure students **PRINT** their **First and Last names** on the inside front cover. Thank you.

Bibles

There are Bibles available in the Faith Formation supply area.

Class Sessions

Wednesday: Faith Formation Classes are from 5:30 p.m. to 6:45 p.m. Parents of children in Grades 1-3 are expected to pick their children up at the classroom door.

Building Entrances and Exits

All students are to enter and exit the building through the north entrance (door #4) off the parking lot. Door # 1 may be used as an exit.

Facilities

Since we are using the school facilities that are not solely for our Faith Formation classes, extra carefulness is important. **PLEASE** leave the classrooms as you found them. **PLEASE** make sure, to the best of your ability, that students do not touch anything in the students' desks, or on the teachers' desks.

Attendance

Each teacher will receive an attendance charts. Take attendance each session. If the student is present for class, please mark the chart with a "P", if absent, mark "A", if tardy, mark "T". Please keep your attendance sheet in your folder. Some teachers like to have a large attendance chart, which they post in their room and give the children a star or sticker when they are in attendance. Materials are available for anyone who wishes to do this.

Absentees

When a student is absent, please give him or her a parent note and the missed work pages the following session. These papers should be completed at home and brought back to you the following session. Please indicate on your attendance chart (A/C) that the work has been completed. If a student misses three consecutive sessions, or has poor attendance, please notify the Director. Students will not advance to the next grade level if they miss more than five class sessions without making up the work.

Folders

Each catechist will receive a folder. Folders contain the following:

- Lesson plans
- Class attendance chart
- Any pertinent information

Supplies There will be pencils in your classroom. Please bring them to the Supply Room at the end of the class. The Supply Room will have crayons available for use individually bagged or boxed. Because of COVID these will be available ONLY if you need them. There will be markers in boxes for use also. Again because of COVID sharing of materials is DISCOURAGED.

Cancellation of Classes

NOTE: If Forest Lake School District 831 cancels school or afternoon/evening activities on a Faith Formation evening, Faith Formation will also be cancelled. If it is necessary to cancel classes due to bad weather or any other unforeseen circumstance, you will receive a call and/or email from someone from the Faith Formation staff. If you are able, we ask that you contact the families in your class to notify them. All attempts will be made to email families (if they have provided us with an email address). We will also post any notification on the home page of the parish website, www.stpeterfl.org **Please, do not cancel a class on your own volition.** If you are unable to teach a class, please notify the Faith Formation Department and we will attempt to find a substitute.

Discipline

Discipline problems are best handled in the classroom or immediately following class. Sometimes it is a good idea to take the student aside and talk to them if they are constantly disturbing. If you are having a recurring problem with a student, please follow the Behavior Expectations and Discipline policy in your catechist folder. It is important that students be warned and that parents be notified about any misbehavior. Your best key to discipline is a well-planned, organized, interesting class. However, remember children will tend to be “hyper” prior to holidays. A good principle to follow is that if the students get “higher” the teacher should get “lower”, i.e., if their voices go up, tone yours down, slow down your movements and activities.

Confidentiality

Any information relative to family background or classroom problems should be kept confidential. Avoid discussing the problems, achievements or failures of the students with those who are not involved with the teaching of the child.

Social activities

Due to COVID Classroom celebrations or treats are discouraged.

Parents

Contact with the parents of your students is highly recommended and encouraged. Parents are responsible for their child’s faith formation thus it is important that they are kept informed and notified of any special concerns you have, etc. If you would like parent notes typed and/or copied, we can do that in the office. Keep in mind that the Faith Formation Director will need to keep a copy of all materials that go home.