



St. James Parish – Cooperstown

Faith Formation

Parent/Student Handbook

2021 ~ 2022

The handbook can be found on our website at: www.stjamesandstjoseph.org
Updated 8/24/21

St. James Parish
Total Catholic Education
Mission Statement

Provide lifelong learning experiences to inspire Catholic disciples rooted in word, sacrament, community, and service.

Partners in Faith Formation

We believe our parish and parents form a unique partnership, in which each share responsibility for the formation of our young people. As partners, it is essential that we are consistent in communicating our expectations to our youth. It is important that faith development begin in the home, with parents as the primary teachers.

The Parent's/Guardian's role in our partnership will include:

- * Fostering Christian values in your home, teaching basic prayers, and providing opportunities for your children to experience family prayer, the celebration of religious and family traditions, and works of care and service to others.
- * Supporting your children's faith formation by regular participation at weekend liturgies.
- * Ensuring your children's **regular attendance** at faith formation classes.
- * Keeping current with our program communications by reading and referring to the Faith Formation & Parent/Student Handbook, Sacramental Folders, newsletters, and weekly parish bulletins.
- * Participating in our program by attending parent meetings/programs and by volunteering.
- * Attending the special parent sacramental meetings, consulting the handbook and participating in the sacramental preparation of your children.

The Parish's role in our partnership will include :

- * Taking responsibility for our role as assistant and enhancer to each parent's role as primary educator.
- * Providing sufficiently trained program coordinators, catechists, and aides to help educate your children in the faith; and to encourage their pursuit of ongoing training and faith enrichment opportunities.
- * Supporting parish households of faith by offering prayer rituals and family faith-sharing resources and opportunities via our parish bulletins, newsletters, Parish Library, and other communications.
- * Providing a safe environment for our children, youth, and vulnerable adults, in response to the Bishops' *Charter for the Protection of Children and Youth*.
- * Monitoring your children during and outside of class times, and maintaining an atmosphere of Christian love, care, respect, and acceptance.

Program Policies

By resolution of the St. James Total Catholic Education Board, parents are expected to attend Faith Formation meetings & programs offered to parents. Parents are also encouraged to attend student liturgies and prayer services.

Arrival/Departure *To avoid congestion at the church driveways, traffic will enter from the south and exit from the north*, parking in the North parking lot. *Students attending class in the Parish Hall should enter through the southeast door and exit through the double church doors on the northeast side of church, using the stairs from the Parish Hall.* Students attending class in the Parish Center should enter and exit through the front door of that building.

An adult or older sibling/carpooler must meet students in grades K-2 outside their classroom at dismissal time for their safety. Other students are to wait for their rides at the northeast church exit. A Grounds Supervisor will monitor the parking lot area.

After arrival students are expected to remain in the parish hall until class begins and in the classroom until class dismisses. Students are not allowed to leave parish premises without permission from the Coordinator or Catechist. If a student needs to be dismissed early from class, we ask that the parents send a signed note or call the parish hall to request the early dismissal and pick up their child at the classroom.

Attendance: Regular, punctual attendance is essential to our program. We ask parents of students in every grade to call or email the Coordinator prior to class if their child will be absent or arriving late to class. *Please call the Parish Office at 863-2585, Parish Hall at 863-2383, or email faith@stjamescooperstown.org.*

Attendance is the responsibility of the parents. If attendance is poor and/or necessary work is not completed, participation in sacramental programs will be determined through consultation between the Pastor, Coordinator, parents and student.

Automatic External Defibrillator: An Automated External Defibrillator (AED) is located in the parish hall. The AED may be used by anyone to help save the life of someone experiencing cardiac arrest. Any student(s) caught tampering with the AED will be sent to the Coordinator and their parent(s) will be called to pick them up immediately. The parent(s) will be financially responsible for any damage caused by their child to the AED.

Board of Education: The St. James Total Catholic Education Board is an advisory body overseeing the educational programs at our parish. Members of the Board include the Pastor, the Parish Trustees, the Faith Formation Coordinator along with selected representatives. The Board meets at 6:00 pm on the first Monday of most months. Requests to be on the agenda should be made at least 10 days prior to the meeting by contacting the Board Chairperson.

Cancellations: In case of bad weather, classes may need to be cancelled. The Catechists or Coordinator will email parents for cancellations. If in doubt, please check with the appropriate Catechist or Coordinator and/or watch the crawlers on Channels 2, 5, and 11 and/or their websites. **If classes are cancelled due to weather for the Denmark Public School, Faith Formation classes will be cancelled.**

Cell Phones /IPOD's/Electronic devices: The use of cell phones/Electronic Devices for personal use and personal communication by students, are prohibited during class time. At times, the catechist will ask students to use their phones to assist in the classroom assignment. Students are allowed to use their phone if directed. Any cell phones/Electronic Devices brought onto the premises must have the volume turned off. If a student is using their cell phones/Electronic devices inappropriately, those are subject to the catechist/coordinator/or church personnel confiscating the device. In the event of an emergency, students may check with the Catechist or Coordinator to use the phone located in the kitchen or to use their own cell phone. We are not responsible for any lost or stolen cell phones/electronic devices. The use of an Electronic Device by a church volunteer/personnel for teaching purposes is acceptable.

Discipline: All students and staff are to show respect and concern for the rights of others who come to learn or teach, for self, and for St. James property. Students are to act safely and responsibly while on church grounds. Parents are expected to review our "Three Strike Discipline Policy" with their children.

"Three Strike Discipline Policy"

Warning: *Students are made aware of their classroom's rules as the year begins. Understandably, students may need an occasional reminder. However, if a student continues to disrupt or be uncooperative after being reminded, they may be sent out of the classroom/music for a period of time to give thought to their behavior. They will be supervised by the Coordinator or an adult, and will be expected to discuss why there is a problem and identify what they can do to improve the situation. After doing so, they may be re-admitted to class.*

Strike One: *The student will be sent out of the classroom/music to the Coordinator. The Coordinator will talk with the student about why they were sent out. If reasonable, the student will then be allowed to return to class.*

Strike Two: *The student will be sent out of the classroom/music to the Coordinator. The parent(s) will be called and may be required to attend the next class with their child. If the parent(s) do not attend the next class, the parent(s) will be called and the student will remain with the Coordinator until a parent (or their designee) arrives.*

Strike Three: *The student will be sent home to be home-schooled and will not return to class until a willingness to cooperate is evident and the student, parent(s), catechist, Coordinator, and Pastor have agreed it is in the best interest of the child and the classroom for the child to return.*

Illegal drugs, alcohol, tobacco, firearms, weapons & other dangerous objects are not permitted in faith formation classes or on parish grounds. Any student in possession of illegal drugs, alcohol, tobacco, firearms, weapons, or other dangerous objects shall be immediately suspended, pending a hearing before the Total Catholic Education Board.

Dress Code: Apparel worn should conform to accepted standards of moral decency. Garments suggesting use of alcohol or drugs are not allowed. Clothing or jewelry that suggests hate, death, Satanism or the occult are also not allowed. Apparel should not be suggestive or revealing. No short shorts or midriff tops are allowed to be worn on the premises. If a student arrives at class with questionable clothing, the parents will be called, and the students sent home to change.

DVD/Video Viewing: Students in Middle School and High School may view DVD/Videos or portions of DVD/Videos that are rated PG-13 or R as part of the Faith Formation program. Care will be taken to make sure the content of the DVD/Video is used to reinforce, supplement, or extend the teaching of a lesson. If you would like to be notified before your child views a DVD/Video rated PG-13 or R, you must make a written request to the Faith Formation office to receive such notification.

Enrollment: Enrollment in the St. James K – 11 Faith Formation program is open to children or grandchildren of members of St. James Parish, and the surrounding parishes.

Fees: Fees include use of textbooks and sacramental texts. There is a \$10 Sacramental fee added for grades 2 and 11 to assist in the cost of the extras needed for the program.

Tuition fees are expected to be paid at time of Registration. A payment plan option is available. Families in need of tuition assistance may request this a request for full or partial fee waiver at time of registration. Such requests will be handled in a confidential manner.

Food/Drink: Ordinarily, students are not to bring food, drink, candy or gum into the classrooms. All garbage is expected to be disposed of in the waste receptacles in the parish hall or church.

Harassment: St. James Parish is committed to maintaining an environment that treats all students with dignity and respect, provides students with a safe physical and emotional learning environment, and promotes Christian values. Where appropriate, it is recommended that incidents of harassment be discussed with the person who has committed the action to make it clear that the behavior is offensive and unwelcome. When additional action is necessary, parents, students and/or staff are to report suspected problems of harassment or abuse to the Coordinator for prompt attention.

Home School Faith Formation: Parents who choose to home school will be provided sources of learning materials. Classroom attendance is required for the sacramental years.

**Home-schooled students are welcomed and encouraged to participate in Music, Liturgies, Prayer Services and other program offerings.*

Instructional Hours: A specific number of instructional hours are required by the Diocese of Green Bay. In order to meet the requirement of 30-35 classroom hours, we have scheduled the number of classes to meet this requirement. Instructional time includes Youth Mass, Ash Wednesday Mass, speakers and Field Trips scheduled by the Faith Formation Program.

Library: St. James Parish Library offers materials of interest to children, youth, and adults. The library is located in the parish hall with a self-checkout system, which allows access to the library at your convenience.

Mass Attendance: Mass attendance is an integral part of your child's faith formation. Lessons are prepared with the presumption that the students are familiar with liturgy through regular participation in the Mass. If your family is not already worshipping regularly with your parish community, you are invited to join us each week in the celebration of the Mass. (Please refer to Mass times on page 8 of this handbook.)

Music Program: All children in grades K-5 participate in 20 minutes of singing during their class time. The children become familiar with songs sung at weekend Masses, songs with Bible verses, and fun praise songs. They also learn simple sign language and use rhythm instruments. Please contact Mary Ozarowicz at 660-7467 or maryozy@gmail.com with any questions.

Personal Property: Students are not allowed to bring personal items of value to class/gatherings. If a student does so, we are not responsible for lost or stolen items.

Program Withdrawal: If your child will no longer be attending Faith Formation classes, please call or email the Coordinator.

Rights of Non-Custodial Parents: Both parents have the right of access to a child's faith formation communications unless one parent produces a legal (court certified) document to the contrary. Communications will be mailed to the recipients indicated on the Registration form unless a legal document is received. No child will be dismissed from our programs to the non-custodial parent without the written consent of the custodial parent/ guardian.

Safe Environment:

Children - Safe Environment training for students is required by the Diocese of Green Bay. In abiding by this policy, the textbooks that we use are in compliance with the benchmarks set by the Diocese. During the year a class will also be taught to ensure all students are trained.

Adults - All parish staff and classroom volunteers are required to complete the VIRTUS – Protecting God's Children Adult Awareness sessions, have criminal background checks done and agree to follow the Diocesan policies on Sexual Misconduct and Pastoral Code of Conduct in order to teach the children of the parish. All staff and volunteers will be assigned name badges and must wear them at all times when in contact with children.

Safety Procedures: All doors to the Parish Hall and Parish Center will be locked during class times. If the door is locked and you need to enter, please call the parish hall. Doors will be opened and monitored at the beginning and end of classes by the Grounds Supervisor. St. James Parish and Faith Formation program follows diocesan Policy number 2060 which states:

It is the policy of the Diocese of Green Bay that the school building/parish facilities not be used for any non-related Religious Education (RE) activities during the afternoons/evenings that have been designated as K-12 RE afternoons/evenings.

II. PURPOSE

It is the purpose of this policy to emphasize that the use of the school/parish facilities for the Religious Education program during the days and times designated for RE instruction is primary. Therefore, these facilities will be made available for Religious Education staff and students. The Religious Education program is vital in the evangelization of our Catholic children so every means to support the RE program is essential to that end.

Special Needs: A program/curriculum for students with special learning needs will be considered and utilized as appropriate in consultation with the Green Bay Diocese. Notify the coordinator if your child will need arrangements for special education.

Stewardship/ Service Hours/Time: As part of their faith formation, we require that all students in grades nine through Confirmation to perform stewardship time or service hours during their high school years of a minimum of 40 hours. A guideline will be given to each student. Hours should be completed within various areas of church, family, school, neighborhood or community. This stewardship time should be given freely and without cost to others. Students will be provided with a list of possible suggestions to fulfill this requirement and a means of recording this time. At least 10 hours needs to be completed for Church.

Student Progress: Parents will be notified of any circumstances that arise that may need their attention. Parents are welcome to talk to their child/ren's catechist or Coordinator if you would like feedback on how your child is doing in class.

Textbooks: Loyola Press's "Christ Our Life" textbooks are used in Kindergarten through Grade 8. Grades 9-11 use "The Catholic Faith Handbook for Youth" series by St. Mary's Press. These are catechist lead sessions, and students will have individual textbooks. The Confirmation program uses "Anointed in the Spirit" by St. Mary's Press. This also includes a Sponsor textbook.

Transportation: Field trip Permission forms are required for every child participating in a parish sanctioned field trip. Drivers of private passenger vehicles must meet the requirements of our insurance carrier and meet the following requirements of the Diocese of Green Bay:

If a private passenger vehicle must be used to transport students to an off site religious education sanctioned event, the following criteria are required and/or recommended:

1. Drivers must be at least 21 years of age and exhibit the maturity necessary to provide safety to those he/she is transporting.
2. Drivers must possess a valid, non-probationary driver's license and no physical condition that may impair the ability to drive safely.
3. Drivers must complete e-Apps On-line Application and obtain site approval.
4. The vehicle must have a valid registration.
5. It is recommended that the driver's vehicle be insured at current coverage standards.
6. Every person in the private vehicle must have/wear a seat belt.

Class Meeting Times

Classes for grades K-11 are held in the parish hall and Parish Center.

KINDERGARTEN –

Church Time on Sundays as scheduled during 8:00am mass

GRADES 1 through 6

WEDNESDAYS 6:00 - 7:15 PM

GRADES 7 through 11

WEDNESDAYS 7:30 – 8:45 PM

Grade 11 – Confirmation Class- 2nd semester

Saturday mornings as scheduled by Deacon Dan

******Please refer to the separate calendar and note any variations to these meeting times.******

Mass Times for St. James Parish and Area Parishes

St. James Parish: (Cooperstown)	Saturday Evening Sunday Morning	7:30 pm 8:00 am
All Saints Parish: (Denmark)	Saturday Afternoon 4:00 pm Sunday Morning	10:30 am(2nd- 5th Sundays)
St. Joseph Parish: (Kellnersville)	Sunday Morning	10:00 am
St. Mary's Parish Stark	1 st Sunday	8:30 am
Holy Trinity	1 st Sunday	10:30 am
St. Mary's Glenmore	2 nd -5 th Sunday Morning	8:30 am (Glenmore)

Faith Formation Curriculum

Per Diocesan requirement, K-11 Faith Formation programs meet for 30-35 hours/year.

Loyala Press: “Christ Our Life” - Kindergarten – Grade 8

Created by the Sisters of Notre Dame, *Christ Our Life* ensures students acquire **knowledge of our faith**, a firm sense of **Catholic Identity** lived out in daily life, and an enthusiastic response by children and adults to the Church’s call for a new Evangelization. This series fosters children’s love of God and knowledge of our Catholic faith so they can proudly go out into the world and proclaim it.

This textbook series is one of five selected and approved by Bishop Ricken of the Diocese of Green Bay that meets the USCCB expectations of catechesis.

Kindergarten:

- Learning About God’s Love
- Growing In God’s Love
- Sharing God’s Love
- Celebrating God’s Love

Grade 1

- God is Our Good Father
- God Sent His Son as Our Savior
- Jesus Shows Us He Is Good
- Jesus Shows His Great Love

Grade 2

Reconciliation

- God Calls Us Friends
- Jesus Saves Us
- Jesus Forgives Us
- Jesus Heals Us
- The Holy Spirit Guides Us
- God Is Always With Us

Eucharist

- Belonging
- Gathering
- Reflecting
- Listening
- Preparing
- Remembering
- Receiving
- Journeying

Grade 3

- God Calls Us to Faith
- God Is Great and Good
- God’s Plan Is a Plan of Love
- Jesus Brings Us to the Kingdom of God
- Jesus Is with Us on Our Way

Grade 4

- We Come to Know God
- God Strengthens Us to Be Holy
- We Love God
- We Love God's People
- Jesus Leads Us to Happiness

Grade 5

- We Worship God as Catholic Christians
- We Celebrate the Eucharist
- We Celebrate God's Healing Love
- We Follow Special Ways to Holiness
- We Worship God by Living in Love

Grade 6

- God Reveals a Plan of Love
- God Forms a Family of Faith
- God Guides the Chosen People
- God Leads the Chosen People
- Prophets Prepare the Lord's Way

Grade 7

- Jesus Christ the Way
- Jesus Christ the Truth
- Jesus Christ the Life

Grade 8

- The Mystery of the Church
- The Marks of the Church
- The History of the Church – Part 1
- The History of the Church – Part 2
- The Witness of the Church

High School - Grades 9 – 11

Note: All students in grades 9 – 11 are expected to perform 40 hours of stewardship (Service hours) throughout High School, as a requirement for Confirmation. 10 hours of the 40 must be completed in service of the Church. Log forms are available in the Parish Hall on the Youth Bulletin Board or on our website.

Grades 9 – 11 *The Catholic Faith Handbook for Youth* by St. Mary's Press

The Catholic Faith Handbook for Youth is an understandable and down-to-earth guide to all things Catholic. Topics such as the Scriptures and Tradition, the Incarnation, and the Parousia are clearly presented so you can appreciate the careful reasoning behind Catholic doctrine.

Creed – learn about God the Father, Jesus Christ, and the Holy Spirit, and explore the mission and structure of the Catholic Church.

Sacraments – Appreciate how God works through the seven sacraments and the sacred liturgy.

Morality – Understand the foundations for Catholic morality and apply the Ten Commandments and the Beatitudes of life today.

Prayer – Make prayer a central part of life by learning about the types of prayer that are part of the Catholic faith.

Note: All students who wish to be confirmed in 11th Grade must be enrolled in the formal, on-going faith formation program at St. James Parish or a Catholic High School before being admitted to the Confirmation Preparation program during the second half of 11th grade. Please note that students who are not fully prepared to enter the program because of their attendance record at faith formation classes and/or students who have not demonstrated a commitment to a life of discipleship through their completion of stewardship time may be asked to delay preparation for Confirmation.

Grade 11–Confirmation Program –*Anointed in the Spirit* by St. Mary's Press –2nd Semester

Confirmation preparation for students admitted to the program incorporates three separate areas of concentration: (Students must have good attendance and meet the requirements to be admitted into the Confirmation program. Please see Attendance guidelines)

1. **Classes and Retreat**

Attendance at scheduled class sessions and a retreat are required of youth seeking to be confirmed. “ANNOINTED IN THE SPIRIT” by St. Mary's Press candidate book is used.

2. **Mentoring**

The mentoring aspect of the program is modeled after the Catechumenate formation, which converts in the early Church went through prior to their Baptism/Confirmation. Candidates for Confirmation work together with Mentors/Sponsors, searching out and discussing key practices of the faith they profess. “ANNOINTED IN THE SPIRIT” by St. Mary's Press sponsor book is used.

3. **Ministry and Service**

By virtue of our Baptism, all members of the church are called to minister and serve. It is with this in mind that Confirmands are expected to participate in service work of their choosing.