



St. Dennis is a welcoming, Spirit-led, Catholic Community called to be disciples of Christ, servants of those in need and celebrators of God's love.

1214 Hamilton Street / Lockport, IL 60441 / Phone: 815-838-2592 / Fax: 815-838-2401 / www.saint-dennis.org

## Faith Formation & Sacramental Preparation Family Handbook

In an effort to communicate clearly the business portion of our faith formation programs, we would like to provide the following information to you which you may refer to on an as needed basis.

### St. Dennis Pastor:

Fr. Jim Curtin 815-838-2592 ext 103 [secretary@saint-dennis.org](mailto:secretary@saint-dennis.org)

### St. Dennis Parish Business Manager:

Chris Deters 815-838-2592 ext 121 [cdeters@saint-dennis.org](mailto:cdeters@saint-dennis.org)

### St. Dennis Director of Faith Formation (CGS, ENCT, GIFT, EUCH, CONF, RCIA):

Venus Wozniak 815-838-2592 ext 113 [vwozniak@saint-dennis.org](mailto:vwozniak@saint-dennis.org)

### St. Dennis Faith Formation Assistant

Selena Roberts 815-838-2592 ext 114 [sroberts@saint-dennis.org](mailto:sroberts@saint-dennis.org)

### St. Dennis Secretary

Colleen Dombrowski 815-838-2592 ext 123 [secretary@saint-dennis.org](mailto:secretary@saint-dennis.org)

### Payment Procedures for CGS:

- 1) When registering your children for faith formation, a \$100.00 deposit is due for *each child* which will be applied to the cost of the program.
- 2) The date registration forms are received in hand at the Parish Office will determine tuition cost for family.
- 3) 50% of the total tuition payment is due by August 1<sup>st</sup>.
- 4) The remaining tuition balance is due by October 1<sup>st</sup>.
- 5) A \$10.00 late fee will be added monthly to payments received after the designated deadlines for 50% tuition cost and full tuition deadlines, unless you have made previous arrangements with the Director of Faith Formation and have filled out the payment plan paperwork.

### Payment Procedures for Sacraments:

- 1) When registering a child for a sacrament, a \$100.00 deposit is due which will be applied to the cost of the sacrament.
- 2) The date registration forms are received in hand at the Parish Office will determine tuition cost for family.
- 3) 50% of the total sacrament payment is due by August 1<sup>st</sup>.
- 4) The remaining sacrament balance is due by October 1<sup>st</sup>.
- 5) A \$10.00 late fee will be added monthly to payments received after the designated deadlines for 50% tuition cost and full tuition deadlines, unless you have made previous arrangements with the Director of Faith Formation and have filled out the payment plan paperwork.

**Late Payments:** Any carried over balances after October 1<sup>st</sup> will incur a \$10.00 late fee on a monthly basis until the balance is cleared. If sacrament balances are not paid in full by the sacrament date, the sacrament certificates will be held at the Parish Office until final payments are made. Regarding outstanding tuition balances, if no communication has been made and payments are not paid in full by October 1<sup>st</sup>, your child/children may be dropped from the faith formation program to accommodate a family on the waiting list for the program. If you have a previous tuition balance the next year's registration will be held until the balance is paid in full.

**Invoice reminders:** There will be NO monthly invoice reminders of balances due prior to the scheduled due dates. (August 1<sup>st</sup> 50% of total payment due, October 1<sup>st</sup> the remaining balance of sacrament and faith formation payments is due.) Families with outstanding balances will receive an invoice after October 1<sup>st</sup>, including a \$10 late fee, as a reminder of the outstanding balance not received. Failure to pay your tuition balance by December 1<sup>st</sup>, will result in being dropped from formation.

**How to make payments:** Payments can be made by cash or check payable to St. Dennis Church may be mailed or brought into the Parish Office during office hours: 8:30 a.m.-4:00 p.m. M-F.

**Late Registration & Pro-rated Tuition:** Households that register for CGS after the formation year has begun, tuition will be prorated based on the amount of formation the individuals receive and a \$100.00 registration fee will be charged. Sacrament programs are not prorated due to the materials ordered and parents' ability to work at their own pace to catch their child(ren) up. The date and registration forms are received in hand at the Parish Office will determine tuition cost for family. See the tuition cost chart for details.

#### Sacrament Preparation:

**First Reconciliation/Eucharist:** It is the policy of St. Dennis Parish, that as a prerequisite for the Sacramental Preparation: Your child must have completed at least one faith formation program year (Registered in CGS previous year) in order to register and to participate in the sacramental preparation for Reconciliation and First Eucharist. During the sacramental preparation year, your child must also be enrolled in Catechesis of the Good Shepherd Faith Formation Program or the St. Dennis at home Faith formation program. Other requirements will be discussed during the gatherings.

The exception to this policy, would be if your child is currently enrolled as a student at St. Dennis School, who actively participates in CGS during the school day.

**Confirmation:** The Confirmation sacrament is a 2-year program, starting in year 1 and completing the preparation in year 2. The faith formation component for the parish is included within the sacrament preparation sessions for year 1 and year 2 candidates. Additional Confirmation requirements will be discussed at the gathering sessions.

(See Faith Formation heading for GIFT requirements for Confirmation)

#### Faith Formation:

If your child is enrolled in CGS or Confirmation, 4 GIFT events will be included with your faith formation tuition. Individual GIFT event registration is necessary per event and a family reflection form will be required to be turned in after attending each of the 4 events the child /family chooses. GIFT events will be offered from August -May. All GIFT event reflection forms must be turned in prior to the sacrament completion date or by the last day of the CGS session for families not having child(ren) making a sacrament, but are in a faith formation program.

**Financial Assistance:** A household may request financial assistance for any of the faith formation programs or sacrament for the upcoming year: Catechesis of the Good Shepherd, Baptism, First Reconciliation & Eucharist, Confirmation, and RCIA. Families who wish to be considered for financial assistance must:

- Speak with the Director of Faith Formation, Venus Wozniak, prior to August 1<sup>st</sup> to discuss financial assistance or a payment plan, with completed paperwork filled out.
- Fill out a financial assistance form for the current formation year at the time of registration and include:
  - two current pay stubs
  - the previous year's tax return
- Finally, they must agree:
  - to be active parishioners in the parish who volunteer time and talent to support the programs they are receiving financial assistance in.
  - to make monthly payments for the remaining balance of the faith formation until the balance is paid. They understand that all tuition payments must be paid in full no later than December 1<sup>st</sup> to continue formation, otherwise resulting in being dropped from the program. (As long as a payment plan has been set-up in advance, and monthly payments are made, no late fees will be added to the account.)
  - if their financial circumstances improve, they will financially support St. Dennis Parish to the extent that they can so other households in need may be eligible to receive funds.

**Catechists and Catechist Assistant Grants:** Catechists (\$100) and Catechist assistants (\$50) will receive grants towards their faith formation tuition in return for their faithful service to our parish.

**Discontinuing a Program:** Please notify the parish faith formation office immediately upon your decision to withdraw your child from a parish program for any reason. This will allow us to notify other parents of space availability in a timely manner. The \$100.00 registration deposit is non-refundable and the amount refunded will be based on the reason for leaving and the amount of the program remaining upon notification.

**Refunds:** Payments will be issued to families within one month of notification by the household of a change of program status. Refunds may only be issued if over payment occurs, if a family changes their faith formation program at St. Dennis, or if there are circumstances preventing the family from continuing faith formation at St. Dennis. Please contact Venus Wozniak if you wish to inquire about a refund.