

# *Saint Luke Catholic Church*

1111 Beach Park Boulevard, Foster City, CA 94404

(650) 574-9191 FAX: (650) 345-8167

Re-Ed Office (650) 574-9191

Email: st.lukereed@gmail.com



---

## Religious Education (Re-Ed) Handbook

---

### *Parish Mission Statement*

*The Mission of St. Luke Catholic Faith Community is to provide an environment where the community joins together to fulfill the spiritual and social needs of all by living and sharing the message of Christ.*

### **Faith Formation Mission Statement**

As parents and members of St. Luke Parish, we are called to share our faith, joy and love with our children and with each other. Faith Formation is intended to inform, form, and ever transform the children and their parents in living their Christian faith.

- **Inform** - to nurture people's minds and hearts in the wisdom of the Christian faith and be able to live what they "KNOW".
- **Form** - to foster people's identity and lifestyle in Christian discipleship
- **Transform** - to promote personal and social transformation; so as to be agents in contributing meaningful changes in the world, patterned after Christian values.

*Parents are the primary educators* of their children. In recognizing this, we as a parish community, seek to work with them in teaching their children about God and His Church. We provide formal Faith Formation classes for First through Eighth Grade for elementary aged children and for High School students preparing for the Sacrament of Confirmation. The program introduces and builds upon various aspects of our faith.

## **FAITH FORMATION PROCESS**

### **SACRAMENTAL CATECHESIS**

#### **Baptism**

School-aged children who are not baptized are expected to attend Faith Formation sessions for one year before they will be accepted into the Christian Initiation of Children process. This process prepares the child for Baptism as well as any Sacrament offered to their age level.

## **Reconciliation (Confession or Penance)**



Students are to be prepared for this sacrament prior to First Communion. The first semester in the second level of the Faith Formation sessions are designed to prepare the children for First Reconciliation. Preparation for this Sacrament is also offered to older students who have been baptized and received First Eucharist but have not received this Sacrament for the first time. A review of the Sacrament is offered for those who have already received it. Each child will meet with a Priest one on one to celebrate this sacrament.



## **First Eucharist (First Communion)**

Students preparing for this sacrament must be in their second (or later) year of Faith Formation. Second Grade students without previous Faith Formation instruction will be required to participate in First level sessions. The children are enrolled as candidates for First Eucharist during their Welcome Mass in October. The second semester provides the Catechesis teaching material for this sacrament.

Older Students (Grade 4th - 12th) preparing for this Sacrament must attend special sessions, Christian Initiation for Children.

A copy of the certificate of Baptism for each candidate must be presented to the Office of Religious Education by the end of September. *If he/she was baptized at St. Luke, you will need to provide an approximate date. This is a requirement of the Archdiocese of San Francisco.*

## **Confirmation**



Confirmation is offered to students at the 9<sup>th</sup> grade/high school level. The preparation is for a two-year period. Please refer to the Confirmation Handbook for the details of the program.

## **SACRAMENTAL PREPARATION OF OLDER STUDENTS RCIC PROCESS**

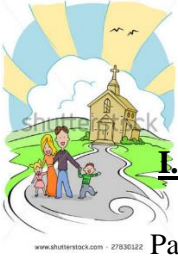
This program is for students who:

- Have completed one year of Faith Formation
- Are currently attending classes in Faith Formation
- Are in the third through eighth grades
- Are preparing for Baptism and/or First Eucharist

Parent(s) are required to:

- Attend the parent education meetings for First Reconciliation and First Eucharist
- Attend the first class meeting
- Support their child in their faith journey
- Be present with their child at the Inscription Mass and rehearsal
- Attend Mass on a regular basis with their child

[Please Note: RCIC stand for Rite of Christian Initiation for Children. A student is part of this program if they are school-aged and preparing for the Sacraments of Initiation: Baptism, Eucharist, and Confirmation. Students (third grade or older) attend the Sacrament Preparation classes and additional liturgies and rehearsals scheduled in conjunction with the RCIA (Rite of Christian Initiation of Adults) program. They are initiated into the Church during the Easter Vigil Mass.]



# RELIGIOUS EDUCATION PROGRAM GENERAL GUIDELINES

## **I. PARENTS & GUARDIANS**

Parents, being the primary educators of faith, have an obligation to involve their children in the life and mission of the Church and provide catechesis for them in their homes. Likewise, they too are expected to participate fully in the life of the local Parish (*National Directory for Catechesis, #3, p. 260*). They are highly encouraged to:

- Join in the assembly for announcements and opening prayer with their children at Church before Religious Education (CCD) class begins;
- Reinforce classroom lessons at home;
- Attend all Parents / Guardians Meetings & Spiritual Exercises
- Participate in Sunday Masses with their children and other Liturgical activities of the Parish Church
- Render voluntary services at St. Luke Church or get involved in the Parish's Group Ministries or Organizations
- The Re-Ed Program of the parish is a continuum of religious instruction and faith formation. Parents/guardians are advised to let their children continue attending the program even after they had celebrated their First Reconciliation and First Communion.

### **Parent Responsibilities**

- Mass: Children are encouraged to attend Mass with their families.
- Prayers: Parents help their children learn their prayers. Praying in and with the family is recommended.
- Review Class work: Children will bring review pages and activities home. Review and reinforce classroom lessons at home.
- Attendance: Parents are to assure of their child's punctual and regular attendance at all sessions.
- Make Up Session: Parents are responsible to check with the Catechist regarding work covered. Parents are asked to cover the material with their child at home
- Meetings: Parents are to attend parents' meetings/faith formation sessions and events of the Re-Ed program. They are expected to attend special meeting in order to help prepare their child for a Sacrament. Read and act promptly on the communications from the Re-Ed office.
- Parish Involvement: Parents are to participate actively in the sacramental and community life of the parish and render voluntary service in parish organizations and ministries.

## **II. STUDENTS**



### • **Class Attendance**

Classes are held thrice a month starting September. There is a minimum of twenty-four (24) CCD classes and activity days every year. All students are expected to be punctual in attending all classes. Only four (4) unexcused absences are allowed during the school year.

[Please note that the doors of the Parish Community Center will be closed immediately after the students reached their respective classroom after the assembly at Church. This is done for security purposes.]

- **Class Schedule**

- 1<sup>st</sup> through 4th Grade**

- First Three Wednesdays of the Month, 5:30-6:30 P.M., September – May**

- The Gospel-centered lessons teach the faith statements of the Creed, the seven Sacraments, the old and new Testament, and the Church's traditions of Christian prayer. The children meet with a volunteer Catechist for a one-hour session at their grade level. It is recommended that Parents come into the classroom to meet your child's Catechist after the first session. Also, you might ask the Catechist how you can be of assistance.

- 5<sup>th</sup> through 8th Grade (Confirmation Year 1)**

- First Three Wednesdays of the Month, 6:45-7:45 P.M., September - May**

- The lectionary-based catechetical process continues with Gospel-centered lessons to prepare young people to live in harmony with the Spirit of Christ, to participate in worship, and actively continue Jesus' mission in the World. The students meet with a volunteer Catechist for a one-hour session at their grade level.

- 9th Grade (Confirmation Year 2 Candidates)**

- First Three Sundays of the Month, 3:30-6:00 P.M., (Including the 5:00 P.M. Sunday Mass), September – May**

- **Students' Role:**

- Children also have a responsibility to cooperate in order to benefit from the catechetical classes.

- They are expected to:

- Be punctual and regular in attending all classes. Only four (4) unexcused absences are allowed during the school year.
    - Be respectful of the catechists and other children.
    - Listen attentively, follow directions and participate in all activities.
    - Complete home assignments.
    - Follow emergency and safety procedures and observe discipline policies.
    - Respect parish property and the property of others.
    - Share with their parents and families what they learn and experience in their catechetical classes.

- **Sunday Worship and Parish Involvement:**

- **9:00 AM Children's Sunday Mass:** 1<sup>st</sup> through 8<sup>th</sup> Grade assigned sponsorship
    - **5:00 PM Youth Sunday Mass:** Confirmation Candidates (Year II)

- **Discipline:**

Students are expected to exhibit self-control and self-discipline. Students who exhibit a lack of control or antisocial behavior detract from the education of all. We have several steps that we pursue with a student who is having difficulty cooperating in the classroom.

- First            A verbal warning from the teacher.
- Second        The students will be sent to the coordinator to discuss and resolve the problem.
- Finally        A parent will be notified to pick up the child immediately if the student continues to disrupt the class

It is expected that the parents will reinforce the expected respectful behavior of each child. An agreement form will be sent home for the Parents to sign and return to the Catechist.

- **Students with Disciplinary Problems:**

The Office will process the incident accordingly. Parents will be notified the possible time. Incidents will be processed accordingly.

### **III. ARRIVAL AND DISMISSAL**

- **Arrival and Dismissal:**

- Students are to be dropped off/pick up at the main door of the Parish Church.
- Parents should park their cars in the Church's parking lot and accompany their children walk to and from the building.
- All Students assemble at the Church for the opening prayer and announcements before going to their classrooms for Re-Ed classes.  
Parents may join with their children in the assembly for the opening prayer and announcements at the Church.
- The doors of the Parish Community Center will be closed immediately after the students entered their respective classroom, for security purposes.
- At dismissal, the Catechists supervise the students out the door in an orderly manner.
- Children should not be allowed to walk across the parking lot by themselves.
- Parents should pick up their children no later than 10 minutes after dismissal time.

- **Early Release:**

If your child must leave the session before the dismissal time, a dated written request or authorization signed by the parent/guardian is required or the parent/guardian personally speaks to the Director of Re-Ed.

- **Safety Issues in the Parking Area:**

Whenever there are children and cars in the same place, there is the possibility of danger. We ask that parents please accompany their child to and from the classroom door. Parents should park in the parking lot. Moving vehicles are a danger to everyone. If your car is entering the parking area at the time when there are children present, you must stop and let the children precede you.

***Drive very SLOWLY AND CAREFULLY when CHILDREN are PRESENT.***

#### **IV. SCHOOL PRACTICES**

- **Snacks/Food:**

No snacks/food will be served in the Re-Ed class.

Parents are encouraged to feed their children snacks before coming to/ entering their Re-Ed class.

- **Communication:**

The Re-Ed Office and or Catechists will communicate with parents/guardians by phone, mail, email and letters/flyers sent home with the student.

- **Emergency/Safety Procedures:**

In case of emergency/ natural disaster, the Emergency Procedure Plan will be followed. The Catechists and the Director of Re-Ed will remain with the children until either a parent or designated person picks the children up.

#### **IV. VOLUNTEERS**

**Catechist:** Our entire Faith Formation Program depends on volunteers. All the Catechists and aides are volunteers.

To become a Faith Formation Catechist, NO EXPERIENCE IS NECESSARY, training will be provided. All you need is a desire to share the love of God with our children/youth. Volunteering guarantees to make a difference in your life as well as the lives of the children/youth.

To help train and update our Catechists, the Archdiocese provides workshops and sponsors the Religious Education Institute throughout the year. The workshops are open to anyone who is interested. In addition to this, our deanery also tries to sponsor some teacher training. We also offer "HANDS-ON-TRAINING". A new Catechist may be paired with an experienced Catechist. Many of the Catechists are parents of children in the program.

**Aide:** Parents may volunteer to aide in the classroom. Please ask your child's teacher for ways in which you can help. A few suggestions....help cleaning up at the end of a session, providing goodies for special occasions, or ensuring the safety of our children in the parking lot by monitoring traffic (crossing guard). We welcome dedicated teenagers who could assist in the classroom. Aides check homework and attendance, assist the teacher in projects, and helps maintain classroom discipline.

WE NEED PARENTS TO HELP AT LEAST 5 HOURS DURING THE YEAR! Contribute your ideas and talents by helping with the program in various activities such as fundraising and special events, etc.

#### **IV. BASIC REQUIREMENTS**

**Regular students enrolled in the Religious Education Program are required of the following:**

- Registration Form
- Parental Consent & Health Form
- Registration Fee

**Students who are candidates in receiving the Sacraments of Holy Communion & Confirmation, the following are required:**

- Registration Form
- Parental Consent & Health Form
- Sacramental Fee
- Copy of Baptismal Certificate
- Sponsor's Information (*ONLY for Confirmation Year 2 Candidates*)

**REGISTRATION DATES & FEES**

**(May 1 – August 31)**

First Child:	\$100.00
Second Child & succeeding	\$ 75.00
Sacramental Fee:	\$130.00

**LATE REGISTRATION & FEES**

**(September 1 - 30)**

First Child:	\$125.00
Second Child & succeeding	\$100.00
Sacramental Fee:	\$150.00

*Make checks payable to ST. LUKE CHURCH  
Enrollement Fee is Non-Refundable*

**Registration Forms and Fees**

The registration forms must be completed by each family and on file in the Office of Religious Education. No child will be allowed in a classroom unless fully registered. The registration forms are available by selecting the button below or at the Parish Office. Both forms must be completely filled out and returned to the Parish Office.

This fee may be paid at the time of registration or any time before the sessions start. Please take note of registration deadline to avoid incurring late payment fee. Payment can be made in full, or partial payments may be arranged. You may pay by CASH, CHECK, VISA/MASTER CARD. If the fee creates a financial hardship for the family, please contact the program coordinator.

This money is used to purchase books, Bibles and all other materials used during the year. We welcome any additional donations to the Faith Formation Program. All donations are greatly appreciated and can be TAX DEDUCTIBLE! St. Luke Finance Council budgets for the Faith Formation programs but we ask you to help us balance the budget in the following ways:

- eSCRIP Register your existing grocery/credit/debit/ATM cards. Shop at eScrip merchants using your registered cards. Donation from the participating eScrip merchants are made to St. Luke.
- Participate and support any FUND RAISING ACTIVITIES.
- Use the WEEKLY "SUNDAY OFFERING ENVELOPES".