

**ST. JOHN VIANNEY
CATHOLIC CHURCH**

**OFFICE OF CHILDREN/
YOUTH FORMATION**



**CCE/YOUTH FORMATION
HANDBOOK
2012-2013**

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C C E

The goal of The Office of Children and Youth Formation is to provide a comprehensive process of the highest possible quality of Catholic Christian Education and Spiritual Formation for the Children and Youth of St. John Vianney Catholic Church. We do this in a safe, welcoming, caring, and hospitable environment while enabling their parents and guardians to successfully accept and perform their role as the primary teachers and role models of their children.

REGISTRATION:

- Registration is held on a first-come, first-placed basis.
- If your child wants to be placed in a specific class please inform the office staff at the time of registration. If possible, we will do our best to accommodate you.
- Once your child is registered and placed in a session, that is the only session he/she may attend and be counted present.
- Tuition is due at the time of registration, but may be paid in installments if need be. Arrangements can be made in the CCE office.
- The deadline to pay for CCE or to begin installments is November 1. Please make payment arrangements by this date.
- If registration occurs after November 1, payment or payment arrangements are to be made on the date of registration.
- No student will ever be denied a religious education at St. John Vianney because of financial need.

REGISTRATION CHANGES:

- A parent must come by the CCE office and fill out an official Session Change Request form in order to make a change to the child's current session day and/or time.
- No telephone, email, or fax requests will be accepted.

SESSIONS:

For the 2012-2013 CCE year, St. John Vianney is offering the following session times:

Sunday:

9:30am-10:30am	Pre-Kindergarten thru 5th grade
11:00am-12:00pm	Pre-Kindergarten thru High School 2
12:30pm-1:30pm	Kindergarten thru 8th grade
6:30pm-8:00pm	6th grade thru High School 3

Monday:

4:30pm-5:30pm	Pre-Kindergarten thru 5th grade
6:00pm-7:00pm	Kindergarten thru High School 2

CALENDAR:

Kindergarten thru High School will hold classes for the above sessions on the following dates:

Sunday Sessions:

Sept. 9, 16, 23
Oct. 7, 21, 28
Nov. 4, 11, 18
Dec. 2, 9, 16
Jan. 6, 13, 20, 27
Feb. 3, 10, 17, 24
March 3, 17, 24
April 7, 14, 21, 28
May 5

Monday Sessions:

Sept. 10, 17, 24
Oct. 8, 22, 29
Nov. 5, 12, 19
Dec. 3, 10, 19
Jan. 7, 14, 21, 28
Feb. 4, 11, 18, 25
March 4, 18, 25
April 8, 15, 28, 29
May 6

For the schedule of Pre-Kindergarten dates, please see page 8.

TUITION:

CCE Tuition Rates for 2011-2012 are as follows:

Pre-Kindergarten	\$15.00 per child
Kindergarten thru 8th grade (includes the Home School Program)	\$60.00 for 1 child \$85.00 for 2 children \$100.00 for 3 or more children
High School	\$50.00 per student
Confirmation	\$175.00 per candidate

HOME SCHOOL PROGRAM:

St. John Vianney also offers a Home School CCE option for grades Kindergarten thru 8th grade. Families who wish to take advantage of this option may register in the CCE Office.

Textbooks and other necessary supplies for this program are provided by the CCE Office. The parents/guardians teach the CCE lessons to their child(ren) at home. The child(ren) is(are) asked to come to four scheduled assessments throughout the year to insure that they are up to date with the material.

Please note:

- Students who are also enrolled in our Sacrament Preparation process must be current on their assessments before receiving the sacraments.
- All other students must complete their assessments by the end of May in order to receive credit for attending CCE that year.

For more information about the Home School Program please contact Mary Pelletier in the CCE/Youth Formation Office.

SIGN IN/SIGN OUT PROCEDURE:

- All children 3rd grade and below must be signed into and out of class by a parent or legal guardian.
- With permission of the parents, a sibling who is 16 years of age or older may sign the students out of class and pick them up.
- All students 3rd grade and below should have completed the Child Pick Up information section of the back of the registration form.
- Children who are not signed into class will be counted as absent.
- If a parent is more than 5 minutes late picking up a child from their class, the child will be taken to the Youth Formation Office and can be picked up there.

ATTENDANCE:

- After three consecutive absences from CCE, a phone call will be made home by the appropriate grade level coordinator to discuss any problems.
- For Kindergarten thru 8th grade, any missed lessons must be completed and turned into the catechist in order to get credit for missed class periods. This allows the student to maintain satisfactory attendance for sacrament preparation.
- High school students should consult their catechist and the High School Coordinator for make-up assignments.
- During the year of sacrament preparation, and during the year immediately prior, a satisfactory level of attendance in CCE must be accomplished. See the Sacrament Preparation section for more information.

WEATHER:

- If the surrounding school districts (SBISD and/or HISD) cancel school due to inclement weather, then there will be no CCE classes.
- In the event of sudden inclement weather, the decision to cancel CCE classes will be left to the discretion of the Director and Coordinators.

PARKING AND TRAFFIC:

- Sundays are very busy at the parish. For the safety of your family and others, please observe posted signs and parking laws when picking up and dropping off your child.
- Please do not park, for any reason, in “no parking” zones and fire lanes.
- Please observe a slow speed limit while in the parking lot.
- Please do not double park your vehicle.
- Between Mass and CCE, the “alley” between the south side of the parish and Nottingham VIII can become quite congested. Please do not stop in the “alley” without using a parking spot for any reason.
- Please follow all instructions given by the hired police officers who are here to help with safety and traffic control.
- Even if you do not have to sign your child into and out of class, it is highly encouraged that your child be escorted from the classroom to the car.

CODE OF CONDUCT:

- Inappropriate and disrespectful behavior towards catechists or other classmates will not be tolerated.
- Offensive, suggestive, or distracting apparel will not be allowed. This includes revealing clothing, alcohol and tobacco logos, and other items that show a lack of respect for one's self and God.
- Offensive and disrespectful language will not be tolerated in the classroom or outside of it.
- If a child is disruptive, the catechist will first attempt to correct the behavior in the classroom.
- If poor behavior continues, the child will be sent to the Youth Formation Office.
- If, after the above measures have been taken, the behavior continues, a parent will be asked to attend class with the student until this is deemed no longer necessary.
- If a student continues to be disruptive, the student may be asked to continue his/her religious education at home until such a time as the catechist, parent, coordinator, and director feel the student is able to return to class and maintain proper behavior.



CCE CLASSES

PRE-KINDERGARTEN:

St. John Vianney offers Pre-Kindergarten CCE for 4 year olds. This level is structured differently than others. This learning model and schedule are designed to, among other things, be less stressful on the children, allow the children the opportunity to attend Mass with their family, and to help the parents acquire materials and techniques in order for them to begin religious formation with their child at home.

Pre-K Policy:

We ask that at least one parent or relative who is 18 years old or older attend each class with their child. It does not have to be the same person each meeting.

The Pre-Kindergarten class will not meet every week and will only be offered at the following sessions:

Sunday: 9:30am-10:30am
11:00am-12:00pm

Monday: 4:30pm-5:30pm

Pre-K Schedule:

We will have Pre-Kindergarten sessions on the following dates:

Sundays:

Sept. 9, 23

Oct. 7, 28

Nov. 4, 18

Dec. 2, 16

Jan. 6, 20

Feb. 3, 17

March 3, 17

April 7, 21

May 5

Mondays:

Sept. 10, 24

Oct. 7, 28

Nov. 4, 18

Dec. 2, 16

Jan. 7, 21

Feb. 4, 18

March 4, 18

April 8, 22

May 6

ELEMENTARY (K-5TH):

The focus of our Elementary Program is to help the children build a relationship with God based on the catechism, prayer, worship and love. This is accomplished in a safe and welcoming environment. This is a fun and exciting time for the children and their families as their relationship with God grows and as many of the children prepare for first sacraments during these years.

ELEMENTARY (K-5TH) CONTINUED:

In the Elementary Program the classes are grade level specific. Each student will be placed in the grade level that corresponds to the grade level he/she attends at school.

Elementary classes are offered at every session, with the exception of Sunday evening at 6:30pm.

The catechetical text used for Kindergarten is “Stories of God’s Love” which is published by RCL Benziger. Rather than having a textbook for the children to use, this series utilizes leaflets that contain activities, Bible stories, and a section for them to share with their family at home. The children receive a new leaflet with their lesson each week.

The textbook series being used for grades 1-5 is “Call To Faith,” which is published by Our Sunday Visitor. This series has what is known as a “spiral” curriculum. That means, on each grade level the order and focus of the units and chapters is the same. However, each grade will learn the material on their specific level.

JUNIOR HIGH (6TH-8TH):

The Junior High CCE Program focuses on leading the youth to a closer relationship with Jesus, while developing prayer, community, and a spirit of service.

The primary session for Junior High is Sunday Evening 6:30-8:00pm. We encourage parents to choose this session if at all possible. The extra time at this session allows for more large group, community building activities along with activities designed to engage the junior high youth.

Alternate sessions for Junior High are offered on Sunday at 11:00am and 12:30pm, and Monday at 6:00pm. These sessions cover the same academic material as the Sunday night session, but due to time constraints, they are more classroom-based.

The text used at the Junior High level is also “Call to Faith,” and thus continues the spiral curriculum begun at the Elementary level.

HIGH SCHOOL (9TH-12TH):

As outlined by the United States Conference of Catholic Bishops, the High School CCE program seeks to help teens develop a deeper relationship with Jesus Christ and the Christian community, and increase their understanding of the core content of the Catholic faith.

Our High School Curriculum is set up around the four pillars of faith as outlined by the Catechism of the Catholic Church. Each level focuses on a different pillar. The levels are set up as follows:

High School 1: The Creed

High School 2: Liturgy and Sacraments

High School 3: Morality

The pillar of Prayer is taught on each level.

The high school classes generally correspond to high school grade levels of 9th, 10th, and 11th grade. This, however, is not always the case. For example, if a high school student who is beyond 9th grade wishes to join the program, but has not had catechesis in a while, he/she will be placed in High School 1 (The Creed) for their first year.

The primary session for high school is Sunday evening 6:30-8:00pm. The extra time is used for more large group, community building activities along with catechetical activities designed to engage the high school youth. This is the only session during which High School 3 is offered.

Alternate sessions for High School 1 and High School 2 are offered Sunday 11:00am and Monday 6:00pm. The same academic material is covered, but due to time constraints these sessions are more classroom-based.. A minimum number of registered students is required to offer sessions at these times. Alternate sessions may be canceled due to an insufficient number of registrations.

The text that is used at the high school level is The Catholic Faith Handbook for Youth, which is printed by St. Mary's Press. Our high school catechists use the corresponding "Total Catechesis" text also by St. Mary's Press.

For information about Confirmation, please see the Sacrament Preparation section.

SACRAMENT PREPARATION

The Children and Youth Formation Office of St. John Vianney feels that it is a special privilege to be able to help you prepare your child for the reception of Sacraments. We take this responsibility seriously and assure you that our Sacrament Preparation Programs are set up in accordance with the guidelines set forth by the Archdiocese of Galveston-Houston. Please note:

- Sacrament Preparation Programs are parish programs that are distinct and separate from the CCE program.
- Enrollment in CCE sessions is NOT enrollment in a sacrament program.
- It is the responsibility of the parent/guardian to contact the Youth Formation Office to register a child for sacrament preparation.
- Parents/guardians will be notified of all meetings and special events pertaining to sacrament preparation programs after registration.
- All candidates are expected to follow diocesan and parish guidelines.
- A copy of the student's Baptismal Certificate must be presented at the time of registration for a sacrament preparation program.
- Failure to comply may result in the postponement of the candidate's celebration of the sacrament.

FIRST RECONCILIATION/FIRST EUCHARIST:

Preparation for, and reception of, the Sacraments of Reconciliation and Eucharist is a wonderful and special time for children and their families. We are pleased and blessed to partner with the families and guide them through this process.

Guidelines and Policies:

- The child must be baptized in the Roman Catholic Rite, or baptized in another Christian faith in accordance with the guidelines of the Roman Catholic Church. If a non-Catholic baptism meets the guidelines of the Roman Catholic Church, the child must make a Profession of Faith prior to receiving the sacraments.
- Families should regularly attend Sunday Mass, preferably together.
- The earliest a child can begin preparation for First Reconciliation and First Eucharist is 2nd grade.
- Children older than 2nd grade who have not celebrated First Reconciliation and First Eucharist are expected to meet the preparation guidelines in order to enroll in preparation classes.

Guidelines and Policies (cont.):

- Preparation for First Reconciliation and First Eucharist does not take the place of ongoing religious instruction, and is done in addition to any other religious education the candidate may be receiving.
- The candidate must have a minimum of 2 consecutive years of faith formation, either in a CCE program or at a Catholic school; the year immediately prior to and the year of preparation.
- Attending a “Christian” school is not necessarily the same thing as attending a Catholic school.
- Consistent attendance in either CCE or a Catholic school during both the previous year and the year of preparation is necessary to ensure a proper foundation for sacrament preparation. (Consistent attendance = attending at least 70% of their classes).
- If your family transferred from another parish you need to request a letter of attendance from the previous parish. The letter should be sent directly from the previous parish via the postal service or fax.
- A separate Sacrament Preparation Registration form must be filled out in order to enroll in the preparation program.
- A copy of the child’s Baptismal Certificate must be provided at the time of registration. Registration forms will not be accepted without a copy of the Baptismal Certificate.
- Upon registration parents will receive the schedule of preparation meetings. Each meeting will be offered at multiple times in order to try and accommodate schedules. A parent/guardian and the candidate must attend one time for EVERY meeting.
- Due to the number of times offered for each meeting, there will be no make-up meetings.
- Parents must be willing to do most of the preparation at home in addition to attending the preparation meetings.
- Archdiocesan guidelines state that children are to be prepared for First Reconciliation prior to, and in the same year as, First Eucharist.
- Preparation for First Reconciliation will take place in the Fall.
- Reception of First Reconciliation normally takes place in January.
- A child who has prepared for First Reconciliation is eligible for preparation for First Eucharist.
- Preparation for First Eucharist will take place in the Spring with the reception of the Sacrament normally occurring in May.
- After the period of preparation the child will have a short interview with a parent(s) present, to determine if the child is catechetically and spiritually ready to celebrate the sacraments.

CONFIRMATION:

- The earliest a child may be eligible for preparation for the Sacrament of Confirmation is 11th grade.
- Candidates are expected to attend Sunday Mass regularly, preferably with their family.
- The student must have consistent attendance in either a CCE program or Catholic school during the previous year and the year of preparation. (consistent attendance = attending at least 70% of the classes)
- Attending a “Christian” school is not necessarily the same as attending a Catholic school.
- Preparation sessions are in addition to any other religious education the candidate may be receiving and do not take the place of ongoing religious instruction.
- A separate Confirmation Preparation Registration form must be filled out in order to enroll in the preparation program.
- A copy of the student’s Baptismal Certificate must be turned in with the registration form. Forms are incomplete and will not be accepted without a copy of the Baptismal Certificate.
- Parents/guardians of candidates must attend at least one scheduled parent meeting prior to the beginning of preparation for the sacrament.
- A schedule of preparation sessions, required forms, and other important information will be given to candidates and their parents/guardians.
- Due to the fact that our preparation program is considered an “immediate preparation” program, the candidate’s attendance at each Confirmation preparation sessions is extremely important.
- If a preparation session is missed, there will be a make-up session available.
- If the make-up session is also missed, make-up work will be assigned by the coordinator and the candidate will not receive credit for the session until the work is completed.
- Attendance at an overnight Confirmation retreat is required.
- The Youth Formation Office will offer at least one Confirmation Retreat during the preparation period in order to meet this requirement. Depending on the size of the Confirmation class, a second retreat may also be offered if necessary.

SACRAMENTAL EXCEPTIONS:

If you have a child that has not been baptized please notify the Youth Formation Office upon registration.

- If your child is under the age of 7 and has not been baptized, please contact the Parish Office to learn how to prepare yourself and your child for baptism
- If your child is age 7 or older and has not been baptized, your child will need to be registered for and have good attendance in CCE for one year and will be placed in RCIA Adapted for Children the second year. See below.

RCIA ADAPTED FOR CHILDREN:

- RCIA Adapted for Children is a program for children who have not been baptized and are age 7 or older.
- After a year of CCE is completed with good attendance (at least 70%), the child will be placed in the RCIA Adapted for Children program.
- This program is in addition to, and separate from, CCE classes as it prepares the children for the reception of sacraments.
- The time and place of the preparation meetings will be communicated to the families after registration.
- At least one parent/guardian will be required to attend classes with their child/children.
- Upon completion of the program, and after determining that the child and family are ready, the child will receive the Sacraments of Baptism, Eucharist, and Confirmation during the Easter Season.

