

Saint Andrew Catholic Church  
Department of Faith Formation  
for Children and Youth

**FAMILY HANDBOOK  
2017-2018**

SAINT ANDREW  
CATHOLIC PARISH



ESTABLISHED 1953



## GUIDELINES AND PROCEDURES

Coordinator: Kathy Lawson.....klawson@standrewcc.org  
Assistant: Star Fedor.....sfedor@standrewcc.org  
Phone: 817-927-5383 fax— 817-927-8507  
Resource Room: 817-927-5383 ext. 2121 (Use this number during class time.)  
Website: www.standrewcc.org

### CLASS TIMES AND LOCATION

- a. Sunday sessions:
  - a. Pre-Kindergarten 3 year old through 5<sup>th</sup> Grade: 9:00 a.m. – 10:15 a.m.
    - i. PreK 3 & 4: Kindergarten building
    - ii. Kindergarten: School Kindergarten building
    - iii. Grades 1 – 5: School building
  - b. Middle School Youth: Parish Hall—2nd Floor **8:45 a.m.-10:15 a.m.**
  - c. Rites of Christian Initiation Adapted for Children: **8:45 a.m.** – 10:15 a.m.
    - i. Middle/High School: Parish hall, Room 209
- b. Wednesday sessions:
  - a. Kindergarten through 5<sup>th</sup> Grade: 6:30 p.m. – 7:45 p.m.
    - i. Kindergarten through 5<sup>th</sup> grade: School building
  - b. Middle School Youth: Parish Hall—6:30 p.m. – **8:00 p.m.**

### FAMILY REQUIREMENTS

- **Weekly attendance at the entire Mass** with your child. It makes no sense to participate in a Religious Education program and not be part of the communal celebration of our faith.
- Ensure regular on-time attendance.
- On time drop off and pick-up. **Any child not picked up by 10:20 a.m. on Sunday mornings and 7:50 p.m. on Wednesday evenings will be brought to the Resource Room.**
- Pray regularly with your child.
- Review family pages sent home.
- Attend and participate in program and meetings; volunteer in the program when needed.

### DRESS CODE

- **Girls:** Pants or jeans; skirts and shorts must be appropriate knee length, (no short shorts or miniskirts); shirts must cover shoulder, (no spaghetti straps); sandals, shoes or tennis shoes.
- **Boys:** Shorts, pants, and jeans pulled up, no sagging; shirt; sandals, shoes or tennis shoes.
- *Please keep in mind that middle youth often partake in games and ice-breakers.*

### ATTENDANCE

- Each week the lessons introduce key concepts of the Catholic faith and build upon those concepts as the year progresses. Regular attendance is an important means of achieving this progression of learning.
- Students in Pre-K3 through 5<sup>th</sup> grade must be signed in at the child's classroom **by a parent or guardian.** Notification must be given in writing to the classroom teacher if an **adult** other than parent or guardian will be picking up the child.
- Families will be sent a written notice after each absence.

### LATE ARRIVALS

- The opportunity to pray and grow in faith is jeopardized when a child is consistently late. This is not fair to your child or the other children in the class as late arrivals are disruptive.

### DISCIPLINE

- **We will not contend with behavior problems in class.**
- Parents of a disruptive child will be notified immediately.
- It is our hope that this first contact will be sufficient to correct the problem.

## GUESTS

- A completed registration form, with release of liability, is required for every child. A one-time guest with a parental letter of permission (from the guest's parent/guardian) releasing Saint Andrew Parish and the Diocese of Fort Worth from liability will be accepted. Otherwise, visitors will be sent home with the adult signing in the student. Any questions, refer to Kathy Lawson or Star Fedor in the Resource Room.

## DROP OFF AND PICK UP

- **Parents/guardians must sign in student through 5th grade.**
- Student must be picked up by parent or legal guardian unless written permission is provided for another adult to pick up the child.

## PRAYERS

- *Mass is the most important of prayers. Attendance at Mass on Sunday (or Saturday vigil) and holy days is an obligation for all.*
- Both traditional and personal prayers are ways that Catholics encounter and communicate with God on a daily basis. Children participate in both methods in class. There is not enough time in class to teach all the prayers. Please help your child learn the grade-level prayers listed in this Handbook.

## INCLEMENT WEATHER

- In the event of bad weather or icy roads, classes will be canceled. To check cancellations:
  - Check the Saint Andrew Parish website: [www.standrewcc.org](http://www.standrewcc.org) and//or Facebook: Saint Andrew Parish
  - Watch Channel 5 News
  - Listen to WBAP radio

## SACRAMENTAL FORMATION

*First Reconciliation:* To celebrate the Sacrament of Reconciliation a child must be baptized Catholic and have age appropriate religious education through a parish, Catholic school or Catholic home study program. A child is first eligible to celebrate the sacrament when he or she has reached the second grade and seven years of age (age of reason).

*First Holy Communion:* To celebrate the Sacrament of First Holy Communion a child must be baptized Catholic, have age appropriate religious education through a parish, Catholic school or Catholic home school program, and have celebrated the Sacrament of Reconciliation. A child is first eligible to celebrate the sacrament when he or she has reached second grade and seven years of age (age of reason).

### *Process for Preparation:*

- Parent and child attend both the First Reconciliation and First Communion Formation workshops.
- Parent/family and child spend adequate time (approximately five to six weeks) preparing at home with the materials provided at the workshops. Pastoral support is provided if necessary.
- Child attends the First Reconciliation and First Communion retreats.
- Parent and child attend scheduled Reconciliation Service.
- Parent and child attend rehearsal for the First Communion celebration.
- **Attendance at all events is required.**

*Confirmation:* To celebrate the Sacrament of Confirmation the candidate must be baptized Catholic, celebrated the Sacraments of Reconciliation and First Communion and regularly participate in a parish religious education, Catholic school or Catholic home school program both the year prior to and the year preparing for Confirmation. The youth must be 15 years of age by September 1 of the current school year and a sophomore or above in high school.

### *Process for Preparation:*

- **All required registration forms, fees and an original baptismal certificate with notations are to be completed and submitted to the church office at least *one week prior to the parent and candidate orientation session you plan to attend.***
- Parent and candidate attend the Confirmation orientation.
- Candidate participates in the Confirmation sessions, service projects, retreats and rehearsal.

## FINAL THOUGHT

These procedural guidelines have been prepared to insure a credible program for the Parish. They are not meant to create hardship, but to create a positive environment for learning about our Catholic faith. This is our ultimate desire.

## PROGRAM CURRICULUM SERIES

Preschool 3 & 4 year old	<i>Stories of God's Love</i> , RCL Benziger
Kindergarten	<i>God Loves Us</i> , Loyola Press
1st— 5th grade	<i>Christ our Life</i> , Loyola Press
Middle School	<i>Catholic Connections</i> , St. Mary Press
RCIA Adapted for Children	<i>Faith Fusion</i> , Our Sunday Visitor

## SUMMARY OF RELIGIOUS EDUCATION CURRICULUM

**Preschool 3 & 4 :** *Stories of God's Love* has story leaflets with age-appropriate Bible stories from the Old and New Testament which proclaim God's love and follows the next week with a contemporary story relating the Bible stories with everyday life today.

**Kindergarten :** *God Loves Us* is designed to nurture and enrich the faith and spiritual lives of young children. It includes opportunities for prayer, developmentally appropriate lesson as well as Scripture, saints, family resources, colorful art and music. It is great preparation for the child's continuing faith journey.

**First through Fifth Grade:** *Christ Our Life* which fosters children's love of God while providing a rich knowledge of our Catholic faith. This series comprehensively presents the authentic teachings of the Catholic Church.

These curriculums include many helps for parents to continue the learning of faith at home through their website [www.christourlife.com](http://www.christourlife.com). On the website you will find a section for 'Parent and Student Resources (Kindergarten) and 'Family Resources' (First through Fifth Grades). No user name or password needed. Please make use of the interactive chapter reviews and family prayers and activities. At the end of each unit for the elementary there is a game 'Stump the Shepherd' which can be played by up to 4 players. Fun ways of learning our faith.

**Middle School:** *Catholic Connections* strengthens the participants' Catholic identity and inspires them to participate more fully in the Church's mission. The sessions in the six courses: *God, Revelation, and Faith; Jesus the Christ; The Holy Spirit and the Church; Sacraments and Prayer; The Eucharist; and Christian Morality and Justice*, will help the young adolescents to make connections between the Catholic faith and everyday life and to strengthen their connection to the faith community.

## TRADITIONAL PRAYERS

*Both traditional and personal prayers are ways that Catholics communicate with God on a daily basis. Please provide ample opportunity for your children to experience both methods.*

### Pre-Kindergarten 3 & 4 year old

*Prayers to Learn:*

- Sign of the Cross

### Kindergarten

*Prayers to Learn:*

- Sign of the Cross
- Doxology – Glory to the Father...
- The Lord's Prayer
- Hail Mary
- Blessing Before Meals
- Thanksgiving After Meals

### First Grade

*Prayers to Learn:*

- Morning Prayer
- Evening Prayer

*Prayers to be Maintained:*

- Sign of the Cross
- Doxology – Glory to the Father...
- The Lord's Prayer
- Hail Mary
- Blessing Before Meals
- Thanksgiving After Meals

### Second Grade

*Prayers to Learn:*

- Act of Contrition
- Prayer Responses to Mass

*Prayers to be Maintained:*

- Sign of the Cross
- Doxology – Glory to the Father...

- The Lord's Prayer
- Hail Mary
- Blessing Before Meals
- Thanksgiving After Meals
- Morning Prayer
- Evening Prayer

### **Third Grade**

#### *Prayers to Learn:*

- Apostles Creed
- Prayer to the Holy Spirit
- Morning Offering
- How to Pray the Rosary (Intro. to the Mysteries)

#### *Prayers to be Maintained:*

- Sign of the Cross
- Doxology – Glory to the Father...
- The Lord's Prayer
- Hail Mary
- Blessing Before Meals
- Thanksgiving After Meals
- Morning Prayer
- Evening Prayer
- Act of Contrition
- Prayer Responses to Mass

### **Fourth Grade**

#### *Prayers to Learn:*

- Glorious & Sorrowful Mysteries of the Rosary
- Hail, Holy Queen
- Memorare

#### *Prayers to be Maintained:*

- Sign of the Cross
- Doxology – Glory to the Father...
- The Lord's Prayer
- Hail Mary
- Blessing Before Meals
- Thanksgiving After Meals
- Morning Prayer
- Evening Prayer
- Act of Contrition
- Prayer Responses to Mass
- Apostles Creed
- Morning Offering
- How to Pray the Rosary
- Prayer to the Holy Spirit

### **Fifth Grade**

#### *Prayers to Learn:*

- Nicene Creed
- Joyful and Luminous Mysteries of the Rosary
- The Way (Stations) of the Cross

#### *Prayers to be Maintained:*

- The Lord's Prayer
- Hail Mary
- Morning Prayer
- Evening Prayer
- Act of Contrition
- Prayer Responses to Mass
- Apostles Creed
- Morning Offering
- How to Pray the Rosary
- Prayer to the Holy Spirit
- Glorious & Sorrowful Mysteries of the Rosary
- Hail, Holy Queen
- Memorare

### **Middle School (6<sup>th</sup>-8<sup>th</sup> grade)**

#### *Prayers to Learn:*

- The Angelus
- Divine Praises
- Act of Faith
- Act of Hope
- Act of Love
- Regina Caeli

#### *Prayers to be Maintained:*

- The Lord's Prayer
- Hail Mary
- Morning Prayer
- Evening Prayer
- Act of Contrition
- Prayer Responses to Mass
- Apostles Creed
- Morning Offering
- How to Pray the Rosary
- Prayer to the Holy Spirit
- Mysteries of the Rosary
- Hail, Holy Queen
- Memorare
- Nicene Creed
- The Way (Stations) of the Cross

**Sunday Morning Religious Education Classes**  
*Preschool 3—5<sup>th</sup>—9:00 am—10:15 am*  
*Middle School (6 - 8)—8:45 am—10:15 am*

**September**

- 10 Class meets
- 17 Class meets (\*\**Parent Meeting* at 9:15 a.m.  
in the school cafeteria.)
- 24 Class meets

**October**

- 1 Class meets
- 15 Class meets
- 22 Class meets (*Safe Environment Session*)
- 29 Class meets

**November**

- 5 Class meets
- 12 Class meets
- 19 Class meets

**December**

- 3 Class meets
- 10 Class meets

**January**

- 14 Class meets
- 21 Class meets

**February**

- 4 Class meets
- 11 Class meets
- 18 Class meets
- 25 Class meets

**March**

- 4 Class meets
- 25 Class meets

**April**

- 8 Class meets
- 15 Class meets
- 22 Class meets
- 29 Class meets

**May**

- 6 Class meets
- 13 Class meets—May Crowning—Last class

**Wednesday Religious Education Class Schedule**  
*Kindergarten through 5<sup>th</sup>—6:30 p.m. – 7:45 p.m.*  
*Middle School (6-8)—6:30 p.m.—8:00 p.m.*

**September**

- 13 Class meets
- 20 Class meets (\*\**Parent Meeting* at 6:45 p.m.  
in the school cafeteria.)
- 27 Class meets

**October**

- 4 Class meets
- 18 Class meets
- 25 Class meets (*Safe Environment Session*)

**November**

- 8 Class meets
- 15 Class meets
- 29 Class meets

**December**

- 6 Class meets
- 13 Class meets

**January**

- 10 Class meets
- 17 Class meets
- 24 Class meets

**February**

- 7 Class meets
- 14 Class meets (*Ash Wednesday-dismiss after Mass*)
- 21 Class meets
- 28 Class meets

**March**

- 7 Class meets
- 21 Class meets

**April**

- 4 Class meets
- 11 Class meets
- 18 Class meets
- 25 Class meets

**May**

- 2 Class meets
- 9 Class meets —May Crowning—Last class

## RCIA Adapted for Children Schedule of Required Sessions

All classes begin in room 209 of the Parish Hall at 8:45 a.m. and end at 10:15 a.m. unless noted otherwise

- September 10 first class session  
 17 regular class (all parent meeting in school cafeteria at 9:15 a.m.)  
 24 regular class
- October 1 regular class  
 8 *no class*  
 15 Family mini-retreat and Rite of Welcome 8:45 a.m. through 12:30 p.m. Mass place to be determined . Sponsors also welcome. Sponsor form due.  
 22 regular class  
 29 regular class
- November 5 regular class  
 12 regular class  
 19 class with parent attending, sponsor welcome  
 26 *no class*
- December 3 regular class  
 10 class with parent attending, sponsor welcome  
 18, 25, 31 *no class—Have a blessed Christmas & New Year*
- January 7 *no class*  
 14 regular class  
 21 class with parent attending, sponsor welcome  
 28 *no class*
- February 4 regular class  
 11 regular class  
 18 Family mini-retreat and Rite of Enrollment 8:45 a.m. through 12:30 p.m. Mass. Place to be determined . Sponsors also welcome.  
 19 (Monday) Reconciliation service for those already baptized in any faith  
 25 regular class
- March 4 regular class  
 11 & 18 *no class*  
 25 Meet at 10:30, attend 12:30 Mass together. Parent must attend, families encouraged  
 29-30 Triduum services (Holy Thursday and Good Friday) begin
- March 31/April 1 Easter Vigil/Easter (completes Triduum) Date/time of rites to be determined  
March 31 Required rehearsal for candidates and sponsors. Time to be determined
- April 1 *no class (see March 31/April 1 above)*  
 8 regular class  
 15 regular class  
 22 class with parent attending  
 29 regular class
- May 6 class with parent attending, sponsor welcome  
 13 Last class of the year. Parent required to attend, sponsor welcome



## Sacramental Preparation 2017-2018

### Fall 2017 Cycle:

*Registration forms due by September 5, 2017*

Parent AND Child Reconciliation Workshop:

Date: Sunday, September 10  
Place: Saint Andrew Parish Hall  
Time: 1:45 – 5:00 p.m.

Reconciliation Retreat: (Children only)

Date: Sunday, October 22  
Place: Saint Andrew Parish Hall  
Time: 1:45 – 4:00 p.m.

Reconciliation Service:

Date: **Monday**, October 23  
Place: Saint Andrew Church  
Time: 6:30 p.m.

Parent AND Child First Communion Workshop:

Date: Sunday, November 5  
Place: Saint Andrew Parish Hall  
Time: 1:45 – 5:00 p.m.

First Communion Retreat/Rehearsal:

Date: Saturday, December 9  
Place: Saint Andrew Parish Hall  
Time: 9:15 – 1:00 p.m. **for children**

*Parent meeting begins at 11:15 a.m. in the Church*

First Communion Celebration:

Dates: December 16 & 17  
Times: Saturday Vigil: 5:30 p.m.  
Sunday 8:30, 10:30 a.m. and 12:30 p.m.

### Spring 2018 Cycle:

*Registration forms due by January 6, 2018*

Parent AND Child Reconciliation Workshop:

Date: Sunday, January 14  
Place: Saint Andrew Parish Hall  
Time: 1:45 – 5:00 p.m.

Reconciliation Retreat: (Children only)

Date: Sunday, February 18  
Place: Saint Andrew Parish Hall  
Time: 1:45 – 4:00 p.m.

Reconciliation Service:

Date: **Monday**, February 19  
Place: Saint Andrew Church  
Time: 6:30 p.m.

Parent AND Child First Communion Workshop:

Date: Sunday, March 4  
Place: Saint Andrew Parish Hall  
Time: 1:45 – 5:00 p.m.

First Communion Retreat/Rehearsal:

Date: Saturday, April 28  
Place: Saint Andrew Parish Hall  
Time: 9:15 – 1:00 p.m. **for children**

*Parent meeting begins at 11:15 a.m. in the Church*

First Communion Celebration:

Dates: May 5 & 6  
Times: Saturday Vigil: 5:30 p.m.  
Sunday 8:30, 10:30 a.m. and 12:30 p.m.  
and 12:30 p.m.

- Children are required to attend ALL sessions for the celebration of the sacraments.
- Pre-registration is required to ensure materials are available.
- Mark your calendar with **all** of the event dates for the preparation cycle. Reminders are not necessarily sent for each event.
- A certified copy of your child's baptismal certificate is required for the reception of the sacraments. Contact the church of baptism to request a certified copy.

## 2018 Confirmation Schedule

All sessions take place (*unless otherwise noted*):

- Sunday
- 2 pm
- Saint Andrew Parish Hall

### SCHEDULE OF **REQUIRED** SESSIONS

Parent AND Candidate Orientation	November 12, 2017 OR December 3, 2017
Session 1	January 21
Required Candidate Retreat	January 27-28, 2018
@Riverbend Retreat Center	<i>Begin: Saturday, January 27 at 7:30 a.m.</i>
Glen Rose, TX	<i>Ends: Sunday, January 28 end of 5 p.m. Mass</i>
Session 2 ( <i>Sponsor AND Candidate</i> )	February 4
Session 3	February 25
Session 4	March 25
Session 5	April 8
Session 6	April 15
Session 7	April 22
Session 8	April 29
Rehearsal	TBD
Rite of Confirmation	TBD

### Candidate Required Service Project List

An adult Catholic Christian understands the importance of and Jesus teachings' regarding service to others. With that in mind, each candidate is required to assist in one of the following events from our parish community:

November 5, 2017—12:30 pm-5:30 pm—First Eucharist Workshop  
December 9, 2017—8:30 am-1:30 pm — First Eucharist Retreat  
January 14, 2018—12:30 pm-5:30 pm —Reconciliation Workshop  
February 11, 2018—11:00 am- 4 pm—Senior Valentine Lunch  
February 18, 2018—Noon-5 pm—Reconciliation Retreat  
March 4, 2018—12:30 pm-5:30 pm— First Eucharist Workshop  
April 28, 2018 —8:30 am-1:30 pm— First Eucharist Retreat

Additional opportunities will be available at orientation.

## **COFFEE WITH CHRIST**

Who: Parents, Guardians,  
Grandparents, Friends

Day: Sundays

Time: 9:00 – 10:00 a.m.

Place: Room 202 in the  
Parish Hall

All are invited for coffee, fellowship and social time. Come and join parents for life-discussions linked with the Sunday readings in a relaxed atmosphere during the Sunday morning Religious Education class sessions. 'Coffee with Christ' sessions follow the Sunday morning Religious Education calendar.