



ST. PHILIP THE APOSTLE PARISH

312 VICTORIA ST., Green Bay, WI 54302 | www.stphilipgb.org

RELIGIOUS EDUCATION PARENT HANDBOOK 2019-20



“Gather the children... and teach them the truths they must know for their salvation...”

- Blessed Virgin Mary to Sr. Adele

Dear Parents and Guardians:

We at St. Philip the Apostle Parish have an open-door teaching policy and invite you to sit in on any classes we offer. We encourage you to pray for us during our class sessions; that God may enlighten the minds and hearts of our catechists and students.

When you bring your children on Wednesday evenings, please be sure to accompany them into church. Drop off and pick up will take place in church.

We are continually looking for people to serve as substitute catechists, classroom aides, prayer listeners, prayer support, and to help monitor hallways, and parking areas. Please contact us if you are interested in helping in these or any other way. Special training is provided, and a background check is required of all volunteers.

Please feel free to contact us with any questions, concerns, or suggestions you might have now or during the school year.

Fr. Bill Hoffman
Pastor
whoffman@stphilipcong.org
(920)468-7848, ext. 115

Maura E. Vazquez
Faith Formation Coordinator
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Diana E. Sturgeon
Faith Formation Admin. Assistant
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Sacramental Preparation

1st Reconciliation (confession)/1st Communion is a 2-Year Program

Ideally this would be during 1st and 2nd grade. Students desiring to receive their First Communion must be in their Second Year of a Diocesan Approved Catechetical Program and be regular in their attendance & participation in Wednesday Religious Education Classes, as well as their specific First Reconciliation/First Communion preparation events/activities.

1st Communion Dates – Spring 2020

(Only for students in their second year of sacramental preparation)

Please choose a Mass of your preference and contact Maura or Diana, at 920-468-7848, to sign up your child for that Mass. Thank you.

Date	English Mass	Spanish Mass
Sunday, May 3, 2020	9:30 am	11:00 am
Saturday, May 9, 2020	4:00 pm	10:00 am
Saturday, May 23, 2020	4:00 pm	10:00 am

Confirmation is a 3-Year Program

Students desiring to be confirmed must be in at least their third Year of a Diocesan Approved Catechetical Program and be regular in their attendance & participation in Wednesday Religious Education Classes, as well as any Confirmation-Specific events/activities. *Normally, those preparing for Confirmation must be at least fourteen years old and be at least an 8th grader in middle school.*

High School Confirmation – 2020

(Only for middle and high school students in their final year of Confirmation preparation)

Saturday, June 6, 2020, 6:00pm – Bilingual Mass

Texts Used in the Religious Education Program

According with the directives of Bishop David Ricken, our Religious Education Program makes use of approved texts for all students—grades 1-12.

In ADDITION to Wednesday Classes

Students in their FINAL YEAR of preparation for Confirmation or SECOND YEAR of preparation for First Communion are expected to regularly attend Sunday Mass with their family.

Student Cell Phone/Electronic Device Policy

Please read carefully and inform your son/daughter of this policy:

1. Cell phones and other personal electronic devices are not to be used during Religious Education time. This means, all devices, must be turned off or completely silenced and stored (in coats, backpacks, purses, etc.) upon entering the church building, and remain out of sight at all times until the student leaves church after dismissal.
2. Any student text-messaging, playing games, taking photos, listening to music, podcasts, etc., making-or-receiving calls, or using their devices in any other manner during Religious Ed. time, will have their phone/electronic device confiscated by the catechist/RE coordinator for the remainder of the class. Once class has ended, your child's phone/electronic device will be returned.
3. After one such incident, you, the parent/guardian, will be contacted, so you can discuss with your son or daughter this policy and have him/her agree to respect and observe it.
4. If this were to happen again, the electronic device will be confiscated and submitted to the Faith Formation Office. For students under the age of 18, a parent/legal guardian will need to come in, sign for, and retrieve the phone, or other device, in the Faith Formation Office (or Parish Office). Students age 18 and above may retrieve their own phones or other devices.

Religious Education General Policies & Information

1. Wednesday Class Arrival & Dismissal Times:

All students are asked to arrive promptly at 5:30 pm. ALL students are to report to St. Philip Church. Use the church's front entrance on Victoria Street (door #3).

Students should look for the pew(s) that correspond to their class and sit there quietly until they are dismissed to their classroom in the company of their catechist and/or catechist aide.

The following are the rooms we will be using for our RE classes this year:

ELEMENTARY	<u>GRADE</u>	<u>FLOOR</u>	<u>ROOM</u>
	1-2 English	1 st	3
	3-5 English	1 st	1
	1 Spanish	1 st	7
	2 Spanish	S. Basement	Sacred Heart Hall Rm 1 (SHH1)
	3-4 Spanish	S. Basement	Sacred Heart Hall Rm 2 (SHH2)
	5 Spanish	1 st	St. Francis Room (SFR)
SACRAMENTAL PREP	<u>GRADE</u>	<u>FLOOR</u>	<u>ROOM</u>
	2-5 English	2 nd	11
	2-3 Spanish	2 nd	15
	4-5 Spanish	2 nd	16
MIDDLE SCHOOL	<u>CLASS</u>	<u>FLOOR</u>	<u>ROOM</u>
	Confirmation 1-A Spanish	N. Basement	Mother Teresa (MT)
	Confirmation 1-B Spanish	N. Basement	John Paul II (JP2)
	Confirmation 1-C English	N. Basement	Padre Pio (PP)
	Confirmation 2-Spanish	2 nd	17
	Confirmation 2-English	2 nd	18
	Confirmation 3-English	2 nd	19
HIGH SCHOOL	<u>CLASS</u>	<u>FLOOR</u>	<u>ROOM</u>
	Confirmation 1-A English	1 st	St. Philip Center (SPC)
	Confirmation 1-B English	1 st	Guadalupe Center (GC)
	Confirmation 2 – English	2 nd	20

At **6:55 pm**, catechists will bring their students back to church, where parents are sign out their children with their catechists, no later than **7:15 pm**.

Students in grades 1st - 5th will not be dismissed to leave the building without a responsible adult. Students in grades 6-12, will be dismiss according to your instructions in our RE Dismissal form.

2. Attendance & Absences

If a student cannot attend class due to sickness or another extraordinary reason, parents are to contact the Faith Formation Office at **(920) 468-7848** to inform us of the absence *in advance*.

Maura Vazquez Ext. 204
mvazquez@stphilipcong.org
Faith Formation Coordinator

Diana Sturgeon Ext. 205
dsturgeon@stphilipcong.org
Faith Formation Administrative Assistant

Three unexcused absences will result in the student being dropped from classes.

Excessive absences may result in the student having to repeat the year. Please remember that students preparing to receive Sacraments (First Penance, First Communion, Confirmation) ***must*** regularly attend to all Wednesday class sessions and Sunday Mass.

3. Class Cancellations Due to Inclement Weather

Our Religious Ed. Program follows Green Bay Area Public Schools (GBAPS) closings and evening events cancellations due to inclement weather. If afterschool activities and events are cancelled by GBAPS, we automatically cancel Religious Ed. classes. Please watch local news stations for closings and cancellations and for announcements in St. Philip's website: www.stphilipgb.org, Facebook page, and Messenger messages. We will also notify each of the local TV stations of our decision to cancel classes.

In any case, parents are to use their own good judgment, with their child's safety in mind. If you have any questions, please call the Faith Formation Office at **920-468-7848**.

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4. Changes in Contact Information

In case of an emergency it is utmost importance that we are able to reach you and/or your emergency contact(s). Please call our Faith Formation office to report any changes in your address, phone number, or email address. Also, please inform us any such changes for your emergency contacts.

5. Behavior Issues

Appropriate behavior is always expected of all students. Should a student fail to respond appropriately to corrections offered by our Catechists and Staff, the Religious Ed. Coordinator will contact the student's parents - in hopes of resolving the situation in an acceptable manner.

General Policies & Information — Continued

6. Fees

Religious Education	Parishioner	Non-Parishioner
	1 Student..... \$55	\$80
	2 Students..... \$100	\$150
	3 or more Students \$135	\$210
1st Communion	\$25 per person	\$50 per person
Confirmation	\$90 per person	\$115 per person

7. St. Philip the Apostle Parish is a Drug-Free Zone, with respect to illegal/illicit drugs and their use/ abuse: The possession, sale, or use of alcohol, drugs, or any other controlled substance on the parish property is strictly forbidden. Violation of this policy will result in an immediate report to the Green Bay Police Department, and to appropriate Diocesan authorities. Smoking is also prohibited on all Parish property, and in all Parish buildings.

8. In the event of an emergency here at St. Philip the Apostle, we will contact the parents or guardians, as noted on Student Registration Forms. If we are unable to reach the parents or guardians, we will call the persons and numbers listed on the registration form as Emergency Contacts.

9. Non-custodial Parents

Non-custodial parents will be provided, upon written request, information regarding his/her child's progress in Faith Formation, unless there is a court order prohibiting such information from being given. It is the responsibility of the custodial parent to provide the Faith Formation office with a copy of the court order(s) which prohibit(s) us from communication with the non-custodial parents.

10. VIRTUS Training and Background Check

It is mandatory that ALL adults who plan to volunteer in ANY capacity complete the one-time, three-step application process. This includes parent visitors and field trip chaperones.

11. Weapons

No student is permitted to bring any weapon onto St. Philip the Apostle Parish Property, nor into any of our buildings. Where reasonable doubt exists as to a particular item's designation as a weapon, the Faith Formation Coordinator will make the final determination — and will issue a One-Time warning. Violation of this policy will result in an immediate report to the Green Bay Police Department, and to appropriate Diocesan officials. When given the option of pressing charges against a student—or an adult — for a weapons violation, St. Philip the Apostle Parish will do so. Students may be expelled or suspended from the Religious Education Program for violating this policy.

REPORTING SEXUAL ABUSE

If you know of an incident of sexual abuse of a person **who is now under the age of 18** by a priest, deacon, employee or volunteer,

**PLEASE IMMEDIATELY CALL
THE CIVIL AUTHORITIES
AND THEN THE DIOCESE.**

If the person was abused as a minor and is now an adult, please contact:

Office of Safe Environment
Diocese of Green Bay
at 877-270-8174
or
920-272-8174.

We always encourage you to report the incident to local civil authorities.

YOU MATTER TO US—THERE IS HOPE!



To report **suspected** child abuse, elder abuse, or abuse of an adult at risk contact:
Department of Human Services
in your county.

For individual county information:
<http://dcf.wisconsin.gov>
<http://www.dhs.wisconsin.gov/aging/elderabuse>



More information can be found at **www.gbdioc.org**