

Holy Angels Parish  
Office of Faith Formation

West Bend, Wisconsin



Faith Formation Family Handbook

Pre K-Grade 12

2018-2019



Contact Information:

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Hannah Bergland

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Website: [www.hawb.org](http://www.hawb.org)

Safe Environment Information

It is everyone's duty to help create and maintain a safe environment for children. For more information and for resources, please visit the archdiocesan website at:

<https://www.archmil.org/Offices/Safe-Environment.htm>

Archdiocese of Milwaukee Mission Statement: Proclaim Christ and make Disciples through the Sacramental life of the Church.

Parish Mission Statement:

To bring Christ's love to our community through worship, education, service, and outreach.

Philosophy:

Holy Angels recognizes the elements of faith already present in the home and the role of the parents as "the first and foremost catechists of their children" (NCD 212). The staff and volunteers of the Faith Formation program are here to assist the parents in the formation of their children.

Program Goals:

The primary goal is that everyone in the program should grow in knowledge and understanding of the Catholic Faith.

Additional goals:

- \* To keep children excited about the faith
- \* To show children how God is real and present in every day life
- \* To teach a sense of identity within the program, parish, and the Church.
- \* To show how Jesus is our friend and savior
- \* To show a genuine love for God in all we do
- \* To show that the Church is alive through the Body of Christ
- \* To create and nurture Disciples of Christ

Mass Attendance:

"The Sunday Eucharist is the foundation ...of all Christian Practice" (CCC 2181). It is expected that students in the program attend Mass every Sunday and on days of obligation "unless excused for a serious reason (for example, illness, or the care of infants)" (CCC 2181).

## Program Descriptions:

**Liturgy of the Word for Children:** This program is designed for children ages 4-7 who have not yet received their First Holy Communion. The program takes place during the 9:30 am Sunday Mass on most weekends from September-April. There is no registration for this program.

**Religious Education (Grades 1-8):** This program takes place on Sunday night from 6:30-7:30 pm. The program starts in mid-September and runs through April. There is an At Home option for families who cannot make Sunday night. Contact the Director for more information on the At Home program. Both programs allow students to participate in sacramental preparation programs. Students are also expected to attend the annual religious education retreat (Prayer Fair) and attendance will be taken. This year's retreat is Sunday, February 3, 2019. Grades 1-8 will meet from 1:00-3:00 pm.

**Grades 9-10:** Our high school program is the beginning of the preparation for Confirmation. We offer students a retreat-style format in which they will attend two, nine-hour retreats, one each in the fall and the spring. These take place from 8:00am-5:00pm on a Saturday and include Mass. Students must be present for the entire time of each retreat. In addition to those dates, we are also asking each student to attend one Encounter Experience of their choice. For more information and the complete list of those events, please visit [www.hawb.org/encounter](http://www.hawb.org/encounter).

**Journey:** This program embraces a unique mission: to teach and share the richness and fullness of the Catholic faith for persons ages six thru adult with intellectual and developmental disabilities. This county-wide program is offered at St. Frances Cabrini. Contact Christina Spindler at 262-338-2366 for more information and to register.

## **Sacramental Preparation:**

*Baptism:* All children in the program should have been baptized. Those in the program who were not baptized should contact the Faith Formation office to begin the preparation process.

*Reconciliation:* Students in 2nd grade will receive the Sacrament of Reconciliation for the first time during a Reconciliation Retreat in December. Students in 3rd-8th grade will have an opportunity to receive this sacrament during class sometime during Lent.

*Communion:* Students may receive their First Holy Communion in spring during their 2nd grade year. It is recommended that students have two years of Faith Formation before they receive the sacrament. The preparation process begins in the fall of the students 2nd grade year. Students older than 2nd grade who have not received First Holy Communion should contact the Faith Formation office to begin the preparation process.

*Confirmation:* Confirmation takes place in the spring of a student's junior year of high school. The process begins after students complete the grades 9-10 program. Preparation for this program begins in the spring one year prior to Confirmation.

**Youth Ministry:** In addition to our Formation program, we also provide additional opportunities to encourage discipleship for our youth, mainly geared toward high school students (some are also available for grades 7-8):

*Archangels Youth Leadership Team:* This team is comprised of high school students who want to develop leadership skills. This team will coordinate and organize Catholic youth events and other ministry opportunities for themselves and other students.

*Catholic Youth Mission Trips:* This is a collaborative effort among the West Bend and Newburg parishes. Students participate in a week-long trip to various locations in the United States where they will perform service and build relationships with other youth and God. Registration and preparation begins in October.

*Encounter Experiences (New in 2018-19!):* We are excited to launch a new component of our high school youth ministry, a variety of special events taking place in and around our area, called “Encounter Experiences”. Open to all high school students to participate, these Experiences are designed to be a chance for them to encounter Christ in a way that they may not have the opportunity to otherwise. We are asking our 9th and 10th grade Faith Formation students to each attend one of these as part of their Retreat Program. The complete list and signup information can be found on our website ([www.hawb.org/encounter](http://www.hawb.org/encounter)). We may add more options to the list as the year goes on, so please check back for updates.

*National Catholic Youth Conference:* This three-day conference is held every other year for High School students in which about 25,000 students gather together to pray and celebrate their Catholic Faith in a fun way. The next conference is in November 2019 in Indianapolis. Preparation for NCYC begins March of the year of the conference.

*Fundraising:* While fundraising is a necessary part of Youth Ministry, it is also a unique opportunity for our students to share their story with the rest of the parish, and to encourage them to invest in their success. Students who participate are expected to help fundraise to offset the cost of programs.

Procedures:

**Class/Event Nights:** On class/event nights students can be dropped off no earlier than 15 minutes prior to the event. For most events, children can be dropped off by the glass walkway in the school. Parents can drop off either from 8th Ave or the 9th Ave parking lot. It is recommended that parents of younger students walk their children to class/event. Students are expected to wait outside of the classroom until an adult arrives. Every effort should be made to make it to the class/event on time. The students should use the bathroom before going to the class/event. Students should come prepared for class with their

textbook and folder. Also, students in 6th-8th grade should bring the bible they received in 6th grade to class every week. If a student has lost their bible or was not part of the program at the time please contact the Faith Formation office to receive a bible. Parents should be ready to pick up their children from the glass walkway when the class/event ends.

**Class Attendance:** Students are expected to be at class every week. If on occasion a child is sick causing a student to miss class, the parents should contact the office through email or phone/text to inform the Director of the child's absence. If a student misses more than 25% of the classes, there will be a review process to determine if the student is ready to move to the next grade. As an incentive, students who miss two or less classes in the year will be offered a discount on the following year's tuition. If a student in grades 1-8 misses a class, it is the responsibility of the parent to check the label on the back of their child's textbook and cover the chapter that was missed.

**Class/Event Cancellation:** In the rare event of class/event cancellation, parents may receive notice through the Flocknote text/email system or by calling the office. The voice mail system will state any class/event cancellation information. To sign-up or login to Flocknote, visit <https://new.flocknote.com/hawb>.

**Communication:** Communication will happen on three levels. First, items of great importance (registration forms, scheduling changes) will be mailed to the parents or sent by text/email via Flocknote. Second, items of lesser importance will be sent home through Religious Education with the oldest child. Third, other general information will be listed on the Holy Angels website.

**Dress Code:** Students are expected to dress modestly and in keeping with church teachings for all classes/events. Inappropriate attire will be addressed with the parents and students.

**Behavior Expectation:** Students are expected to follow the guidelines from the *Firm Foundation* (found on the back cover),

the rules of the program. Students who repeatedly do not follow the rules may be asked to leave the classroom. Students will have a conversation with the Director on how to correct and reconcile the unacceptable behavior. If the student continues to misbehave, the second time the Director has to talk with the student it will involve some type of parental communication. The parents, student, and Director will discuss other options if the unwanted behavior continues.

**Student Cell Phones:** It is strongly recommended that students not bring their cell phones to class/events. If they do have it along, the phone needs to be silenced and out of sight. If it is seen by the catechist or Director, first time: they will be told to put it away. Second time it is seen out: the phone will be confiscated and given to the Director. Parents will be able to pick up the phone after class from the Director. Catechists may wish to use an app/website for part of their lesson for the week. If it is requested that students bring their phones to class for this, cell phones must be used responsibly.

**Records:** Students’ attendance or other Religious Education records can be obtained from the Faith Formation office upon request.

Liturgy of the Word for Children Schedule  
During 9:30 am Mass

September	23	January	6
	30		13
October	7		20
	14		27
	21	February	3
	28		17
November	4		24
	11	March	3
	18		17
December	2	April	7
	9		28
	16		

## Religious Education (Grades 1-8) Schedule

6:30-7:30 pm

September	16	First Night, ALL parent meeting in Cedar Room
	23	
	30	
October	7	
	14	1st Grade Parent/Student Night
	21	
	28	
November	4	
	11	3rd Grade Parent/Student Night
	18	
	25	NO CLASS
December	2	
	9	
	16	NO CLASS
	23	NO CLASS
	30	NO CLASS
January	6	
	13	4th-5th Grade Parent/Student Night
	20	NO CLASS
	27	Guest speaker for Grades 6-8 at Holy Angels from 1-2:30 pm, Class as usual for Grades 1-5
February	3	Retreat Day/Prayer Fair: Grades 1-8 from 1:00-3:00 pm
	10	
	17	
	24	
March	3	
	10	
	17	NO CLASS
	31	NO CLASS
April	1	
	8	Last Class & Living Stations of the Cross

## High School Retreat Program (Grades 9-10) Schedule

### Retreat Schedule

8:00 AM-5:00 PM

Choose one Retreat #1 date and one Retreat #2 date

#### **Retreat #1**

Saturday, November 10, 2018

Saturday, December 1, 2018

#### **Retreat #2**

Saturday, February 9, 2019

Saturday, March 9, 2019

### Encounter Experiences

In addition to the above Retreat dates, each student enrolled in the High School Program is expected to choose ONE Encounter Experience to attend. Visit [www.hawb.org/encounter](http://www.hawb.org/encounter) for the current list of events and for signup information.

### Special Event for Grades 9-10

All students in the High School Program are expected to attend.

January 27, 2019: Guest Speaker at Holy Angels at 3:30-5:00 pm



# FIRM FOUNDATION

## The Big Five

### **Respect**

- ◆ Self
- ◆ Others (incl. their opinions, right to speak, and privacy)
- ◆ Creation
- ◆ Property
- ◆ Sacred Space

### **Commitment to Growth**

- ◆ Learn about...
  - ◆ Me
  - ◆ Others
  - ◆ New Skills
  - ◆ Our Relationship with the Holy Trinity

### **Safety**

- ◆ We can grow only if we are accepted and when we accept others
- ◆ Make it safe for people to be honest (confidentiality)
- ◆ Watch out for each other
- ◆ Be a friend to all
- ◆ Remember the Golden Rule

### **Relationship**

- ◆ Open to new people
- ◆ Together learn to grow

### **Fun**

- ◆ Positive Attitude
- ◆ Open to fun surprises

