



St. Mary
Religious Ed
Handbook
2021-2022

St. Mary's Parish
1331 E. Hunter Robbins Way
Greensburg, IN 47240
663-8427

"To Promote Catholic Faith Formation in the Community"
- Mission statement, St. Mary's Faith Formation Commission

Dear Parents,

Welcome to Religious Education at St. Mary's Parish. We are looking forward to an exciting year of learning and celebrating together. Thank you for sending your child to our Religious Education Program. One of the most important choices a parent makes for their child is to instill Christian values. By working together, our goal continues to focus on providing our families with quality faith formation. We encourage family faith sharing in the household to continue the lessons presented.

Please take time to read this handbook together with your child. It is important that all students and parents are aware of our policies and rules. A newsletter will be sent home periodically to keep you informed of important information and news, as well as happenings in the classrooms.

Liturgies and prayer services will be scheduled throughout the year. These have been special times to share with the children in the past and we look forward to continuing this ministry. Families are welcome to attend.

I hope your year with us will be enjoyable. Should you have any questions or concerns, feel free to contact me at the parish office.

Many Blessings to you,

Anita Navarra,
Director Religious Education
Pastoral Associate

Megan Gehrich,
Coordinator of Youth Ministry
Coordinator of Religious Education

POLICIES AND PROCEDURES

To help make our parish Religious Education Program the best it can be, we ask the students and parents to help us with the following:

1. REGULAR ATTENDANCE

Students enrolled in St. Mary's Parish Religious Education are required to complete class work each semester in order for it to count as one year of formal Religious Education. The students are expected to attend classes. Students should plan to arrive 5 minutes before the start of their class to enable classes to begin promptly. Attendance records will be kept by catechists and at the parish office. Two consecutive misses without notification will prompt contact to the parents as a safety check and to address any concerns.

Please contact the catechist in the event your child will be absent in order to get class materials if needed. Make-up work will be allowed for excusable absences. Please contact the office before 4:00 p.m. if you know your child will be absent.

The student is asked to have written assignments or projects upon coming to the next class.

2. INFORMATION

Should your child currently be taking (or start during the year) medication that might effect his/her behavior in the classroom please let the DRE and Catechist know.

If your child has a learning disability, hearing, or sight restriction, please inform us so we can work with the child to best meet his/her needs.

Please notify us of any changes of phone number or address. We do need to have the custodial parent's name on file. Any information will be kept confidential at your request.

3. CLASS SIZE POLICY

In order to maintain the integrity of the teaching environment, there is a need for the establishment of defined class size limitation for the Religious Education classes.

St. Mary's Religious Education Programs Class Size Rules

1. For preschool, maximum class size should not exceed 15 students with two adults present.
2. For kindergarten, maximum class size should not exceed 20 students with two adults present.
3. For grades 1-8 class size should not exceed 20 students.
4. For grades 9 -12 the D.R.E. will determine the class size based on the type and location of the program.

When enrollment exceeds the maximum class size, an additional class may be added or an additional class aid will be assigned to the classroom, based on the efforts of the recruitment of volunteer catechists.

If an additional class is added, students will be moved between the classes to achieve a balanced teacher/student ratio between both classes.

4. STEWARDSHIP

We are called by God to be good stewards. The children are expected to act in a responsible way to themselves, the people around them, and the property we share. The students are expected to care for the school and parish buildings and the grounds, or gym, in which they meet by trying to keep the premises as clean as they find it, putting things back where found, and by taking pride in St. Mary's Parish.

5. PARKING/DISMISSAL PROCEDURES

Students will be escorted to the appropriate pick-up location by their teachers. As parents (or family member) pull up to the door, the student will be dismissed. Parents will not need to come into the building to pick-up students.

A letter and map with pick-up locations is given at registration and will be sent home again on the first night of class.

Please drop off and pick up your children promptly. We cannot provide supervision before or after classes.

6. FEES

All monies collected through Religious Education registration are put back into the program. Monies are applied to the expenditures for textbooks, teaching manuals, supplies, workbooks, catechist training, maintenance of buildings, etc. Extra fees are collected for sacrament years because of the extra texts incorporated into the curriculum. A fee of \$5.00 is added after August 1 to offset shipping costs of texts needed to be ordered late. All fees are non-refundable. Families can apply for assistance with the fees.

7. CLOSING DUE TO BAD WEATHER

If the weather seems severe enough that for safety we need to cancel classes, it will be announced on WTRE by 5:00 p.m. that day.

Contact Information

Parish Office—812-663-8427

Anita Navarra—Pastoral Associate

Director of Religious Education, ext. 204

anavarra@stmarysgreensburg.com

Megan Gehrich—Coordinator of Youth Ministry

Coordinator of Religious Education, ext. 206

mgehrich@stmarysgreensburg.com

St. Mary's Religious Education Program Discipline Rules

St. Mary's Catholic Church has agreed to provide quality Religious Education to youth. Our programs are ran mainly by volunteers who spend much time in preparing and teaching.

Disruptive behavior is defined as any verbal response or physical action that does not allow the planned activity of the teacher to continue. Students should agree to the following before attending class.

1. To respect the catechist and aid. Some ways to do this are by listening, talking only when it is your turn, sitting still in class, sharing ideas when appropriate.
1. To respect classmates. Some ways to do this are by listening to their ideas, by not putting them or their ideas down, not talking negatively about them, sharing ideas.
2. To respect the parish & school property. Some ways to do this are by not bothering or touching things that belong to others, picking up after self, leaving the rooms the way they were found.

If any of the above ideas and other classroom rules set by the teacher are not followed, the following consequences will occur.

1. **First Warning**– The child's catechist will talk with the student and suggest appropriate behavior modifications.
2. **Second Warning**– The DRE will talk with the student. Depending on the individual situation, the student may or may not be permitted to return to the classroom for the remainder of the evening. Parents will be notified of the behavior and asked to talk with their child.
1. **Third Warning**– Parents will be notified. Individualized action will be taken including the possibility of suspension from class until the problem can be resolved. Parents will have the option of teaching their child at home.

For unchristian behavior including, but not limited to, physical contact between students, we will notify the parents immediately and proceed with step three. Documentation of all warnings/discussions will be kept on file.

SACRAMENT POLICY

For the reception of the Sacrament of Eucharist, Reconciliation, and Confirmation

Children preparing for the Sacrament of Eucharist, must have a minimum of one year formal religious education prior to the year of formal Eucharistic catechesis. We offer preparation of this sacrament in the second grade.

Children preparing for the Sacrament of Reconciliation must have a minimum of one year formal religious education prior to the year of formal Reconciliation catechesis. This sacrament preparation is offered for students in second grade. Family catechesis is emphasized.

Students preparing for the Sacrament of Confirmation must have a minimum of two years formal religious education previous to the year in which Confirmation catechesis is offered. This sacrament is prepared for in the eleventh grade.

**In the case that your child has missed a sacrament year and wishes to make it up, please contact the DRE at the parish office. Each situation will be dealt with on an individual basis.

JR. HIGH AND HIGH SCHOOL YOUTH MINISTRY

Youth Ministry focuses on building community through fellowship, prayer, service, and social time. Occasionally special event nights are scheduled here for Jr. High and High School students. Students may bring friends on these nights. We always welcome adults to help with planning, organizing, chaperoning. Call the office if you are interested in helping.

RELIGIOUS EDUCATION 2021-2022 WEDNESDAY SCHEDULE

P=Pre-school JH=Junior High (7,&8 unless otherwise noted)
HS=High School (9-11) CC= Confirmation Class

Class times are 6:30-8:00 p.m. unless otherwise noted.

AUGUST

18 P-HS Class, 6-10 YM Kick Off
25 P-HS Class

SEPTEMBER

1 P-HS Class
8 P-HS Class
15 P-HS Class 1st Reconciliation Parent/Child Mtg. 6:45 p.m., church
22 P-HS Class
29 P-HS Class

OCTOBER

6 P—HS Classes
13 Fall Break, No Class
20 P—HS Classes
27 P-HS Classes
6-12th Grade- Trick or Treat for Canned Goods

NOVEMBER

3 P—HS Classes
1st Reconciliation Parent/Child mtg., 6:45 p.m., church
10 P-HS Classes
17 Religious Ed. Liturgy, 6:45 p.m., church
24 Thanksgiving Break/No Classes

DECEMBER

1 P—HS Classes
8 P-HS Classes
15 Snow Make Up Day, if needed
22 & 29 Christmas Break, No Classes

SACRAMENT SCHEDULES

Reconciliation

September 15 Parent/Child Session, 6:45 p.m., church
November 3 Parent/Child Session, 6:45 p.m., church
November 13 1st Reconciliation, 9:00 a.m., church

Eucharist

February 9 Parent Meeting, 6:45 p.m., church
March 23 Parent/Child Faith Share, 6:45 p.m.
April 27 Practice and Celebration
1st Eucharist Mass, 12:30 p.m.

Confirmation

September 12 Rite of Enrollment Mass, 10:00 a.m.
September 12 Large group session, 11:00 a.m.
Oct. 29—31 Retreat
November 14 Large group session, 12:30 p.m., church
January 9 Large group session, 12:30 p.m.
March 23 Interviews 3:30—5:30 p.m.
Date TBD Large group session, 11:30 a.m.
Confirmation Practice, 12:30 p.m., church
Date TBD Confirmation, Time TBD, church

There are also service opportunities available.



JANUARY

- 5 P - HS Classes
- 12 P—HS Classes
- 19 P- HS Classes, JH & HS program (7-12)
- 26 P—HS Classes

FEBRUARY

- 2 P—HS Classes
- 9 P—HS Classes, 1st Eucharist Parent Mtg, 6:45 p.m.
- 16 Religious Ed. Liturgy, 6:45 p.m., church
- 23 P--HS Classes

MARCH

- 2 Ash Wednesday
- 9 Spring Break, No Classes
- 16 Spring Break, No Classes
- 23 P—HS Classes
- 1st Eucharist Parent/Child session, 6:45 p.m., church
- 30 P—HS Classes

APRIL

- 6 P—HS Classes
- 13 Parish Seder Supper, No Classes
- 20 P—HS Classes
- 27 P—HS Classes, 1st Eucharist Practice, 6:30 p.m., church
- JH/HS Finale

MAY

- 4 P—5th Finale

**LITURGIES & RECONCILIATION SERVICE
- SCHEDULE AT A GLANCE**

- November 17—Liturgy, 6:45 p.m., church
- February 16—Liturgy, 6:45 p.m, church

CONFIRMATION	PREPARATION	CALENDAR 2021-2022
August 18-Wednesday	6:30 p.m.- 8:30 p.m.	7-12 in gym
August 22	6:30 p.m.- 8:30 p.m.	Session 1
August 29	6:30 p.m.- 8:30 p.m.	Session 2 & 3
September 12	10:00 a.m.	Rite of Enrollment Mass
September 12	11:00 a.m.	Candidate/Sponsor Service Workshop
September 26	6:30 p.m.- 8:30 p.m.	Session 4
October 3	6:30 p.m.-8:30 p.m	Session 5
October 27-Wednesday	6:30 p.m. – gym	Trick or Treat Food Drive
October 29-31	TBA	Retreat
November 7	6:30 p.m.- 8:30 p.m.	Session 6
November 14	12:30 p.m.	Candidate/Sponsor Mtg. Eucharist
December 5	6:30 p.m.- 8:30 p.m.	Session 7
December 12	6:30 p.m.- 8:30 p.m.	Session 8
December 19	6:30 p.m.- 8:30 p.m.	Session 9
January 9	12:30 p.m.	Candidate/Sponsor Mtg. Prayer
January 23	6:30 p.m.- 8:30 p.m.	Session 10
January 30	6:30 p.m.- 8:30 p.m.	Session 11
February 6	6:30 p.m.- 8:30 p.m.	Session 12
February 12- Saturday	3 p.m.- 9 p.m.	Group Service Project- Valentine’s Dinner
February 27	6:30 p.m.- 8:30 p.m.	Saint Discovery Night
March 23	3:30 p.m.- 5:30 p.m.	Confirmation Interviews
March 27	5:00 p.m.- 7:00 p.m.	Class in Church at Parish Mission
April 3	6:30 p.m.- 8:30 p.m.	Letter to Archbishop Night
April 17	6:30 p.m.- 8:30 p.m	Service Presentation Prep
Date TBD	11:00 a.m.-1:30 p.m.	Candidate/Sponsor Service Wrap-Up & Confirmation Practice
Date TBD	Time TBD	Celebration of the Sacrament of Confirmation

A Copy of Acknowledgements signed during online registration.

I will follow the Religious Ed Handbook, that I will be receiving the 1st day of class, with the information pertaining to the Wed. night program for PreK-12th grade. I will read the information, share it with my child/children, and to the best of our ability abide by the rules & regulations described.

I understand that it is my responsibility, as a parent or guardian, to inform St. Mary's Religious Education Program of any changes to the information on this form.

I give my permission for my child to appear in photographs and videos when participating in St. Mary's events. These photos or videos may appear locally (the bulletin, photo displays at the office, school, church, local newspapers, archdiocese newspapers) or online (Facebook, YouTube, parish website, etc.) with or without names listed.

I will not hold St. Mary's Parish, chaperons, or representatives associated with St. Mary's Parish responsible in the event of injury. I agree to accept any and all financial responsibility as a result of scheduling necessary emergency medical treatment. In case of an emergency, I grant permission to transport my child to a hospital for emergency medical or surgical treatment. St. Mary's Parish, chaperons, or representatives will not be held responsible if my child leaves the Parish premises without consent or knowledge of parent/guardian or of a parish administrator.

I agree to call the parish office if my child will be absent from class. I understand that I will not be called each time my child is absent. I will only be contacted if absences are frequent.

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