

The Church of Saint Luke

Religious Education

and

Youth Activity

Handbook

When Jesus saw this, He became indignant and said to them
'Let the children come to me; do not prevent them, for the kingdom of God belongs to
such as these. Amen, I say to you, whoever does not accept the Kingdom of God like a
child will not enter it.' Mark 10:14-15



2018-2019

Welcome to The Church of Saint Luke's Religious Education and Youth Activity Program!

We are so happy that you have made the choice to entrust us in working with you and your family to raise your child(ren) in the faith of the Catholic Church. Many people have dedicated their time and talents to develop and implement our programs to ensure the growth of our children in faith and servant leadership.

This handbook is intended to give a general understanding of our programs. If you have specific questions concerning the curriculum, textbooks, sacramental preparation, or any other questions related to our programs, please contact Lisa Marie Boesze, Religious Education Administrator at 570-421-9097 or religioueducation@churchofsaintluke.org.

Children 3 years of age (and potty trained) through the 12th grade are invited to participate in our programs.

Please remember that Mass attendance on Sundays and Holy Days is an obligation of our faith. Weekly class attendance does not replace the Mass obligation for your child(ren).

The Role of Parents and Guardians

As parents or guardians, you are the primary educators of your child(ren). Your child(ren) learn more from your attitudes and actions rather than from what you say. Parents and guardians that take an active role in their child(ren)'s activities, whatever they may be, demonstrate to their child(ren) that what they are engaged in is worthy and has value.

Families are invited and encouraged to take an active role in their child(ren)'s religious education and youth activities, thereby demonstrating the worth and value of growing in the faith of the Catholic Church. Parents or guardians are invited to visit their child(ren)'s class at any time throughout the year. A note requesting a visit may be sent in the week before to your child(ren)'s religious education teacher, or you may call the office and request a visit. Parents are also invited to stay and participate and/or assist during youth programs and activities. Additional ways to demonstrate the importance of growing in our faith are praying together daily at home and actively participating in Mass, the Sacraments and prayer experiences offered in our Parish.

Resource materials are available to families both in print and on the web. The Religious Education Office can provide materials related to your child(ren)'s classroom studies or ways to engage more fully in your faith as a family. Additionally, the church maintains a subscription to the website www.formed.org, password T7PZMT. This website offers video-based study programs, films, audio presentations, and eBooks from the Church's foremost presenters.

Should you have any questions or concerns regarding the religious education program and its policies, practices, procedures or staffing, please contact the Religious Education Office so that the issue may be appropriately addressed.

Youth Activities

All youth of our Parish are welcome and encouraged to participate in Youth Activities. Youth Activities provide an opportunity for the youth of our Parish to socialize and work together in growing their faith through discussions, projects, fellowship and service outside of the curriculum-based Religious Education classroom.

Youth Activities are divided into 3 groups:

Elementary Youth Activities: Preschool to Grade 4

Middle School Youth Activities: Grades 5-8 (Pre-Confirmation)

High School Youth Ministry: Grades 9-12 (Post-Confirmation)

Registration for our Religious Education Program automatically registers a student for Youth Activities. Catholic school students may also register to attend Youth Activities by filling out a Religious Education and Youth Activities form

Registration

Families must be officially registered in the Parish in order for their child to attend our Religious Education classes. Children 3 years of age (potty trained) through the 12th grade are invited to participate in our programs. Registration forms for our programs may be found on our website at churchofsaintluke.org. In person registration occurs in the spring of each year for the following school year. You may print the current year's Religious Education and Youth Activities Registration Form from our website and complete it prior to the day of registration. Registration for Religious Education automatically registers your child for Youth Activities unless you inform us otherwise.

Religious Education classes begin in September and end in May.

All families are asked to present copies of their child's Baptismal, Penance, Communion and Confirmation Certificates at the time of registration if the sacraments were completed at a church other than the Church of Saint Luke. If you do not have these certificates, please contact the parish where the sacraments were received in order to obtain a copy.

Each year, families will be asked to complete a new registration form for each child enrolled in the program. This form may be shared with leaders of Youth Ministry and Religious Education and office personnel who may be involved in working with your child.

Registration Fees are subject to change and are posted at the time of registration. These fees allow us to purchase books and materials for the children and are not meant to be a hardship. Please speak with Lisa Marie Boesze, Religious Education Administrator, if paying fees by the due date presents a hardship for your family. The registration fee is due at the time of registration and checks may be made payable to The Church of Saint Luke.

Religious Education tuition is waived for the children of teachers, teacher aides and substitutes in our Religious Education Program.

Emergency Information

The Registration Form completed at the beginning of each school year is used as our emergency contact/information form. Please help us keep your child(ren) safe while they are on our property or in the event of an emergency and make sure that your child's registration form is updated if any of your information changes.

Grade Placement

Grade placement in the Religious Education program will typically match grade placement in the child's regular school. There are times when a situation may call for exceptions to this rule. Each exception will be handled on a case-by-case basis.

New sacramental year students must present proof of past enrollment in a religious education program.

First Reconciliation and First Eucharist

Children in first and second grade, preparing for the sacraments of Reconciliation and First Eucharist must attend religious education classes at the Church of Saint Luke on a regular basis one year prior to the year in which the sacraments will be received. Typically, at the Church of Saint Luke, the Sacrament of First Reconciliation is celebrated in January of a child's second grade year. First Eucharist is celebrated at the end of a child's second grade year on the Saturday of Mother's Day weekend in May.

The requirements for First Eucharist and First Reconciliation begin with the signing of a First Communion Contract by both parents/guardians and the First Communion student in September of the child's second grade year. Students are expected to sign-in weekly for Sunday Mass and attend 6 prayer experiences throughout the year. If the student attends Mass at another church, a bulletin signed by the priest or deacon of that church should be turned in to the child's teacher or Religious Education office so that Mass attendance may be documented. Prayer experiences offer a way for students to experience prayer in addition to Sunday Mass.

Prayer experience opportunities are:

Novena	Vespers
Blessing of the Pets	Rosary
Stations of the Cross	Eucharistic Adoration
Weddings/Funerals	Special Liturgies
Ash Wednesday Mass/Service	Good Friday Services
Advent/Lenten Mass for Children	Easter Basket Blessing
Holy Thursday Mass	

All Communion families are asked to sign-up to participate in a Family Mass. During the Mass, family members may participate in the procession, readings and offertory. Families with members trained as Altar Servers, Eucharistic Ministers or Commentators may have those family members serve at the Mass as well.

Students are also expected to attend all classes and bring their books/folders with them each week. In the event of an absence, the student and/or the parent/guardian of the student should see the teacher to receive the student's missed work. The student is responsible for completing their missed work by the next scheduled class time.

Catholic school students receiving First Reconciliation and First Eucharist

Families with children enrolled in Catholic school must register their child with the Religious Education Office in order for their child to receive the Sacraments of Reconciliation and First Eucharist at the Church of Saint Luke. Students may but are not required to attend regular Religious Education classes in preparation for the Sacraments. However, Catholic school students and their families are required to participate in parent meetings/workshops, prayer experiences, and rehearsals. Catholic school students are also expected to sign-in for Masses and Holy Days of Obligation.

- ❖ Specific details and additional requirements of the First Eucharist program can be found in the First Communion contract.

Rite of Christian Initiation for Children

Children in grade three and older who have not received the Sacraments of Reconciliation and First Eucharist may register for the RCIC program in order to receive these sacraments.

The Sacrament of Confirmation

Confirmation (typically eighth grade) students, preparing for the Sacrament of Confirmation must attend Religious Education classes at the Church of Saint Luke on a regular basis one year prior to the year in which the sacrament will be received. Typically, the Sacrament of Confirmation at the Church of Saint Luke is celebrated in the fall of the 9th grade year. Each Confirmation candidate must have a sponsor aged 16 or older who has received the Sacrament of Confirmation themselves and is in good standing in their parish and in the Catholic Church.

The requirements for Confirmation typically begin at the end of a student's 7th grade year with the signing of the Confirmation contract in the Spring. Students begin fulfilling the requirements for Confirmation as of the first Sunday in July, when the preparation year begins, by writing reflections based on the Sunday Mass in a Mass Reflection Book that will be provided to them. Students are also

expected to sign-in for Sunday Mass and attend 6 prayer experiences. If the student attends Mass at another church, a bulletin signed by the priest or deacon of that church should be turned in to the child's teacher or Religious Education office so that Mass attendance may be documented. Prayer experiences offer a way for students to experience prayer in addition to Sunday Mass. Prayer experience opportunities are:

Novena	Vespers
Blessing of the Pets	Rosary
Stations of the Cross	Eucharistic Adoration
Weddings/Funerals	Special Liturgies
Ash Wednesday Mass/Service	Good Friday Services
Advent/Lenten Mass for Children	Easter Basket Blessing
Holy Thursday Mass	

On the last full weekend in July, students are required to participate in the set-up and clean-up of the church's festival. Students may begin to earn hours during the festival towards their total of 30, however, the hours required for set-up and clean-up do not count towards the total number of hours required.

Once the school year begins, students are expected to attend all classes and bring their books/folders with them each week. In the event of an absence, the student and/or the parent/guardian of the student should see the teacher to receive the student's missed work. The student is responsible for completing their missed work by the next scheduled class time.

Catholic School Students receiving the Sacrament of Confirmation

Families with children enrolled in Catholic school must register their child with the Religious Education Office in order for their child to receive the Sacrament of Confirmation at the Church of Saint Luke. Students may but are not required to attend regular Religious Education classes in preparation for the Sacrament. However, Catholic school students and their families are required to participate in parent meetings/workshops, prayer experiences, retreats and rehearsals. Catholic school students are also expected to sign-in for Masses and Holy Days of Obligation.

- ❖ Specific details and additional requirements of the Confirmation Program can be found in the Confirmation contract.

Rite of Christian Initiation for Adults

Children in grade ten and older who have not received the Sacraments of Baptism, First Eucharist, Reconciliation and/or Confirmation may enroll in the RCIA program in order to receive their sacraments.

Attendance

Religious Education classes are held every Sunday and are one hour and ten minutes long. There are two session times offered for class:

First Session: 9:10 AM to 10:20 AM

Second Session: 10:40 AM to 11 :50AM

Children are required to attend all classes and bring their books/folders with them each week. Children who miss class frequently may find it difficult to understand the subject matter and to keep up with the class.

A written excuse or phone call from a parent /guardian will excuse absences within reason (typically3). In the event of an absence, the student and/or the parent/guardian of the student should see the teacher to receive the student's missed work. The student is responsible for completing their missed work by the next scheduled class time.

Homework

All Religious Education students will be provided with a folder. Please check your child's folder weekly for the current lesson they are working on and any homework they may have been assigned. Their folder may also contain completed projects or papers and important reminders or notices from the Religious Education Office. Information regarding upcoming events may be found in your child's folder, on the bulletin board outside of the Religious Education Office, in the Religious Education newsletter (Handpicked by God), in the church bulletin, on our website churchofsaintluke.org and on our official Facebook page (The Church of Saint Luke).

Pick-Up and Drop-Off Policy

Students are expected to arrive on time and be prepared for class and youth activities at the scheduled time.

In the interest of safety, parents/guardians are encouraged to walk their children to class or youth activities so that parents, students and teachers are familiar with each other and the location of their child(ren)'s classroom or place of activity. It is the parent/guardian's responsibility to ensure that class or an activity is scheduled. Please do not drop off your child and drive away unless you are certain.

Parking and/or dropping off/picking up students is not permitted in front of Saint Luke's along Main Street or along Ninth Street. Please be courteous and do not block the driveway in order to drop off or pick up your child. This creates a hazardous situation for you and your child and for the cars that are entering and exiting the lot for Mass.

If someone other than a parent/guardian will be picking-up a student, a note from the parent/guardian is necessary in order to release the child to the alternate adult. That adult should be prepared to show photo id.

Children in preschool and kindergarten need to be signed in and out of class by a parent/guardian. Students in grades 1 through 5 will be escorted to the back of the Barrett Center building by a teacher and/or aide for pick-up in the alley between the church and Barrett Center. Students in grades 6-12 will

be dismissed from class to the alley way between the church and Barrett Center for pick-up. It is the parent/guardian's responsibility to pick up their child immediately after class. In the event that a parent/guardian is delayed at pick-up time, the student will wait in the Religious Education Office in the Barrett Center. Taking students out of class prior to dismissal is discouraged but is permitted with prior written notice.

Children leaving Youth Activities should be picked up in the room where the activities are being held.

Students are not permitted to leave the grounds by themselves.

Guests

Guests (friends or relatives) of a student are welcome to attend Religious Education class and Youth Activities with a student. However, in the interest of the guest's safety, prior written notice is requested so that both the teacher and the Religious Education Office can ensure that the guest is accounted for in the event of an emergency. A Youth Guest Registration Form must be completed and signed by the parent/guardian of the guest. Please plan ahead and make sure that your guest is aware of all rules and expectations. The Church of Saint Luke cannot assume full responsibility for guests who have not completed a registration form.

Cancellations/ Rescheduling of Classes, Activities and/or Meetings

The Religious Education office currently utilizes Mail Chimp in order to send out mass emails related to cancellations for classes, activities or meetings. A posting is also made to our website at churchofsaintluke.org and on our official Facebook page at The Church of Saint Luke. If you would like to be included in the email list, please contact the Religious Education Office. If you included your email on your child's Religious Education registration form for the 2018-2019 school year, you will automatically be added to the Mail Chimp list.

Sunday Café

On Sunday mornings, during class time, coffee, tea and sweets are offered free of charge in the Jacques Center beginning at 9:00 am. Free Wi-Fi is also available on the Saint Luke's Guests network. The password is Stlukes17.

Please be advised that smoking is not permitted on church property.

Dress Code

In an effort to promote a Christ-centered environment, we ask that students dress appropriately for class/youth activities and refrain from wearing anything that draws unusual attention to themselves or affects their participation or the participation of others. Children should not wear clothing that contains inappropriate images or messages, exposes parts of the body traditionally covered by clothing (short-shorts, strapless or low-cut blouses, skin tight clothing or saggy pants) or may be judged as offensive by

others. If a student is identified by their teacher as being inappropriately dressed, the student's parents will be contacted to remedy the situation.

Personal Possessions

Students are present in class for a short time and toys, electronic items, money, valuables or anything that might provide a distraction to your child or others should be left at home or with a parent. Children who may need the comfort of a small stuffed animal or 'lovey' in order to comfortably remain in class are permitted to bring one. The Parish cannot be responsible for lost money or valuables.

Cell phones are permitted; however, they should be turned off and placed out of sight until class is dismissed. If cell phone usage becomes an issue, please understand that the teacher may collect phones at the beginning of class and return them when class is finished.

Code of Conduct

Families are reminded of the sanctity of the Church building and of the celebrations that occur therein. The rules for appropriate behavior while participating in any activities held on the church property are the same as they would be for any public place you might go with your child(ren).

- ❖ Be on time
- ❖ Be respectful of others and of property
- ❖ Use the restroom before the activity begins
- ❖ Help clean-up
- ❖ Never leave the group without asking an adult first
- ❖ Use the "buddy-system" when leaving the group
- ❖ Smoking and the use of alcohol is not permitted

Teachers will handle minor infractions in the classrooms and during activities. If a child's behavior continuously disrupts the class or learning process of others, the child will be asked to leave the room and spend time in the Religious Education Office when appropriate.

In representing the Parish, Religious Education and Youth Activity participants and their families are to project an attitude of Christian consideration, sensitivity, and respect to every person and to property. Parents will be notified if their child consistently violates the Code of Conduct.

**Live in such a way
that those who know you
but don't know God
will come to know God**

because they know you.

-Anonymous