

*2009-2010 Faith Formation Handbook*

*St. Michael's Church*

*1125 St. Michael's Rd.*

*Mt. Airy, MD 21771*

**Reverend Michael J. Ruane, Pastor**

**410-489-4211 or 410-442-2845 – Rectory**

*In this edition of the Handbook, you will find information that is meant to guide you through the Faith Formation opportunities for your children at St. Michael's Church. We rely on the volunteer Catechists and classroom Aides to help echo our faith to the people of God who comprise our wonderful parish family. We are blessed to have a beautiful facility in which to worship and share our faith with one another. It is our hope that we are able to offer a convenient time for your child/ren to participate in their faith formation here, but understand the importance of our Home Study option for those who choose to educate their children in their home environment and have a need for more flexible scheduling.*

*Our programs are designed to follow the national scope and sequence for the individual grade level curriculum guidelines. Each grade level focuses on a specific aspect of our faith, so it is therefore important to maintain strong attendance throughout their class time with us. If a class is missed, it can be made up in the home and returned to the Catechist for class credit.*

*We are a growing community, so much so, that we needed to make some changes in order to best meet the needs of the parish. We hope we are able to accommodate your first choice in your class selection, but if not we will contact you in order to arrange another option. Know that we do our best to communicate effectively and quickly, so e-mail is our main mode of contact.*

*Many blessings to you and to your family!*

## ***GENERAL INFORMATION***

**Parish Office Hours:** Monday through Thursday 10:00 AM - 4:30 PM

**Religious Education Secretary:** Monday through Wednesday 9:30 AM – 4:00 PM

ALL OFFICES ARE CLOSED ON FRIDAY

### **RELIGIOUS EDUCATION STAFF**

Office telephone #'s: 410-489-7667 OR 410-442-1717

**Stacey T. Ford** - Director of Religious Education/Adult Ministry (ext.102)  
e-mail address: stacey\_ford1@comcast.net

**Joann M.Wozniak** - Administrator for Religious Education (Elementary Level) (ext. 105)  
e-mail address: joannwozniak@comcast.net

**Theodore P. Burkhardt** - Coordinator for Youth & Young Adult Ministry/  
Middle School, High School & Confirmation (ext. 106)  
e-mail address: tedburkhardtmtairy@gmail.com

**Patricia J. Falise** - Secretary for Religious Education and STAND Administrator (ext. 107)  
e-mail address: patfalise@comcast.net

## **REGISTRATION INSTRUCTIONS**

In order to register your child for Faith Formation sessions at St. Michael's:

1. First and foremost, you must be a registered family at St. Michael's in order to participate in our Faith Formation opportunities. If you would like to register, forms are available in the atrium.
2. Please print out and complete appropriate registration forms, and mail or drop off at the parish along with the appropriate fee payment during office hours, or in the drop box located by the front entrance of the church.
3. Please complete the Contract Form and return it to our office along with your registration.
4. **Registration forms will be processed on a first come, first served basis.**  
**The deadline is July 31, 2009.**
5. A copy of Baptismal Certificate should be provided if your children were baptized elsewhere. If you have provided us with a copy before, *we do not* need another.
6. Pay your tuition **according to the appropriate scale below.**

# Tuition for Faith Formation

## **On-Site Faith Formation sessions**

**PRE-3 thru 8<sup>TH</sup> GRADE            \$ 85.00 FOR 1 CHILD**  
**\$ 130.00 FOR 2 CHILDREN**  
**\$ 150.00 FOR 3 OR MORE CHILDREN**

\* \* \* \* \*

### **FEES FOR:**

**1 Child**  
**2 Children**  
**3 Children**  
**4 or more Children**

### **FAMILY HOME STUDY**

**\$ 60.00**  
**\$ 80.00**  
**\$105.00**  
**\$140.00**

### **SACRAMENT FEES**

**First Eucharist . \$ 35.00**  
**First Reconciliation \$ 35.00**

**PLEASE NOTE!** If for any reason you are unable to make your tuition payment, please contact Stacey Ford at the Religious Education Office, *otherwise, payment is due with registration form.*

### **REGISTRATION DEADLINE~**

Due to the increase in student numbers, the registration deadline is **July 31, 2009**. This deadline is for us to have enough materials and textbooks in time for the start of the Faith Formation calendar year.

### **PLEASE NOTE: HIGH SCHOOL FORMATION FEES ARE SEPARATE**

The High School Handbook will be e-mailed and posted on our website at a later date!

## **ATTENDANCE**

Regular and prompt attendance is expected. If a student is absent because of illness or family obligations, parents are required to go over the lesson missed and turn it in to the Catechist in order to receive credit for having made up that lesson. Yearly attendance records are kept in accordance with Archdiocesan policy.

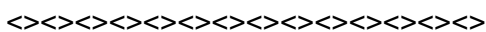
**\*\*\*Please be aware that Diocesan policy regulates that a child must have attended a minimum of one full year of Religious Education sessions or have been enrolled in a Catholic School prior to the year in which they prepare for First Eucharist, First Reconciliation and Confirmation.**

## **DISMISSAL POLICY**

All children Pre-3 through 5<sup>th</sup> grade must be picked up at the classroom by a parent or a teen sibling 13 years or older. Teen needs to be introduced to the catechist by the parent. Please help us to insure the safety of your child.

## **CANCELATIONS**

St. Michael's follows the Howard County Public Schools inclement weather school closing policy on schooldays. If weekend activities and sessions are canceled because of inclement weather, a notice will be posted on the parish website and an announcement will be made on the office voice mail at extension 105 or 106. No decision will be made until 3:00 P.M. **unless Howard County has closed their schools early.** Also, no decision will be made for Sunday classes until 7:15 a.m. If we are in our offices during a weather event, we will send you an e-mail to notify you the classes are being cancelled.



## *CATHOLIC TEACHING ON FAMILY LIFE AND HUMAN SEXUALITY*

The Archdiocese has required that all Christian Formation programs for youth contain the element of Human Sexuality. The intent of the Archdiocese is to have parish programs *ASSIST* the parents/guardians in their efforts to present Human Sexuality from a Catholic Christian perspective. You are welcome to come in a pre-view these materials.

**Kindergarten thru Eighth Grade** ~ The curriculum we use for Family Life and Human Sexuality is Growing in Love which is to be taught in the home and reviewed in the classroom. St. Michael's Religious Education attempts to provide an integrated and Catholic Christian perspective on sexuality and family life using resources approved by the Archdiocese of Baltimore. Young people are invited to recognize their sexuality as a precious yet powerful gift, and become more aware of the Catholic moral values regarding sexuality. These are explored in relation to Christ-centered values at age-appropriate levels. We are happy to answer any questions you may have.

## **2009 – 2010 FAITH FORMATION OPTIONS**

*ALL CLASSES ARE FILLED ON A FIRST COME FIRST SERVE BASIS*

### **SESSION TIMES**

#### **Pre-3 & Pre-4**

SUNDAY 9:00 - 10:15 A.M.

#### **KINDERGARTEN TO 6<sup>TH</sup> GRADE**

SUNDAY 9:00 - 10:15 AM

#### **1<sup>ST</sup> TO 6<sup>TH</sup> GRADE**

TUESDAY 5:00 - 6:15 P.M.

#### **1<sup>ST</sup> TO 8<sup>TH</sup> GRADE**

TUESDAY 7:00 - 8:15 P.M.

#### **7<sup>TH</sup> & 8<sup>TH</sup> GRADES L.I.F.E. CLASSES**

1<sup>ST</sup>, 2<sup>ND</sup> AND 3<sup>RD</sup> SUNDAY'S ONLY

9:00 -10:15 A.M.

**HOME STUDY - K TO 8<sup>TH</sup> GRADE** textbook is taught in the home. We gather for large group family activities and fellowship the third (3<sup>RD</sup>) Wednesday of every other month beginning in September (Sept/Nov/Jan/Mar/May) from 7:00-8:15 P.M. in the parish hall.

### **MIDDLE SCHOOL**

St. Michael's Middle School Christian Formation Program unites youth in grades 6 through 8 in a friendly environment with opportunities for prayer, study, service, and fun.

#### **NEW THIS YEAR, 2009-2010: St. Michael's youth presents L.I.F.E.**

**(LIVING IN FAITH EVERYDAY)** on Sunday mornings for 7<sup>TH</sup> and 8<sup>th</sup> grade large/small group catechesis. This combined class will meet in the gym. Tuesday evening sessions will be offered at 5:00pm for the 6<sup>th</sup> grade, and 7:00 PM. for 6<sup>th</sup> thru 8<sup>th</sup> grades. Sunday morning L.I.F.E. sessions will feature a large group presentation followed by activities and small group faith sharing. As part of this new program, we will also be exploring various prayer styles.

**RE-Enrollment Form 2009-2010**  
**St. Michael's Faith Formation**

FAMILY NAME \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Home Phone (if changed since last year) \_\_\_\_\_

Address (if you have moved within the last year) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_  
Phone # where they can be reached during your child's faith formation session: \_\_\_\_\_

\*\*\*\*\*

**NOTE: COMPLETE FOR EACH STUDENT STARTING WITH OLDEST CHILD.**

**CONSULT HANDBOOK FOR DAYS AND TIMES OF SESSIONS**

1<sup>st</sup> STUDENT NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

SCHOOL GRADE IN SEPTEMBER \_\_\_\_\_ NAME OF SCHOOL \_\_\_\_\_

**GRADES PRE-3 THRU 8:**                      **Please mark the following:**

**SESSION PROGRAM:**    DAY: \_\_\_\_\_                      TIME: \_\_\_\_\_

**OR :**                      **FAMILY HOME STUDY PROGRAM:** \_\_\_\_\_

Please check **ONLY** IF THIS CHILD IS TO RECEIVE ANY OF THE SACRAMENTS LISTED BELOW THIS YEAR:

**NOTE: Sacrament of Reconciliation MUST be celebrated before First Eucharist!**

**BAPTISM** \_\_\_\_\_

**FIRST RECONCILIATION (PENANCE)** \_\_\_\_\_                      **FIRST EUCHARIST** \_\_\_\_\_

.....  
2<sup>nd</sup> STUDENT NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

SCHOOL GRADE IN SEPTEMBER \_\_\_\_\_ NAME OF SCHOOL \_\_\_\_\_

**GRADES PRE-3 THRU 8:**                      **Please mark the following:**

**SESSION PROGRAM:**    DAY: \_\_\_\_\_                      TIME: \_\_\_\_\_

**OR :**                      **FAMILY HOME STUDY PROGRAM:** \_\_\_\_\_

Please check **ONLY** IF THIS CHILD IS TO RECEIVE ANY OF THE SACRAMENTS LISTED BELOW THIS YEAR:

**NOTE: Sacrament of Reconciliation MUST be celebrated before First Eucharist!**

**BAPTISM** \_\_\_\_\_

**FIRST RECONCILIATION (PENANCE)** \_\_\_\_\_                      **FIRST EUCHARIST** \_\_\_\_\_

3rd STUDENT NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

SCHOOL GRADE IN SEPTEMBER \_\_\_\_\_ NAME OF SCHOOL \_\_\_\_\_

**GRADES PRE-3 THRU 8:** Please mark the following:

SESSION PROGRAM: DAY: \_\_\_\_\_ TIME: \_\_\_\_\_

OR : FAMILY HOME STUDY PROGRAM: \_\_\_\_\_

Please check **ONLY** IF THIS CHILD IS TO RECEIVE ANY OF THE SACRAMENTS LISTED BELOW THIS YEAR:  
NOTE: Sacrament of Reconciliation **MUST** be celebrated before First Eucharist!

BAPTISM \_\_\_\_\_

FIRST RECONCILIATION (PENANCE) \_\_\_\_\_

FIRST EUCHARIST \_\_\_\_\_

.....  
4<sup>th</sup> STUDENT NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

SCHOOL GRADE IN SEPTEMBER \_\_\_\_\_ NAME OF SCHOOL \_\_\_\_\_

**GRADES PRE-3 THRU 8:** Please mark the following:

SESSION PROGRAM: DAY: \_\_\_\_\_ TIME: \_\_\_\_\_

OR : FAMILY HOME STUDY PROGRAM: \_\_\_\_\_

Please check **ONLY** IF THIS CHILD IS TO RECEIVE ANY OF THE SACRAMENTS LISTED BELOW THIS YEAR:  
NOTE: Sacrament of Reconciliation **MUST** be celebrated before First Eucharist!

BAPTISM \_\_\_\_\_

FIRST RECONCILIATION (PENANCE) \_\_\_\_\_

FIRST EUCHARIST \_\_\_\_\_

.....  
5<sup>th</sup> STUDENT NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

SCHOOL GRADE IN SEPTEMBER \_\_\_\_\_ NAME OF SCHOOL \_\_\_\_\_

**GRADES PRE-3 THRU 8:** Please mark the following:

SESSION PROGRAM: DAY: \_\_\_\_\_ TIME: \_\_\_\_\_

OR : FAMILY HOME STUDY PROGRAM: \_\_\_\_\_

Please check **ONLY** IF THIS CHILD IS TO RECEIVE ANY OF THE SACRAMENTS LISTED BELOW THIS YEAR:  
NOTE: Sacrament of Reconciliation **MUST** be celebrated before First Eucharist!

BAPTISM \_\_\_\_\_

FIRST RECONCILIATION (PENANCE) \_\_\_\_\_

FIRST EUCHARIST \_\_\_\_\_

**New Family/Student Form**  
**St. Michael's Faith Formation 2009-10**

**Grades Pre-K to 8th**

Family Name: \_\_\_\_\_ Home phone #: \_\_\_\_\_

E-MAIL \_\_\_\_\_

**\*\*\* (we use e-mail for the bulk of our communication to our families)\*\*\***

Address: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Complete for each student:**

1<sup>st</sup> STUDENT NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

**SACRAMENTS ALREADY RECEIVED**

	<u>DATE</u>	<u>CHURCH</u>	<u>CITY/STATE</u>
BAPTISM	_____	_____	_____
RECONCILIATION	_____	_____	_____
EUCCHARIST	_____	_____	_____

RELIGIOUS EDUCATION SESSION REQUESTED: **CONSULT HANDBOOK FOR DAYS AND TIMES OF SESSIONS**

SCHOOL GRADE IN SEPTEMBER: \_\_\_\_\_ NAME OF SCHOOL: \_\_\_\_\_

**Pre-K through 8<sup>th</sup> grade:**

SESSION PROGRAM: DAY: \_\_\_\_\_ TIME: \_\_\_\_\_

**OR:** FAMILY HOME STUDY PROGRAM: \_\_\_\_\_

PLEASE CHECK **ONLY** IF THIS CHILD IS TO RECEIVE ANY OF THE SACRAMENTS LISTED BELOW **THIS YEAR:**

BAPTISM \_\_\_\_\_ FIRST RECONCILIATION (PENANCE) \_\_\_\_\_ FIRST EUCHARIST \_\_\_\_\_

(Note: Sacrament of Reconciliation **MUST** be celebrated before First Eucharist.)

2<sup>nd</sup> STUDENT NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

**SACRAMENTS ALREADY RECEIVED**

	<u>DATE</u>	<u>CHURCH</u>	<u>CITY/STATE</u>
BAPTISM	_____	_____	_____
RECONCILIATION	_____	_____	_____
EUCCHARIST	_____	_____	_____

RELIGIOUS EDUCATION SESSION REQUESTED: **CONSULT HANDBOOK FOR DAYS AND TIMES OF SESSIONS**

SCHOOL GRADE IN SEPTEMBER: \_\_\_\_\_ NAME OF SCHOOL: \_\_\_\_\_

**Pre-K through 8<sup>th</sup> grade:**

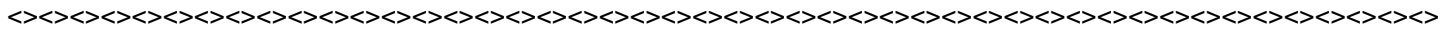
SESSION PROGRAM: DAY: \_\_\_\_\_ TIME: \_\_\_\_\_

OR: FAMILY HOME STUDY PROGRAM: \_\_\_\_\_

PLEASE CHECK **ONLY** IF THIS CHILD IS TO RECEIVE ANY OF THE SACRAMENTS LISTED BELOW **THIS YEAR**:

BAPTISM \_\_\_\_\_ FIRST RECONCILIATION (PENANCE) \_\_\_\_\_ FIRST EUCCHARIST \_\_\_\_\_

(Note: Sacrament of Reconciliation **MUST** be celebrated before First Eucharist.)



3<sup>rd</sup> STUDENT NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

**SACRAMENTS ALREADY RECEIVED**

	<u>DATE</u>	<u>CHURCH</u>	<u>CITY/STATE</u>
BAPTISM	_____	_____	_____
RECONCILIATION	_____	_____	_____
EUCCHARIST	_____	_____	_____

RELIGIOUS EDUCATION SESSION REQUESTED: **CONSULT HANDBOOK FOR DAYS AND TIMES OF SESSIONS**

SCHOOL GRADE IN SEPTEMBER: \_\_\_\_\_ NAME OF SCHOOL: \_\_\_\_\_

**Pre-K through 8<sup>th</sup> grade:**

SESSION PROGRAM: DAY: \_\_\_\_\_ TIME: \_\_\_\_\_

OR: FAMILY HOME STUDY PROGRAM: \_\_\_\_\_

PLEASE CHECK **ONLY** IF THIS CHILD IS TO RECEIVE ANY OF THE SACRAMENTS LISTED BELOW **THIS YEAR**:

BAPTISM \_\_\_\_\_ FIRST RECONCILIATION (PENANCE) \_\_\_\_\_ FIRST EUCCHARIST \_\_\_\_\_

(Note: Sacrament of Reconciliation **MUST** be celebrated before First Eucharist.)

ST. MICHAEL'S CATHOLIC CHURCH  
Faith Formation Volunteer opportunities

Welcome to another year of Faith Formation with your children at St. Michael's Catholic Church. We consider ourselves partners in faith with our parish families. It is our goal to support your efforts in all areas of church formation with your children, including weekly attendance at Sunday Mass, CLOW (children's liturgy of the word) at the 10:30am Mass, free standing sacrament preparation and more.

**All volunteers who have access to children** must be STAND trained- (now offered on-line through the Archdiocese of Baltimore)

**ARE YOU STAND TRAINED?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**Father's full name:** \_\_\_\_\_

**Mother's full name:** \_\_\_\_\_

**Please initial the area(s) that you are interested in supporting our children:**

Grades Pre 3 through 5<sup>th</sup>

\_\_\_\_\_ Help with refreshments for celebrations

\_\_\_\_\_ Help in Service or Class projects

\_\_\_\_\_ Special Projects: Art Work (Tracing, cutting out) or sewing (Costumes, puppets, etc.)

**VOLUNTEERS IN THE AREAS BELOW WILL BE GIVEN OPPORTUNITIES  
FOR TRAINING AND ASSISTANCE (MUST BE STAND TRAINED)**

\_\_\_\_\_ Interested in being a Catechist in grade

\_\_\_\_\_ Pre-School \_\_\_\_\_ K - 5<sup>th</sup>

\_\_\_\_\_ Can substitute occasionally

\_\_\_\_\_ Be an aide to a Catechist

\_\_\_\_\_ Help with Children's Liturgy of the Word

\_\_\_\_\_ Musical support (singing, playing an instrument)

\_\_\_\_\_ Help with Vacation Bible School

See Youth Ministry & Adult Education Activities on other side. >>>>>

## MIDDLE SCHOOL – HIGH SCHOOL ADULTS

If you are interested in volunteering for Christian Formation positions, please contact the Coordinator of Youth Ministry at the Parish Office and return the form with the appropriate space checked off below. Help and training will be provided before and throughout your involvement.

- Teacher/Catechist (Grades 6 - 8)
- Can substitute when needed (6-8)
- Teacher /Catechist (Grades 9 - 12)
- Can substitute when needed (9-12)
- Confirmation Preparation
- Small Group Leader (7<sup>th</sup> & 8<sup>th</sup> grade Sunday mornings)
- Small Group Facilitator for High School (Grades 9-12)
- Catechist Aide~ specify grade preference \_\_\_\_\_

### LEADERSHIP DEVELOPMENT/MISCELLANEOUS:

- Middle School Leadership Advisor (*really* could use your help)
- High School Youth Board Advisor (*really* could use your help)
- Retreat Team
- Planning
- Chaperoning
- Fundraising
- Work Camp
- Youth Adult (twenty/thirty something age group) Planning Team
- Driver for Field Trip

### SOCIAL OUTREACH:

- Lunches (3<sup>rd</sup> Saturday)
- Soup Kitchen service (Baltimore & Frederick)
- High School work camp
- Pastoral visiting to nursing homes

### YOUTH LITURGIES:

- Music Director for (Youth Band\_\_\_\_\_; Youth Choir\_\_\_\_\_:  
Contemporary Worship Group Youth & Adults \_\_\_\_\_)
- Prayer Experience

**NOTICE: You must attend STAND Training before you can help in any of the above areas!!**

### ADULT RELIGIOUS EDUCATION

- Help provide refreshments for Missions, Mini-Missions, Speaker Series Evening, Women's and Men's Reflection Days.
- Welcome & Usher for an event above.
- Help in Kitchen for Dinner or Reception
- Facilitate Small Group or Bible Study.