

# Mary, Mother of Hope Parish

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## Faith Formation Program Handbook

**Rev. Michael Wood**  
Pastor

**Cathleen Senecal**  
Director of Faith Formation

*The mission of the Faith Formation Program at Mary, Mother of Hope Parish is to assist our parishioners in the faith formation of their families by offering formal instruction in matters of our Roman Catholic Faith so that all who participate will grow spiritually in their relationship with Jesus Christ and His Church.*

**Excerpt From**  
**"Sharing The Light Of Faith"**  
**National Catechetical Directory**  
**For Catholics Of The United States**

212. " Parents are the first and foremost catechists of their children. They catechize informally but powerfully by example and instruction. They communicate values and attitudes by showing love for Christ and His Church and for each other, by reverently receiving the Eucharist and living in its spirit, and by fostering justice and love in all their relationships. Their active involvement in the parish, their readiness to seek opportunities to serve others, and their practice of frequent and spontaneous prayer, all make meaningful their professions of belief. Parents nurture faith in their children by showing them the richness and beauty of lived faith. Parents should frequently be reminded of their obligations to see to it that their children participate in catechetical programs sponsored by the Church.

When children are baptized the Church community promises to help parents foster their faith. It keeps this promise, first of all, by its own witness as a worshipping, believing, serving community; and also by providing formal catechesis for adults, youth and children. Adult catechesis, which deepens the faith of parents, helps them nurture faith in their children.

The Church community also keeps its promise to parents by providing programs intended specifically to help them in their catechetical role. Such programs focus on the task of parents in relation to particular moments or issues in the child's religious life, such as sacramental preparation and moral development. They also seek to familiarize parents with the stages in children's growth and the relevance these have for catechesis.

When formally participating in the catechesis of their children, parents must be mindful of the pre-eminent right of the Church to specify the content of authentic catechesis. They always have an obligation to catechize according to the teaching authority of the Church."

Dear Parents,

Welcome to Mary, Mother of Hope Faith Formation Program.

The Faith Formation Program is staffed by volunteers who generously give of their time and talent in service of our parish families. Each staff member has completed a CORI check, Code of Conduct and Protecting God's Children course. (Renewed every three years.)

The program provides a learning environment that builds upon the previous year's knowledge for a richer more comprehensive educational experience. However, parents through their word and example, are the primary faith educators of their children.

If you have any questions or concerns regarding the parish's approach to religious education you are welcome to contact the Pastor or Director of Faith Formation.

Thank you for being with us.

Cate Senecal  
Director of Faith Formation

Fr. Michael Wood  
Pastor

Our families are important to Mary, Mother of Hope Parish. **We encourage you to share your time and talents to enrich our parish community.**

**Jesus is always here, and so are we!**

**Schedule of Masses**

**Saturday: 4:00 PM**

**Sunday: 8:00 AM and 10:00 AM**

**Sacrament of Reconciliation**

**Saturday 3:00-3:30PM or at a convenient time, by appointment**

### **PARKING LOT SAFETY CONDITIONS**

In order to prevent accidents and ease the traffic congestion, please **refrain from waiting in your vehicles in the fire lane at dismissal time**. Students in Levels 1-8 will be instructed to wait in their classrooms until a parent can come to accompany them to the car which should be parked in a properly designated parking space.

**Only handicapped persons may use the driveway between the church and rectory for pick-up and drop-off.**

**Only those with handicapped plates or authorization cards are allowed to park in the allotted handicapped spaces in the parking lot.**

### **ATTENDANCE/ABSENCES**

**If a student is to be absent, please call or email the Faith Formation Office prior to the scheduled class. Absent students are expected to make up any missed assignments.**

**After three consecutive and unaccounted for absences students may be withdrawn from the register.**

### **PROMOTION**

Promotion to a higher level will depend upon attendance and/or satisfactory completion of textbook and homework assignments. If more than half of the regularly scheduled sessions are missed, summer make-up work is required for promotion. Unusual situations will be determined by the discretion of the Director of Faith Formation.

Assignment to a Sacramental Program requires one immediately previous year of enrollment in a Religious Education Program or Catholic School.

## **SACRAMENTAL PREPARATION PROGRAMS**

It is the policy of both Mary, Mother of Hope Parish and that of the Springfield Diocese that all students celebrate the sacraments in the parish of their registration and not in the parish of their school affiliation.

Regular Mass attendance is expected of all families.

Established programs are offered to our students who wish to prepare for the Sacraments of First Reconciliation, First Eucharist and Confirmation. Families who elect to enroll in these programs will be required to comply with the guidelines of each program.

Preparation for the reception of sacraments will require the presence of parents at special sessions which will be designated in September.

Assignment to a Sacrament Program is dependent upon completion of a Religious Education Program or Catholic School grade during the immediately previous year.

## **CATHOLIC SCHOOL STUDENTS**

Students who attend Catholic school are encouraged - but not required - to attend regularly scheduled classroom sessions. However, they are required to attend the four classes prior to receiving the Sacrament of Reconciliation and the Sacrament of First Communion and special sessions outlined in the program booklets. Tuition is not charged for Catholic school students; however, there is a Book Fee of \$15.00.

## **CONDUCT**

Christian conduct, attitude and dress are expected of our students. Hats should be removed upon entering the building and coats should be removed upon entering the classroom. Refreshments shall not be brought into the classroom by students. On occasion, Catechists will offer refreshments to students. If this poses a physical problem for the student, the Catechist should be advised. Personal property that proves to be distracting to the class will be confiscated by the Catechist and returned at the end of the class unless it poses a safety concern. Care must be taken to avoid unnecessary accidents to fellow students. Running, pushing and shoving are not permitted.

## **VANDALISM**

Parish facilities and the property of all who participate here are to be respected. Destruction shall be corrected by the offender or his/her family.

## **RESPECT FOR STAFF**

Respect for all staff members is of the utmost importance. Disruption of classroom time because of discipline problems will not be tolerated. Continued misbehavior will result in exclusion from the formal class. In this event, parents will be given full responsibility for textbook instruction with support and advice available from our office.

## **CLASSROOM SAFETY**

To ensure the safety of students and catechist, each classroom has a plan for evacuation/lockdown. The evacuation/lockdown drills are rehearsed at the beginning of and throughout the Catechetical school year by catechists with their respective classrooms.

**DISMISSAL REGULATIONS**  
**LEVELS K-8 SUNDAY MORNING DISMISSAL**

Students will remain in their classroom until a parent or other authorized adult comes to the classroom and indicates the name of the student that they are meeting.

If the adult picking up the child is **not a parent** of the student, he or she must sign his or her name next to the student's name on the Classroom Attendance Register.

Students are expected to stay with the adult who is meeting them until they have left the Catechetical Area. Respect should be given to the Hall Monitor Staff should they stop a student who appears to be unaccompanied by an adult.

**LEVELS 9-11 SUNDAY DISMISSAL**

High School students are dismissed by their Catechists at the end of class. Care should be taken concerning parking lot safety. A staff member will wait with students outside of the Social Center for a reasonable length of time. Parents who are delayed in their arrival for dismissal should come into the building where the student will be invited to wait for safety reasons.

**ALL LEVELS EARLY DISMISSAL**

Parents who wish early dismissal from class for a student must personally come to the office before the student will be dismissed from class. The student should advise the Catechist at the start of class that he/she will be leaving early. Students will not be allowed to wait for parents in the lobby or parking lot.

### **PHOTOGRAPHY/ MEDIA RELEASE**

During the school year, Mary, Mother of Hope students may participate in various media representatives ( photos, social media) during classes or events. This participation may include still photography, videotape, or audio recording, and may involve the use of students' names, likenesses or voices. Such productions may be used for educational or marketing purposes by the parish or the Diocese of Springfield.

**As part of the Diocese of Springfield's Safe Environment policies, we do not publish children's likenesses or information about children without the permission of the child's legal guardian.**

### **Circle of Grace**

As part of our ongoing commitment to teach and protect children from inappropriate behaviors by others, Mary, Mother of Hope Parish has incorporated the *Circle of Grace Program*. This curriculum is a required Diocesan initiative.

Presented in context with our Catholic faith, *Circle of Grace* teaches children skills to identify, respond and report behaviors of others that might be harmful or cause a level of discomfort. These lessons are presented in two or three sessions to the students. The age specific topics will include:

Kindergarten	What is <i>Circle of Grace</i> ?
Level One:	Safe and Unsafe Secrets
Level Two:	Rules for Interacting With Others
Level Three:	Boundaries Limits and a Safety Plan
Level Four:	Internet Safety
Level Five:	The Influence of Media
Level Six:	Safe Relationships
Level Seven	Respect
Level Eight	Moral Responsibility
Level Nine	When a “Circle” is broken
Level Ten	Levels of Intimacy and Influence
Level Eleven	When Boundaries Go Wrong

If you have any questions regarding the program, please do not hesitate to contact the Office of Faith Formation. You may also read or download resources about child abuse prevention from the Diocesan website at [www.diospringfield.org](http://www.diospringfield.org) <<http://www.diospringfield.org/>> by clicking on the link to “Child and Youth Protection“.



*"When we pray we speak to God: but when we read, God speaks to us."*  
*St. Jerome*

There is an extensive collection of books and videos available to borrow. All are welcome to use this library.

### **ILLNESS**

In case of a student's illness, a call will be placed to the family while attempts are made to make the student as comfortable as possible. In the event of extreme emergency, the student will be transported to a local hospital. **It is important that parents advise us of telephone number changes and supply emergency telephone numbers.**

### **SCHEDULES**

Regular Classroom and Sacrament Program Schedules will be issued to each student in September. Information will also be posted in the Parish Bulletin. In case of inclement weather, Catechists will telephone students to notify of cancellation. It is important to keep Catechist updated on phone number and/ or e-mail changes.

### **SCHEDULE CONFLICTS**

It is our hope that parents will give priority to their children's regular classroom attendance. We acknowledge the conflicts that are presented concerning visitation rights of non-custodial parents that create difficulty with attendance. We also acknowledge the conflicts presented by sports programs.

In respect to these situations, the student will remain in good standing provided the textbook work is completed at home with parental supervision and homework submitted on a weekly basis.

The director and Catechist should be advised of these planned absences. A copy of the visitation or sport schedule should be submitted to the director to replace the need for notes each week.

## **REGISTRATION ON AN ANNUAL BASIS**

Registration is to be made each year regardless of student's previous enrollment.

## **FEES FOR PARISH FAMILIES**

Annual Tuition Fee of \$30.00 per student, \$60.00 for two students with a maximum \$90.00 per family is expected of families actively registered in Mary, Mother of Hope Parish. Parent's Parish Support Envelope Number is used for identification and verification with parish records. There will be a Book Fee of \$15.00 per student.

## **FEE PAYMENT**

If family financial circumstances prevent payment, please contact the Faith Formation Office to discuss options for a payment plan or waiver.

## **HOME ASSIGNMENTS**

At times projects may be assigned for home completion. We encourage families to work on these together and return the work the following week.

**2021-2022 Faith Formation Program Fees**

**Tuition Fees**

Due August 8, 2021

No Tuition Fee for children of Faith Formation Staff

No Tuition Fee for Catholic School Students

\$30.00 Tuition Fee for 1 Student per family

\$60.00 Tuition Fee for 2 Students per family

\$90.00 Tuition for 3 or more Students per family

**Book Fees**

\$15.00 for all students

**Mary, Mother of Hope Parish**

E-Mail: [faithformation@mmohspringfield.org](mailto:faithformation@mmohspringfield.org)

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

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