

St. Patrick's Catholic Church
Office of Religious Formation
Volunteer Handbook
2011-2012



“The Wise Person Makes Learning a Joy”
Proverbs 15:2

**Office of Religious Formation
20500 West Maple Road
P.O. Box 10
Elkhorn, NE 68022
(402) 289-4947**

Dear Religious Formation Volunteers:

Welcome to St. Patrick's Religious Formation program. Our Religious Formation program is volunteer-based and we are grateful for your involvement.

As a follower of Christ, you have responded to your Baptismal call and have agreed to share your faith with the children in our Parish. I know the task you are undertaking isn't always an easy one. I also know the sacrifices are small compared to the personal satisfaction we receive helping others to develop a relationship with Jesus. Our goal is to partner with parents in their children's faith formation, to pass on the traditions and beliefs of the Catholic faith and to nurture individuals to become active disciples of Jesus.

With the continued support and dedication of so many volunteers, our Religious Formation program has flourished and offers many opportunities for our children to form their faith life through classroom lessons, Liturgy of the Word for Children, Vacation Bible School, parent/child retreats and service projects.

This handbook is provided for your convenience. Its purpose is to provide continuity and stability. Hopefully, it will give everyone a more specific idea as to what is expected from him or her and what is to be expected of others.

If you should have any questions or concerns, please feel free to call me at 289-4947. I will be happy to set up a time to meet with you. Our Religious Formation staff is here to support you in your ministry!

God Bless,
Mary McMahon
Director of Religious Formation

**St. Patrick's Office of Religious Formation
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Expectations of Religious Formation Volunteers:

- Be a follower of Christ and conduct self in a manner that is consistent with the values of the Gospels and teachings of the Catholic Church.
- Provide a loving, Christian atmosphere within the learning environment so that children will be able to develop a relationship with Jesus and grow in their Catholic faith.
- Celebrate Sunday Mass regularly.
- Set aside adequate time each week to prepare and teach designated curriculum.
- Partner with parents in fulfilling their roles as the primary educators of their children in the ways of the faith.
- Dress should reflect and respect the Catholic Christian teaching environment served.
- Agree to attend Archdiocesan "Safe Environment" training sessions and complete the necessary forms for a background check.
- Acknowledge receipt and review of the Volunteer Handbook.

Registration

Registration forms are sent home in April. Class assignments are set on a first come/first serve basis. **Catechists are unable to approve class changes.** All requests for changes must be directed to and approved by the Director of Religious Formation.

In most cases, class sizes will be limited to 12 students per room. However, class sizes maybe increased or decreased after visiting with the lead catechist regarding the dynamics of the group.

Catechists and assistant catechists will be provided with a class list that will include the child's name, parent's name, family email address and phone number. If the child has any special needs, or medical alerts, a copy of this information will be provided to both the catechist and assistant catechist. This information is considered confidential and should never be given out.

Procedures Before Class

Lesson Plans: All Catechists and assistant catechists are asked to plan their classroom lesson in advance and utilize the approved curriculum for the grade level they are teaching. Preparation is essential when passing on the Catholic faith to the children in our parish.

Arrival: Catechists are to arrive 15 minutes before the start of class. Catechists must check their mailbox and obtain any messages or newsletters. Catechists should prepare their classroom

and then meet their students in the school lobby. Once the bell has rung, you may proceed to your classroom. If we are scheduled to meet in the church for a prayer session, you will be dismissed by class to the Church.

Weekly Volunteer Update: The Director communicates to Religious Formation volunteers through a weekly newsletter. Newsletters are placed in the mailboxes or emailed. Please take the time prior to class to read the newsletter. The newsletter will update volunteers on any current or future changes that have been made in the program schedule. Mailboxes are located in the school copy/workroom.

Procedures During Class:

- Under no circumstances are students to be left in the classroom unattended. If assistance is needed, send a student to the RF Office.
- Set classroom rules. (Review Expectations of Religious Formation students found in both the volunteer and family handbooks when setting your classroom rules.)
- Religious Formation volunteers and students are not allowed in the 5-day school teacher's or student's desk. Computers in the classroom are not to be used. Snacks may be shared during RF classes, however, desks/tables and chairs must be wiped down.
- The only drink to be consumed in the classroom is water.

Attendance: Catechists should take attendance at the beginning of class. Attendance cards should be placed outside the door. A check mark placed beside all students present, A for Absent, or T for Tardy. Parents of all students marked absent and not already excused will be phoned.

Late arrivals: All students arriving late for class, must check in with the RF Office.

Behavior: Classroom disturbances will not be tolerated. Catechists should handle matters immediately, fairly and consistently. During the first class session, and as frequently as needed, review the expectations of each child and the discipline policy. Repeated disturbances should be brought to the attention of the Director by sending students and the completed discipline form to the office. (Sample of the Discipline Form is included in the back of the volunteer handbook.)

EXPECTATIONS FOR ALL CHILDREN PARTICIPATING IN THE ST. PATRICK'S RELIGIOUS FORMATION PROGRAM:

1. Treat all people, including self, with respect.
 - Speak politely to peers and adults, do not use hateful words, or unnecessary criticism.
 - Listen while others are speaking.
 - Show respect for all different points of view.
 - Physical attacks are not allowed.
 - Forgive others when they have hurt you.

2. Attend and participate in all scheduled sessions for your grade level.
 - Be on time for class or scheduled activity.
 - Come to class prepared and open to the Word of God.
 - Show an eagerness to learn at all times.
 - Remain on task during all class sessions.
 - Complete outside assignments on time.
3. Respect the property of others and of our parish.
 - Keep track of all of the materials needed for class.
 - Help to take care of classrooms and church property.
 - Return borrowed items promptly.
4. Electronic Devices.
 - Students should leave cell phones, game boys, MP3 players, IPODS and other electronic devices at home. If a student is caught using the electronic device on Wednesday evenings, it will be confiscated and taken to the RF Office. A parent will need to come to the RF Office to retrieve the device.
5. Clothing
 - All hats/baseball caps will be removed while on church/school premises.
 - All coats/jackets will be hung on a coat rack, or the back of student's chair.
 - No low riding pants that expose underwear, tops that expose undergarments, tops or shorts that expose mid-drift area either while standing or while seated, low cut tops, or clothing that advertises alcohol, tobacco, or messages that can be construed as a sexual innuendo or other non-Christian messages are allowed.

DISCIPLINE POLICY:

All children participating in our program are expected to act appropriately while attending Religious Formation classes. In the event that a child misbehaves, the following steps will be taken to correct the matter:

1. The teacher will give the student one warning to stop the negative behavior.
2. If the child continues to misbehave, he/she will be sent to the Religious Formation Office. The child will be asked to call their parent(s) and make them aware of the problem. The incident will be recorded in the office and the child will return to the classroom after he/she has notified his/her parents of the incident.
3. If a child is sent to the Religious Formation Office a second time in one semester, a call will be placed to the parent(s) by the Director of Religious Formation. The child will not be allowed back into class without a parent in attendance. In the event that one of the child's parents is currently volunteering in the program, we will request the other parent attend class with the child. This incident will be recorded in the Religious Formation office.
4. If the child is sent to the office a third time within a semester, the Director of Religious Formation will place a call to the parents prior to the student returning to the classroom. The student will be required to complete one half hour of work detail to the Church for students enrolled in K through 5th grade and one hour of work detail to the Church for students enrolled in the 6th grade through Confirmation. The work detail and the time the work detail is

completed will be at the discretion of the DRF. Work detail must be completed within two weeks of the initial incident and the student's parents must be present while the student is completing the work detail. The incident will also be recorded in the office.

5. In the unfortunate event that a fourth incident occurs, a conference among the parents, student, catechist and the Director of Religious Formation will be held. At that time, a determination may be made that the child should be dismissed from the program for not exhibiting Christian behavior. If so, arrangements for home schooling will be offered.

Guests

If you plan to invite guests to speak to your class, please visit with the Director of Religious Formation first. This includes students who bring a friend with them. A determination for students to bring a guest will be dependent on the dynamics of the class, along with the reason for bringing a guest.

Homework: Homework can be given as a reinforcement of the week's lesson. It should be collected, remarks made and returned to students.

Communication with Parents: Any letter or communication to be sent home to parents of RF students must be approved by the Director of Religious Formation first. Please provide a copy of communication you send to parents to the Office of Religious Formation.

Prayer: All Religious Formation classes should begin and end with prayer. A suggestion would be to open class with a prayer that we come together as a faith community (i.e. Our Father, Hail Mary, etc.) Repetition of the prayers each class-time will assist students with memorization of the prayers. In addition to being able to recite the prayers, students should know their meaning. A list of prayers, their meaning and the grade level children should master these prayers is included in your Catechist Resource/Reference manual.

Classroom Clean-up. Each catechist is asked to erase chalkboards, leave desk and chairs in order, pick-up debris off the floors, wash desks if necessary, close windows if opened and return all supplies/Bibles to the RF storage cabinet in the classroom. Please check for leftover personal items (jackets, coats, etc.) and bring them to the RF Office. Please remember that each classroom is used more than once on Wednesday evenings and will be utilized by the 5-day school first thing on Thursday morning. A copy of classroom expectations for the 5-day school teacher and RF catechist is included in this handbook. These expectations have been approved by both the Director of Religious Formation and the 5-day school Principal.

Dismissal Grades K-Confirmation

- All students, volunteers and visitors must enter and exit the building through the school entrance.
- For the safety of the children in our parish, the doors between the school building and Boland Hall will be locked on Wednesday evenings until 9:00 p.m.
- Students will be dismissed from the classroom by the catechist. Either the catechist or the assistant catechist must escort the students outside through the main doors of the school and wait with them in front of the school entrance until their ride picks them up.

- Students must remain on the sidewalk in front of the entrance to the school until their parents walk up to pick up their child or drive up to the designated pick-up area.
- Volunteers will be available to assist the children while in the pick-up zone. If a ride has not shown up within 10 minutes, the student should be taken to the RF Office to wait for his or her parents.
- Children of Religious Formation volunteers are not allowed to be inside or outside the parish campus without the supervision of an adult. Please designate and discuss with your child(ren) where you will meet them at the conclusion of RF classes.

Photo Copy/Resource Materials/Supplies

Copyright Law Consideration

Section 107 of the 1976 Copyright Act deals with “fair use” and specifically states that the fair use of copies in teaching “is not an infringement of copyright.” The “sticking point” is what the term “fair use” means. The section lists four factors to be included in the determination of fair use:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
- And the effect of the use upon the potential market for or value of the copyrighted work.

Photo Copy Requests: All volunteers are encouraged to make their own copies. However, if you provide advance notice (one week) for your copies, the Office of Religious Formation will make the copies and place them in your mailbox prior to the next scheduled class session.

Resource Materials: There are many children’s books, activity books and videos available for check out from the Religious Formation Office. A list of resources available for check out is in your Catechist Resource/Reference manual. Plans are also being made to place this catalog on our website. Once we have completed this process, you will be notified.

If you choose to view a video other than those listed in your resource manual, you must get approval from the Director of Religious Formation one week prior to the class you plan to view the video. Your request for approval must include the name of the movie, rating if provided and how the movie will apply to your lesson.

Supplies: Each classroom will have a bucket with basic supplies, glue, colors, markers, pencils, scissors, tape, stapler and hole punch. These supplies will be used by all three RF sessions sharing that room. (Please make sure trash, etc. is not left in the buckets, caps are on markers and glue bottles closed before returning the bucket to the RF storage area.)

In addition to the above supplies, many other supplies may be available for your use in the classroom. Please take time to check out the RF storage closet before the beginning of the year. Any unused supplies should be returned to the location you found them. If you are in need of supplies that are “above and beyond” what is in the RF Office for use in the classroom, please discuss with the Director of Religious Formation to determine if there are funds available in our budget. Alternative ideas may be suggested.

Catechist’s Manuals: Manuals are handed out at the fall Catechist In-Service. All teaching materials and Catechist Resource/Reference manuals must be returned at the end of the Religious Formation year so that they can be updated.

Miscellaneous Class Information

Cancellation of Class: In case of severe weather, cancellations will be broadcast on the three major television stations, KETV, KMTV, and WOWT. Every effort will be made to post cancellations on the website.

If St. Patrick’s school is closed due to weather related issues on Wednesdays, Religious Formation classes will not be held that evening.

Disaster/Tornado Drill: A disaster/tornado drill will be held during the month of April. The announcement is made over the intercom. Directions are posted in each classroom and provided to Catechists at the beginning of the year. (Copies are provided in the Catechist Resource/Reference Manual.)

Fire Drill: A fire drill will be held during the first month of classes. The fire alarm system will sound. Catechists should take students outside. Directions are posted in each classroom and given to catechists at the beginning of the year. (Copies are provided in the Catechist Resource/Reference Manual.)

Intruder in the Building: In the unfortunate event that an intruder is in the building, an announcement will be made. A copy of the procedures can be found in your Catechist’s Resource & Reference Binder. When RF classes are in session, classroom doors are to remain locked and shut when students are present in the classroom.

Field Trips/Service Projects: Field trips/service projects are to be discussed with the Director of Religious Formation. Service projects involving the collection of money must be approved by the Director of Religious Formation and presented for discussion at Parish staff meetings. After the trip/project is approved and date chosen, permission slips from the Director need to be sent home for parent/guardian signature and returned before the student may attend. Field Trip Permission Forms must be retained in the RF Office for one year.

Liturgies: Our Religious Formation program will have Family Masses during the RF year, any and all Holy Days of Obligation, Thanksgiving Eve and Ash Wednesday. (Please refer to the parish

bulletin for Mass times.) We will not hold RF classes at 4:00 p.m., 5:45 p.m. or 7:30 p.m. on the evening of a scheduled RF Family Mass. However, Religious Formation students are expected to attend Masses with their families on these special Liturgical days.

Catechist General Information

Daycare: Daycare is provided for catechists and assistant catechists during the 4:00 p.m. and 5:45 p.m. sessions. Please provide the Director of Religious Formation with your child's name, age and any health concerns if you need this service on Wednesdays. In turn, the daycare volunteers will be provided with your name and the classroom where they can locate you in the event of an emergency.

Substitutes: Please discuss with your assistant if he/she is comfortable with taking the class in your absence. If not, please find a substitute from the list of Safe Environment approved volunteers and notify me of the name of your substitute, or call me and I will find a sub for you. You are expected to write a complete lesson plan in advance for your substitute. This will allow sufficient time for your substitute to review and prepare for the class.

In-Services: Catechists and assistant catechists are asked to attend three in-services per year. The in-services are held to allow catechists and assistant catechists the opportunity to work on catechist certification, network with other catechists and share ideas to implement into your classroom setting. It is also a great opportunity to dialogue with the Director of Religious, provide feedback on the program and curriculum. Your open communication will also allow the Director of Religious Formation to determine areas additional support needs to be provided to you.

In-services are built into the Religious Formation calendar and RF classes are cancelled for two of the in-services to allow catechists to show by example to the children in our parish their commitment to ongoing faith formation.

Dispute Resolution

Our Religious Formation staff is committed to working collaboratively with members of St. Patrick's parish community. In the event that you have any concerns or suggestions for changes in the Religious Formation program here at St. Patrick's Parish of Elkhorn, NE., the protocol for addressing your needs is as follows:

1. Set up an appointment, or address a letter to the Director of Religious Formation to discuss your concerns or suggestions for improvement in the RF program. Your matter will be addressed in a timely manner.

2. If you feel that your matters were not given sufficient attention, please address your concerns or suggestions in a letter format to the Religious Formation Committee. Your concerns will be addressed at the next scheduled RF Committee meeting.

Ongoing Faith Formation Opportunities for Adult Volunteers

Not only is it important for the adults in our parish community to pass on the faith to the children, it is important for adults to nourish and feed their spirituality and continue to deepen their knowledge of the Catholic faith. To assist catechists and assistant catechists with the certification process, we will offer several Level I certification opportunities for volunteers to attend both in our parish and in the Omaha Archdiocese.

Level I Certification

The Archdiocese of Omaha offers three ways to complete requirements for Basic (Level I) Catechist Certification.

1. Courses offered through the St. Cecilia Institute.
2. Echoes of Faith offered through a parish.
3. Combination of Institute Courses and Echoes of Faith.

Parishes offering Echoes of Faith or courses offered through the St. Cecilia Institute will be posted frequently in the weekly volunteer update. Please call the Office of Religious Formation and make arrangements to attend any Level I Catechist Certification opportunity. The fees associated with attending these courses will be taken care of by our parish.

Level II Certification

In these classes, participants will read independently from assigned books and come together as a group to discuss the reading and how you will apply the material to your classroom teaching and/or daily life. Participants will keep a journal and portfolio for all Level II courses and be interviewed by an Archdiocesan staff member. (The participant must be Level I certified.)

Additional educational opportunities will be offered to Religious Formation volunteers throughout the year. In most cases, the parish will pay all fees associated with the workshop.

SAMPLE FORM
St. Patrick's Catholic Church
Office of Religious Formation
20500 West Maple Road
P.O. Box 10
Elkhorn, NE 68022
(402) 289-4947

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- 2.) If the child continues to misbehave, he/she will be sent to the Religious Formation Office. The child will be asked to call their parent(s) and make them aware of the problem. The incident will be recorded in the office and the child will return to the classroom after he/she has notified his/her parents of the incident.
- 3.) If a child is sent to the Religious Formation Office a second time in one semester, a call will be placed to the parent(s) by the Director of Religious Formation. The child will not be allowed back into class without a parent in attendance. In the event that the child's parent is currently volunteering in the program, we will request the other parent attend class with the child. This incident will be recorded in the Religious Formation office.
- 4.) If the child is sent to the office a third time within a semester, the Director of Religious Formation will place a call to the parents prior to the student returning to the classroom. The student will be required to complete one half hour of work detail to the Church for students enrolled in K through 5th grade and one hour of work detail to the Church for students enrolled in the 6th grade through Confirmation. THE WORK DETAIL AND THE TIME THE WORK DETAIL IS COMPLETED WILL BE AT THE DISCRETION OF THE DRF. WORK DETAIL MUST BE COMPLETED WITHIN TWO WEEKS OF THE INITIAL INCIDENT AND THE STUDENT'S PARENTS MUST BE PRESENT WHILE THE STUDENT IS COMPLETING THE WORK DETAIL. The incident will also be recorded in the office.
- 5.) In the unfortunate event that a fourth incident occurs, a conference among the parents, student, teacher and the Director of Religious Formation will be held. At that time, a determination may be made that the child should be dismissed from the program for not exhibiting Christian behavior. If so, arrangements for Home schooling will be offered.

Discipline Report

Student's
Name _____ **Grade** _____

Catechist/Assistant Catechist's
Name _____ **Date** _____

Description of Incident:

Catechist/Assistant Catechist's
Signature _____

Action Taken by RF
Office: _____

Student
Signature _____ **Date** _____

Parent Signature (If
required) _____ **Date** _____

Director of Religious Formation
Signature _____ **Date** _____

CLASSROOM EXPECTATIONS

The 5-day School Teacher will...

The RF Catechist will...

Leave the classroom welcoming for
The RF program by...

Leave the rooms as they found it.
(Return desks, tables, etc. to where
they found them.)

Leaving ample space for the catechists
and students to teach and learn.

Wash tables/desks after completing
craft projects involving glue, paint,
etc.

Remove student and teacher items from
desk tops and tables when possible.

Not allow messy snacks.

Remove or place any valuable or breakable
items away when possible.

Only allow water for drinking, no
other beverages allowed.

Leave a note if there is something special
you need RF to avoid or pay special
attention to.

Wash tables if snack is provided.

Allow white board space for teaching.

Keep RF students out of 5-day student's and
teacher's personal things and displays.

Leave one designated cupboard for RF.

Supervise students at all times.

****If you ever have any questions, please call each other. This will help all of us communicate.****

Please provide your name and phone number.

Name Number Session

5-day Classroom Teacher: _____

RF Catechist: _____

RF Catechist: _____

RF Catechist: _____

RF Catechist: _____

RF Catechist: _____

St. Patrick's Catholic Church
Acknowledgement of Volunteer Handbook Form

We ask that each volunteer assisting with St. Patrick's Religious Formation program sign an ***Acknowledgement of Volunteer Handbook Form*** to indicate their acceptance and support of all that is contained in this handbook.

Please return your signed ***Acknowledgement of Volunteer Handbook Form*** to the Office of Religious Formation by Wednesday, September 28, 2011.

Print Name

x _____

Signature of Volunteer

Date