

**The Church of St. Benedict – Avon
Faith Formation Policies 2018 – 2019**

Please read these policies carefully, some requirements have been updated.

Communication: We will communicate through our parish website, bulletin, email, texting, and calls. Please make every effort to update us with your current email addresses and phone numbers. Registration materials, Faith Formation Policies, calendars, and information will be available the night of kick-off along with our parish website.

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Registration: Faith Formation families must be registered members of St. Benedict's-Avon or St. John the Baptist-Collegeville. It is expected that all students who participate in the St. Benedict's Faith Formation program be formally registered in the Faith Formation program. All students must have current emergency contact information on file. Those not officially registered will not be allowed to join a class.

Faith Formation registration will be online through our parish website www.stbenedictavon.org. If you are unable to register online, please come to the parish office to use a computer.

Tuition: Tuition is payable online by credit card, or by mailing in a check. No student will ever be denied Faith Formation for financial reason. Please contact the Faith Formation office to make any special payment arrangements. August 15th – September 1st \$80.00 per Family. September 2nd – September 15th \$95.00 per Family. September 16th and after \$120.00 per Family. First Reconciliation/Eucharist additional Sacramental fee \$25.00. Confirmation (Grade 11) additional \$25.00 Sacramental fee.

Program Requirements:

- 2nd grade students who desire First Reconciliation and First Eucharist, must complete 1st grade Faith Formation before they can move into their Sacramental preparation. Students new to the parish or program must have a dialog with the Faith Formation Staff or the Pastor. Parents must attend the sacramental preparation session in early January and work with their children in a special home study program for the Sacraments.
- Junior / Senior High – Students must be enrolled in the Faith Formation program grades 7 – 10 before entering our Confirmation program in Grade 11. Students in grades 7 – 10 must complete two weekend retreats or a week-long mission trip prior to going into the 11th grade Confirmation program. These requirements can be completed in grades 7, 8, 9 or 10. Weekend retreats could be Castaway, TEC or a Dunrovin retreat. Castaway is once a year in March or April, TEC offers retreats most months of the year, and Dunrovin has six options per calendar year. Mission Trips are during the summer months, St Benedict's will continue to coordinate one trip for junior high students and two trips for high school students per year. These trips are above and beyond the price of our Faith Formation tuition, financial assistance and fundraising may be available by contacting the Faith Formation office.
- Confirmation Candidates will have a Confirmation day retreat on October 13th of 2018. If students in grades 7 – 10 have been on one

of our mission trips or have completed weekend retreats, we can apply those to the requirement.

Adult Faith Formation Opportunities: Will be announced in the bulletin and posted on the website.

Other Adult Opportunities: There will be informal basketball for adult men and women of any skill level in the gym during most Faith Formation classes.

Attendance: In order for our program to provide the best Faith Formation experience for our students, consistent attendance is expected. Attendance will be taken each time there is a scheduled class or event. Please make every effort to be on time. In the event of an absence due to illness, emergencies, etc., please contact the office. Students will be denied to move forward if not in attendance 80% of the time.

Classes and Class Times: Preschool through Grade 11 will meet Wednesday evenings from 6:30–7:35 pm. with the exceptions of a few special sessions. Please see the current calendar.

There will be large group sessions for 15 minutes, a 5 minute passing time and 45 minutes class for grades Pre-school through 6th grade. There will be a 20 minute large group session for grades 7-11 making class time 45-50 minutes.

Large groups: Grade 1 and grade 2 will meet together in the Youth Room the first 15 minutes of class.

Grades 3 – 6 will meet in the Multipurpose Room (Gaga Room – Parish Center) for 15 minutes.

Grades 7 – 11 will meet in the church (upstairs) for 20 minutes. Preschool and Kindergarten should go directly to their classrooms, they will meet in their large group the last 15 minutes of class in the Kindergarten Room.

Catechists will meet the first Wednesday of the month unless noted. Watch for email notification of where and when meetings will take place. Otherwise, Catechists must be actively present in the large group sessions.

Students who arrive early must be supervised by a parent until large group time or be in the supervised gym (6:00 – 6:25 pm.) Assigned gym supervisors will be scheduled on a rotation basis. Large group session areas for grades 1-6 will open 15 minutes prior to start. Church will be open 30 minutes prior to start. AfterHours (Grades 7–11) will meet following Faith Formation from 7:35–9:00.

Volunteering: It is our expectation that parents will volunteer to help with all aspects of the program. Catechist, Classroom Assistants, large group sessions, Christmas Pageant, Hall Monitors, Health Aids, Gym Supervisors, and Community Meal and clean up helpers. Parents who choose not to volunteer will be asked to pay an additional \$150.00 in addition to their regular tuition. If you are unable to be present on your schedule night, it will be your responsibility to find a sub.

Community Meal: We will continue to offer our weekly Community Meal 5:00 – 6:30 during the Faith Formation year. Classes (grades 4 – 11) will be assigned to help serve and clean up.

Fundraising: It is our expectation that all families help in our fundraising efforts. The Faith Formation budget relies upon a minimum of \$10,000.00 fundraising income. Fundraising has allowed us to keep tuition stable for the past several years.

Signing in and Out: All students in preschool through grade 2 will need to be accompanied to the Youth Room or their classrooms by a parent or guardian to sign in. Students will need to be signed out

after class at their regular classrooms or Kindergarten room in the Parish Center depending on the grade level.

Behavioral Expectations: Everyone is expected to treat each other with respect as we are all made in the image of Christ. (Genesis 1:27) Anyone who disrupts class, harms another, or disrespects a person or church property may be sent to the Faith Formation Office or asked to be picked up or released from our program. Catechists are not responsible for poor behavior in class. Any issues regarding behavior **must** come through the Faith Formation Office.

Cancellations: In the event of inclement weather or other unforeseen reasons, cancellations will be announced on KASM 1150AM radio, emailed and posted on our website.

Parking Lot: In the interest of safety for our children and adults there is a speed limit of 10MPH. Please follow the traffic flow pattern that has been established, when entering on the east end of the lot please follow the arrows heading west which are closest to the building. Please exit eastward following the arrows closest to the lawn; and honor the stop sign for safety. Park only in designated parking spaces; do not park in front of doorways or in the traffic lanes.

Sacraments: Students in sacramental preparation programs who frequently miss Faith Formation sessions may be asked to delay their reception of the sacrament. It is important to prepare ourselves for these intimate encounters with Christ.

Baptism: Required class with the Pastor or sponsor couple.

First Reconciliation and First Communion: It is our expectation that parents will be intimately involved helping teach the 2nd grade students the Sacraments of Reconciliation and First Communion.

There will be an extra class in January for parents to attend for these two Sacraments. Take home materials will be provided to assist them in the learning process. First Reconciliation will be in the season of Lent and First Communion will generally be the first weekend of May.

Confirmation: Students in 11th grade with satisfactory attendance and standings in previous grades are eligible to be Confirmation Candidates. Candidates are expected to participate in all areas of the parish life and provide works of service for those in need. Candidates will also need to successfully complete any assignments, pick a Confirmation sponsor in a timely manner, and attend our day long Confirmation retreat in October. If a Candidate is unable to participate in the class retreat, a weekend TEC, Dunrovin, or Diocesan retreat must be completed at an additional cost. Any cost for the make-up retreat is the responsibility of the student/family. Note: Castaway retreats are not considered Confirmation retreats.

Faith Formation Class Masses: Every Faith Formation class grade 4 – 11 will be assigned to host a Sunday 10:30 Mass. Students will participate in greeting, ushering, lecturing, bringing up the gifts, serving hospitality, and other liturgical roles. Students and parents will sit together in a reserved section of the church (west side of Church). If your student is unable to attend their Faith Formation Mass, they will be asked to participate with the other section of their grade.

Safe Environment Policy & Background Check Compliance: The Diocese of St. Cloud, as well as other Catholic Diocese in the United States, has created a Safe Environment policy to protect our youth and all members of our parish community. All adults who have the opportunity to come into contact with minors in any capacity will be asked to review the Diocesan Safe Environment Policy each year. Background checks will be done on all adults who work with minors. Now background checks must be completed

every five years. Each year, youth and adults are educated on maintaining a safe environment in our parish. This training includes information on whom to contact with concerns, and how to report those concerns. Parents need to annually review these policies and complete the training. **All adults and parents will need to complete Safe Environment training and a background check by creating an account.** To begin your training go to: <https://stcloud.cmgconnect.org/> and follow the directions given by the Diocese. Student trainings will happen in the night of kick-off.

Student and Parent Review of Policies: Parents please review these policies at home with your students. By registering in the St. Benedict's Faith Formation program you are agreeing to these policies, requirements and commitments of our 2018 - 2019 program.