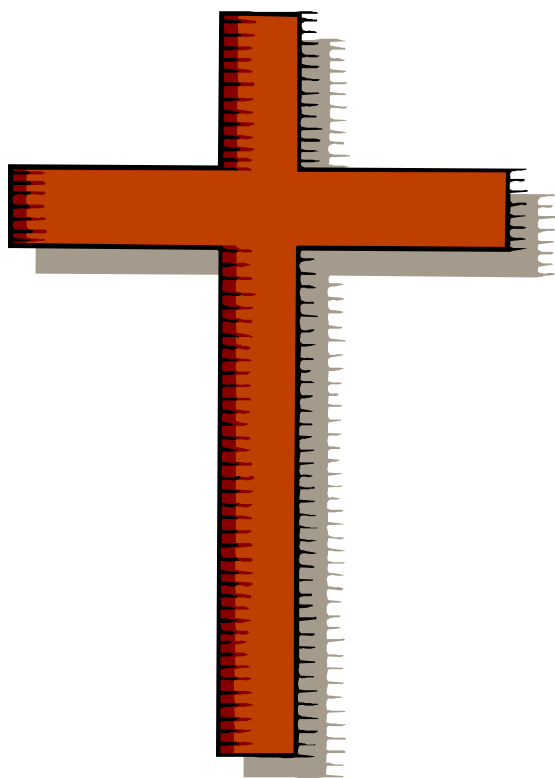


**Holy Name
Faith Formation
Handbook
2008-09**





Introduction

This handbook is designed to serve as a guide for parents/guardians, students and catechists of the Holy Name Faith Formation Program. The goal of faith formation is threefold: to present information in the content of our Catholic Christian faith, to enable formation in the values and attitudes needed to live a Catholic Christian faith, which leads to the end-goal of transformation and conversion in Christ Jesus. The policies in this handbook have been adopted by the Holy Name Board of Education and apply to all participants.

Rules and regulations are made to help inform the student of the rights and needs of others, as well as to help serve as a guide for his/her own acceptable behavior. Rules and regulations create and maintain an environment wherein quality religious education and the safety of every youth are considered to be of the utmost importance.

Parents, catechists and youth are requested to acquaint themselves with the contents of this handbook. Knowledge of the policies and guidelines will help achieve the goals of our faith formation program.

Mission Statement

We, the Board of Education of Holy Name Faith Formation, are called to proclaim Christ's message, to develop community, to foster prayer, to motivate others to service, to nurture and celebrate the gift of faith in the lives of our children, young people and adults through meaningful lessons, activities and experiences.

Contact Information

Pastor: Rev. Henry Huber

Phone: 641-585-4856 E-mail: DBQ084@arch.pvt.k12.ia.us

Associate Pastor: Rev. Brian Dellaert

Phone: 641-923-2329 E-mail: DBQ084AP@arch.pvt.k12.ia.us

Director of Religious Education: Rebecca Rolling

Phone: 641-923-0858 E-mail: DBQ088RE@arch.pvt.k12.ia.us

Board of Education:

Monica Legge, chairperson	587-2285
Randy Ricke, vice-chairperson	923-3487
Dena Hejlik, secretary	843-3320
George Smith	923-4974
Greg Rayhons	923-6047
Leanne VanOort	923-3403

ARRIVAL & DISMISSAL

Safety is a priority both inside and outside of the building. Parents dropping off youth at the west (parking lot) entry are asked to enter the parking lot from Allen St., drop children off out of the line of traffic at the sidewalk leading directly to the west entry, and exit the parking lot on to 6th St.

Arrival:

It is strongly recommended that an adult bring each K-2nd grade child directly to their individual room. This allows a partnership to grow between the home and the catechist and assures that the children get to the right place. Parents/guardians assume the responsibility of assuring that their child is safely in their designated classroom by 6:30 P.M.

Dismissal:

The safety of all those entrusted to our care is of utmost importance. Children in grade K-2nd are to be signed out of class at 7:30 P.M. by a parent/guardian or another person the parent/guardian has designated in writing as pick-up person. This policy seeks to insure a safe exit from the building while allowing parents the flexibility to designate another adult/family member if a parent/guardian is not able to pick up their child. Children in grades kindergarten through 2nd are not allowed to exit the classroom by themselves. If a child is not picked up by a parent/guardian or stated designee, the catechist will bring the child to the office where they will remain until either a parent/guardian or designated pick-up person arrives.

ATTENDANCE

Prompt and regular attendance is important because each gathering builds on the one before. If it is necessary that a young person miss a session, call and let either the catechist or the director know. If your child cannot attend on a regular basis or there are special circumstances, call and discuss the situation with the DRE (923-0858).

BASIC ELEMENTS OF CATHOLIC FAITH FORMATION

Basic Elements of each level of faith formation are available on the Archdiocese of Dubuque webpage: <http://www.arch.pvt.k12.ia.us>. Basic Elements provide some of the main truths of Catholicism broken down into each age level and are presented so all involved in the special responsibility of nurturing the faith of children and adolescents might find ways to transmit these basics of our faith.

CANCELLATIONS

Inclement Weather: If Garner Hayfield Public School cancels class during the day due to inclement weather, there will be no faith formation that evening. Catechists will call families from their calling tree. Local radio stations will announce cancellations. Use your own “winter weather sense” when necessary. Country roads can be hazardous to student drivers even when faith formation is not cancelled. If a child/youth will be absent due to weather conditions, please call 923-0858.

Tournament Sports: If Garner-Hayfield Public School enters into district play for football, volleyball or basketball on a Wednesday evening, there will be no faith formation that evening. Catechists will call families from their calling tree.

CATHOLIC BELIEF AND PRACTICES

The basic tenets of our faith are included in the appendix.

CATHOLIC PRAYERS

Knowing the importance of repetition in learning traditional prayers of the Church, there is an expectation that the following prayers are being recited in the home at the ages indicated. The wording of these prayers is included in the appendix.

<u>Grade Level</u>	K	1	2	3	4	5	6	7	8	9-12
Sign of the Cross	X	X	X	X	X	X	X	X	X	X
Grace Before Meals	X	X	X	X	X	X	X	X	X	X
Lord's Pray	X	X	X	X	X	X	X	X	X	X
Hail Mary	X	X	X	X	X	X	X	X	X	X
Grace After Meals		X	X	X	X	X	X	X	X	X
Glory Be		X	X	X	X	X	X	X	X	X
Morning Prayer		X	X	X	X	X	X	X	X	X
Angel of God		X	X	X	X	X	X	X	X	X
Act of Contrition			X	X	X	X	X	X	X	X
Apostles Creed				X	X	X	X	X	X	X
Rosary				X	X	X	X	X	X	X
Jesus Prayer					X	X	X	X	X	X
Acts of Faith, Hope, Love					X	X	X	X	X	X
Mysteries of the Rosary					X	X	X	X	X	X
Stations of the Cross						X	X	X	X	X
Memorare						X	X	X	X	X
Hail, Holy Queen						X	X	X	X	X
Nicene Creed								X	X	X
Prayer to the Holy Spirit								X	X	X
Angelus								X	X	X

CELL PHONES

Cell phones are to be turned off during class.

CURRICULUM

K-5, *“Blest Are We”*, 2002, Silver Burdette Ginn Religion

6-8; *“Call to Faith”*, 2008, Harcourt Religion Publishers

9-12, *“Total Faith Initiative”* Catholic Faith Handbook, 2004, St. Mary’s Press

First Reconciliation, *“The Gift of Reconciliation”*, 2000 Silver-Burdette Ginn

First Communion, *“The Gift of Eucharist”*, 2000 Silver-Burdette Ginn

DISCIPLINE POLICY

Our first concern is to maintain an atmosphere in which the children/youth can form a community, share faith, and enjoy an optimum learning environment. Children/youth are encouraged to participate positively and be attentive in the catechetical sessions.

Parents/guardians will be notified if their child is disruptive.

First Dismissal: When a catechist feels it is necessary to remove a child/youth from the group setting, the child/youth will be removed from the group setting. The young person will call their parent if the situation warrants.

Second Dismissal: When a catechist feels that it is necessary to remove a child/youth from the group setting for the second time, the youth will be asked to call a parent/guardian to come and take them home.

Third Dismissal: In the event of a third dismissal, the pastor, DRE, and parents of the youth will meet to determine further action. If deemed necessary, any youth with behavior that is continually disruptive to the faith formation setting will be removed.

HELP FOR VICTIMS OF SEXUAL ABUSE

The Archdiocese of Dubuque has established a program of pastoral assistance to people who believe they or those in their care have been sexually abused as minors by clergy or other Church personnel. This assistance will include help in informing civil and Church authorities. Victim Assistance Coordinators are trained to facilitate access to appropriate professional mental health services, social service agencies, support groups and/or individuals who can provide spiritual care. Any individual desiring help from this program is invited to call toll free 563-556-1225 or 866-319-4536 to report an allegation or receive assistance. This program is part of the “Policy for the Protection of Minors.”

OFF-SITE ACTIVITIES

Off-site activities are occasionally scheduled with the permission of the DRE.

POLICY FOR THE PROTECTION OF MINORS

Holy Name is committed to the protection and safety of all children entrusted to its care. As mandated by the Archdiocese of Dubuque, all who work with children are required to follow the Archdiocese of Dubuque Policy for the Protection of Minors.

REGISTRATION

Registration forms are distributed in the spring to be completed and returned in the spring for the following year. Program fees are \$45 per child with a family cap of \$135. Early bird fees paid in the spring are discounted to \$40 per child with a family cap of \$120. No one will be denied faith formation due to financial hardship. It is possible to set up a payment schedule.

SACRAMENTAL PREPARATION

To receive sacraments, families are expected to be registered, participating members of their respective parish.

Baptism: Contact parish office at St. Boniface.

First Reconciliation: Preparation is a process beginning in the fall of the 2nd grade year with the celebration of the sacrament in Advent. There is an expectation that the child has been enrolled in faith formation for at least one-year prior.

First Communion: Preparation is a process throughout the 2nd grade year with the celebration of the sacrament during the Easter season. There is an expectation that the child has been enrolled in faith formation for at least one-year prior.

Confirmation: Preparation is a one year process beginning in the fall with the celebration of the sacrament in the spring of the following year. Confirmation is separate from, and in addition to, faith formation. Teens are expected to have participated regularly in a faith formation program for at least one full year before the sacramental year and be able to demonstrate a basic knowledge and understanding of Catholic beliefs, traditions and practices.

RCIA: This process is available to children of catechetical age who are not yet baptized, have been baptized in another Christian tradition but wish to become Catholic, or have been baptized but not catechized. Contact pastor or Jody Smith, RCIA Director, for further information.

SERVICE PROJECT

It is important to our Catholic faith to instill a sense of the importance of service. All grade levels are asked to plan and carry out a minimum of one service project over the course of the year. Parents may be asked to assist.

SIX TASKS OF CATECHESIS

The Catholic faith has many dimensions. Six interrelated dimensions enable students to develop an increasing sense of the authentic Christian message and mission. These dimensions, called the tasks of catechesis, help us to know, live, celebrate, and express our faith in prayer (*General Directory for Catechesis* 84).

1. Promoting Knowledge of the Faith
2. Liturgical Education
3. Moral Formation
4. Teaching to Pray
5. Educating for Community Life
6. Missionary Initiative

SPECIAL NEEDS

Faith formation is available to all. Parents/guardians of those with special needs should contact the Director of Faith Formation @ 923-0858 to discuss how to best serve the individual.

STAFF/ CATECHISTS 2008-09

- K Jacque Trca
 Assistant: Pat Formanek
- 1 Kim Upmeyer
 Assistant: Kami Jass
- 2 Lisa Barker
- 3 Tara Smith
- 4 Michelle Dornbier
- 5 Cheri Prohaska
- 6 Tracey McKenna
 Mary Hessel
- 7 Tammy Brant
 Assistant: Daisy Huffman
- 8 Mark Prohaska
 Paul Reding
- 9 Sue Urich
 Tony Urich
- 10 Francis Pistek
 Deb Haugen
- 11 Jacki Young
- 12 Phil Garland

STEWARDSHIP

All involved with Holy Name Faith Formation will be challenged to practice stewardship in their lives. There are a number of concrete ways to practice stewardship:

- Share your time
- Share your talents
- Share your treasure
- Share in your Catholic tradition

TEN AREAS OF CATECHESIS

1. Adults
2. Family
3. Young Adults
4. Adolescents
5. Children of Catechetical Age
6. Early Childhood
7. Persons with Disabilities
8. Catholic Schools
9. Marginalized
10. Elderly

APPENDIX



CATHOLIC PRAYERS

Grace Before Meals

Bless us, O Lord, and these your gifts which we are about to receive from your bounty through Christ our Lord. Amen.

The Lord's Prayer

Our Father, who art in heaven, hallowed be thy name; thy kingdom come; thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary

Hail Mary, full of grace, the Lord is with you. Blessed are you among women, and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now, and at the hour of our death. Amen.

Grace After Meals

We give you thanks for all your gifts, almighty God, living and reigning now and forever. (And may the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and will be forever. Amen.

Morning Offering

Almighty God, I thank you for your past blessings. Today I offer myself - whatever I do, say, or think - to your loving care. Continue to bless me, Lord. I make this morning offering in union with the divine intentions of Jesus Christ who offers himself daily in the holy sacrifice of the Mass and in union with Mary, his Virgin Mother and our Mother, who was always the faithful handmaid of the Lord. Amen.

Act of Contrition

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin.

Act of Contrition

O my God, I am heartily sorry for having offended thee, and I detest all my sins because of thy just punishment, but most of all because they offend thee, my God who art all good and deserving of all my love. I firmly resolve with the help of thy grace to, sin no more and to avoid the near occasion of sin.

Apostles Creed

I believe in God, the Father almighty, creator of heaven and earth.

I believe in Jesus Christ, his only Son, our Lord.

He was conceived by the power of the Holy Spirit and born of the Virgin Mary.

He suffered under Pontius Pilate, was crucified, died and was buried.

He descended into hell. On the third day he rose again.

He ascended into heaven and is seated at the right hand of the Father.

He will come again to judge the living and the dead.

I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting.

Rosary

1. Begin with the Sign of the Cross and the Apostles Creed.
2. Pray the Lord's Prayer.
3. Pray three Hail Mary's.
4. Announce the first mystery, and then pray The Lord's Prayer.
5. Pray ten Hail Mary's (this is called a decade).
6. Pray the Doxology (Glory Be).
7. Continue for four more decades repeating steps 4-6 for each mystery.
8. After five decades are completed, pray the Hail Holy Queen.

The Fatima invocation (recommended by Mary to the children at Fatima in 1917) is sometimes recited between decades; "O my Jesus, forgive us our sins. Save us from the fires of hell, and bring all souls to heaven, especially those who most need your mercy."

Mysteries of the Rosary

The Joyful Mysteries (prayed on Mondays and Saturdays)

The Annunciation of the Lord

The Visitation

The Nativity of the Lord

The Presentation of the Lord

The Finding in the Temple

The Sorrowful Mysteries (prayed on Tuesdays and Fridays)

The Agony in the Garden

The Scourging

The Crowning with Thorns

The Carrying of the Cross

The Crucifixion

The Glorious Mysteries (prayed on Wednesdays and Sundays)

The Resurrection

The Ascension of the Lord

The Descent of the Holy Spirit

The Assumption of Our Blessed Mother

The Crowning of Mary as Queen of Heaven

The Luminous Mysteries (prayed on Thursdays)

The Baptism of Jesus
The Wedding Feast of Cana
The Invitation of Jesus
The Transfiguration
The Eucharist

Jesus Prayer

Invoking the holy name of Jesus is one of the simplest forms of prayer. The Jesus prayer invites a person to assume a conscious prayer position, to become centered mentally, and to breathe rhythmically (in with the first please, out with the second, and so on). The most popular phrase used for this prayer follows: Lord Jesus Christ, Son of God, have mercy on me, a sinner.

Act of Faith

O my God, I firmly believe that you are one God in three divine Persons, Father, Son, and Holy Spirit; I believe that your divine Son became man and died for our sins, and that he will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches, because you revealed them, who can neither deceive nor be deceived.

Act of Hope

O my God, relying on your infinite goodness and promises, I hope to obtain pardon of my sins, the help of your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer.

Act of Love

O my God, I love you above all things, with my whole heart and soul, because you are all good and worthy of all love. I love my neighbor as myself for the love of you. I forgive all who have injured me, and I ask pardon of all whom I have injured.

Hail Holy Queen

Hail Holy Queen, Mother of Mercy; our life, our sweetness, and our hope!
To you do we cry, poor banished children of Eve; to you do we send up our sighs, mourning and weeping in this vale of tears. Turn, then, most gracious advocate, your eyes of mercy toward us; and after this exile, show to us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary! Amen

Angelus

The angel of the Lord declared unto Mary. And she conceived of the Holy Spirit. Hail, Mary... I am the lowly servant of the Lord: let it be done to me according to your word. Hail Mary... Pray for us, holy Mother of God, that we may become worthy of the promises of Christ. Let us pray. Lord, fill our hearts with your grace: once through the message of an angel you revealed to us the incarnation of your Son; now, through his suffering and death lead us to the glory of his resurrection. We ask this through Christ our Lord. Amen.

Stations of the Cross

The Stations of the Cross (Way of the Cross) follows Jesus on his way to Calvary. There are fourteen stations, or stops along the route.

The First Station:	Jesus is condemned to die.
The Second Station:	Jesus receives his cross.
The Third Station:	Jesus falls for the first time.
The Fourth Station:	Jesus meets his mother.

The Fifth Station:	Simon the Cyrene helps Jesus carry his cross.
The Sixth Station:	Veronica wipes the face of Jesus.
The Seventh Station:	Jesus falls the second time.
The Eighth Station:	The women of Jerusalem weep over Jesus.
The Ninth Station:	Jesus falls the third time.
The Tenth Station:	Jesus is stripped of his garments.
The Eleventh Station:	Jesus is nailed to the cross.
The Twelfth Station:	Jesus dies on the cross.
The Thirteenth Station:	Jesus is taken down from the cross.
The Fourteenth Station:	Jesus is laid in the tomb.

Nicene Creed

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made one in being with the Father.

Through him all things were made. For us men and for our salvation he came down from heaven: By the power of the Holy Spirit he was born of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate; he suffered, died, and was buried. On the third day he rose again in fulfillment of the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshiped and glorified. He has spoken through the Prophets. We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.

Prayer to the Holy Spirit

Come, Holy Spirit, fill the hearts of your faithful. Enkindle in them the fire of your love. Send forth your Spirit, and they will be created. And you will renew the face of the earth. Let us pray: Lord, by the light of the Holy Spirit, you have taught the hearts of the faithful. In the same Spirit, help us to relish what is right and always rejoice in your consolation. We ask this through Christ our Lord. Amen.

Magnificat

My soul proclaims the greatness of the lord, my spirit rejoices in God my Savior for he has looked with favor on his lowly servant. From this day all generations will call me blessed; the Almighty has done great things for me, and holy is his Name. He has mercy on those who fear him in every generation. He has shown the strength of his arm, he has scattered the proud in their conceit. He has cast down the mighty from their thrones, and has lifted up the lowly. He has filled the hungry with good things, and the rich he has sent away empty. He has come to the help of his servant Israel for he has remembered his promise of mercy, the promise he made to our father, to Abraham and his children for ever.

Prayer of St. Francis

Lord, make me an instrument of your peace; where there is hatred, let me sow love; where there is injury, pardon; where there is doubt, faith; where there is despair, hope; where there is darkness, light; and where there is sadness, joy.

Grant that I may not so much seek to be consoled as to console, to be understood as to understand, to be loved as to love; for it is in giving that we receive, it is in pardoning that we are pardoned, and it is in dying that we are born to eternal life.

Catholic Beliefs and Practices

TWO GREAT COMMANDMENTS

You shall love the Lord your God with all your heart, with all your soul, and all your mind, and with all your strength. You shall love your neighbor as yourself.

TEN COMMANDMENTS

1. I am the Lord your God; you shall not have strange gods before me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Lord's Day.
4. Honor your father and mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.

BEATITUDES

Blessed are the poor in spirit, the kingdom of heaven is theirs.

Blessed are they who mourn, they will be comforted.

Blessed are the meek, they will inherit the earth.

Blessed are they who hunger and thirst for righteousness, they will be satisfied.

Blessed are the merciful, they will be shown mercy.

Blessed are the clean of heart, they will see God.

Blessed are the peacemakers, they will be called children of God.

Blessed are they who are persecuted for the sake of righteousness, the kingdom of heaven is theirs.

CORPORAL WORKS OF MERCY

Feed the hungry.

Give drink to the thirsty.

Shelter the homeless.

Clothe the naked.

Care for the sick.

Help the imprisoned.

Bury the dead.

SPIRITUAL WORKS OF MERCY

Share knowledge.

Give advice to those who need it.

Comfort those who suffer.

Be patient with others.

Forgive those who hurt you.

Give correction to those who need it.

Pray for the living and the dead.

SEVEN SACRAMENTS

Baptism

Confirmation

Eucharist

Penance and Reconciliation

Anointing of the Sick

Matrimony

Holy Orders

PRECEPTS OF THE CHURCH

1. To keep holy the day of the Lord's Resurrection; to worship God by participating in Mass every Sunday and on the holy days of obligation; to avoid those activities that would hinder renewal of the soul and body on the Sabbath.
2. To lead a sacramental life; to receive Holy Communion frequently and the sacrament of Reconciliation regularly- minimally, to receive the sacrament of Reconciliation at least once a year.
3. To study Catholic teaching in preparation for the sacrament of Confirmation, to be confirmed, and then to continue to study and advance the cause of Christ.
4. To observe the marriage laws of the Church; to give religious training, by example and word, to one's children; to use parish schools and catechetical programs.
5. To strengthen and support the Church - one's own parish community and parish priests, the worldwide Church, and the pope.
6. To do penance, including abstaining from meat and fasting from food on the appointed days.
7. To join in the missionary spirit and apostolate (work) of the Church.

HOLY DAYS OF OBLIGATION

- Immaculate Conception of the Blessed Virgin Mary (December 8)
- Christmas (December 25)
- Solemnity of the Blessed Virgin Mary, the Mother of God (January 1)
- Ascension of the Lord (The Sunday that follows forty days after Easter)
- Assumption of the Blessed Virgin Mary (August 15)
- All Saints (November 1)

REGULATIONS ON FASTING AND ABSTINENCE

The Catholic Church requires its members to observe certain dietary rules - fasting and abstinence - in order to recognize and mark the importance of particular days during its liturgical year, as well as to express penance for personal sin. The regulations apply as follows: Generally, the laws of fasting require that on the designated days the person eat just one full meal, two smaller meals, and avoid eating between meals. Abstinence requires avoiding meat altogether. Abstinence from meat applies to all Catholics age fourteen and older. Adults who have completed their eighteenth birthday until the beginning of their sixtieth year are required to fast with the exception of pregnant women and those who are sick. Ash Wednesday and Good Friday are days of both fasting and abstinence; all other Fridays of Lent are days of abstinence only.

The Church also calls for fasting for one hour prior to receiving Communion. In this case, the fast helps us prepare our mind and heart for the great gift of the Eucharist by doing something physical to help focus our attention. Church law calls for us to avoid all food and drink, with the exception of water and medicine, for one hour before receiving Communion. Again, this regulation does not apply to sick people or others for whom such restriction would jeopardize health.