

**Holy Spirit Catholic Community
Religious Education and Confirmation
Table of Contents**

[Family Expectations](#)

[Registration](#)

Session Location and Times

Placement

Home Study

Special Needs

Registration Fees

[Volunteer Opportunities](#)

[Sacraments](#)

Baptism

First Reconciliation

First Eucharist

Confirmation

RCIA

[RE and Confirmation Curriculum](#)

[Service Requirements](#)

[Retreats for 7SPARK, 8IGNITE, and 9FLAME](#)

[Confirmation Requirements](#)

[RE and Confirmation Policies and Procedures](#)

Arrival and dismissal

Attendance

Communications

Conduct

Discipline

Emergency Cancellations

Illness

Items to Be Left at Home

[Traffic Pattern for All Saints Catholic Academy](#)

Welcome to Holy Spirit Catholic Community Religious Education and Confirmation Handbook for Grades 1-9

Family Expectations for Grades 1-9



Our family will:

- be kind and welcoming to all.
- participate in the celebration of mass each Sunday.
- seek out opportunities to pray and eat meals together.
- share our God-given talents, gifts, and strengths to the service of all.
- use the textbooks to reread the chapter to help foster discussions about our faith.
- to the best of our ability attend the scheduled sessions, arrive and leave at the appointed times, and bring the textbook and folder.

Registration

Thank you for your interest in the Religious Education/Confirmation Program at Holy Spirit Catholic Community. Working together the church and families can raise kids with a living faith. To get started, your family should become members of Holy Spirit Catholic Community, then enroll your child/ren in the Religious Education/Confirmation Program.

To successfully register your child/ren for the Religious Education/Confirmation Program:

- all online forms must be submitted.
- payment in full is received in the RE Office.
- a Baptismal Certificate is received if you have a child preparing for First Eucharist or Confirmation. If your child was baptized at Holy Spirit Catholic Community this step is not necessary.



Location for Sessions and Day and Time:

Grades 1-8 All Saints Catholic Academy, 1155 Aurora Ave Naperville
Sunday 4:00-5:15 pm or 6:00-7:15 pm

Grade 9 Holy Spirit Catholic Community
Generally the 1st or 2nd Sun. of Oct./Nov./Dec. 6:30-8:00 pm

Sessions for Grade 5 and Grade 6 (5SOAR and 6SOAR)

First 6 sessions are at ASCA

Next 6 are off campus opportunities

Last 6 sessions at ASCA

Sessions for Grade 7 and 8 (7SPARK and 8IGNITE)

These will be offered on 3 separate calendar tracks:

Track A: First 12 sessions are at ASCA/Next 6 sessions are off campus opportunities

Track B: First 6 sessions are at ASCA/6 off campus opportunities/Last 6 sessions at ASCA

Track C: First 6 are off campus opportunities/Last 12 sessions at ASCA

What are Off Campus Opportunities?

5SOAR and 6SOAR Off Campus Opportunities—A social, service, and spiritual event at HSCC and **Family Chat@ Home**. The family chats are found on the parish website. The family does an activity together and the student completes the online Family Reflections.

7SPARK OFF Campus Opportunities—The student attends mass with their family and completes **Mass Chat @home**. The Mass Reflections are found on the parish website. There is one service project at HSCC and one retreat at HSCC.

8IGNITE OFF Campus Opportunities—The student communicates with their sponsor to complete discussions and projects called **Sponsor Chat@Home**. The sponsor discussions are found on the parish website. There is one service project and one retreat at HSCC.

Parents with a child in 7SPARK or 8IGNITE will be able to choose a time, a preferred track, as well as a friend, during registration. When choosing a friend, please check to be sure both are registering for the same track and time.

Students will be placed on a first come, first served basis. If you are registering a student in 5SOAR, 6SOAR, 7SPARK or 8IGNITE, and pay in full within the first month of registration every effort will be made to give your entire family priority placement.

Home Study

Every child and family situation is different. If for some reason the traditional classroom does not meet your needs, you may want to consider Home Study. Home Study is an option for Grades 3-6. Online chapter reviews completed by the child are required and serve as a tool of accountability. Parents new to this program are required to attend a parent meeting at the beginning of the year.

The registration fee is the same for Home Study as for children attending RE Sessions at All Saints Catholic Academy. Home Study requires additional attention by the Religious Education Department. Activities offered to catechists/classes are also offered to Home Study families.

Special Needs

It is essential that any special needs be mentioned on the Registration Form. When notified of different learning styles, hearing impairment, vision impairment, speech concerns, behavioral issues, physical needs, etc., we are then able to attempt to meet the needs of the student. Most of our catechists are not professional educators and will need your assistance to help your child.

Registration Fees and Sacramental Fee

Registration Fee:		Catechist's Fee for Teaching 1 class	Catechist's Fee after June 15
One child (Grades 1-9)	\$280	\$80	\$130
Two children (Grades 1-9)	\$405	\$205	\$255
Three or more children (Grades 1-9)	\$505	\$305	\$355

Early Bird Special - \$50.00 off when registration is completed and payment is made during the first month.

Refund of Registration Fees

Before Sessions begin: Full refund of registration fee or sacramental fees paid

After Sessions begin: No refund of registration fee or sacramental fees paid

If a person indicates at registration they will be a catechist and then for any reason cannot teach, the registration fee or sacramental fee is to be paid in full prior to general placement of their child in a class. The fee schedule for catechists does not apply to other volunteer positions or Home Study.

If you would like to set up a payment plan you can choose the Smart Payment Plan. There will be a \$45 service fee for those choosing to use the Smart Payment Plan.

Volunteer Opportunities



One of the Holy Spirit Catholic Community family expectations is to share our God-given talents, gifts, and strengths to the service of all. Each family is asked to volunteer to help in the Religious Education and/or the Confirmation Program in at least one of the following ways.

Catechist

Leads Religious Education sessions for children in Grades 1-8. Ongoing training provided through a variety of grade level meetings and diocesan workshops. Catechists are needed on Sundays at 4 or 6 pm.

Substitute Catechist

Teach religious education sessions when a lead catechist is not available. Some catechesis is needed. Substitute catechists are needed on Sundays at 4 or 6 pm.

Hall Monitor

Sit in the hallways to help monitor children arriving and leaving classrooms. Occasionally help with special projects during class time. Hall monitors are needed on Sundays at 4 or 6 pm and Tuesdays.

Technology and A/V

Help set up and take down A/V equipment and troubleshoot a variety of A/V problems. Help is needed on Sundays at 4 or 6 pm.

Weekly Clerical Work

Help prepare classroom supplies for our religious education classes. Prep work will be completed at Holy Spirit Catholic Community on Tuesday or Thursday mornings or can be taken home. Volunteers may choose to help once a week, twice a month, or once a month. A meeting will be scheduled for more information and to set your schedule.

Event Help

Help out by planning, facilitating, setting up or cleaning up at the Advent or Lenten Family Events or Sacramental Retreats.

Catechist Resources

- Lesson plans and Leader's Guides are provided for each grade level.
- In Grades 1-6 the weekly worksheets, projects, and games will be provided.
- Grades 7 and 8 uses a video based program with a student workbook. All the prayers, discussion questions, and games will be provided.
- Grade Level Catechist Trainings provide with opportunities to network with other catechists and receive resources to help enrich each session.



Sacraments

Baptism

Baptism is a Sacrament of Initiation into the Catholic Church, the beginning of new life in Christ. All children enrolled in the Religious Education Program should be baptized. Older children can also receive instruction and receive the Sacrament of Baptism either as part of the Religious Education Program or as part of the RCIA Program. Call 630.922.0081x34 or email rcia@hsc.us for more information.

First Reconciliation

Reconciliation is a sacrament that requires a fundamental understanding of right and wrong. This sacrament celebrates the continual forgiveness God extends to us.

In Second Grade, the students will come together to receive the sacrament at a First Reconciliation Service. It is a requirement to be enrolled in the Religious Education Program for one year before he/she is able to receive the Sacrament of Reconciliation.

First Eucharist

In the Sacrament of Eucharist, Catholics have an understanding that the Eucharist is not just ordinary bread and wine, but the body and blood of Christ, the real presence of Jesus Christ, with the potential to transform both the individual and the community.



After first reception, frequently celebrating the Eucharist becomes a way for Catholics to deepen their lifelong initiation into Christ's life, death and resurrection.

In Second Grade, the students will come together to celebrate their First Eucharist at a mass in the Easter Season.

Confirmation

In Confirmation we receive the fullness of grace received at our Baptism and the gifts of the Holy Spirit enabling us to live new life in a public way, bearing testimony to the grace of God alive within us.

Confirmation is a two year program of preparation starting in Grade 8 with students receiving the sacrament in their freshman year. Students above Grade 9 desiring to be confirmed should call 630.922.0081x34 or email rcia@hsc.us for more information.



RCIA

The Rite of Christian Initiation for Adults is the process by which older children and adults prepare to receive the Sacraments of Initiation (Baptism, Confirmation and Eucharist) through a period of formation and study in the faith. The three Sacraments of Initiation are celebrated together at the Easter Vigil.

Older children who are not baptized can receive the Sacrament of Baptism as part of the RCIA process with other family members who are seeking to enter the Catholic Church.

Religious Education and Confirmation Curriculum

Curriculum

Holy Spirit Catholic Community Religious Education Program uses a textbook published by Loyola Press with an integrated curriculum that spirals through Grades 1-6. As children revisit concepts and vocabulary from one year to the next their knowledge and experience both broaden and deepen.

In Grades 7 SPARK and 8 IGNITE, students use a video based program with student workbooks. In Grade 9 FLAME students will gather together to continue Confirmation Preparation with professional speakers and discussions. Parents and Sponsors will join their student to hear these speakers.

Textbooks:

- | | |
|---|------------|
| • <i>Finding God: Our Response to God's Gifts</i> | Grades 1-6 |
| • <i>God's Gift: Reconciliation</i> | Grade 2 |
| • <i>God's Gift: Eucharist</i> | Grade 2 |
| • <i>Encounter, Experiencing God in the Everyday</i> | Grade 7 |
| • <i>Altaration, The Mystery of the Mass Revealed</i> | Grade 7 |
| • <i>Chosen, Your Journey Toward Confirmation</i> | Grade 8 |

Units in Textbooks used for Grades 1-6:

- God
- Jesus
- The Church
- Sacraments
- Morality



Grade Level Focus:

Grade 1: God: God Found Everything Good

Grade 2: Jesus: Sacramental Preparation for Reconciliation and Eucharist

Grade 3: The Church: Fishers of Men

Grade 4: Morality: Beatitudes & The Ten Commandments

Grade 5: Sacraments: The Bread of Life

Grade 6: People of the Old Testament & Lives of the Saints

Grade 7: The Bible and the Mass

Grade 8: Confirmation

Grade 9: Confirmation

Service Requirements for Grades 1-8

Grades 1-4	Service in the Home
Grades 5-6SOAR	Service in the Home and Community
7SPARK	HSCC Plarn Service Project
8IGNITE	Service in the Parish and Community



Grades 1-6

Each year HSCC chooses a service organization for RE to support. Children will be asked to make a contract with their family to do extra chores at home. Each family has the choice to pay for those chores with the understanding the money paid will be donated to this chosen organization. Optional participation.



7SPARK—Participate in one Plarn Service Project

Your student's RE group will sign up to help at a HSCC Service Project. This is a two hour session which will include prayer, service, and hospitality. Students will learn how to make plarn, which is like yarn but it is made from plastic shopping bags. Plarn is made into mats for the homeless. Sessions will be held at Holy Spirit Catholic Community.

This is a **required** service project. Choose another scheduled Plarn Service Project if your student has a conflict with the date of their RE Group.

8IGNITE—Participate in one HSCC Parish Event

Your student's catechist will choose an event at Holy Spirit Catholic Community. The catechist will communicate the date and time of this event to the parents. This is a **required** service project. Choose another event at HSCC if your student has a conflict with the date of their RE Group.

8IGNITE—Direct Community Service

Students are **required** to perform 10 hours of direct service, which indicates doing work directly with the population one is serving, such as feeding, teaching, handing out clothing, etc. Use the Corporal Works of Mercy as a guide of who needs our help.

Direct Service Continued

The intent of including this aspect into the Confirmation Program is to challenge our students to spend time with the recipient of their service. As a result, indirect activities like selling raffle tickets, stocking shelves, or donating things will not fulfill this requirement. **All 10 hours must be served with one organization.**

Documenting Service—8IGNITE

All 10 hours of service must be completed by May 31 of the candidate's 8IGNITE year. Completed forms and reflection questions are due before candidates will be allowed to register for 9FLAME. Candidates that do not complete this work prior to May 31 will not be considered for 9FLAME until the following year.

Service hour forms and evaluation questions can be found on the website. Completed and signed forms verifying the service performed should be submitted to the RE Office.

Classroom Helper at All Saints Catholic Academy

Another option to fulfill the 10 hour service requirement is by working as a Student Helper for Religious Education Sessions at All Saints Catholic Academy. The candidate can earn all 10 hours in this capacity by committing to assist in a RE Class for the full year. The candidate will take attendance, help children learn their prayers, and assist with crafts. This position will be filled on a first come first served basis.

Crew Leader at Vacation Bible School

Students can also choose to do their Direct Service as they work with the children in the Vacation Bible School Program as a Crew Leader. This is scheduled for June.

Retreats



Retreats are a great way to spend focused time thinking about what it means to be called to discipleship. Discipleship is a CHOICE to follow Jesus in our lives. Candidates in 7SPARK, 8IGNITE, and 9FLAME will each have one, three hour **mandatory** retreat to attend. Each retreat involves bringing in a facilitator, so there is no meaningful way to duplicate this experience at Holy Spirit.

Please see the Calendar for Retreat dates.

Candidates are allowed to attend a retreat at another parish if they have a conflict with our retreat date or arrive late. The RE staff has more information on those retreats. Failure to fulfill this retreat requirement will result in the postponement of receiving the Sacrament of Confirmation. Please see the calendar for details.

Confirmation Requirements

12 sessions at All Saints Catholic Academy for 8IGNITE

There are 12 sessions at All Saints Catholic Academy. There will be a make up assignment to complete for each missed session. The assignments will need to be completed and returned within the next week. If more than 2 sessions at All Saints Catholic Academy are missed the candidate will not be eligible to continue with the program and will need to start the program over the following year.

3 Sessions at Holy Spirit for 9FLAME

Session One—Student only is required to attend

Session Two—Parent and Student required to attend

Session Three—Sponsor and Student required to attend—If the sponsor is unable to attend the parent is required.

If a parent does not attend a session with their teen, the teen will be assigned an absence. These three sessions will generally occur on the first Sunday of the month from 6:30-8:00 at Holy Spirit Catholic Community. Please see the calendar for exact dates.

The following policies have been created and will be enacted, at the discretion of the Director of Religious Education and Confirmation, to maintain the integrity of the program and provide a consistent and quality formation experience for our teens. Parents and candidates must be present for the entire session. Arriving late and leaving earlier will not be tolerated.

Saint Report and Confirmation Name

During 9FLAME, candidates will be asked to research and choose a saint that can serve as an additional role model for them. This saint's name will become their Confirmation name. There will be an online report to complete and submit in the fall.

Role of the Sponsor

Sponsors will play an active role during this time of Confirmation preparation. Candidates should reflect and consider whom they want to ask to be their sponsor. Sponsors need to be at least 16 years of age, Confirmed, and can not be a parent of the candidate.

During 8IGNITE one of the components of the Confirmation Program is a 6 week track which involves the candidate and sponsor spending time in conversations. This component can be completed in person, on the phone, via face time or Skype.



Sponsors are required to:

- Participate in the Mass on Sundays and Holy Days and receive the Sacraments of Eucharist and Reconciliation regularly.
- Strive to live out their commitment to Christ and to the community life of the Church by their loving response to those with whom they come in contact.
- Assume a great responsibility before God and the Church in becoming a sponsor and faithfully fulfill the obligations connected with it. Give support to the person they are sponsoring by prayer and by the Christian example of their daily life.
- If married they must be married according to the laws of the Catholic Church.

What do you do with the Sponsor Form?

- Sponsor Forms are available on the parish website
- It is completed by the Sponsor
- The sponsor takes the Sponsor Form to their church
- The sponsor's church will sign the form and put their seal onto it
- The sponsor returns the form to the candidate
- The candidate hands the form into the RE Office



Religious Education and Confirmation Policies and Procedures

Arrival and Dismissal

Please be prompt with dropping off and picking up your child. Your child should not be dropped off more than ten minutes before the session, as the Catechist is preparing for the lesson and not able to supervise your child. Pick up promptly at the completion of the session.

Attendance

Regular attendance at Religious Education and Confirmation Sessions is an important factor in the faith development of your child. A child arriving late or leaving early disturbs the class and important formation is missed.

- **Grades 1-6**

A student may miss up to four sessions. When a student misses more than four sessions the parent will meet with the Director of Religious Education to discern the outcome.

- **7SPARK and 8IGNITE**

We understand that an emergencies occur so a student may have two excused absences. An excused absence would be an illness, death in the family, or a special family event like a wedding. Each missed session requires the completion of make-up work. The make-up is to be completed within the following week. If more than 2 sessions at All Saints Catholic Academy are missed the student will need to start over the following week.

Communication

- The RE Office is open from 8:30-4:30 Monday through Friday.
- HSCC is closed for lunch from 12:00-12:45.
- Phone number at HSCC: **630-922-0081**
- HSCC Website: www.hsccl.us

There is an emergency number to call when sessions are being held at All Saints Catholic Academy. **(331-457-3881)**

- Please do not call or email All Saints Catholic Academy with any of your questions or concerns.
- The primary method of communication is through email. Please ensure you provide a current email that you check weekly.



Code of Conduct

Learning can best be fostered in an orderly and peaceful environment. This requires the student's cooperation by:

- listening at appropriate times
- participation in discussions and activities
- having textbooks and other materials at each session
- being respectful of the property in the building
- being dressed appropriately, no hats or coats on during sessions
- no cell phones being used during sessions
- no smoking on the ASCA and HSCC property
- no weapons and/or drug paraphernalia

Discipline

If a child's behavior disrupts the learning process for others, the steps listed below will be followed to ensure that class participation may continue.

- If disruptive behavior occurs a child will be reminded of expected behavior and the consequences of misbehavior.
- If the behavior continues the child will be sent to the main desk and to talk to the RE Staff. The child will write a note to their parent explaining the behavior. The signed note must be returned to the next session.
- Serious misconduct will require a parent conference with the Catechist and the Director.

Emergency Cancellations

If school is canceled in Indian Prairie School District 204 due to inclement weather, then Religious Education and Confirmation sessions are canceled for that day as well. Parents will be notified via email from HSCC or from a catechist. The information will also be posted on the parish website.

Illness

If your child stays home from school due to illness, do not send them to Religious Education or Confirmation that day either.

Items to be Left at Home

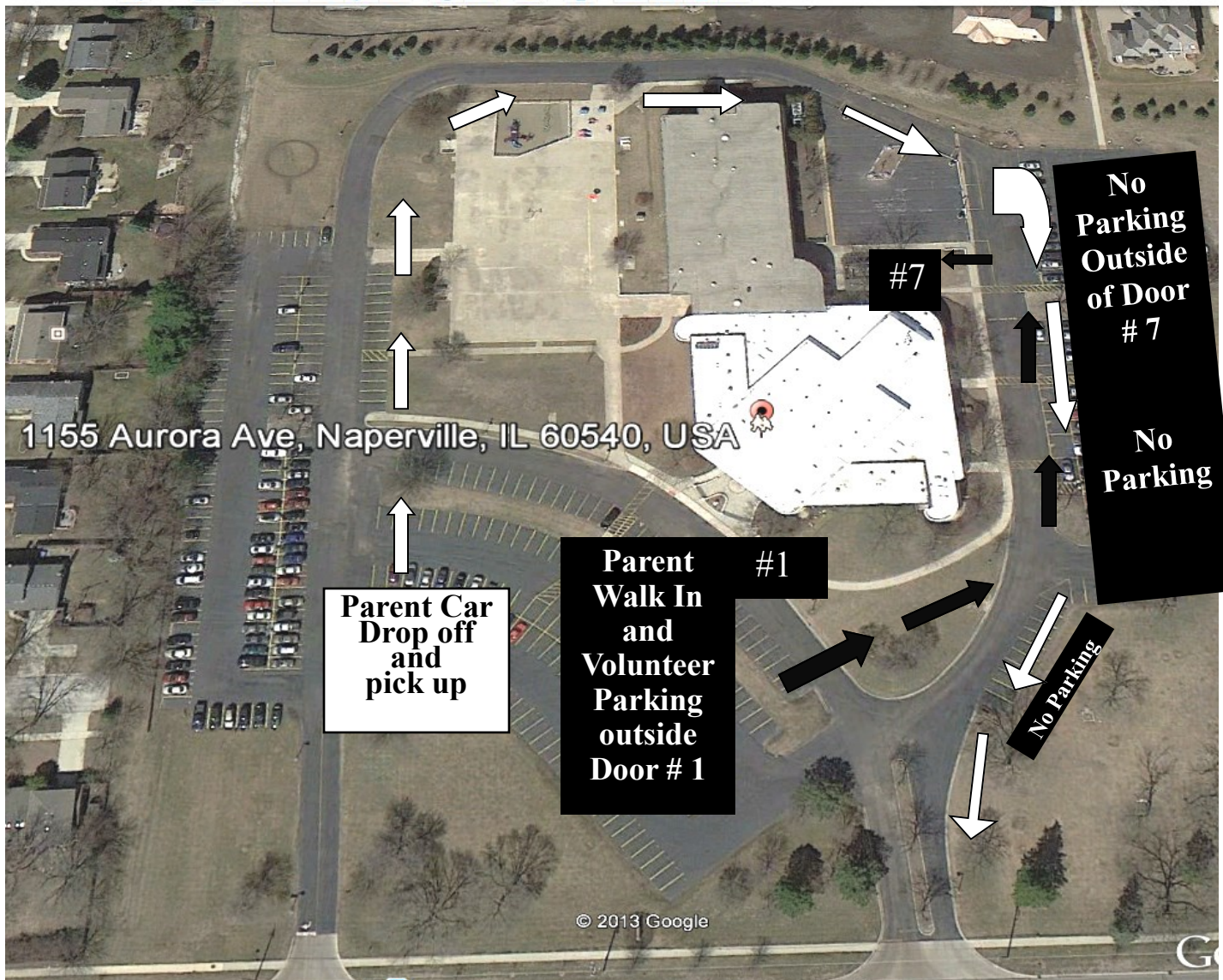
Valuables, electronic items, toys, and all food and drinks must be left at home. Students who bring such items will have them taken away by the catechist during session time. They will be returned at the end of that session.

Traffic Pattern for All Saints Catholic Academy

Two choices for drop off and pick up:

- Parent can use the car line and drop off or pick up at Entrance #7.
- Parents can park outside Door #1 and walk their child into the school at Entrance #7 for drop off and pick up.

Traffic Pattern for All Saints Catholic Academy



FOR DROP-OFF/PICK-UP USING THE CAR LANE

Enter All Saints Catholic Academy from Aurora Avenue via the west entrance. Drive all the way around the building to Entrance #7, it is clearly marked. Your child will only be allowed to exit and enter from the right side of the vehicle into the safety zone. You will exit the All Saints Catholic Academy facility via the east entrance onto Aurora Avenue as shown by the white arrows. There will be no parking at all in the east side parking lot.

PARENT PARKING AND WALKING INTO THE ALL SAINTS CATHOLIC ACADEMY

Parents may park and walk their child in and out of All Saints Catholic Academy without using the car lane by entering All Saints Catholic Academy from the west entrance, off of Aurora Avenue and parking in the designated area (as shown in the diagram above) outside of Door # 1. Walk your child to Entrance # 7 using the sidewalk and see your child is safely in the building. To pick up your child park outside Door #1 and walk into the building via Door #7 to the area outside the cafeteria. There will be no parking at all in the east side parking lot.