

Welcome to Holy Spirit Catholic Church

Religious Education

Handbook for Grades K-8

Family Expectations for Grades K-8

- 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 read the chapter at home and have discussions about our faith.
- Attend the scheduled sessions, arrive and leave at the appointed times.
- Attend 4 Parish Events throughout the year. (Parish Mission, Advent Event etc.)

Online Registration

Thank you for your interest in the Religious Education Program at Holy Spirit Catholic Church. Working together, church and families can raise kids with a living faith.

To get started, your family should become members of Holy Spirit Catholic Church by completing the online forms. <https://www.hsc.usnewparishionerregistration>

Then complete the online registration for the Religious Education Program. <https://www.hsc.us/religious-education-registration>

To successfully register your child(ren) for Religious Education:

1. **Complete the online forms:**
 - Family Information
 - Medical Information
 - Permission and Waiver Form
 - Gift Sharing Form

Registration Fees

Early Bird Special - \$50.00 off the fee below when registration is completed and payment is made in full by June 15.

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.

If you would like to set up a payment plan you can choose the Smart Payment Plan. There will be a \$50 service fee for those choosing to use the Smart Payment Plan.

Registration Fee:		Catechist's Fee Teaching 1 class
One child (Grades K-8)	\$280	\$180
Two children (Grades K-8)	\$405	\$305
Three or more children (Grades K-8)	\$505	\$405

Special Needs

It is essential 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.

Location for Sessions Day and Time:

Grades K-8

Holy Spirit Catholic Church, Naperville

Sunday 4:00-5:15 pm (except for grades K and 5)

6:00-7:15 pm (except for grades K, 3, and 4)

Tuesday 5:00pm-6:15pm (except for grades 6, 7 and 8)

Placement

Children will be placed in the requested day and time of the family's choice in the order in which the registration forms are received. Students will be placed on a first come, first served basis.

Components of the Religious Education Program

Family Components (Please choose 4 to attend throughout the year)

Opening Mass—August 29 at 11am

Parish Mission— October 20-22 at 7pm

Advent Marian Event— December 6, 2024

Advent Parish Confessions— December 15 after 11 am Mass

Lenten Event— March 7, 2025

Lenten Parish Confessions— April 6 after 11am Mass

Closing Mass— May 4 at 11am

Components of K-6

16 sessions at HSCC

Reconciliation/Eucharist Preparation (Dates TBD)

Parent ONLY— Attend Sacramental Meeting at HSCC

Parent and Child attends the Reconciliation Retreat on Saturday, October 5.

Parent and Child attends the Eucharist Retreat on Wednesday, April 9.

Parent and Child attends the First Eucharist Practice at HSCC

Components of Grade 7—Confirmation Preparation

16 sessions at HSCC

Saint Report

Begin parish and community service hours.

Parent and teen attends a retreat on Friday, October 4.

Components of Grade 8 —Confirmation Preparation

16 sessions at HSCC

Choose a sponsor/Complete 4 sponsor chats online.

Complete parish and community service hours.

Parent and teen attends a retreat on Friday, October 4.

Confirmation Interview

Volunteer Opportunities

One of the Holy Spirit Catholic Church 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 in at least one of the following ways.

Catechist

Leads Religious Education sessions for children in Grades K-8. Ongoing training provided through a variety of grade level meetings. Catechists are needed on Tuesdays at 5pm and Sundays at 4pm and 6pm.

Catechist Resources

- Lesson plans and Leader's Guides are provided for Grades K-8.
- Grades 2 and 8 uses a video based program with a student workbook.
- Grade Level Catechist Trainings provide opportunities to network with other catechists and receive resources to help enrich each session.

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 Tuesdays at 5pm and Sunday at 4pm and 6pm.

Weekly Clerical Work

Help prepare classroom supplies for our religious education classes. Prep work will be completed at Holy Spirit Catholic Church or can be taken home. Volunteers may chose to help once a week, twice a month, or once a month.

Parking Lot attendant/Set up/Take down

Help set up and take down parking cones before and after classes. Help to direct traffic and keep the students safe in parking lot area during drop off and pick up.

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.

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 the 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 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. In Second Grade, the students will come together to celebrate their First Eucharist at a Mass in the Easter Season. Students above Grade 2 desiring First Eucharist should call 630.922.0081x61 or email lnelson@hsc.us for more information.

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 7 with students receiving the sacrament in Grade 8. Students above Grade 8 desiring to be confirmed should call 630.922.0081x62 or email kkroeze@hsc.us for more information.

OCIA

The Order 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 OCIA process with other family members who are seeking to enter the Catholic Church. For more OCIA Sacramental information, call 630-922-0081x7 or email rbalsewicz@hsc.us.

Religious Education Curriculum

Curriculum

The Religious Education Program uses a variety of textbooks. Grade K, 1, 3, 4, 5, 6, and 7 use the Spirit of Truth Program from Sophia Press.

Grade 2 uses the textbook called, “Blessed—Reconciliation “and “Blessed—Communion” for sacramental preparations. This is a video and book based program by Dynamic Catholic.

In 8th Grade students use Chosen from Ascension Press, a video based program with student workbooks.

Grade Level Focus:

Grade K: Jesus and his role in our lives as our friend

Grade 1: God the Creator, The Church, and our place in God’s Creation

Grade 2: Jesus: Sacramental Preparation for Reconciliation and Eucharist

Grade 3: Jesus and his ministry on Earth

Grade 4: Catholic Teachings: The Ten Commandments and the Beatitudes

Grade 5: The Sacraments

Grade 6: Salvation History and The Old Testament

Grade 7: The New Testament and The Church

Grade 8: Confirmation Preparation



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. Children in Grade 2 will have two **mandatory** retreats to attend throughout the year. Candidates in Grade 7 and Grade 8 will each have one **mandatory** retreat to attend.

Please see the calendar for retreat dates when available.

The RE staff has more information regarding a missed retreat for students in Second, Seventh and Eighth grades.

Failure to fulfill this retreat requirement will result in the possible postponement of sacraments.

Service Requirements

Grades K-6	Service in the Home
Grade 7	Service in the Parish and Community
Grade 8	Service in the Parish and Community

Grade 7-8—Parish Service and Direct Community Service

Students are required to perform both parish service and direct service.

Documenting Service—7-8 Grades

All service must be completed by April 1 of the Candidates 8th grade 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.

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 beginning of the session because Catechists are 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 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.

Sacramental Grade Absence Policy (Grades 1,2, 7, and 8)

We understand the need for an occasional absence. A student's first two absences would require the completion of an online assignment. If a third or fourth absence should occur, an in-person make-up at Holy Spirit would be required. Any absences beyond a fourth would require the student to repeat the year.

Communication

The RE Office is open from 8 am-4:30 pm Monday -Thursday and 8 am-1 pm on Friday.

HSCC is closed for lunch from 12:00-1:00 pm

Phone number at HSCC: 630-922-0081

HSCC Website: www.hsccl.us

The primary method of communication is through email. Please ensure you provide a current email that you check weekly. If your e-mail or phone number change during the year, please update that with our office as soon as possible.

Expectations

1. All participants are expected to arrive on time.
2. All student and parents are expected to demonstrate respect and common courtesy at all times. Inappropriate language/behavior/conduct will not be tolerated.
3. Socializing should always be done in public areas.
4. Dress should reflect the values of modesty and respect, and inscriptions and images on clothing should reflect Christian values.
5. The possession or consumption of any alcoholic beverages is prohibited.
6. The possession of any illegal substances is prohibited and subject to legal action.
7. Smoking, vaping, e-cigarettes, smokeless tobacco, and cannabis in any form are prohibited.
8. Weapons and/or drug paraphernalia are prohibited.

Infraction of these rules can mean immediate dismissal with no refund

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:

1. If disruptive behavior occurs a child will be reminded of expected behavior and the consequences of misbehavior.
2. If the behavior continues the child will be sent to the main desk and to talk to the RE Staff. Parents will be called and the Coordinator will discuss a behavior change with the parent in order for the student to remain in the RE Program.
3. Serious misconduct will require a conference with the Parent, Catechist and the Coordinator.

Emergency Cancellations

Due to inclement weather, Religious Education sessions may be canceled. If our feeder school district 204 is closed, RE sessions will also be cancelled. Parents will be notified via email or phone message 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 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.

Cell Phones

Cell phones may be brought to RE Sessions. Cell phones may not be used during class time unless instructed by the catechist. The catechists may take away a student's cell phone and hold it until the end of that session.

Traffic Pattern

- Parents can use the car line to drop off and pick up their child(ren).
- Parents can park and walk their child(ren) up to the church doors. You cannot walk your child(ren) into the building.
- Please respect traffic pattern; traffic cones and other cars in drop off and pick up areas.
- Please do not pick up, drive through traffic cones for any reason.

Safety in Building

- Parents who are not volunteers cannot enter the building for any reason. (This includes bathroom use, church prayer time, or speaking to staff)
If you need to speak to a Coordinator or catechist, please e-mail to arrange a time outside of class time.
- Volunteers and Staff are inside the building with the children at all times for the safety of your child(ren).
- Please refrain from looking in windows or doors before or during class as it is a security concern.