

Holy Spirit Catholic Church
Religious Education Handbook for Grades 1-8
2026-2027

Welcome to Religious Education at Holy Spirit Catholic Church! Our program has a Hybrid Model of Religious Education with a total requirement of 14 Student Sessions and 4 Family Sessions. Our student sessions take place on Sundays at 3pm, 5pm, and 7pm and Tuesdays at 5pm. Due to limited spacing on campus, unfortunately not all grades will be offered at every session time. The attendance policy includes both the student and family sessions. Students can miss any four of the eighteen total sessions.

If not already parishioners, your family should become members of Holy Spirit Catholic Church by completing the online forms. <https://www.hsccl.us/newparishionerregistration>

Once you are parishioners, you can complete the online registration for the Religious Education Program found here. <https://www.hsccl.us/religious-ed-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

2. Pay all Registration Fees

Early Bird Special - \$50.00 off the fee below when registration is completed and payment is made in full by June 8.

Please note: Regarding refund of Registration Fees

Before sessions begin: Full refund of registration fee or sacramental fees

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

Registration Fee:		Catechist's Fee Teaching 1 class:
One child (Grades 1-8)	\$300	\$200
Two children (Grades 1-8)	\$400	\$300
Three or more children (Grades 1-8)	\$500	\$400

Sacrament Fee: \$100 (*Grades 2, 8 or anyone receiving First Eucharist paid in the fall*)

If a person indicates at registration, they will be a catechist and then for any reason cannot teach, the registration 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. Safety Patrol aides may be able to receive a tuition discount. Please contact the RE Department for more information.

If you would like to set up a payment plan you can choose Blackbaud Tuition Management. There will be a \$56 service fee for those choosing to use Blackbaud.

Special Needs:

It is essential that any special needs are 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. If your child has an IEP, 504 plan, or any accommodations in school, we would appreciate being able to view those, as they can assist us to make needed adjustments and accommodation, if possible. Most of our catechists are not professional educators and will need your assistance and cooperation to best teach your child and help them have a positive experience in Religious Education Classes.

Session Day and Time:

Sundays: 3:00pm-4:15pm (*No 6th, 7th, or 8th Grades*)

5:00-6:15 pm (*no 4th Grade*)

7:00-8:15 pm (*no 1st, 2nd, 3^d Grades*)

Tuesdays: 5:00pm-6:15pm (*no 5th Grade*)

Placement:

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

Components of the Religious Education Program:

Components of Grades 1-6:

14 student and 4 family sessions at Holy Spirit will run from September to April

Components of 2nd Grade Reconciliation/Eucharist Preparation:

14 student and 4 family sessions at Holy Spirit will run from September to April

First Reconciliation Retreat on Saturday, October 3 from 9am -11am

Eucharist Retreat on Saturday, March 6 from 9am-11am

Components of Older Student Reconciliation/Eucharist Preparation:

14 student and 4 family sessions at Holy Spirit will run from September to April

3 In person classes with catechist in addition to regular RE Classes in Fall

2 in person classes with catechist in addition to regular RE Classes in Winter/Spring

First Reconciliation Retreat on Saturday, October 3 from 9am -11am

Eucharist Retreat on Saturday, March 13 from 9am-11am

Components of Grade 7—First Year Confirmation Preparation:

14 student and 4 family sessions at Holy Spirit will run from September to April

Completed Saint Report

Begin parish and community service hours

Mandatory parent and teen retreat on Friday, October 2 from 4:00-6:00 pm.

Components of Grade 8 —Second Year Confirmation Preparation:

14 student and 4 family sessions at Holy Spirit will run from September to April

Choose a sponsor/Complete 2 sponsor chats online

Mandatory parent and teen retreat on Friday, October 2 from 6:00-8:00 pm

Complete parish and community service hours and then schedule a Faith in Action Chat

All calendars are available here: <https://hscc.us/religious-calendars>

Volunteer Opportunities:

Holy Spirit's Religious Education program needs your help in fulfilling our mission to evangelize, catechize and put our faith into action.

Catechist: We are looking for faithful, dependable, and responsible adult and teen volunteers to teach our students in 1st to 8th grade. You will be responsible for teaching every Sunday or Tuesday session dates. Adult catechists with children enrolled in the religious education program are eligible to receive a \$100.00 registration fee discount if they agree to be present at each class session of choice. You will receive training, lesson plans, crafts and anything needed for each class from the grade level coordinator.

Hall Monitor: You will be stationed in designated areas throughout the building. Hall monitors will assist in keeping the hallway and other areas clear and quiet. This also includes watching our entrances and exits so that no child or adults enters or exits while classes are in session.

Office Aide: Office aides will assist RE Coordinators during class time with various tasks. Tasks will include collecting class attendance sheets, answering phone calls, and distributing notes to teachers. Tasks may also include help to collate, staple, copy or cut materials for lesson plans, crafts, and other events throughout the year. Often times, office aides can come during the weekdays to assist with projects.

Safety Patrol Aide: Adult volunteers will help to maintain a smooth flow of traffic in the parking lot before and after classes. Help set up or take down safety zone cones and help the RE coordinators with any other parking lot protocol needed. Safety patrol aides with children enrolled in the religious education program are eligible to receive a \$100.00 registration fee discount if they agree to assist with monitoring the parking lot and be present at each class session of choice to assist with program needs. Contact the RE department to find out if you are eligible for a registration fee discount.

Please contact the RE Office at 630-922-0081 either Kim or Lauren to volunteer for one of these roles. We appreciate your help.

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 2nd 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 entire year before a student 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. This is a two-year preparation process. In 2nd 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@hscs.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@hscs.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. 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@hscs.us.

Curriculum

The Religious Education Program uses a variety of textbooks, including Loyola Press for Grades 1-6 and Ascension Press for Grades 7-8. All years include the basic teachings of the Catholic Church and build on one another.

Grade Level Focus:

Grade 1: God the Creator and Our Common Prayers

Grade 2: 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 Confirmation Preparation

Grade 8: Confirmation Preparation

Retreats:

Retreats are a great way to spend focused time thinking about what it means to be called discipleship. Discipleship is a CHOICE to follow Jesus in our lives. Students preparing for Reconciliation and Eucharist will have two **mandatory** retreats to attend. Teens preparing for Confirmation will have one **mandatory** retreat to attend each year of their Confirmation preparation. Please check your calendars and mark those dates well in advance.

Contact the RE Department for more information on a missed retreat for Youth in Grades 2, 7 and 8. Failure to fulfill this retreat requirement may result in the possible postponement of sacraments.

Service Requirements:

Grades 1-6 Service in the Home

Grade 7 Service in the Parish and Community

Grade 8 Service in the Parish and Community

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.

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 patterns; traffic cones and other cars in drop off and pick up areas. Do not pick up, drive through or around traffic cones.

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. If your child is leaving class early, you will need to provide a note or e-mail to the Catechist and/or RE Grade level Coordinator. More than fifteen minutes late to a class or leaving more than fifteen minutes early will be counted as an absence.

Sacramental Grade Absence Policy *(Grades 1,2, 7, and 8 or any other student making a sacrament)*

Students and families are allowed up to four absences for the year. This includes both student only sessions as well as family sessions. Any absences beyond a fourth would require a conversation with the grade level RE Coordinator.

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 the consequences of misbehavior.
2. If the behavior continues the child will be sent to the main desk to talk with the RE Grade level Coordinator. Parents will be called and the coordinator will discuss a behavior change with the parents for the student to remain in the RE Program.
3. Serious misconduct will require a conference with the Parent, Catechist and the Coordinator.

Illness

If your child stays home from school due to illness, do not send them to Religious Education that day either. Children should be fever-free for 24 hours without the use of medication before coming to RE Class.

Emergency Contacts

Please make sure that your emergency contact listed on the RE Registration is within driving distance of Holy Spirit. This needs to be someone who will pick up your child from our program in case of emergency.

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 should also be posted on the parish website.

Cell Phones

Preferably cell phones should be left at home. If a student is found using his/her cell phone the catechist may take it away and hold it until the end of that session.

Building Safety

No one will be allowed in the building during RE sessions.

- This includes bathroom use or church prayer time.
- If you need to speak with a Coordinator or catechist, please e-mail to arrange another time.

Contact Us:

Holy Spirit Catholic Church

2003 Hassert Blvd, Naperville, Illinois 60564 • (630) 922-0081

RE Office hours are Monday-Thursday 8 am-4:30 pm and Friday 8 am-1 pm.

Lauren Nelson– Coordinator of RE for Grades 1-5 at lnelson@hsccl.us

Kimberly Kroeze– Coordinator of RE for Grades 6-8 at kkroeze@hsccl.us