

## **Veritas Faith Formation 2016-2017**

For Parishioners of Ss. Peter & Paul, and St. Mary of the Angels Parishes



***“Gather the children...  
and teach them the truths they must know for their salvation...”***

### **To Parents & Guardians**

We respect you as your child’s primary religious educator, and invite you to sit in on any classes we offer.

Presently, we are happy to offer instruction in Spanish for those in 1st and 2nd Grades, and for those preparing for the Sacraments of First Confession (Penance) and First Communion. Instruction in English is available for all grades and programs.

When you come to bring your child on Wednesday evenings, we invite you stop in the Faith Formation Office, introduce yourself, and enjoy a hot or cold beverage.

Security is very important to us. We can always use more people to act as classroom aides, and to help monitor the doors, hallways, and parking areas.

*Please contact us if you are interested in helping in these or other ways.  
Special Training, and a Background Check are required of all volunteers.*

Please feel free to contact us with any questions, concerns, or suggestions you might have now, or during the course of the Catechetical Year.

Sincerely in the Sacred and Immaculate Hearts,

Michael Lee  
Faith Formation Coordinator  
920.437.0651 ~ 920.435.7548

## **Student Cell Phone/Electronic Device Policy**

Please read carefully, and inform your child of this policy:

1. Cell phones and other personal electronic devices are not to be used during Faith Formation Program time. This means they must be turned off and stored (in coats, backpacks, purses, etc) upon entering the building, and remain out of sight at all times until the student leaves the building after dismissal.

2. Any student text-messaging, playing games, taking photos, listening to music, podcasts, etc, making-or-receiving calls, or using their devices in any other manner during Faith Formation program time, will have their phones/electronic devices confiscated and brought to the office.

3. For students under the age of 18, a parent/legal guardian will need to come in, sign for, and retrieve the phone, or other device, in the Faith Formation Office (or Parish Office). Students age 18 and above may retrieve their own phones or other devices.

4. After one such incident, that particular student will no longer be permitted to have a cell phone, or other personal electronic device with them during Faith Formation Program time.

# Veritas Faith Formation General Policies & Information

## **1. Wednesday Class Arrival & Dismissal Times:**

Wednesday afternoons & evenings are reserved for our regularly scheduled classes. Students are asked to arrive promptly, according the following schedule:

### **Grades 1-4      Arrival Time: 4:15pm**

Use the *Front Entrance, on Baird Street*, to the Mother Teresa Center,  
And *Gather in the Large Meeting area on the basement level of the building.*

*Students will be taken to their Classrooms at 4:25pm.*

**At 5:45pm, Catechists will take their Students back to the Large Meeting area on the basement level, where Parents are to *come in* and call for their children *no later than 6:00pm.* Children will not be dismissed to leave the building without a responsible adult**

### **Grades 5-8      Arrival Time: 6:00pm**

Use the *Rear Entrance* to the Mother Teresa Center (from parking lot/playground),  
And *Gather in the Dining Room on the 1st Floor of the Building.*

**At 7:45pm, Catechists will take their Students to the Large Meeting area on the basement level of the building, where Parents are to *come in* and call for their children *no later than 8:00pm.* Children will not be dismissed to leave the building without a responsible adult.**

### **High School—Grades 9-12      Arrival Time: 6:00pm**

Use the *Rear Entrance* to the Mother Teresa Center (from parking lot/playground),  
and *proceed directly to assigned Classroom.*

**At 7:45pm, Catechists will dismiss their students, who may leave the building under their own supervision. No students are to remain in the Mother Teresa Center later than 8:00pm**

## **2. Attendance & Absence**

If a student cannot attend class due to sickness or another reason, **Parents are to call the Faith Formation Office at 437-0651 to *inform us of the absence in advance.***

**Excessive absences may result in the student being dropped from classes. *Please remember that students preparing to receive Sacraments (First Penance, First Communion, Confirmation) must also be Regular in their attendance at Wednesday Classes.***

## **3. Class Cancellations - Due to Weather or Other Reasons**

If, for ANY REASON, we must cancel classes on a given day, we will send an emergency message, via our parish website email message system, to all Faith Formation Families for whom we have email addresses on file. And, we will Post Notice of the Cancellation as a Top News Item on the Ss. Peter & Paul Parish Website. We will also notify each of the local on-air media outlets (T.V. & Radio) of our decision to cancel classes.

***In any case***, parents are to use their own good judgment; looking after the safety of their children. If you have any questions, please call the Faith Formation Office at 920-437-0651, or call Michael Lee on his cell: 920.562.5141 ***at any time.*** We ask that all Parents register as a “member” on our parish website (sspeterpaulgb.org). ***This will enable you to receive emergency email messages from the Faith Formation Office.***

## **4. Educational and/or Health Needs & Concerns**

If a student has Educational and/or Health needs and concerns, parents may advise us of these by filling out the ***Notice of Student Health Concerns and/or Educational Needs*** form, available from the Faith Formation Office—or from the Parish Website.

## **5. Behavior Issues**

Appropriate behavior is expected of all students, at all times. Should a student fail to respond appropriately to corrections offered by our Catechists and Staff, the Faith Formation Coordinator will contact the student’s parents - in hopes of resolving the situation in an acceptable manner.

## General Policies & Information—Continued

### 6. **Fees**

The Fee per Student, for the Catechetical Year, is only \$50.00\* (Down from \$60 in previous years). There are *NO additional Fees* for Sacramental Preparation (First Penance, First Communion, Confirmation), Retreats, etc. If your Family is need of Financial Assistance, please contact the Parish Office at 920.435.7548. Financial Assistance, when available, is limited to \$25 per student, leaving a family responsibility of \$25.00. Registration for the Veritas Faith Formation Program is complete when fees are paid. \*A discount of -\$5.00 will be applied to students returning from last year.

7. **Ss. Peter & Paul Parish is a Drug-Free Zone**, with respect to illegal/illicit drugs and their use/abuse: The possession, sale, or use of alcohol, drugs, or any other controlled substance on the parish property is strictly forbidden. Violation of this policy will result in an immediate report to the Green Bay Police Department, and to appropriate Diocesan authorities. Smoking is also prohibited on all Parish property, and in all Parish buildings.

8. **In the event of an emergency** here at Ss. Peter & Paul, we will contact the parents or guardians, as noted on Student Registration Forms. If we are unable to reach the parents or guardians, we will call the persons and numbers listed on the registration form as Emergency Contacts.

### 9. **Non-custodial Parents**

Non-custodial parents will be provided, upon written request, information regarding his/her child's progress in Faith Formation, unless there is a court order prohibiting such information from being given. **It is the responsibility of the custodial parent** to provide the Faith Formation office with a copy of the court order(s) which prohibit(s) us from communication with the non-custodial parents.

### 10. **Candy, Gum, Food, Soda, etc...**

We ask that no Candy, Gum, Food, or Soda be brought into the building by any student. Due to health concerns — allergies, medication use, etc. — normally, no candy is to be distributed by faculty, staff, or students during Faith Formation program time. If, on certain occasions exceptions are to be made, these must be authorized through the Faith Formation Office, where *Student Health Concern Forms* will be reviewed.

### 11. **WEAPONS**

No student is permitted to bring **any weapon** onto Ss. Peter & Paul Parish Property, nor into any of our buildings. Where reasonable doubt exists as to a particular item's designation as a weapon, the Faith Formation Director *will make the final determination — and will issue a One-Time warning*. Violation of this policy will result in an immediate report to the Green Bay Police Department, and to appropriate Diocesan officials. When given the option of preferring charges against a student—or an adult— for a weapons violation, Ss. Peter & Paul Parish will do so. Students may be expelled or suspended from the Veritas Faith Formation Program for violating this policy.

## **Sacramental Preparation**

**First Confession/First Communion is a 2-Year Program** – usually 1st & 2nd Grade. Students desiring to receive their First Communion must be in their Second Year of a Diocesan Approved Catechetical Program, and be regular in their attendance & participation in Wednesday Veritas Faith Formation Classes, as well as their specific 1st Confession/1st Communion Preparation Classes.

First Penance (1st. Confession) precedes First Eucharist. Those preparing to receive First Eucharist must receive First Penance prior to receiving their First Holy Communion.

**Confirmation, usually in 11th grade, is likewise a 2-Year Program.** Students desiring to be confirmed must be in at least their Second Year of a Diocesan Approved Catechetical Program, and be regular in their attendance & participation in Wednesday Veritas Faith Formation Classes, as well as their Sunday Confirmation-Specific Classes.

Normally, those preparing for Confirmation must be at least sixteen years old and be at least a junior in high school.

*Confirmation Age Exceptions are possible, beginning at age 14, at the discretion of the Pastor and the Bishop. Even when an age exception is made, Confirmation remains a 2-Year Program.*

*Parents who desire, for good reason, that their child receive the Sacrament of Confirmation prior to age 16, need to contact the Faith Formation Coordinator—in September—to begin the process of making a Special Request.*

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### **Reporting Sexual Abuse**

If you know of an incident of sexual abuse of a person who is **now under the age of 18** by a priest, deacon, employee or volunteer, **PLEASE IMMEDIATELY CALL THE CIVIL AUTHORITIES AND THEN THE DIOCESE.**

**If the person was abused as a minor but is now an adult,**

please contact:

Jayne Stefanic

Diocesan Assistance Coordinator

Diocese of Green Bay

920-272-8174

or 1-877-270-8174 (toll free)

We always encourage you to report the incident to civil authorities.

**YOU MATTER TO US –  
THERE IS HOPE!**



Diocese of  
Green Bay

## **Texts Used in the Veritas Faith Formation Program**

In accord with the directives of Bishop David Ricken, the Veritas Faith Formation Program makes use of approved texts for all students—grades 1-12.

Students in grades 1-8 will use the *Faith and Life Series*, published by Ignatius Press, and Catholics United for the Faith.

Students in grades 9-12 will use the *Didache Series—Parish Edition*, published by Midwest Theological Forum

## **Location of Classes**

All Wednesday Classes will meet in classrooms in the Mother Teresa Center (see page 3 for detailed information as to arrival and dismissal).

Wednesday Classes will meet as follows:

Grades 1-4 4:30pm—5:45pm (75 minutes)

Grades 5-12 6:15pm—7:45pm (90 minutes)

**In ADDITION to Wednesday Classes**, Students in their **SECOND YEAR** of preparation for First Communion or Confirmation, will have Sacramental Preparation Classes *during the months of February, March, April, and May*.

Confirmation Preparation will meet on Sundays, during February, March, April, and May,  
following the 10am Mass, *until 12:30pm*,  
in the MTC ~ Faith Formation Conference Room

Spanish-Speaking First Communion Preparation will meet on Sundays, during February, March, April, and May, *from 11:00am to 12:00pm*,  
in the Mother Teresa Center.

English-Speaking First Communion Preparation will meet on Saturdays, during February, March, April, and May, *from 9:00am to 10:00am*,  
in the Mother Teresa Center