



Catechist Handbook

St. Patrick Catholic Church

Catechist Expectations

A Catechist is responding to God's call received at Baptism to continue the mission of Jesus in the Church community and the world by echoing the "Good News of the Gospel". In so doing, the parish of St. Patrick and the Archdiocese of Dubuque has the following expectations:

- ❖ A catechist espouses the Archdiocese of Dubuque Mission Statement of "Share Jesus Love" as well as its pastoral priorities of furthering faith formation, worshiping at Mass each weekend, practicing stewardship as a way of life and promoting vocations, particularly to the priesthood.
- ❖ A Catechist is in full communion with the Catholic Church and has been confirmed.
- ❖ A Catechist is a living witness to the faith through regular participation in the sacramental and liturgical life of the Catholic Church.
- ❖ A Catechist is a witness and role model who recognizes the importance of living and witnessing to the Church's faith and moral teachings.
- ❖ A Catechist is a person of prayer.
- ❖ A Catechist uses materials provided by the parish and faithfully leads participants in the presentation of age-specific concepts of our faith.
- ❖ A Catechist in the Archdiocese of Dubuque agrees to a background check, to complete VIRTUS/Protecting God's Children certification, and to sign an annual copy of the Acknowledgement form to be kept in the parish.
- ❖ A catechist develops a level of trust with participants and a good working relationship with other catechists and staff.
- ❖ A Catechist recognizes the importance of formation and training in the exercise of their catechetical responsibility and attends in-service and formational meetings at the parish and Archdiocesan level whenever possible.
- ❖ For youth formation, a catechist assists parents/guardians in their responsibility of sharing the faith with their children.

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Introduction

This handbook is designed to serve as a guide for parents/guardians, students, and catechists involved in the Faith Formation Program at St Patrick Parish. The philosophy, goals, policies, guidelines and schedule serve to communicate the content of our faith formation program.

The catechetical formation of each child is a responsibility shared both by the parent and the parish 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 reviewed by the Faith Formation Commission and apply to the Faith Formation Programs of St Patrick Parish. These policies give the Coordinators of Faith Formation (CFF), parents/guardians, students, and catechists a direction in responding to the religious and spiritual needs of parish families.

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 child are considered to be of the utmost importance. Parents and catechists are requested to acquaint themselves as well as the children with the contents of this handbook. Knowledge of the policies and guidelines will help achieve the goals of our faith formation program.

Mission Statement

Our Mission at Saint Patrick is dedicated to supporting and assisting families and children with the development of their Catholic faith in a welcoming, nurturing and safe environment. We recognize that all children are uniquely created. We recognize that all families are uniquely created. We recognize that our faith development is unique to our own experience.

As families we are called to be light for each other. As catechists we are called to be light for others. As disciples we are called to be light for the world. We don't just keep the faith...we share it!

Faith Formation Program

Parish Faith Formation Program include:

- Faith Formation classes for children in grades K to 12. A description of the program and a calendar for the year is included in this handbook.

Curriculum

Kindergarten uses Our Sunday Visitor

<http://rclbstoriesofgodsllove.com/kindergarten.html>

1st through 6th grades use Our Sunday Visitor, "Alive in Christ" series. <http://aliveinchrist.osv.com/family>

7th – 8th grades use: Call to Faith

http://www.osvcurriculum.com/home/jh_theme.html

9th grade- variety of material including the Bible, YOU and Alteration

10th grade Theology of the Body

11th grade uses Decision Point for Confirmation.

12th grade will have Bible study and leadership opportunities.

Sacramental Preparation Policies

Preparation for First Reconciliation and First Communion will be conducted during second grade. Required parent meetings will be conducted for both sacraments. Additional meetings outside the Wednesday night program may be required for students and parents. Notifications for these meetings will be provided via an email, posted on the church website and posted in the church bulletin. There is an expectation that the child would attend first grade faith formation in preparation for the sacraments. Confirmation Sacramental Preparation classes are one of the few things required for a candidate to receive the Sacrament of Confirmation. This is because these classes help prepare the candidate as much as possible on the significance of the sacrament, prior to receiving it.

Faith Formation Commission

The committee consists of the following members:

Fr. Colter	Tracey Ryan-Wiering-Chair
Denice Rausch	Theresa Johnson
Rosie Guerrero	Mike Strei
Deacon Al Weber	Sheila Combs
Suzy Luecke	Kelly Dunn
Joan Smothers	Mark Hannasch

Protection of Children

Training for Protection of Children was provided for all students during the school year in the classrooms.

Safe Environment Training for Children Guidelines

Under the *Charter for the Protection of Children and Young People*, all dioceses in the United States have agreed to establish age-appropriate safe environment training for children. Key components are to include information about quality relationships, proper forms of touch, actions to take in uncomfortable situations, and reporting possible abuse.

Parents/guardians will be provided the required notification letter concerning the timeline when the training will be offered; the content/curriculum of the training; information outlining the opportunity to review the content/curriculum materials; and a copy of the *Parent/Guardian Safe Environment Training Refusal Form*.

Catechists presenting the material will review the guidelines concerning their role in providing this training. Cross referencing between grade level catechetical outcomes and the outcomes of the Safe Environment Training will be encouraged for possible integration with existing curriculum.

Safe Environment Training Outcomes include:

- I am God's child.
- I must receive and give respect in the ways I talk and act and in the ways others treat me.
- I learn the difference between true friendship and false friendship
- My body is private and must be respected.
- I learn the difference between good play and bad play.
- I learn the difference between good touch and bad touch.
- Secrets are not good when they separate us from others and harm us.
- People make good choices and bad choices and I learn how to tell the difference.
- When someone does something wrong, I must tell someone I trust.
- I name people to whom I will go for help.

Handbook/Newsletter Notation 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 866-319-4636 to report an allegation or receive assistance. This program is part of the "Policy for the Protection of Minors."

Victim Assistance Coordinator

To report current or past sexual abuse by Archdiocese of Dubuque personnel, please call:
Dr. Thomas Ottavi 563.584.3000

Catechist Forms

Catechists are to complete a General Acknowledgment Form each year.

The Acknowledgment Form issued must be the revised Archdiocesan model forms with the date of the current year at the bottom of the form. Model forms are not to be revised in any way.

The Acknowledgment Form must be presented to the individual for her/his signature. This is filed with the compensation paperwork. A copy of the completed, signed acknowledgment form can be made to give to the person for her/his file.

If this is the “first time/initial” employment for the catechist, the following requirements are to be met through the Office for the Protection of Children:

1) Background Check

All new employees/volunteers must complete and sign a State Form A.

2) Verification Form

All new employees and volunteers must be given the Required Reading (*Sexual Misconduct Policy* and *Standards of Conduct*) found in Conferences/Protection of Children/Initial Mandatory Paperwork. After reading these documents, they must sign the Verification Form indicating both policies have been read and agreement given.

State Form A and the Verification Form are available to the CFF and parish staff through the Archdiocesan email system. The forms are to be copied back-to-back and when completed and signed, will be mailed with \$7 to the Office for Protection of Children.

3) *Virtus* training

All adult employees and volunteers are trained in safe environment of children using a program entitled *Virtus*. This is a one-time, three-hour training session. Attendance is expected as soon as possible upon employment or volunteering. Current dates and locations for *Virtus* training can be found on the Archdiocesan website (www.arch.pvt.k12.ia.us) or the *Virtus* website (www.virtus.org). To pre-register for a *Virtus* training, log on to www.virtus.org, click on Registration and follow the prompts.

Questions? Call Joyce Connors, Director, or Lois Thilmany, Secretary, at (563) 556-2580. Or email at

DBQCOPC@arch.pvt.k12.ia.us (Joyce) or
DBQCOPCsec@arch.pvt.k12.ia.us (Lois).

These three mandates are required only once, at the time of initial employment.

Stipend to Catechists

Stipend (\$15 per session)

- Check deposited in December and May
- Catechists will receive a stipend for attending in-services.

Job Descriptions:

Classroom Aide job description

Responsibilities:

1. To be available each class to help the catechist.
2. Follow the directives of the catechist and CFF.
3. Assist the catechist in classroom management and discipline.
4. Assist in lesson presentation as requested by the catechist. The catechist is responsible for lesson planning.
5. Assist in gathering needed supplies and items for the class lesson.

Roles and Responsibilities Toward Catechist Formation:

1. Assume responsibility for personal growth and development as a catechist.
2. Work with one another to develop a sense of community as catechists.
3. Pray personally and with the community and regularly attend Mass.

Classroom Responsibilities:

1. Spend adequate time (1-2 hours) in preparation for the class.
 - Review lesson plans
 - Prepare materials and resources
 - Pray and ask for guidance of the Holy Spirit
2. Be present in classroom or Youth Center 15 minutes before class begins.
4. Be responsible for discipline in the classroom.
5. Make sure the room is left in order.
6. Accompany students to dismissal location and supervise until picked up by parent/guardian.
7. Open communication with parents and CFF.
8. Use the textbooks as the core material.
9. Become familiar with tornado/fire drill procedures.

Catechists Guidelines

Preparation and formation

Contact Faith Formation office for additional supplies and they can be picked up in the MPR.

Arrival and Gathering

The school will be unlocked by 5:30pm. If you need to arrive earlier to prepare your classroom, please contact the CFF in advance. Look over your classroom before class begins. If anything is broken or out of order, let the CFF know. The classroom is to be left in the order it was found.

The Youth Center will be unlocked by 6:30pm. Contact the YFFC for preparation earlier than 6:30pm.

Attendance

Keep the record of attendance using the provided form for yourself, substitutes, classroom aides and the students. Record absences on the form by 6:30 each night for K-8 and 7:15 for 9-12 and place it outside your door on the floor, along with any communications to parents of absent students.

Cancellation of classes

If classes are cancelled due to inclement weather, an announcement will be made on KWWL and an email will be sent out. If there is no school or early dismissal during the day, due to inclement weather, faith formation classes are automatically cancelled.

Dismissal K-8

Walk the students in your classroom to the MPR and wait with a child until the parent/guardian comes.

Substitute Catechists

If you are unable to teach, contact the Faith Formation office as soon as possible. Make sure the teacher manual and lesson plan is available for the substitute catechist.

Illness or injury

If a child should become ill, send the child to the office with a note, or accompanied with another child. In the event of an injury, send or accompany the student to the office for First Aid. Be attentive to the presence of blood; use the disposable plastic gloves when necessary. For your safety, consider blood and other body fluids as infectious.

Supervision

Students are to be supervised at all times. Never leave your room during class time. After students are admitted to the classroom, the catechist is responsible for students

and their behaviour. The catechist gives permission for the student to leave the room in case of emergency.

Discipline

Discipline is usually handled by the catechist. Prepared lessons and consistent classroom management can prevent discipline problems. Communicate any discipline problems with the CFF. Review the Discipline Policy in the Handbook. If there is a serious or recurrent discipline problem, refer the student to CFF with a written description of the behaviour. The CFF will begin the process in the policy and inform you of the proceedings.

Classroom Order

It is helpful to have a seating chart. Students are responsible for the use of the desk and its contents. Students are not to handle the property that belongs to another. At the end of class, be sure that the room is left in the order it was found: desks in same order, chalkboards cleaned, windows closed, fans and lights off, materials returned.

It is suggested that the catechist maintains a relationship with the teacher whose classroom you are sharing. Each catechist should contact the teacher whose room you will be using by leaving a note of introduction and asking if there are any particular instructions/suggestions for sharing the room on Wednesday evenings.

Property

Students are to respect the property: building, textbooks, and materials. Food and gum are not allowed in any classroom or building unless it is part of the class program and with permission of the CFF. Personal belongings, such as cell phones that disrupt the classroom procedure will be collected by the catechist and returned to the student after class.

Supplies

Supplies (crayons, pencils, paper, construction paper, magic markers, scissors, glue, yarn) are kept in the MPR for you to pick up before class, and to be returned after class. Contact the CFF if you need other supplies.

Proper Dress

Appropriate attire is required as choice of clothing can reflect one's attitude towards others and the activity.

Emergency Calls

Phone calls by a child will be made from the MPR for K-8 and the Youth Center for 9-12. Only necessary calls will be made, with permission and assistance from the CFF or office assistant.

Lost Articles

Lost and found articles are kept in the Faith Formation Office.

Communications with Parents

Each catechist should only e-mail directly with the parent and if communicating with the student, the parent should be copied

Prayers, Beliefs and Practices

Prayer is to be an integral part of every lesson at all age levels. Parents/guardians are to help their child learn their prayers. Please see the listing of Prayers, Beliefs and Practices and the grade levels at which they are to be taught listed in this handbook.

Curriculum

The designated text series at each level is to be followed. Catechist manuals are available and are to be referenced for the best possible teaching techniques and activities. Inform the CFF of additional materials that are used in the classroom so the CFF is informed in case a parent would call . All on-line resources must be approved by the FFC to assure they will clear the fire wall in place.

Media

Videos, DVD's, children's books, and other resource books are available in the faith formation office. A media listing is included in the Handbook. The Archdiocesan Resource Center Catalogue is available on line at www.arch.pvt.k12.ia.us. Contact the CFF for help.

Roles and Responsibilities

Parent/Guardian

You model your faith for your children daily. What your child will learn from faith formation class depends on your support and reinforcement at home, attending Sunday Mass as a family, and family prayer. Your interest and encouragement lets your child know you value what is being done in the faith formation class. Learning prayers and the Catholic faith cannot be done only during class time. We expect you the parents to work with your child at home and by dialoguing with your child about what is being learned in the classroom.

Catechist, Substitutes & Classroom Aides

The role of the catechist is to “echo the Good News.” The Good News is the message of Jesus and the Catholic Church, prayer and worship, community with each other and within the parish, and service to all peoples. Catechists help lead the children to grow in their faith and relationship with Christ in the Church.

Coordinator of Faith Formation

The Coordinator of Faith Formation (CFF) is a catechetical leader who is responsible for a parish catechetical program(s) on a particular level or for a particular group(s). This includes working with the pastor and other staff members to implement catechetical program(s) as the on-site coordinator.

Parent Guidelines and Procedures

Calendar Changes

If the calendar is changed, you will receive written notice via email and a notice will be placed in the Parish Bulletin.

Inclement Weather

If there is no public school for the day due to weather, faith formation classes are automatically cancelled. In the event of inclement weather after the scheduled school day, cancellation of classes for that night will be announced on KWWL and an email will be sent.

Arrival and Dismissal

Classes for K-8 are from 6:15 – 7:30pm. Children will enter and be dismissed at the multi-purpose room (MPR, 7th Street entrance) doors at the St Patrick School building. Parents/guardians are asked to proceed westward on 7th Street in order to drop your child off on the sidewalk outside of the MPR doors. Parents/guardians are to pick up their children in the MPR where the Catechist will bring the class after dismissal. Students should not arrive before 6:00pm. The

Catechists will greet the students in the MPR and proceed to their classroom after the prayer service. Students are expected to conduct themselves in a respectful and courteous manner. 9-12 grades students will use the Washington Street entrance to the Youth Center. Classes begin at 7pm and youth may arrive after 6:30pm. Dismissal will be no later than 9pm

Attendance

Attendance at programs and classes is essential to develop growth in your child's relationship to God, and for an ongoing understanding of our Catholic faith. ***Notification of absence should be made to the Faith Formation office (266 8711) prior to the absence or no later than 6:00 p.m. the night of class.*** Unexcused absences will be followed up by a phone call; this is with the safety of your child in mind.

Notification of absence for 9-12 grade should be made to the Youth Faith Formation office (277-3036) prior to the absence or no later than 6:00 p.m. the night of class.

Special Needs

Parents are requested to list any health concerns or special needs of a student on the registration form. This information will be communicated to the appropriate catechists.

Communications

There will be written communications to parents periodically. Children will be responsible to deliver notes to parents from catechists or the CFF. Notes ordinarily will be sent home with the youngest member of the family. Ongoing communication between catechists and parents is highly recommended. Parents are encouraged to contact the catechists or the CFF if a concern develops.

Property

Respect for a person's property and for the school and parish property is expected in every area of the school. Children are required to walk in school corridors and classrooms for their safety. The property of the school's children should be respected and not disturbed.

Proper Dress

Appropriate attire in the Faith Formation Program is necessary. Dress reflects attitude towards persons and the activity.

Lost Articles

Lost and found articles are kept in the Faith Formation Office.

Off campus

If an off campus event is planned, parents are required to give written permission for a child to participate. Permission forms need to be signed by the parents before departure. Parents are encouraged to assist in transportation and/or as chaperons.

Discipline Policy & Procedure

The respect and dignity of all persons is valued.

Discipline helps all students as it contributes to a climate of learning, loving, and living. It helps each student as it provides an environment to guide students to become a self-disciplined person. Each catechist in the classroom will clarify and set up goals for learning and establish classroom guidelines. These guidelines will be shared with the CFF. Goal-setting and positive consequences encourage students to choose appropriate behavior. Normal discipline problems are to be handled by the classroom catechist.

If there are recurrent or serious problems, the catechist discusses the situation with the CFF. The student will be dismissed from class, following this procedure:

1. The student will meet with the CFF.
2. The student will fill out a discipline form. The student and the CFF will agree on an appropriate behavior. The student and Coordinator will sign the form.
3. The student returns to class and the CFF will give the form to the catechist to sign and the student will take it home to obtain the parent/guardian signature.
4. The CFF will notify the parent/guardian of the disciplinary action.
5. The student is to return the signed form the next week and give it to the Catechist.
6. Discipline forms will be filed in the Faith Formation Office for the year. When a student has two forms on file, a conference will be held with the parent/guardian, the student, the catechist, and the CFF.
7. A mutual agreement with the parties involved may mean a two-week assigned work at home.
8. If, after returning to the classroom, the student is again dismissed from class, the student will not be allowed to attend class for the remainder of the year. A faith formation plan will be provided for the child.

Discipline Form

Name _____

Date _____

1. Why was I asked to leave the room?
2. What behavior on my part contributed to this?
3. What will I do in the future in class?

Student Signature

Catechist Signature

Parent/Guardian Signature

Coordinator of Faith Formation Signature

Fire and Tornado Drills

Catechetical programs are to implement safety procedures and schedule periodic fire and tornado drills during the year. A record of scheduled drills is to be kept in the school file.

Suggested Safety Procedures

(provided by State Fire Marshall's office)

Fire Evacuation

- * Sound the alarm, a signal that cannot be confused with other alarms.
- * Walk in a line that is orderly and quiet so change in instructions may be easily heard.
- * Possessions are not to be taken along.
- * Catechist in charge takes attendance register and checks that all are present at assembly point.
- * Provisions are made to check restrooms and vacant rooms before evacuating.
- * Special provisions are made for assisting children with disabilities.
- * Provisions are made for closing windows and doors.
- * Catechists are in charge and will provide leadership.
- * Reports are submitted to the CFF promptly.
- * Assembly areas are controlled and orderly.

Tornado Shelter

- Sound the alarm or use the public address system to announce that a tornado warning has been issued for the area. The plan for going to a tornado shelter is put into effect immediately.
- Walk in a line that is orderly and quiet so change in instructions may be easily heard.
- Possessions are not to be taken along.
- Catechist in charge takes attendance register and checks that all are present at assembly point.
- Provisions are made to check restrooms and vacant rooms before evacuating.
- Special provisions are made for assisting children with disabilities.
- Windows and doors are left open on north and east side of building.
- Catechists are in charge and will provide leadership.
- Catechists take emergency equipment (a flashlight, first aid kit, portable radio, etc.) to shelter.
- Reports are submitted to the CFF promptly.
- Shelter areas are controlled and orderly with students in proper positions.

Fire Drill Evacuation Procedure

All catechists with their students are to follow the following procedure for fire drill:

1. **Fire Alarm:** the bell will ring and when the alarm sounds, all students are to leave the room quickly and quietly with hands at their sides.
2. Do not stop to pick up clothing or books.
3. Catechists assign a student to be responsible for closing the door.
4. Catechist will lead students to the assigned area.
5. Catechist will take roll call after arriving at the designated area across the street from the school.

Tornado Alert Procedure

In the event that a **tornado warning** is received, please observe the following procedures for seeking shelter.

1. The warning siren from the city of Cedar Falls will sound. When the city siren sounds, the faith formation secretary will sound the alarm. If electricity goes out, designated people will alert you.
2. **Move quickly and quietly in a single line.** All rooms on the 2nd or 3rd floor will file to the band and music rooms outside the cafeteria. Rooms on the same level as the FF office, will file into the FF office and teacher's lounge next door. Everyone is to sit down and remain quiet so further instructions can be heard. If the signal is given to take cover, all face the wall on their knees and put their hands on their heads.
3. Do not allow students near the windows or exposed doorways.
4. Catechists are to stay calm.
5. The catechist takes roll call quietly after arriving at the designated area.
6. No students are permitted to leave the building during the alert.
7. An "all clear" signal will sound. All return to their rooms.

The following is a guide for both catechists and parents in regards to the prayers & beliefs that are introduced at each grade level.

We encourage the parents to incorporate these prayers and talk about the beliefs at home for the students to become even more familiar.

Grade Level Prayers, Beliefs Summary

Kindergarten

- Sign of the Cross
- Grace Before a Meal
- Our Father/The Lord's Prayer
- Hail Mary

Grade 1

In addition to previous instruction the following prayers & beliefs introduced at this level are:

- Grace After a Meal
- Glory Be
- Morning Prayer
- Angel of God

Grade 2

In addition to previous instruction the following prayers & beliefs introduced at this level are:

- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments

Grade 3

In addition to previous instruction the following prayers & beliefs introduced at this level are:

- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year

Grade 4

In addition to previous instruction the following prayers & beliefs introduced at this level are:

- Jesus Prayer
- Act of Faith
- Act of Hope
- Act of Love
- Seven Sacraments
- Beatitudes

Grade 5

In addition to previous instruction the following prayers & beliefs introduced at this level are:

- The Stations of the Cross
- Morning Offering
- Memorare
- Hail Holy Queen
- The Five Precepts of the Church
- Parts of the Mass

Grade 6

In addition to previous instruction the following prayers & beliefs introduced at this level are:

- The Seven Corporal Works of Mercy
- The Seven Spiritual Works of Mercy
- The Fruits of the Holy Spirit
- The Gifts of the Holy Spirit
- Four Gospels
- The Golden Rule
- Holy Days of Obligation

Grade 7

In addition to previous instruction the following prayers & beliefs introduced at this level are:

- Nicene Creed
- Come, Holy Spirit
- Angelus
- Holy Days of Obligation
- Regulations for Fast and Abstinence
- The Three Theological Virtues
- The Four Cardinal Virtues

Grade 8

In addition to previous instruction the following prayers & beliefs introduced at this level are:

- Prayer of St. Francis
- Mary's Prayer (Magnificat)
- Psalm 23
- Confiteor
- The Seven Capital Sins
- The Four Last Things

Grades 9-12

In addition to previous instruction the following prayers & beliefs introduced at this level are:

- Prayer of Discernment
- Prayer Based on the Beatitudes
- Vocation Prayer

The prayers and beliefs can be found in more detail on the church website, under faith formation and resources.

Prayers & Beliefs

Sign of the Cross

In the name of the Father and of the Son and of the Holy Spirit. Amen.

Grace Before a Meal

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

Grace After a Meal

We give thee thanks, for all thy benefits, Almighty God, who live and reign for ever. Amen.

Our Father/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 thee. Blessed are thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, mother of God, pray for us sinners, now and at the hour of our death. 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 ever shall be world without end. Amen. (Traditional wording)

Morning Prayer (younger children)

God, my Father, I give you today all that I think and do and say. I'll work and study, have fun and pray. Jesus be with me all through the day. Amen.

Angel of God

Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side, to light and guard, to rule and guide. 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. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy. Amen. (Alternate version from the Rite of Penance)

Communion Fast

- We are expected to fast from food or drink for at least one hour prior to the reception of Holy Communion.

Communion Regulations

- As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently.
- In order to be properly disposed to receive Communion, participants should be conscious of no grave sin and normally should have fasted for one hour.
- A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (CIC, can. 916).
- A frequent reception of the Sacrament of Penance is encouraged for all.

The Ten Commandments

1. I, The Lord, am your God. You shall not have other gods besides 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 your 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 neighbor's goods.

Apostles Creed

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty; from there he will come 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.
Amen

The Rosary

How to Pray the Rosary:

Make the Sign of the Cross.

Holding the Crucifix, say the Apostles' Creed.

On the first bead, say an Our Father.

Say three Hail Marys on each of the next three beads. Say the Glory Be.

Go to the main part of the rosary. For each of the five decades, announce the Mystery, then say the Our Father. While fingering each of the ten beads of the decade, say ten Hail Marys while meditating on the Mystery. Then say a Glory Be.

Announce the second Mystery and continue in the same way until each of the five Mysteries of the selected group or decades is said.

After saying the five decades, say the Hail, Holy Queen.

Mysteries of the Rosary

Joyful Mysteries (recited Monday & Saturday)

The Annunciation

The Visitation

The Nativity (birth of Jesus)

The Presentation

The Finding in the Temple

Mysteries of Light or Luminous (recited Thursday)

The Baptism of Jesus

The Wedding Feast of Cana

The Proclamation of the Kingdom, with the call to Conversion

The Transfiguration

The Institution of the Eucharist

Sorrowful Mysteries (recited Tuesday and Friday)

The Agony in the Garden

The Scourging at the Pillar

The Crowning with Thorns

The Carrying of the Cross

The Crucifixion

Glorious Mysteries (recited Wednesday and Sunday)

The Resurrection

The Ascension

The Descent of the Holy Spirit

The Assumption

The Crowning of Mary Queen of Heaven and Earth

The Two Commandments of Love

- You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind.
- You shall love your neighbor as yourself.
(Matthew 22:37-39)

Liturgical Year

- Advent-Christmas Season (Christmas day until Sunday after Epiphany)
- Ordinary Time
- Lent (Ash Wednesday until Holy Saturday)
- Easter Season (Easter Sunday until Pentecost, 50 days after Easter)
- Ordinary Time

Jesus Prayer

Lord Jesus Christ, Son of the living 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 have revealed them who are eternal truth and wisdom, who can neither deceive nor be deceived. In this faith I intend to live and die. Amen.

Act of Hope

O Lord God, I hope by your grace for the pardon of all my sins and after life here to gain eternal happiness because you have promised it who are infinitely powerful, faithful, kind, and merciful. In this hope I intend to live and die. Amen.

Act of Love

O Lord God, I love you above all things and I love my neighbor for your sake because you are the highest, infinite and perfect good, worthy of all my love. In this love I intend to live and die. Amen

Seven Sacraments

- Sacraments of Initiation: Baptism, Confirmation, Eucharist
- Sacraments of Healing: Penance and Reconciliation; Anointing of the Sick
- Sacraments at the Service of Communion: Holy Orders and Matrimony (Marriage)

Beatitudes (Matthew 5:3-12)

- Blessed are the poor in spirit, for theirs is the kingdom of heaven.
- Blessed are they who mourn, for they will be comforted.
- Blessed are the meek, for they will inherit the land.
- Blessed are they who hunger and thirst for righteousness, for they will be satisfied.
- Blessed are the merciful, for they will be shown mercy.
- Blessed are the clean of heart (or pure of heart), for they will see God.
- Blessed are the peacemakers, for they will be called children of God.
- Blessed are they who are persecuted for the sake of righteousness (or righteousness' sake), for theirs is the kingdom of heaven.
- Blessed are you when people revile you and persecute you and utter all kinds of evil against you falsely on my account. Rejoice and be glad, for your reward will be great in heaven

The Stations of the Cross

1. Jesus is condemned to death.
2. Jesus accepts his cross.
3. Jesus falls the first time.
4. Jesus meets his mother.
5. Simon helps Jesus carry the cross.
6. Veronica wipes the face of Jesus.
7. Jesus falls the second time.
8. Jesus meets the women.
9. Jesus falls the third time.
10. Jesus is stripped of his clothes.
11. Jesus is nailed to the cross.
12. Jesus dies on the cross.
13. Jesus is taken down from the cross.
14. Jesus is placed in the tomb.

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys and sufferings of this day for all the intentions of your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, for the salvation of souls, the reparation for sins, the reunion of all Christians, and in particular for the intentions of the Holy Father this month. Amen.

Memorare

Remember, O most gracious Virgin Mary, that never was it known, that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided. Inspired by this

confidence I fly unto thee, O Virgin of virgins, my Mother. To thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen

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 valley of tears. Turn then, most gracious advocate, your eyes of mercy toward us, and after this exile show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us O Holy Mother of God. R. That we may be made worthy of the promises of Christ our Lord

The Five Precepts of the Church

- You shall attend Mass on Sundays and holy days of obligation and remain free from work or activity that could impede the sanctification of such days.
- You shall confess your sins at least once a year.
- You shall receive the sacrament of the Eucharist at least during the Easter season.
- You shall observe the days of fasting and abstinence established by the Church.
- You shall help to provide for the needs of the Church.

Parts of the Mass

Introductory Rites

- Gathering Song
- Greeting
- Penitential Rite (or blessing and sprinkling with holy water)
- Glory to God
- Opening Prayer

Liturgy of the Word

- First Reading (usually from the Old Testament)
- Responsorial Psalm
- Second Reading (usually from one of the letters of the New Testament)
- Gospel Acclamation
- Gospel
- Homily (an explanation of the readings)
- Profession of Faith (Creed)
- General Intercessions (Prayers of the Faithful)

Liturgy of the Eucharist

- Preparation and presentation of the gifts
- Prayer over gifts
- Preface
- Holy, Holy, Holy Lord
- Eucharistic Prayer (during this prayer the bread and wine become the Body and Blood of Jesus)
- The Great Amen

Communion Rite

- The Lord's Prayer
- Sign of Peace
- Breaking of the Bread
- Lamb of God
- Reception of Communion
- Prayer after Communion

Concluding Rite

- Blessing
- Dismissal

Works of Mercy**The Seven Corporal Works of Mercy**

- Feed the hungry.
- Give drink to the thirsty.
- Clothe the naked.
- Shelter the homeless.
- Visit the sick.
- Visit the imprisoned.
- Bury the dead.

The Seven Spiritual Works of Mercy

- Counsel the doubtful.
- Instruct the ignorant.
- Admonish sinners.
- Comfort the afflicted.
- Forgive offenses.
- Bear wrongs patiently.
- Pray for the living and the dead.

The Fruits of the Holy Spirit

- Charity
- Joy
- Peace
- Patience
- Kindness
- Goodness
- Generosity
- Gentleness
- Faithfulness
- Modesty
- Self-control
- Chastity

The Gifts of the Holy Spirit

- Wisdom
- Understanding
- Counsel (Right Judgment)
- Fortitude (Courage)
- Knowledge
- Piety (Reverence)
- Fear of the Lord (Wonder and Awe in God's Presence)

Four Gospels

- Matthew, Mark, Luke, and John

The Golden Rule (cf. Mt 7:12)

Do unto others as you would have them do to you.

Holy Days of Obligation - On these days, there is an obligation to attend Mass and to refrain from servile work as much as possible.

- Mary Mother of God - January 1
- Ascension of the Lord - 40 days after Easter or the following Sunday (celebrated on the 7th Sunday of Easter in the Archdiocese of Dubuque)
- The Assumption of Mary - August 15
- All Saints Day - November 1
- The Immaculate Conception of Mary - December 8
- Nativity of our Lord or Christmas – December 25