

Sacrament of Confirmation

We Belong

In baptism one is called to holiness and becomes a member of the Church and parish community. The seven sacraments touch all stages and important moments in the lives of Catholics. Confirmation, as one of the three sacraments of initiation, completes the sacrament of baptism, and with the help of the Holy Spirit, helps one to continue on one's lifelong faith journey. Like baptism, the sacrament of confirmation is celebrated only once. In the Western Church, through the sacrament of confirmation one's baptism is confirmed and one is strengthened in baptismal grace. In the Eastern Church, Confirmation is called Chrismation and is administered immediately after baptism and followed by Eucharist. The liturgical gesture of the imposition of hands symbolizes the confirming of the divine power of the Holy Spirit. The anointing with oil symbolizes the strength given to a chosen one of God. Being marked with the sign of the cross is a reminder that one shares in the life, death and resurrection of Christ. In the Latin rite, the ordinary minister of confirmation is the bishop. Godparents and sponsors represent the Christian community and are to be models of faith. The parish faith community has a responsibility to witness to and foster the faith of its members.

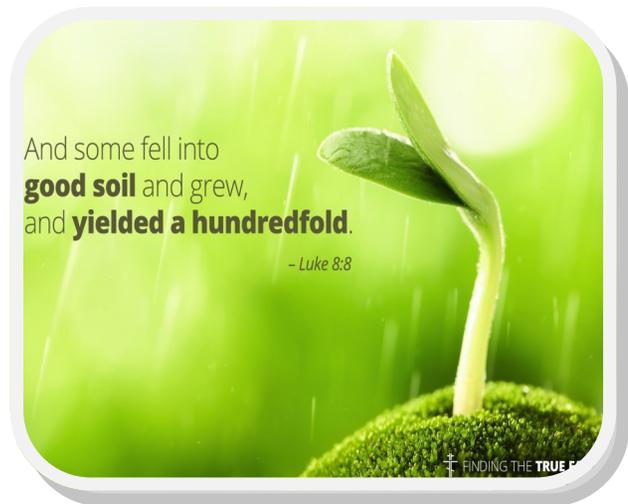
We Respond

The grace of baptism is deepened in the sacrament of confirmation. Each confirmed person is empowered with the gifts of the Holy Spirit so that he or she may be better able to participate in the mission and ministry of Jesus by sharing his or her faith with others. One's faith journey is a lifelong process. The "Amen" response is the candidate's renewal of one's baptismal promises and personal affirmation of his or her desire to be a witness of Christ to the world and to participation in the life of the Church. The theological virtues of faith, hope and love are gifts from God that dispose one to live in close relationship with the Holy Trinity. The practice of good habits, or virtues, leads one to good relationships with God, self and others. The four cardinal virtues-prudence, justice, fortitude and temperance-guide one's conduct to be in accord with reason and faith. When one is open to the workings of the Holy Spirit, one is enriched with the fruits of the Holy Spirit. Through the sacrament of confirmation one makes a deeper personal commitment to become more involved in the life of the Church. One will be able to tell the following scripture story and its meaning: Pentecost. One will be familiar with the following words: Amen, fruits of the Holy Spirit, gifts of the Holy Spirit, holiness, lifelong faith journey, mission and ministry of Jesus, Pentecost, sacraments of initiation, sponsor and virtue.



Holy Family of the Bluffs

FAITH FORMATION HANDBOOK 2017



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BASIC ELEMENTS OF CATHOLIC FAITH FORMATION

Sacrament of Eucharist

We Believe

Jesus blessed food before he gave it to people. At the Last Supper, Jesus changed bread and wine into His body and blood. Jesus is truly present in the Blessed Sacrament. Jesus is the Bread of Life. The sacrament of the body and blood of Jesus is called the Eucharist.

We Belong

The Eucharist is both a meal and sacrifice. The two great parts of the Mass are the Liturgy of the Word and the Liturgy of the Eucharist. The Mass commemorates Jesus' sacrifice. The bread and wine of the Eucharist are consecrated by the priest; through the power of the Holy Spirit, the gifts of bread and wine truly become the Body and Blood of Jesus. The priest repeats Jesus' words and actions in the Eucharistic prayer.

We Respond

Jesus gives himself as food at every Mass. The Mass is the most important prayer of the Catholic Church. Sunday is to be honored as a holy day as it celebrates the resurrection of Jesus. At Mass, the Last Supper is remembered; one shares the Body and Blood of Jesus in Holy Communion. In the Liturgy of the Eucharist, the community gives thanks for Jesus' death and resurrection. Show one's understanding of Eucharist by being able to retell the Scripture stories: Multiplication of loaves and fishes, Last Supper and Emmaus story. Deepen one's relationship with God by knowing the following prayers: The sign of the Cross, Lord's Prayer, Hail Mary, Glory Be and Responses of the Mass. Show one's understanding of the sacrament of the Eucharist by being familiar with the following terms: altar, Blessed Sacrament, body and blood of Christ, bread, chalice, ciborium, communion, consecrate, Eucharist, fasting, grace, host, last supper, Liturgy of the Word, Liturgy of the Eucharist, Mass, paten, Sacrament of Eucharist, sacrifice and tabernacle.



Sacrament of Confirmation

We Believe

God's initiative of salvation is never-ending. The Holy Spirit is the third person of the Blessed Trinity sent by the Father and Son to live within and guide each person and to unite God's people in faith. The Holy Spirit strengthens one's relationship with Jesus and empowers one to proclaim the person and the mission and ministry of Jesus to the world. The Holy Spirit enlightens one's choices so that one will come to recognize the will of God in one's life. The seven gifts of the Holy Spirit help sustain

BASIC ELEMENTS OF CATHOLIC FAITH FORMATION

Sacrament of Reconciliation or Penance

We Believe

God gives people the freedom to make choices. The Holy Spirit helps one make right choices. If there is sorrow, God will always forgive one for making wrong choices. The gift of forgiveness of sins has its origin when Jesus appeared to the apostles after the resurrection. The sacrament of reconciliation is a sign of God's mercy and love and is a celebration of God's love and forgiveness. Reconciliation frees one from sin and gives grace, God's own life.

We Belong

The sacrament of healing in which sins are forgiven is called penance, reconciliation or confession. The sacrament of reconciliation is the ordinary means of sacrament forgiveness. The sacrament of reconciliation welcomes one back to close friendship with God and the community. The priest has the authority to forgive sins in the sacrament of reconciliation. The seal of confession requires the priest to not reveal sins confessed in the sacrament. Reconciliation is necessary for the forgiveness of mortal sin and helpful for the forgiveness of venial sin and the strengthening of virtue.

We Respond

Sin damages (venial) or breaks (mortal) one's relationship with God, self, and others. An examination of conscience helps one prepare for the sacrament of reconciliation. The Ten Commandments are God's laws and good guides for making an examination of conscience. The steps in the Rite of Reconciliation are: confessing sins, accepting a penance, praying an Act of Contrition, receiving absolution and doing the penance given. Regular confession is a way to grow in faith. Penance is a way to make up for one's sins. Show one's understanding of reconciliation and forgiveness by being able to retell the Scripture stories: Prodigal Son, Lost Sheep, Good Shepherd, and Zacchaeus. Deepen one's relationship with God by knowing the following prayers: Sign of the Cross, Lord's Prayer, Hail Mary, Glory Be and Act of Contrition. Show one's knowledge of the sacrament of reconciliation by being familiar with the following terms: absolution, confess, conscience, contrition, examination of conscience, forgiveness, grace, sin (mortal and venial), penance, reconciliation, sorrow, temptation and virtue.



Holy Family of the Bluffs

Mission Statement:

Holy Family of the Bluffs Faith Formation is dedicated to the Catholic educational needs to people of all ages, race and special needs leading them into a closer relationship with Christ. The people who serve on the Faith Formation teams are called by God to use their time and talents whether they are a paid employee or one of the many volunteers. The Faith Formation teams will promote the fundamental tasks of catechesis: promoting knowledge of the faith, liturgical education, prayer, education for community life and missionary initiation.

Holy Family of the Bluffs Faith Formation understands that the parents are the main teachers of the faith for children; in acknowledging this truth we will support parents in their role by providing religious education, promoting a welcoming environment and leading by examples of faith and love.



Faith Formation Commission

Purpose

To develop and oversee a comprehensive catechetical plan for the parish/cluster to provide for the lifelong faith formation and catechesis of all its members as described in the General Directory for *Catechesis and National Directory for Catechesis*.

Membership

Elected and appointed according to the policies of the Archdiocesan Faith Formation Commission, with the total number being an uneven number of members. The appointed members should constitute less than fifty percent of the total commission membership. The pastor/pastoral administrator is an ex-officio voting member. Each faith formation site will have a FFC made up of members from the parishes they represent.

Functions

- a. To develop and implement a comprehensive catechetical plan that supports the six tasks of catechesis
 - 1) promotion of knowledge of the faith,
 - 2) liturgical education,
 - 3) moral formation,
 - 4) teaching to pray,
 - 5) education for community life, and
 - 6) missionary initiation.
- b. To implement the directives of the General Directory for Catechesis, the National Directory for Catechesis, and applicable archdiocesan policies in regard to the defined areas of catechesis: adults, elderly, young adults, adolescents, children of catechetical age, Catholic schools (the direct responsibility for Catholic schools resides with the powers of the local or interparish Catholic school board), early childhood, family, persons with disabilities, and the marginalized.
- c. To develop ongoing goals and objectives based upon the needs of the parishioners which are supportive of the teaching mission of the church and directives of the Archbishop.
- d. To set policies in conjunction with archdiocesan directives and in collaboration with the Faith Formation Leader(s) (DRE, youth ministry director, adult faith formation director, etc.) for their respective programs.

Victim Assistance Coordinators

To report current or past sexual abuse by Archdiocese of Dubuque personnel, please call one of the following trained coordinators:

Dr. Thomas Ottavi	563.583.7357 x. 206
Joan Hoffmann	866.319.4636

Student Drop-Off Policy

Each Faith Formation site will have a student Drop-Off policy. Each policy will be posted on site and given to parents with registration paperwork.

The Faith Formation Program has implemented this policy in order to protect our children, inform parents and follow the Protection of Children policy set forth by the Archdiocese of Dubuque.

Prayers, Beliefs and Practices

Prayers, Beliefs and Practices is a portion taken from the Catholic Catechism. It outlines the prayers and beliefs of the Catholic Church by grade level. These packets are posted on the Holy Family of the Bluffs website: www.holyfamilyofthebluffs.org.

Hard copies can be made available by contacting the Faith Formation Leader at 563.538.3933.

Each catechist will be given a hard copy.

Intruder in the Building

In the event that an intruder would enter the Faith Formation Center, a “lock down” order will be issued by designated personnel. All catechists and students will be instructed to remain in their classrooms, where doors are locked, windows covered, and everyone is moved away from windows and doors. A head count will be conducted by catechists, and no one will be allowed outside the classrooms until an all-clear signal is given by the designated personnel.

For further information please refer to the Department of Homeland Security website at:<https://dhs.gov> and the Best Practices for Schools at :<https://www.alicetraining.com>

Harassment

Any student or Holy Family of the Bluffs employee who feels that they have been bullied or harassed should contact the Faith Formation Leader or Pastor. Holy Family of the Bluffs has zero tolerance for this behavior.

As stated in the code of conduct, Holy Family of the Bluffs parishes wish to promote a loving, caring and fruitful environment for all those who walk through our door. All persons have a right to participate in our faith programs free from harassment, judgements and criticizing manners.

God loves us all and calls us to live by His example.

Reporting issues

If a catechist has an issue with a child it should be brought to the attention of the faith formation leader. The faith formation leader will try to resolve the issue. If the faith formation leader is unable to resolve the issue the faith formation leader will contact the parent.

If a parent has an issue with a catechist, the parent should contact the faith formation leader to resolve the issue. The faith formation leader will discuss ways to resolve the problem with both the catechist and the parent.

If the Faith Formation Leader is unable to resolve the issue the Pastor will be contacted to help resolve the issue.

- E. To develop, oversee and review the system faith formation budget and annual financial reports according to archdiocesan directives.
- f. To collaborate with the Parish(es) Finance Council(s), presenting its proposed budget, for review and approval.
- g. To employ personnel according to archdiocesan policy.
- h. To receive regular reports from those responsible for each area of catechesis.

Terms

Members of the commission shall be elected and appointed for a term of three years and may be re-elected for a second term. A member having served two consecutive terms may again be a candidate for commission membership after a lapse of at least one year.

Faith Formation Leader

Job Description

1. Faith Formation will be given an employment letter and not a contract.
2. Work as a liaison between Archdiocesan office, pastor, board of education, public school, catechists, and parents. The Faith Formation Leader (FFL) is required to attend all Faith Formation Commission meetings as non-voting member.
3. Order and purchase textbooks, teaching materials, videos, supplies, etc.
4. Update student directory according to grade. Update the handbook of policies for catechists and parents.
5. Keep record of catechist stipends, turn in to the bookkeeper.
6. Prepare a proposed budget for the Faith Formation Commission by May 1 of the preceding fiscal year. FFC will approve or disapprove. Keep finance record for the year and report monthly to the FFC.
7. Recruitment of catechists.
8. Plan in-service for catechists. Catechists should have about 10 training hours and encourage attendance at Diocese catechist’s in-service.
9. Schedule Sacrament of Reconciliation for students with consideration for the Pastor’s schedule.
10. Attend FFL days offered by the Archdiocesan Pastoral Center.
11. Planning, evaluating and providing of resource material for catechists.
12. Attend monthly Diocese meeting and in-service offered by the Office of Catechetical Services.

13. Develop sacramental programs (1st Reconciliation, 1st Communion and Confirmation) in collaboration with the Pastor.
14. Plan general parent meetings and sacramental meetings.
15. Maintain IT equipment and storage areas of media center and FFL offices at both sites.
16. With catechists, encourage personal growth, spirituality and education. Be available during class time, keep track of students with behavior problems, and get substitutes as needed. Attend parent meetings with behavior problem students.
17. Responsible for programming of adult faith formation for ages 18 and up.

Site Coordinator

A person of faith who is responsible for coordinating with the Faith Formation Leader and FFC. Job description is based on the needs of the parish Faith Formation Program. This person may be a volunteer or be a paid position.

Catechists

Catechists are persons who live their faith by example and want to share the Good News. Catechists must have been confirmed or have completed the RCIA program. Their commitment is for one year at a time. All must follow the Protection of Children guidelines set forth by the Archdiocese of Dubuque. Catechists do not need to have a teaching degree. They need to have good communication skills and an eagerness to teach. Catechists have the choice to be paid or volunteer. Salary is set by the FFC. Catechists are the framework of our program and should be treated respectfully.

Curriculum

Curriculum is set by the FFL/DRE in accordance with Archdiocesan recommendations and regulations and considering those with special needs.

- If the signal is given to take cover, all will face the wall on their knees and put their hands over their heads.
- No students are permitted to leave the building during the alert.
- An “all clear” signal will be given by a designated person to release the students back to their classrooms.

Fire Procedure

- When the fire alarm sounds, all students are to leave the room quickly and quietly; hands at their sides.
- Do not stop to pick up clothing, books or other personal items.
- Catechist will assign a student responsible for closing the door behind them.
- Everyone is to remain calm. Students will remain silent and proceed to designated areas with hands at their sides. Quiet attention by the students is crucial so all instructions can be heard and understood
- Catechist will lead students to the assigned area outside.
- Catechist will take roll call after arriving at the designated area. Students and Catechist will remain in designated area until an “all clear” signal is given by the designated person.

Bomb Threat Procedure-In the event a bomb threat is called in:

- At the conclusion of the bomb threat call, immediately contact the police (911).
- If there is reasonable time before detonation to permit law enforcement agents to search the building, delay evacuation. A designated person will accompany the law enforcement agent.
- If there is not sufficient time before the stated detonation time to permit police to arrive, the building will be evacuated and students will be guided to their designated area. Everyone is to remain calm. Students will remain silent and proceed to designated areas with hands at their sides. Quiet attention by the students is crucial so all instructions can be heard and understood.
- Students and catechists should remain away from the building until authorities determine that it is safe to reenter.

Parent Involvement

We welcome parent involvement into our programs. Parents are encouraged to be a part of their child's faith formation. When attending class with your child we ask that you respect the privacy of those in the classroom. All visitors must follow the guidelines set forth by the Protection of Children.

Volunteers

All volunteers must meet the Protection of Children Guidelines. POC guidelines and policy can be viewed at [www.dbqarch.org/protection of children](http://www.dbqarch.org/protection-of-children).

Tuition

Tuition will be set by the FFL, FFC and the Pastor for each site. We ask for tuition to give value to our program and offset expenses.

Safety Procedures

Tornado Warning Procedure

- The warning siren from the city of Lansing/Harpers Ferry will sound. When the city siren sounds, a designated person will sound an alarm. If the electricity goes out, a designated person will alert the classrooms.
- Do not let students near windows or exposed doorways.
- Everyone is to remain calm. Students will remain silent and proceed to designated areas with hands at their sides.
- MOVE QUICKLY AND QUIETLY IN A SINGLE LINE. All rooms in Religious Education building/Faith Formation Building are to proceed to the basement bathrooms and line up by the walls. Upper level uses the girls and lower level uses the boys. The Harpers Ferry center is a tornado shelter.
- Everyone is to sit down and remain quiet so further instructions can be heard.
- Roll call will be taken quietly by the Catechists after arriving at designated area.

Sacramental Preparation

Parents/guardians are to be involved in the preparation of their children for the celebration of the sacraments. Sacramental preparation is not limited to the year(s) in which the sacrament will be celebrated, but presumes continuous enrollment in religious education to permit ongoing formation that is age appropriate.

Schools, in conjunction with the supporting parishes, are to plan and implement programs following the directives of the Archdiocese for the reception of the sacraments. These directives are designed to prepare and involve parents/guardians, sponsors, and the parish community in the preparation for the sacraments, in particular with regard to baptism, first penance and reconciliation, first communion and confirmation.

Parent/guardian meetings/parish involvement should jointly involve individuals from all programs offered. (ACSB Policy 6150.4 9-1-16)

Home School Policy

Parents/Guardians and children are expected to participate in the parish/regional catechetical programs which have been approved by the office of catechetical services.

Parents/Guardians are to participate in the parish sacramental preparation programs and sacramental celebrations. The catechist program encourages a classroom approach to education in order to develop a sense of community. It's that sense of community that makes the Catholic faith a church.

Financial hardship should not be a deterrent nor considered a reason for not enrolling a child in the parish program.

Consideration for placing a child in home schooling is considered on a case by case basis that is based on circumstances and should be agreed upon by the Pastor, Faith Formation Leader and the parents.

Code of Conduct

Each student in the Holy Family of the Bluffs Faith Formation Program is a valued person. It is important for each person to see faith formation as a valued part of the ongoing spiritual, religious and social development of every Catholic. It is equally important that everyone sees and develops their role in the parish's family. Therefore, all must be done to ensure the proper development and display the characteristics with our Catholic Tradition and Philosophy, e.g. following the Ten Commandments. Toward this end, Holy Family of the Bluffs Faith Formation expects each individual to display a caring, a considerate, and a respectful attitude to everyone they come into contact with especially during classes, meetings, liturgies, and all church and class events. Talking back, talking during class w/out permission, hitting, kicking, harassing, bullying and horseplay of any sort is unacceptable and will not be tolerated.

Disciplinary Actions

When one person displays behavior inconsistent with this code, it adversely affects the ability to learn. Therefore, the following policy has been instituted to protect the rights of all to learn their Catholic faith.

If a student falls below any of the above standards, a verbal reminder will be given by the Catechist. The Catechist will document the event and the Faith Formation Leader will be made aware of the situation.

If a second violation occurs, and the student will be removed from the classroom for 15 minutes. Students will not be unattended. At the conclusion of the 15 minutes, the Catechist will readmit the student to class, the event will be documented, and the Faith Formation Leader will be made aware of the situation. The Faith Formation Leader will make a decision if parents and guardians should be contacted at this time.

If a third violation occurs, the above 15 minute removal will be implemented, At the conclusion of the 15 minutes, the Catechist will readmit the student to class, the event will be documented. The Faith Formation Leader will be made aware of the situation. A meeting will be arranged for the parents, guardians, FFL, and Pastor on a discipline procedure that will be implemented. Any and all appeals in this process will be made in writing to the Faith Formation Leader.

Internet/Social Media/Technology

It is the policy of programs governed by the Archdiocesan Catholic Board to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the terms, conditions and regulations for the use of internet and related technologies. Access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action taken for any violations that is unethical and may constitute a criminal offense.

1. Acceptable Use-The use of internet and related technologies must be in support of and consistent with the educations, research, and faith formation objectives of the Archdiocese of Dubuque. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.
2. Unacceptable Use-Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat" or chain letter communication is also prohibited. Other examples of unacceptable information include, but are not limited to pornography, information on weapons, inappropriate language and communications, threats and harassment. Acts of vandalism are prohibited; vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software.
3. The use of the internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the internet and related technologies will participate in a discussion with assigned staff person concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the internet and related technologies due to unacceptable use.
4. The programs governed by the Archdiocese make no warranties of any kind, whether implied or express, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries or service interruptions or personal devices. The Archdiocese will not be responsible for the accuracy or quality of information obtained through its services.
5. Catechists will be responsible for allowing phones in their classrooms. Respect for all is imperative.
6. Social Media should be used with caution. Adults need to be mindful of social media with minors.