

Youth Ministry

FAMILY HANDBOOK



**SACRED HEART/ST. MATTHEW
MIDDLE AND HIGH SCHOOL
2023-2024**

MISSION STATEMENT

SACRED HEART/ST. MATTHEW

*We, the members of Sacred Heart and St. Matthew Parishes,
are united by our common faith in the God who loves us,
in Christ Jesus who saves us,
and in the Holy Spirit who blesses us.*

*We are also one in our connection with the Church
of Southeastern Wisconsin,
the entire Roman Catholic Church,
and indeed, with all of God's people.*

*Our mission is to provide for the ongoing and continued presence and action of the
Catholic Church in the heart of Dodge County.*

*We strive to do this by making wise use of the resources,
gifts, and talents that God has given us.*

*As we journey together into the future,
We commit ourselves to affirm and support one another.
Our desire is to share ideas, plans, and visions for the future.*

*We also pledge not to be afraid to trust, to accept challenges,
or to take risks.*

IMPORTANT NUMBERS

SACRED HEART / ST. MATTHEW PARISHES

DIRECTOR OF RELIGIOUS EDUCATION:

Mrs. Jodi Murphy
920-485-0694 ext. 225
Jodimurphy.ym@sheart.org

DIRECTOR OF ADMINISTRATIVE SERVICES:

Jane Hechimovich
920-485-0694 ext. 222
jahsheart@sbcglobal.net

PASTOR:

Father Justin Lopina
920-485-0694 ext. 223
lopinaj@archmil.org

NOTE: **To report an absence **BEFORE** 6:45 pm, call 920-485-0694 ext. 225

To report an absence or leave a message **DURING class time, call
920-485-0694 ext. 227.

YOUTH MINISTRY PROGRAM

Sacred Heart/St. Matthew

Sacred Heart/St. Matthew Parishes welcome the opportunity to be involved in the faith formation of your child. This program is directed by Jodi Murphy, Director of Religious Education, and carried out through the volunteer efforts of parents and other adult parishioners. If you have questions or concerns call Jodi Murphy, DRE at 920-485-0694, ext. 225 or email jodimurphy.ym@sheart.org. Classes meet on Wednesday evenings from 7:00 to 8:15 pm.

PARENTAL INVOLVEMENT

Parents, you effectively demonstrate your faith conviction by being involved in the Youth Ministry Program. Please take this opportunity to thoughtfully consider your level of involvement in our program. Your volunteer efforts are needed and greatly appreciated!

Parents, you are also encouraged to attend any special program events during the year. Notes concerning projects and events will be sent home regularly with your child and through email.

FAITH FORMATION

Our goal is to increase the student's knowledge of the Catholic faith, to involve them in prayer experiences and to encourage them to do good works. The classroom sessions provide our youth with the knowledge of their faith. Each student is also asked to complete one service project (two for juniors) on their own time at home as an experience of good works. There will also be prayer services, liturgies, and retreat experiences so that our youth have an opportunity to grow in their spiritual lives.

ATTENDANCE POLICY

We are dedicated to providing a quality education program for our youth. To be effective, our program requires consistent attendance by all students. Absences not only effect the student, they also disrupt group projects and follow-up lessons. Students should strive to achieve perfect attendance, participate in their grade level Mass and completion of their service projects.

Students absent from five classes must attend one make-up class at the end of the school year. A sixth or seventh absence requires a second make-up class. Eight absences from class sessions/events will result in repeating the grade. Please note: The grade level Sunday Liturgy counts as a class. Failure to complete make-up sessions will require further review to determine appropriate action going forward.

Any individual case may be selected for review by the Director, Pastor, and/or the Christian Formation Committee for the appropriate action.

SERVICE PROJECT REQUIREMENTS

Each school year, students are expected to act out their faith of loving one another in the way of a service project. Each student is expected to complete one service project per year, with the exception of 11th grade, they are expected to complete two service projects. This project is not one that you are required to do—it is one that you volunteered to help with. The only compensation you are to receive for this project is knowing that you helped someone. Therefore, the project must not be one you are completing to receive money, grades, points, or to fulfill a requirement for another program. A service project form must be turned in to obtain recognition. Please ask your teacher or the DRE for a form.

SACRAMENTAL GUIDELINES

Sacrament preparation requires two years of attendance. This means that students preparing for the Sacrament of Confirmation will need to attend the tenth and eleventh grade program. Homeschoolers may do the first year at home, but must attend in person the year the sacrament is received.

BEHAVIORAL CODE

Since our time with your children is limited each week, we need to use this time effectively. As Catholics, our youth are to display Christian attitudes and actions towards their teacher and their peers in all program activities. Therefore, disruptions in class cannot be tolerated. Disruptive behavior is unfair to the catechists volunteering their time and to the other students trying to learn. With this in mind, the following ***Rules of Conduct for Students*** have been developed:

1. Respect the feelings, body, and property of Sacred Heart employees, catechists, and fellow students at all times.
2. Participate in lessons through active listening, by following directions, and contribute appropriately or ask appropriate questions.
3. Request permission from the teacher at least one class period in advance before bringing any guests or items to class. (This means no food, drinks, candy, gum, toys, friends, etc. unless approved by the teacher.)
4. Offensive language and fighting/violent behavior is **never** appropriate or tolerated.

In addition, each classroom teacher may develop a set of rules that must be obeyed before, during, and after class time. Disruptive classes (groups of students) will be held after 8:15 pm to make up lost class time. Individual students who disrupt the class will be disciplined according to the following Behavior Code:

1. A first offense will result in a discussion with the teacher and student immediately after class. At the teacher's discretion, he/she may make a written note of the incident. If the offense requires the student to be removed from class, the director will also participate in the discussion of the incident with the student.
2. A second or more serious offense will result in the child being sent to the director. After a discussion between child and director, the parents will be notified of the offense. Parents are expected to discuss the offense with their child.
3. A third or severe offense will result in a written notification or call to parents, followed by a conference with the child, teacher, director and/or the pastor or Christian Formation Committee. Corrective actions or behaviors will be discussed at that time.

Continual disruptive behavior may result in a suspension from classes/activities. Disciplinary action by program staff shall never take the form of physical violence. **VIOLENCE BY STUDENTS OR STAFF IS NEVER ACCEPTABLE.**

CODE OF CONDUCT

Our Youth Ministry program is a serious educational and spiritual formation program. To be effective, we ask that the following guidelines are followed:

- ◆ Students should not bring candy, gum, food, or beverages (other than water) to class.
- ◆ Caps and hats are not to be worn in the buildings.
- ◆ **CELL PHONES, TABLETS, HEADPHONES/EAR PIECES, AND ANY OTHER TECHNOLOGY ARE PROHIBITED DURING CLASS SO THAT THEY DO NOT DISTRACT FROM THE LEARNING ENVIRONMENT.** It is best practice to leave these things at home or in your vehicle. If brought to class, they must be powered off and checked-in to the catechist prior to the start of class.

The police department will be notified when weapons, illegal drugs or alcohol products are present among minors.

PRESCRIPTION & NON-PRESCRIPTION MEDICINE

All medicines are to be dispensed through the DRE and stored in the parish office during program time. A parent must fill out a permission form before medication may be dispensed to your child.

FINANCIAL RESPONSIBILITY

Each family is encouraged to generously support Sacred Heart/St. Matthew Parishes. Youth who wish to contribute to the parish on a weekly basis are encouraged to request their own envelopes.

In addition to your weekly financial support of Sacred Heart/St. Matthew Parishes, the following tuition schedule has been approved for the 2023-2024 school year:

1 child	\$110.00
2 children	\$160.00
3 or more children	\$200.00
Non-parishioner fee	\$110.00
Confirmation Retreat	\$60.00
Sacrament fee - 2nd grade	\$40.00

Any family that is experiencing a hardship should contact the DRE Jodi Murphy, the Director of Administrative Services Jane Hechimovich, or Fr. Justin.

MISSION TRIPS AND WORLD YOUTH DAY

World Youth Day and Mission Trips are offered and fundraising opportunities are provided for the Youth Ministry students.

FUNDRAISING

Fundraising is a vital component to our program. The youth ministry program hosts three fundraisers each year. Two of the fundraisers (pizza) will be held during the school year and the third fundraiser (car wash) will be held during the summer months. These fundraisers are to help fund mission trips, World Youth Day, and other various needs of our program. For example: summer gatherings and retreats. The youth are strongly encouraged to participate/sell for these events. Pizza making is held on a regular class night but with a slightly different time schedule. See the YM calendar for those specific times.

CURRICULUM

This year we will be using these various workbooks as our curriculum for each grade level:

Grade 6	→	<i>Theology of the Body for Teens</i> by Ascension Press
Grade 7	→	<i>Connect: Bringing Faith to Life (year two)</i> by Saint Mary's Press
Grade 8	→	<i>Connect: Bringing Faith to Life (year three)</i> by Saint Mary's Press
Grade 9	→	<i>You: Theology of the Body</i> by Ascension Press
Grade 10	→	<i>Chosen (year one)</i> by Ascension Press
Grade 11	→	<i>Chosen (year two)</i> by Ascension Press

REGIONAL RELIGION BEE

Sacred Heart and St. Matthew participate in the District's Annual Regional Religion Bee in May. Students in grades 3, 4, 5, and 6 will have the opportunity to participate in this event. Student participants are given a study guide booklet once a commitment form is turned in and a team for the parish is formed. Studying at home is strongly encouraged. Extra practices for the bee may be scheduled after the team has been formed. As we draw near to this event, please watch for participation information coming home with your child.

PROCEDURES FOR COVID-19

The following protocol is subject to change without advanced notice.

- ◆ Face masks are optional in all environments, with charity toward students/catechists/staff who prefer to wear a face covering. Please be advised that the Parish may require face masks if there is a significant increase in COVID-positive cases within our building.
- ◆ Social distancing is still encouraged but students will no longer be required to remain six feet apart.
- ◆ Food is not allowed to be brought in by students. There will be times when the DRE may offer/provide a celebratory treat, which in that case, items consumed will be individually wrapped.
- ◆ We will function at full-capacity.



Inclement Weather Policy

Inclement weather may force Sacred Heart Parish to cancel services and programs.

During the week, cancellations will occur if the Horicon School District has a late start, early release or closing due to weather conditions. The Horicon School District will announce this information on local radio and TV channels.

- ♦ **If school is canceled**, all programs and services will be canceled the entire day.
- ♦ **If a late start is announced**, the morning programs and services will be canceled.
- ♦ **If an early release is announced**, all afternoon and evening programs or services will be canceled.

If inclement weather should cause cancellations of church services on weekends, Sacred Heart Parish will put these announcements on the WBEV AM 1430 and WXRO FM 95.3 radio station.

Please note: cancelation may not occur until within the hour prior to the service.

Updated Family Information

This form needs to be filled out only if you have changes to report that are new.

Family Name: _____

Address: _____

Phone number/s: _____

Email: _____

Health Information we need to know (specify child): _____

Learning problems we need to be aware of (specify child): _____

Anything else: _____

Parent or Guardian's Name: _____