



Holy Family Parish Faith Formation

Curriculum Plan

For each grade, the curriculum plan is already prepared. The preparation has already been started for you!

In an effort to be more practical and eco-friendly, we are giving you the lesson plans online through the Holy Family Parish website. Please visit the website if you need to refer to the lesson plans.

Worksheets - Already Copied

There are two file cabinets in the lower lobby of Monument Hall, with pre-copied worksheet copies you may choose to use for your classes. The front drawers are labeled by grade (K-5 and Middle). The folders are labeled (by BLM number or worksheet title).

Simply take the pre-copied worksheets that you need from the Worksheet cabinet. *Please "sign out" the copies you take* so that the parish staff can replenish the supply for other volunteers.

Adding Your Own Elements (Activities, Topics, etc)

One of the greatest joys (it should not be a burden) of being a catechist is preparing the materials for your gathering (class). We aim to provide you all that you would need, as well as additional options through our publishers and resources. If you choose to look for and use additional materials on your own, please be sure that you are not in violation of copyright laws. Generally, you would see "permission for use is granted."

Copyright Concerns

We have a moral and legal responsibility to adhere to copyright law and respect the intellectual property of publishers and producers of content. Please be mindful of copyrights when considering using activities in your gatherings (classes). Most materials, if you are able to use them, will explicitly state that you can "make copies" or "use with program". If you are uncertain, please ask the Coordinator.

Supplies

The following supplies should always be in your classroom:

Pencils & pens

Markers

Scissors

Glue sticks

Clear Tape*

Chalk & erasers, if your room has a chalkboard.

If your room has a dry-erase board, you should have dry-erase markers and an eraser. *Please ONLY use the dry-erase markers on the marker board.*

The following supplies can be found in the lower lobby of Monument Hall:

Name tags

Post-it notes

Index Cards

Various glue types (fabric, liquid, etc)

Various papers (plain, colored, scrap, construction, large, etc)

Various tape (masking, etc)*

Craft materials (assorted)

Various yarns and strings

Collection of bells (shake and push)

Backup of the classroom supplies, if you need more

There is an assortment of various religious articles, bookmarks, prayer cards, and books (devotions, etc) that can be given away to the kids (possible prizes).

Holy Family Parish would be happy to purchase/provide any supplies you request or need - just please give us some advance notice!

** - we are still working out which types of tape to use on the walls. At this time, please only use masking tape (either painters' blue or regular).*

Class Mailboxes

Every Religious Education class (K-8) is given a mailbox in the lower lobby of Monument Hall. The mailboxes are found in the hall between Room 1 and Room 8 (the Glass Room) - the hall that leads to the parking lot, which is behind the rectory. High School Levels 1 & 2 have a mailbox each for attendance sheets.

The mailboxes are arranged by Grade, by Day, by Time - from left to right and top to bottom (the upper left-hand mailbox is Sunday Kindergarten, and the lower right is Grade 10). The class day and grade are on the front of the mailbox.

You will find attendance cards, correspondence from the parish staff, and anything you might need to distribute to students in your mailbox. This tends to be a good place for most classes to leave their sign out binders.

Wireless Internet at Monument Hall

There is wireless internet access in Monument Hall. If you choose to bring in your own computer with wireless capability, ask the Coordinator or Session Assistant for the password and they will set you up.

Please use good discretion when on the internet in front of the children. This includes sites visited, the content (especially advertising) of those sites, and possible pop-ups and other concerns. If you are uncertain about showing a website, including the theological content of a website, please ask the Coordinator.

Holy Family will provide no firewall or virus protection for your computer as part of using the wireless internet access - that is your responsibility.

Parking at Monument Hall

Catechists and anyone working with our Faith Formation programs are invited to park behind the Rectory - the driveway is off Monument Square just past the Rectory. Otherwise, many people park in the public parking around Monument Square or in the Church parking lot.

Please use caution if parking in the Rectory parking lot - there is limited space, and it is likely that not everyone will be able to park there. *Also, the Rectory Parking Lot and driveway can become rather slippery during the winter months, depending on conditions.*

Please do not park in front of the garage doors of the Rectory.

Theological Concerns & Questions

The best response anyone in a teaching or mentoring role can give, when they do not know the answer to a question, is to say "I will get back to you..." - be honest when you do not know!

Catechists are not expected to be experts in Catholic Theology. While the Parish Staff are not expert theologians, knowing how to find an answer is their job. If you have any uncertainties about answering a question, please defer and ask a member of the parish staff. Feel free to pass along those questions to the Coordinator specifically if your class receives a visit!

One of the biggest reasons why someone chooses not to be a catechist is a lack of "theological confidence". Catechists do not need theology degrees to be parish volunteers - they need to be living the faith they wish to pass on to others!

Resources - Parish Library

Our Primary Parish Library is located at the parish offices in West Concord; it mostly contains books on spirituality and liturgy. Feel free to stop by and browse. If you know of a particular title or topic for which you are interested, simply ask a parish staff member and they will see if they can find something to suit your needs.

We also have a small collection focusing on what a catechist might want for classes - books of prayers for children, saints, reference books, etc.

Media Library @ Monument Hall

Our collection of DVD's, VHS Tapes, and CD's is located in the lower lobby of Monument Hall. Feel free to use any of the resources for your classes. You are encouraged to use the technology resources in your room; please ask a member of the parish staff if you have any additional technological needs or concerns.

Please note: the CD's for OSV's *Alive in Christ* are located here.

Safety Lessons

We will continue to use the *Keeping Children Safe* program for grades 5-8 and the *Stay Safe* program for Grades K-4. These curriculums have been approved by the Holy Family Parish Safety Committee and the Archdiocese of Boston Office of Child Advocacy. They meet the requirements set forth in the US Bishops' *Charter for the Protection of Children and Young People*.

Safety lessons for Grades 1-8 will be split into two lessons. The first lesson will be taught by the catechist, and the second lesson will be taught by the Coordinator. These will either take place in the upper hall or a classroom.

Since notifying families is required for the Safety Lessons, the office will inform families in advance when the safety lessons are to be scheduled. In the case of a snow day, safety lessons will be rescheduled at the discretion of the Coordinator who will then communicate with the catechists and parents. Attempts to reschedule these lessons could adversely affect others.