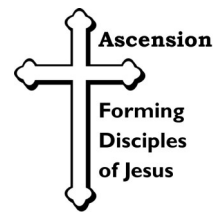


# FAITH FORMATION HANDBOOK 2023–2024



**ASCENSION FAITH FORMATION - VISION & MISSION STATEMENT**  
The Faith Formation Ministry of Ascension Catholic Church (Melbourne, FL)  
provides opportunities to grow in Faith. We provide formation for a life of discipleship.

**Strengthened by God's grace we :**

- \* form our members to participate in the celebration of the sacraments and liturgies of the Church. [PRAY]
- \* assist all as they grow in spirituality and Christian prayer. [PRAY]
- \* teach the Catholic faith and moral principles. [LEARN]
- \* commit ourselves and our members to grow as a community focused on sharing the Good News through service and love for others, especially those in need. [LIVE]

## FAITH FORMATION TEAM— 2023- 2024

### Tuesday 4:00—6:00 pm every other week

Room	Grade/Level	Catechist(s)	Class Assistant
415– Buescher	CGS Level 1	Kari Stadelman Isabella Cervantes	
413/414- Buescher	CGS Level 2	Sarah Caduff, Helen Casper	
411– Buescher	CGS Level 3	Jennifer Cervantes Cindy Kelly	Annette Erdman
	Hall Monitors	Fran Coppola	Sally Ramsey

### Wednesday 4:00—6:00 pm every other week

Room	Grade/Level	Catechist(s)	Class Assistant
415– Buescher	CGS Level 1	Sarah Michlitsch	Lisa Keating
413/414- Buescher	CGS Level 2	Clare Saint Gabriel	Lisa Mark
410– Buescher	GPS Gr. 4-6	Dianne McGahee	Terry Nicolette
	Hall Monitor	Cathy Katz	

### Wednesday 6:00-7:30 pm every week

Room	Grade/Level	Catechists
413/414- Buescher	CGS Level 2	Betsy Glasenapp & Trish Colgan
410– Buescher	GPS Gr. 4-6	Dawn Ewing & Steve Reimann
	Hall Monitor	Jeanne McLaughlin

**THANK YOU VOLUNTEERS!**

**CELL PHONE POLICY:** No cell phones (calling or texting) are to be used during Faith Formation classes as they cause disruptions in the session. If you need to contact your student, please use our emergency contact number which is **386-235-1358**.

**Communication:** Primary communication from the Office of Faith Formation will be through our monthly e-mail starting the end of August Please check your spam filter or spam mail if you do not receive anything by September 5th.

**Ascension Web-site:** A copy of schedule is available on the Ascension Catholic Church web-page at [www.ascensioncatholic.net](http://www.ascensioncatholic.net) under the “Faith Formation” tab and “Elementary Faith Formation”

**Attendance:** Weekly attendance is important to the total development of faith. Check-in will be in the hallways. Please make sure that your child arrives safely in the building and into the supervision of Faith Formation volunteers on time. To utilize the faith formation time well, it would be good if they also used the bathroom/drank water before class.

If students will be absent, please call the Faith Formation office at 254-1595 x3080. If a student misses three consecutive classes, a courtesy call will be made to see if he/she is still enrolled in our program.

**Sign – In & Sign-Out** – classes will gather in the main hallways of the Buescher Center and then go to the rooms when the session begins. Classes will meet parents/guardians/other authorized person specified on the enrollment forms in the same hallway after class. You are welcome to drop your child off and pick them up via the carline route we established in the past years if you wish or you are welcome to walk to the building for sign-in/sign-out. Phone notification or a hand written dated and signed note from the parent **MUST** be given in advance to the DFF for any person other than those specified on the enrollment form to sign out a student.

**Emergency Closings:** If Brevard County schools have an emergency closing because of threatening weather, Faith Formation Sessions will be cancelled for that day.

**Rules:** Our goals encourage Christian attitudes and growth in self-discipline. We are called to be a community based on the shared acceptance of the message of Jesus Christ. Guidelines for behavior during religious education sessions are as follows:

- ✠ I respect the personal space and will not touch or speak to another in any way that offends that person or others.
- ✠ I respect the need for Faith Formation to be a safe and inviting place to learn.
- ✠ I respect other students’ rights to learn and the catechists’ responsibility to instruct.
- ✠ I respect my duty to be prepared, on time and in the right place.

## Discipline

When the student displays conduct disruptive to any Faith Formation volunteer or another student, the catechist will give the student the opportunity to change his/her unacceptable behavior.

If the unacceptable behavior continues, the student will be asked to conference with the catechist and parents after class.

If the unacceptable behavior continues during another Faith Formation class, the student will be sent down to see Miss Betsy to call their parent/guardian and set up a conference between catechist, parent, student and the Director of Faith Formation (DFF)

Should the unacceptable behavior continue after this conference, the student will be readmitted to class only with a parent joining them until such time as the unacceptable behavior stops.

Although no problems are anticipated, we reserve the right to suspend or possibly expel a student.

## Conferences

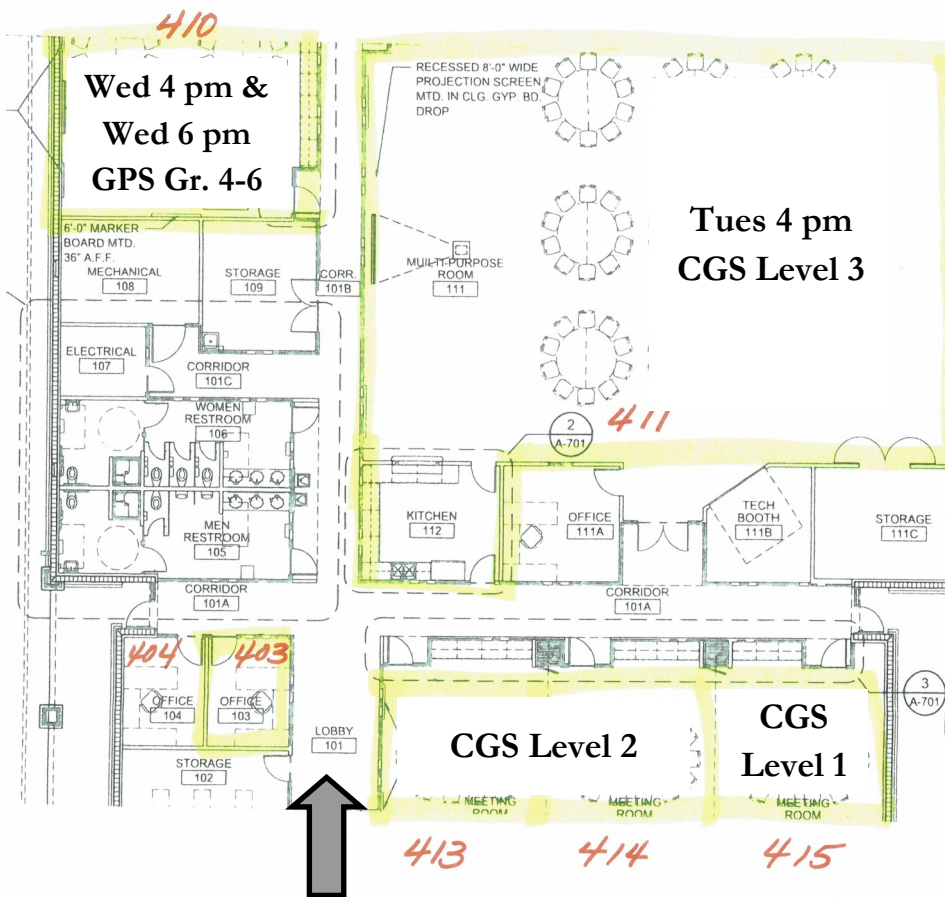
Parents can make an appointment for a conference with a catechist either before or after class by calling the office at 254-1595 x3080. This meeting will be subject to the availability of the catechist. The Director of Faith Formation will gladly join a parent/catechist conference at the request of the catechist or parent.

## Health Concerns and Medication

Please provide information about special medical needs or conditions on the student enrollment form. While Ascension will do its utmost to address or otherwise accommodate any such concerns as required by law, the Parent/Guardian hereby acknowledges that the faith formation personnel and Ascension are not medical providers, and cannot administer any medications. If a student has any such special medical concerns or needs, Parent/Guardian must leave, both with the Director of Faith Formation and the individual teacher, a written phone number at which such Parent/Guardian can be reached immediately, and be available at all times while the student is attending Faith Formation classes.

## Child Custody Issues

It is the responsibility of the custodial parent to provide copies of documents related to child custody, and restraining orders, if applicable, and to personally make the DFF and individual teacher aware of any unique concerns related thereto. In such case, the custodial parent must leave, both with the DFF and individual teacher, a written phone number at which such Parent/Guardian can be reached immediately, and be available at all times while the student is attending Faith Formation classes. Ascension will do all that is required of it by law as an educator under such circumstances.



**Monitored Entrance**

*If a medical, family, or spiritual need arises during the year, please let the Faith Formation office know so that we might better minister with you and your children.*

**Betsy Glasenapp**  
**Director of Elementary**  
**Faith Formation**  
Phone: 321-254-1595 x 3080  
E-mail:  
[dre@ascensioncatholic.net](mailto:dre@ascensioncatholic.net)

### for Confirmation

- You can register for Confirmation preparation beginning in the 9th grade
- Contact our Director of Youth Ministry Cara Giuliano for information

### for First Reconciliation & First Holy Communion

To ensure a successful sacramental experience for your child we offer the following :

- Take your child to Mass each weekend (Saturday evening, Sunday morning or evening).
- Attend all sacramental preparation sessions.
  - All sessions for Reconciliation and Communion **begin in the Church**
  - ***Both child and parent/guardian(s) are required to attend all prep classes.***

<i>First Reconciliation</i>	<i>First Holy Communion</i>
<b>See Betsy for schedule</b>	

***Circles of Grace*** is a faith-based program which focuses on helping young people recognize God's love and understand that each of us lives and moves in a Circle of Grace. The goal of the ***Circles of Grace*** program is to educate and empower young people to actively create a safe environment for themselves and others.

There will be an **introductory session to the Circles of Grace** program for parents/guardians during Faith Formation sessions **Tuesday, November 28th and Wednesday, November 29th**. We will have handouts explaining the background and philosophy of the program and you will have the opportunity to see the whole curriculum for your child(ren)'s grade level. If you miss this session, please feel free to contact Betsy at anytime and she can get the information to you or meet with you individually.

We will be implementing the **Circles of Grace** program on our first week back after winter break, on **Tuesday, January 16th and Wednesday, January 17th**. The presentations will be only a part of the session. Youth will continue working with items in the atrium or Bible reflection after the Circles of Grace material is presented.