

Faith Formation Handbook

Catechetical Year: 2020-2021

**St Francis de Sales, Belgrade
St Donatus, Brooten
St Peter & Paul, Elrosa**

the CATHOLIC PARISHES of



ST. FRANCIS DE SALES • BELGRADE



ST. DONATUS • BROOTEN



STS. PETER & PAUL • ELROSA

**CCD Building in Elrosa
Land Line Phone: 320-697-5690**

Website: <https://www.bbecatholicchurches.com>

**Chaplin:
Fr. Jeremy Theis**

Our Tri-Parish Mission Statement:

To be an inviting Catholic community of both young and old, journeying together in service as we build God's kingdom, with our eyes fixed on Jesus, nurturing ALL to grow through life-long education and the celebration of the Sacraments, especially the Holy Eucharist.

Hello Parents and Students!

Welcome to another year of our Parishes Faith Formation Program! I would like to extend a warm welcome to our new students and their families. What a year it has been, but our most important mission as Disciples of Christ, to pass our faith on to others, still continues! Children first experience God in the arms of their parents. We acknowledge that parents are the primary educators in their child's faith. Our goal is to assist you in this great endeavor. We invite you to attend a class at any time throughout the year and get actively involved in the faith formation of your child. When parish and family work together as a team, your child receives the greatest benefit possible! As we begin this year together, we remind you of your awesome power as Christian parents. What we do is minimal compared to the great work you are constantly doing. Your children will learn what it is to be Catholic in today's world because of you. Your faith and values are what they witness seven days a week. Keep up the good work!

Our program is dependent on volunteers who share their gifts in teaching and assisting in classrooms and offering support in a variety of ways. They are not professionals, just regular people, like you, who choose to share the blessings, talents and gifts the Lord has given them. One of the best ways to learn about our faith is to teach it. Please consider joining our catechetical team as a teacher or assistant. It is one of the best ways to learn and grow in the faith!

The purpose of this handbook is to provide important and essential information regarding the policies and procedures for all children enrolled in the Faith Formation Program. Included are the guidelines for participants and expectations for families, as well as what you can expect your children to gain from the program. You will also find the first half of the year schedule, a list of this year's teachers, as well as Covid-19 information and our discipline and attendance policies. If you should have any questions with regards to the program, please feel free to contact Rachel at the information below.

For His Glory,
Rachel

Rachel Bosl
Faith Formation Coordinator
320-217-4543
dre.bbe.catholicchurches@gmail.com

CATECHISTS

| Grade/Position | Name |
|--|---|
| Chaplin | Fr. Jeremy Theis |
| Faith Formation Leader (K-5 th Grade) | |
| Faith Formation Leader (6-11 th Grade) | Rachel Bosl |
| Office Staff (6-11 th Grade) | Doris Walz Teresa Zenzen |
| Office Staff (K-5 th Grade) | Janae Nemmers |
| Kindergarten | Tiffany Breitbach Amber Eckstein |
| 1 st Grade | Colleen Borgerding Jessica Radermacher |
| 2 nd Grade | Holli Bromenshenkel Annette Fischer |
| 3 rd Grade | |
| 4 th Grade | Jackie Winter Heather Kampsen |
| 5 th Grade | Joey Deters Angie Gregory |
| 6 th Grade | Julie Heinze Sheila Jaeger |
| 7 th Grade | Andrea Dingman Tracy Kampsen |
| 8 th Grade | Sarah Lee Sarah Gregory |
| 9 th Grade | Susan Cebulla Amiee Huston |
| 10 th Grade (Confirmation) | Tom Overman |
| 11 th Grade (Confirmation) | Paul Rooney |

If you need to call us during class:

Elementary call or text Janae Nemmers @
Cell: 218-209-6462

High School call or text Rachel Bosl@
Cell: 320-217-4543

Email: dre.bbe.catholicchurches@gmail.com

CCD Building landline: 320-697-5690

Covid-19 Policies/Procedures

As you are all aware, Covid-19 has thrown a wrench into our lives, I am asking for your prayers and patience as we deal with the ever changing situation. Some of you are ready to be back in person, while others might feel more hesitant. Please read these next sections carefully so you are aware of these new policies and procedures, however; be aware that resources are constantly being updated so this section may be modified as circumstances, conditions, or health guidelines change.

Our hope is that we can meet in person as long as possible. It is our goal to provide a safe place for us to come together to share our Catholic faith, build community and strengthen our love for God. By sending your child to class, you are agreeing to follow our policies and procedures. Our preparedness plan is under the direction of guidelines from the MN Department of Health (MDH), the Center for Disease Control (CDC), the Governor's Office and the St. Cloud Diocese. Our plan has three (3) main parts: Health and Wellness Protocols, Social Distancing & Face Coverings, and Cleaning & Disinfecting Measures. Please see below for a brief overview of each.

Rachel Bosl is the Covid-19 contact person for BBE Faith Formation.

Health & Wellness Protocols:

Everything in our plan is meant to keep everyone healthy and to avoid spreading Covid-19 in our programs. The best way we can do that is to be sure our volunteers, students and staff, are healthy before coming to class. At the back (pg. 10) you will find a "Health Screening Checklist."

What do you do if you only have one symptom? The MN Dept of Health has created a "Decision Tree" that helps to guide us on what to do if we have any symptom of Covid-19. It has separated the symptoms into "more" and "less" common symptoms and gives you a chart to guide you on when you could participate, when you should stay home, and when you should quarantine. Please find a copy of the Decision Tree on page 11. See below for a link that includes a four page explanation should you want more detail.

<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

If an individual does not feel well while onsite, they will immediately go to our designated isolated safe waiting space where we can evaluate their symptoms, and if needed, remain there until transportation home has been arranged.

If a student, volunteer, or staff experiences symptoms of Covid-19, or tests positive following attendance at a parish sponsored activity, please contact Rachel Bosl (dre.bbe.catholicchurches@gmail.com or 320-217-4543). All information provided is confidential under HIPAA privacy laws.

**If there are any confirmed cases of students in our programs we will follow similar to how BBE schools operate.

Social Distancing & Face Coverings:

We will be following social distancing and maintain a building capacity of not more than 50% or a maximum of 250 people, whichever is less. Face coverings are required to be worn indoors by all persons age 6 and up, in accordance with Executive Order 20-81. In all diocesan ministries, face coverings are further required for use outdoors when social distancing cannot be maintained (such as entering the building from cars). A face covering must completely and securely cover a person's nose and mouth. Acceptable face coverings include:

- ~Paper or disposable face mask
- ~cloth face mask
- ~scarf
- ~bandana
- ~religious face covering

Face shields are to be used in special situations only, as detailed by the MDH. Our catechists will use face shields when teaching. Students who forget to bring their face covering will be provided with a paper face mask. Face coverings can be removed to drink or while reading in class.

Cleaning and Disinfecting Measures:

Every student will have their own supplies. We will not share books or colored pencils with others. If we need to share, we will sanitize items between individual use. Students will be asked to wash hands or use hand sanitizer after coughing, sneezing, touching their face and before and after eating. Following each class, all occupied areas will be cleaned and disinfected.

Dropping Off/Picking Up Measures:

Students should arrive 5-10 minutes prior to the start of class. This allows classes to begin on time and eliminates disruptions with late arrivals. Prompt arrival is essential to allow for enough class time. Students are to be in their rooms and be seated at 6:30pm, SHARP!

In an effort to cut down on the number of students coming and going through the same door, we are asking families to use specific doors. For Elementary (K-5) and High School (6-8) we are asking families with last names beginning with A-J to use the Main West Door and families with the last names beginning with K-Z to use the North Door by the tennis court.

In order to ensure the safety of our children, parents with elementary aged children, grades K-2, are asked to pick them up INSIDE the building at 7:25pm at the SOUTH DOOR by the bathrooms. All other students will be asked to leave by the same door they entered and meet their parents outside on the sidewalk or in the parking lot.

Actives Bus-This year we are asking parents to arrange for their students to get from the school to the CCD building in Elrosa as it is not a guarantee that the Activities Bus will be able to fit everyone on it.

NEW Food Policy:

We are no longer allowed to serve meals on the premises. We can supply bottled water and/or prepackaged snack items, like a granola bar, but it will NOT be a full meal. If students want to bring their own food they need to eat it before class.

RELIGIOUS EDUCATION POLICIES

Religious Education Fees

The cost of our Religious Education program is \$40 per student Grades 1-11, with a maximum of \$80 per family. This is to be paid on the night of the opening mass or on the first day of class to the coordinator of Faith Formation. If this will cause hardship, please contact the parish office at 320-254-8218. **Checks should be made out to BBE Religious Education.**

Class Time

Students in grades K-5th grade attend class every other Wednesday evenings from 6:30-7:30pm. Students in grades 6 - 11th meet on alternating Wednesday evenings from 6:30-8:00pm.

**** Please see the Faith Formation Calendar for dates ****

Attendance Policy

The religious education of our children is very important; therefore, students in all grades are expected to attend all classes. Regular, prompt attendance is essential for the effectiveness of our parish faith formation programs. The curriculum is designed to foster ongoing learning that may be diminished by absences. Please look over the enclosed schedule and follow it closely.

If you know your child will be gone on a certain day, or is ill the day of class, you must personally notify (call or text) Janae Nemmers (grade K-5) at 218-209-6462 or Doris Walz (grades 6-11) at 320-250-9799 and/or Rachel Bosl at 320-217-4543 **before** class time. Written notes from home will not be accepted.

For safety reasons, if your child is absent without prior knowledge, the office staff will personally contact you by phone during class time to verify the reason for the absence. In the rare event that your child may need to leave class early, the parent/guardian will need to contact the office staff or the Faith Formation Coordinator.

Cell Phones/Electronic Devices

Cell phones are a great help when youth are trying to connect with parents after an event, but they can be a great distraction during class times and other activities. If your child has a cell phone they are to be turned off and kept in pockets, purses or backpacks during class time. If they use the phone during class, it will be collected by the teacher and returned after class. If this happens a second time, it will result in the parent needing to come in to collect the item from the director. These rules also apply to all electronic devices.

Discipline Policy

Our Religious Education Program relies on our volunteer catechists. It is only through their generosity and desire to share our faith that this program exists. We believe every teacher has the right to teach and every student has the right to learn and proper respect for one another should be evident at all times. The teacher is under NO obligation to keep a student in class if they are keeping others from learning. Our hope is that you, the parent, will support the catechist in every way possible. Please take time to go over the policy below with your child so that they will understand what is expected of them

- 1) Students displaying disrespectful/disruptive behavior, disrespect for the teacher, other students or classroom rules, or causing any other kind of disturbance that interferes with the learning process for other students, will be warned the first time. If the behavior continues, the student will be removed from the classroom and report to the director. A conference will be held with the student, director and teacher after regular class time and the parent will be contacted regarding the behavior.
- 2) If there is a repeated episode of disruptive behavior the student will be removed from the class and a conference will be held with the PARENT, STUDENT, TEACHER and DIRECTOR. They will be permitted back into class only when accompanied by a parent. The parent will be required to remain in the classroom until the student's behavior changes.
- 3) If repeated misbehavior continues, the parents will meet with the Director of Faith Formation and Fr. Theis, and the parents will be responsible for the religious education of the student at home. Parents will then be responsible for setting up regular meetings with the Faith Formation Coordinator to review the student's work.

Bad Weather Policy

If BBE School cancels because of bad weather our Faith Formation classes will also be canceled. If weather threatens before school is dismissed we will try to have the notice put on the announcements at school before the buses leave. If weather threatens or worsens during Faith Formation, we will call parents to come and get their children early. **Please be aware of the weather when it threatens and make yourself available by phone if we need to contact you. Please remember to watch our parish Facebook page (BBE Catholic Churches) or the REMIND app for inclement weather conditions as there may not be enough time to get it on the school announcements**

Sacramental Preparation

First Reconciliation and First Communion are celebrated in the 2nd grade. Preparation for the Sacraments takes place in 2nd grade and it is important for your child to attend every class so they do not miss any of the material. If your child needs to miss a class it will be necessary for the parents to get the materials from the teachers to cover it at home. These two sacraments are foundational for our faith and there is much to learn. Children who are beyond the 2nd grade and have not yet received the Sacraments will receive private tutoring in addition to their regular classroom work to prepare for the Sacraments.

Sacramental Preparation (continued . . .)

Confirmation candidates will be confirmed as 11th graders. Students must be enrolled in the parish Faith Formation Program in 10th grade, as this is a two year program. All Confirmation candidates are expected to participate fully in the program. For full details, see the Confirmation handbook. Parents of children who do not meet the above requirements should contact the Parish Office to discuss alternatives.

Parents are always invited.

In order to assist the elementary classroom teachers, we are asking parents to step forward and help out in the classrooms. Parents are asked to sit in on their child's classroom at least twice per year. If you misplace your copy throughout the year please stop by the CCD Building office during religion hours or send an email to dre.bbe.catholicchurches@gmail.com and we will get you a copy. If you are unable to make the date that has been set up for you, it is your responsibility as a parent to find a replacement.

Masses and other services

Parents are invited and encouraged to join the students for Mass, Stations of the Cross, Reconciliation and any other services we have throughout the year. Please watch the Faith Formation Calendar, so you know when they are scheduled. Children look forward to seeing family members present. Parents are encouraged to take an interest in their studies and show them their support. **Parents are welcome at any time throughout the year to come and observe and/or participate in class.**

Special Needs

If your child has special learning needs or medical problems please contact the Parish Office at 254-8218. This will enable us to provide the proper learning environment for all participants.

Children first experience God in the arms of their parents. We acknowledge that parents are the primary educators in faith. Our goal is to assist you in this great endeavor. We invite you to get actively involved in the faith formation of your child. When parish and family work together as a team, your child receives the greatest benefit possible! What we do is minimal compared to the great work you are constantly doing. Your children will learn what it is to be Catholic in today's world because of you. Your faith and values are what they witness seven days a week. If you have any questions throughout the year please give me a call. The teachers and I truly appreciate all your support!

For His Glory,
Rachel

2020-2021 Religious Ed Calendar
8/26/2020

Revised

September

- 9th 6:30pm-8:00pm: High School (HS) & Elementary (Elem), including Kindergarten (K) opening Mass outdoor at Elrosa followed by announcements, etc.
- 19th 8:30am-4:00pm: NET Retreat-2021 confirmation candidates (11th graders)
- 20th 7:00pm: Confirmation Rehearsal/Confession @ Elrosa (last year's candidates-current yr 12th graders)
- 23rd 7:00pm: Confirmation (See letters sent home for details regarding picture times, etc.-12th graders)
- 30th 6:30pm-8:00pm: First class for **High School!** ☺

October

- 7th 6:30pm-7:30pm: First class for **Elementary** and **Kindergarten!** ☺
- 7th 6:30pm-7:30pm: Edge (6-8th grade youth group)
- 14th 6:30pm-8:00pm: HS
- 21st 6:30pm-7:30pm: Elem only
- 21st 6:30pm-7:30pm: Lifeteen (9-12th grade youth group)
- 28th 6:30pm-8:00pm: HS

November

- 4th 6:30pm-7:30pm: Elem + K
- 4th 6:30pm-7:30pm: Edge (6-8th grade youth group)
- 11th 6:30pm-8:00pm: HS
- 18th 6:30pm-7:30pm: Elem only
- 18th 6:30pm-7:30pm: Lifeteen (9-12th grade youth group)
- 25th No Class: Thanksgiving Vacation!

Elementary (Grades 1-5) 6:30-7:30
High School (Grades 6-11) 6:30-8:00

December

- 2nd 6:30pm-8:00pm: HS
- 9th 6:30pm-7:30pm: Elem + K
- 9th 6:30pm-7:30pm: Edge (6-8th grade youth group)
- 16th 6:30pm-8:30pm: Lifeteen (9-12th grade youth group)
- 23rd No Class: Christmas Vacation!
- 30th No Class: Christmas Vacation!

January

To Be Determined

February

To Be Determined

March

To Be Determined

April

To Be Determined

May

To Be Determined

If your child is unable to make it to class, you must let us know. If you do not notify the office that your child will be absent, we will be calling you. Please call or text:

Grades K-5: Janae Nemmers: 218-209-6462
Grades 6-11: Rachel Bosl: 320-217-4543