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**As we are in staff transitions, this handbook may be subject to change. 5-20-2022

Welcome to Holy Spirit Catholic Community Religious Education and Confirmation Handbook for Grades 1-8

Family Expectations for Grades 1-8



- Be kind and welcoming to all.
- Participate in the celebration of mass each Sunday.
- Seek out opportunities to pray and eat meals together.
- Share our God-given talents, gifts, and strengths to the service of all.
- Use the textbooks to reread the chapter at home to help foster discussions about our faith.
- To the best of our ability attend the scheduled sessions, arrive and leave at the appointed times.

Online Registration

Thank you for your interest in the Religious Education Program at Holy Spirit Catholic Community. Working together church and families can raise kids with a living faith. To get started, your family should become members of Holy Spirit Catholic Community by completing the online forms. Then complete the online registration for the Religious Education Program.

To successfully register your child(ren) for the Religious Education/Confirmation Program:

1. **Complete the online forms:**
 - Family Information
 - Medical Information
 - Permission and Waiver Form
 - Gift Sharing Form
 - Student Registration
2. **Pay in full online.**



Location for Sessions Day and Time:

Grades 1-8

Holy Spirit Catholic Community, Naperville

Sunday 4:00-5:15 pm or 6:00-7:15 pm

Thursday 4:00-5:15 pm or 6:00-7:15 pm

Grade 9 (2022/23 ONLY)

Holy Spirit Catholic Community

One session in Oct./Nov./Dec. 6:30-8:00 pm

Students will be placed on a first come, first served basis. Every effort will be made to give your entire family priority placement.

Components of the Religious Education Program

Components of 1-6

18 sessions at HSCC

Reconciliation/Eucharist Preparation

Parent ONLY— Attend Sacramental Meeting at HSCC

Parent and Child attends the Reconciliation Retreat at HSCC

Parent and Child attends the Eucharist Retreat at HSCC

Components of Grade 7—Confirmation Preparation

18 sessions at HSCC

There is one service project at HSCC to help at. Coordinated by your student's catechist.

There is one retreat at HSCC to attend.

Components of Grade 8 —Confirmation Preparation

18 sessions

One 10 hour service project to complete.

One retreat at HSCC to attend.

Saint Report

Confirmation Interview

Special Needs

It is essential any special needs be mentioned on the Registration Form. When notified of different learning styles, hearing impairment, vision impairment, speech concerns, behavioral issues, physical needs, etc., we are then able to attempt to meet the needs of the student. Most of our catechists are not professional educators and will need your assistance to help your child.

Registration Fees

Early Bird Special - \$50.00 off the above fee when registration is completed and payment is made by July 15

Refund of Registration Fees

Before sessions begin: Full refund of registration fee or sacramental fees paid

After Sessions begin: No refund of registration fee or sacramental fees paid

If a person indicates at registration they will be a catechist and then for any reason cannot teach, the registration fee or sacramental fee is to be paid in full prior to general placement of their child in a class. The fee schedule for catechists does not apply to other volunteer positions.

If you would like to set up a payment plan you can choose the Smart Payment Plan. There will be a \$50 service fee for those choosing to use the Smart Payment Plan.

Registration Fee:		Catechist's Fee for Teaching 1 class
One child (Grades 1-9)	\$280	\$180
Two children (Grades 1-9)	\$405	\$305
Three or more children (Grades 1-9)	\$505	\$405

Volunteer Opportunities



One of the Holy Spirit Catholic Community family expectations is to share our God-given talents, gifts, and strengths to the service of all. Each family is asked to volunteer to help in the Religious Education in at least one of the following ways.

Catechist

Leads Religious Education sessions for children in Grades 1-8. Ongoing training provided through a variety of grade level meetings. Catechists are needed on Thursdays and Sundays at 4 or 6 pm.

Substitute Catechist

Teach religious education sessions when a lead catechist is not available. Some catechesis is needed. Substitute catechists are needed on Thursdays and Sundays at 4 or 6 pm.

Hall Monitor

Sit in the hallways to help monitor children arriving and leaving classrooms. Occasionally help with special projects during class time. Hall monitors are needed on Thursdays and Sundays at 4 or 6 pm.

Technology and A/V

Help set up and take down A/V equipment and troubleshoot a variety of A/V problems. Help is needed on Thursdays and Sundays at 4 or 6 pm.

Weekly Clerical Work

Help prepare classroom supplies for our religious education classes. Prep work will be completed at Holy Spirit Catholic Community or can be taken home. Volunteers may choose to help once a week, twice a month, or once a month. A meeting will be scheduled for more information and to set your schedule.

Event Help

Help out by planning, facilitating, setting up or cleaning up at Parish Events or Sacramental Retreats.

Catechist Resources

- Lesson plans and Leader's Guides are provided for each grade level.
- In Grades 1-6 the weekly worksheets, projects, and games will be provided.
- Grades 7 and 8 uses a video based program with a student workbook. All the prayers, discussion questions, and games will be provided.
- Grade Level Catechist Trainings provide opportunities to network with other catechists and receive resources to help enrich each session.



Sacraments



Baptism

Baptism is a Sacrament of Initiation into the Catholic Church, the beginning of new life in Christ. All children enrolled in the Religious Education Program should be baptized. Older children can also receive instruction and receive the Sacrament of Baptism either as part of the Religious Education Program or as part of the RCIA Program. Call 630.922.0081x234 or email rcia@hsc.us for more information.

First Reconciliation

Reconciliation is a sacrament that requires a fundamental understanding of right and wrong. This sacrament celebrates the continual forgiveness God extends to us.

In Second Grade, the students will come together to receive the sacrament at the First Reconciliation Service. It is a requirement to be enrolled in the Religious Education Program for one year before he/she is able to receive the Sacrament of Reconciliation.

First Eucharist

In the Sacrament of Eucharist, Catholics have an understanding the Eucharist is not just ordinary bread and wine, but the body and blood of Christ, the real presence of Jesus Christ, with the potential to transform both the individual and the community.

After first reception, frequently celebrating the Eucharist becomes a way for Catholics to deepen their lifelong initiation into Christ's life, death and resurrection.

In Second Grade, the students will come together to celebrate their First Eucharist at a mass in the Easter Season.



Confirmation

In Confirmation we receive the fullness of grace received at our Baptism and the gifts of the Holy Spirit enabling us to live new life in a public way, bearing testimony to the grace of God alive within us.

Confirmation is a two year program of preparation starting in Grade 7 with students receiving the sacrament in Grade 8. Students above Grade 8 desiring to be confirmed should call 630.922.0081x221 or email kkroeze@hsc.us for more information.

RCIA

The Rite of Christian Initiation for Adults is the process by which older children and adults prepare to receive the Sacraments of Initiation (Baptism, Confirmation and Eucharist) through a period of formation and study in the faith. The three Sacraments of Initiation are celebrated together at the Easter Vigil. Older children who are not baptized can receive the Sacrament of Baptism as part of the RCIA process with other family members who are seeking to enter the Catholic Church.

Religious Education and Confirmation Curriculum

Curriculum

Holy Spirit Catholic Community Religious Education Program uses a variety of textbooks. Grade 1, 3, 4, 5 uses the program called, "Discover! Finding Faith in Life" published by St. Mary's Press. The program uses the "Children's Catholic Bible" as the main textbook. Children receive this Bible in Grade 3 and use it each year until Grade 5.

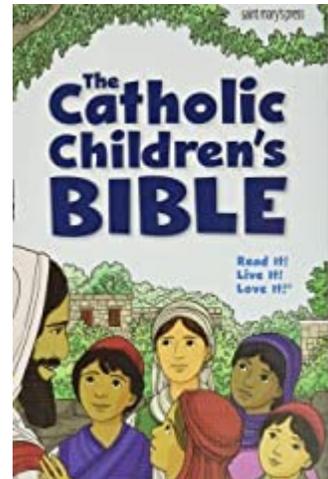
Grade 2 uses the textbook called, "Blessed—Reconciliation" and "Blessed—Communion" for sacramental preparations. This is a video and book based program by Dynamic Catholic.

In Grades 7 SPARK and 8 IGNITE, students use Ascension Press, a video based program with student workbooks.

In Grade 9 FLAME students will gather to continue Confirmation Preparation with professional speakers and discussions. Parents and Sponsors will join their student to hear these speakers.

Textbooks:

Discover! Finding Faith in Life	Grade 1, 3, 4, 5
Blessed: Reconciliation	Grade 2
Blessed: Eucharist	Grade 2
Salvation History	Grade 6
Encounter, Experiencing God in the Everyday	Grade 7
Altaration, The Mystery of the Mass Revealed	Grade 7
Chosen, Your Journey Toward Confirmation	Grade 8



Grade Level Focus:

- Grade 1: God: God Found Everything Good
- Grade 2: Jesus: Sacramental Preparation for Reconciliation and Eucharist
- Grade 3: The Church: Fishers of Men
- Grade 4: Morality: Beatitudes & The Ten Commandments
- Grade 5: Sacraments: The Bread of Life
- Grade 6: Salvation History
- Grade 7: The Bible and the Mass
- Grade 8: Confirmation
- Grade 9: Confirmation



Service Requirements for Grades 1-8

Grades 1-6

Service in the Home

Grade 7

Service in the Parish and Community

Grade 8

Service in the Parish and Community/Home

Grades 1-6

Grade 7-8—Direct Community Service

Students are **required** to perform direct service. This service may be completed in the community, neighborhood, HSCC, or at home.

Documenting Service—8IGNITE

All service must be completed by April 1.

Service hour forms and evaluation questions can be found on the website. Completed and signed forms verifying the service performed should be submitted to the RE Office.

Service Hours at Home

Students may complete their 10 hours of direct service at home. Students should think about a project that could last about 10 hours verses short everyday chores, for example emptying the dishwasher that only takes about 10 minutes.

Think about a particular person at home you could serve.

Here are some examples:

- Read Harry Potter; to a sibling over a couple months
- Organize dinner every Tuesday, make the menu, prepare, serve and clean up,
- Organize the family photos; download the photos to permanent storage, make and label folders
- Watch younger siblings so parents can have some date nights.

Regular chores that are just part of your responsibly as a member of your family do not count.

Retreats

Retreats are a great way to spend focused time thinking about what it means to be called to discipleship. Discipleship is a CHOICE to follow Jesus in our lives. Candidates in Grade 7 and Grade 8 will each have one, three hour **mandatory** retreat to attend. Each retreat involves bringing in a facilitator or a large set-up, so there is no meaningful way to duplicate this experience at Holy Spirit.

Please see the calendar for retreat dates when available.

Candidates are allowed to attend a retreat at another parish if they have a conflict with our retreat date or arrive late. The RE staff has more information on those retreats. Failure to fulfill this retreat requirement will result in the postponement of receiving the Sacrament of Confirmation. Please see the calendar for details when available.



Confirmation Requirements

3 Sessions at Holy Spirit for 9FLAME ONLY for 2022/23

Session One—Student only is required to attend

Session Two—Parent and Student required to attend

Session Three—Sponsor and Student required to attend—If the sponsor is unable to attend the parent is required.

These three sessions will generally occur once a month from 6:30-8:00 at Holy Spirit Catholic Community. Please see the calendar for exact dates.

Beginning 2022/23 Confirmation will be celebrated in Grade 8 with preparations beginning in Grade 7

18 sessions for 8IGNITE

There will be a make up assignment to complete for each missed session. The assignments must be completed and returned within the next week. If more than 2 sessions are missed the candidate will not be eligible to continue with the program and will need to start the program over the following year.

Saint Report and Confirmation Name

During Grade 8, candidates are asked to research and choose a saint to serve as an additional role model for them. This saint's name will become their Confirmation name. There will be an online report to complete and submit in the fall of Grade 9.

Role of the Sponsor

Sponsors will play an active role during this time of Confirmation preparation. Candidates should reflect and consider whom he/she want to ask to be their sponsor. Sponsors need to be at least 16 years of age, Confirmed, and cannot be a parent of the candidate.

During 8IGNITE one of the components of the Confirmation Program is called Sponsor Chats@Home. This component can be completed in person, on the phone, via face time, Skype or Zoom. The Sponsor Chats@Home are found on the parish website.



Sponsors are required to:

- Participate in the Mass on Sundays and Holy Days and receive the Sacraments of Eucharist and Reconciliation regularly.
- Strive to live out their commitment to Christ and to the community life of the Church by their loving response to those with whom they come in contact.
- Assume a great responsibility before God and the Church in becoming a sponsor and faithfully fulfill the obligations connected with it. Give support to the person they are sponsoring by prayer and by the Christian example of their daily life.

What do you do with the Sponsor Form/Certificate of Eligibility?

- Sponsor Forms are available on the parish website
- The Form is completed by the Sponsor
- The sponsor takes the Sponsor Form to their church
- The sponsor's church will sign the form and put their seal onto it
- The sponsor returns the form to the candidate
- The candidate hands the form into the RE Office



Religious Education and Confirmation Policies and Procedures

Arrival and Dismissal

Please be prompt with dropping off and picking up your child. Your child should not be dropped off more than ten minutes before the beginning of the session, as the Catechist is preparing for the lesson and not able to supervise your child.

Pick up promptly at the completion of the session.

Attendance

Regular attendance at Religious Education and Confirmation Sessions is an important factor in the faith development of your child. A child arriving late or leaving early disturbs the class and important formation is missed.



Grade 7 and 8

We understand that an emergency may occur so a student may have two excused absences. An excused absence would be an illness, death in the family, or a special family event like a wedding. Each missed session requires the completion of on-line make-up work. The make-up is to be completed within the following week. If more than 2 sessions are missed the student will need to start over the following year.

Communication

- The RE Office is open from 8:00-4:30 Monday through Thursday and 8:00-1:00 on Friday.
- HSCC is closed for lunch from 12:00-12:45.
- Phone number at HSCC: **630-922-0081**
- HSCC Website: www.hsccl.us
- The primary method of communication is through email. Please ensure you provide a current email that you check weekly. Flocknote is also used to send emails and text messages.

Code of Behavior

I acknowledge that I am representing our diocese/parish during the RE Program, and I will represent us well. I will adhere to all Diocesan Guidelines and display responsible, mature, and respectful behavior in my words, actions, and usages.

Expectations

1. All participants are expected to arrive on time.
2. All participants are expected to demonstrate respect and common courtesy at all times. Inappropriate language/behavior/conduct will not be tolerated.
3. Socializing should always be done in public areas.
4. Dress should reflect the values of modesty and respect, and inscriptions and images on clothing should reflect Christian values.
5. The possession or consumption of any alcoholic beverages is prohibited.
6. The possession of any illegal substances is prohibited and subject to legal action.
7. Smoking, vaping, e-cigarettes, smokeless tobacco, and cannabis in any form are prohibited.
8. Weapons and/or drug paraphernalia are prohibited.

Infraction of these rules can mean immediate dismissal with no refund.

Discipline

If a child's behavior disrupts the learning process for others, the steps listed below will be followed to ensure that class participation may continue.

1. If disruptive behavior occurs a child will be reminded of expected behavior and the consequences of misbehavior.
2. If the behavior continues the child will be sent to the main desk and to talk to the RE Staff. The child will write a note to their parent explaining the behavior. The signed note must be returned to the next session.
3. Serious misconduct will require a conference with the Parent, Catechist, and the Coordinator.



Emergency Cancellations

If school is canceled in Indian Prairie School District 204 due to inclement weather, then Religious Education and Confirmation sessions may be canceled for that day as well. Parents will be notified via email or text message from HSCC or from a catechist. The information will also be posted on the parish website.

Illness

If your child stays home from school due to illness, do not send them to Religious Education or Confirmation that day either.

Items to be Left at Home

Valuables, electronic items, toys, and all food and drinks must be left at home. Students who bring such items will have them taken away by the catechist during session time. They will be returned at the end of that session.

Cell Phones

Cell phones may be brought to RE Sessions. But, cell phones, may not be used during class time unless instructed by the catechist. The catechists can take away a student's cell phone and hold it until the end of that session.

Traffic Pattern

- Parent can use the car line and to drop off and pick up their child(ren).
- Parents can park and walk their child (ren) up to the church doors.

