

BLESSED SACRAMENT AND HOLY TRINITY CCD PROGRAM

POLICY HANDBOOK



*Train up a child in the way he should go, and when he is old
he will not depart from it.*

Proverbs 22:6

Table of Contents

Introduction	4
Catechists 2018/2019	5
Locations of Classes	5
Class Times.....	5
Cancellations.....	6
Communication.....	6
Website	6
Registration Process.....	6
Attendance.....	6
Tardiness	7
Classroom Etiquette.....	8
Leaving the Building.....	8
Permission Slips	8
Discipline	9
Parents' Role	9
Corporal Works of Mercy.....	10
Safe Child Policy	10
Sacraments of First Reconciliation and First Holy Communion.....	11
Sacrament of Confirmation.....	13
Blank Page for Notes.....	14
Parent/Legal Guardian Acknowledgement Form	15

September 2018

Dear Families,

On behalf of Blessed Sacrament and Holy Trinity parishes, we want to welcome you and your families to our new 2018/2019 CCD year. We are eager to work with your children to explore the great mysteries of God and His Holy Church.

It is our hope that over the next nine months, as your children learn about God's faithfulness and unbreakable covenant with His people, they will come to know how deeply He truly loves them; that He desires more than anything to have a relationship with them that will plumb the depths of their beings.

As always, we have a wonderful staff of catechists who are excited about teaching the faith to your children. They are committed and devoted individuals who will be volunteering their time and talent to ensure each child has the best opportunity to grow in their knowledge and love of God and one another.

Whether you have been with us for many years, or this is your first year with us, it is our deepest desire that this new year of learning about God's love will help you and your children to grow spiritually, intellectually and emotionally so that you may experience the abundance of grace He has in store for you.

We promise to give you our absolute best and we thank you for entrusting your children to us. We pray that God will bless you and your family as you grow together in the knowledge and love of our Lord throughout this new CCD year.

May God Bless You and Your Families,

Laurie Tilton

Director of Religious Education
Blessed Sacrament and Holy Trinity Parishes

Introduction

The Confraternity of Catholic Doctrine (CCD) was established to provide religious education to children who were not receiving any education in the Catholic faith through their regular schooling.

The Blessed Sacrament and Holy Trinity CCD Program seeks to provide children with a thorough understanding of the Catholic faith that is relevant for the age and maturity of the students and a necessary component for them to grow in the virtues of faith, hope and above all, love. The ultimate end for which all persons are created is to enter into a meaningful relationship with God. This can only be fully realized with an awareness of who God is and who we are as His greatest creation.

The role of the catechists (teachers) in the CCD program is not to replace the role of the parent as the primary educators in the faith, but rather complement and build upon those principles that should be taught at home. Through instruction, exercises, service projects, activities, and worship, the CCD program of Blessed Sacrament and Holy Trinity will be an invaluable experience for the children allowing them to grow in mind and heart as they walk the path of Christian discipleship begun at their baptism.

Foundation for CCD Program

These four aspects of our Catholic Faith serve as the basis upon which the entire CCD program is built. They serve as the four part structure of the Catechism of the Catholic Church and encompass the full summation of the teachings of the Magisterium as received by the Church through Sacred Scripture and Sacred Tradition. They are as follows:

1. The Profession of Faith – The Creed (What We Believe)
2. The Celebration of the Christian Mystery – Liturgy and Sacraments (How We Celebrate)
3. Life in Christ – Christian Morality (How We Live)
4. A Personal Relationship with God – Christian Prayer (How We Pray)

Philosophy of CCD Program

We believe that the CCD Program of Blessed Sacrament and Holy Trinity is an integral part of the Church's mission to assist our parents as their children's primary teachers. We do this by formalizing and intensifying education in the Catholic Faith, which has its origin in the Catholic home.

The Blessed Sacrament and Holy Trinity CCD Program provides a safe climate that challenges students spiritually, intellectually, morally and socially. Education is never an end in itself but is meant to enable the students to become responsible disciples of Jesus Christ by living and walking by faith.

Catechists 2018/2019

<u>Grade</u>	<u>Catechist</u>	<u>E-Mail Address</u>
1	Mrs. Lindsay O'Neil	Imbro919@yahoo.com
	Miss Heather Tencza	heathertencza@gmail.com
2	Mrs. Maureen Filiault	maureenfiliault@gmail.com
3	Mr. Che Christi	cheandvirginia@yahoo.com
4	Mrs. Sandee Mizula	mizulasl@gmail.com
5	Mrs. Andi Guy	abduprey@yahoo.com
6	Deacon George Nolan	gnolan5366@gmail.com
7	To Be Announced	
8	Johan & Caitrin Livingstone	jdlivingstone5@gmail.com cdlivingstone@gmail.com
9	Jae & April Helenek	jaesiv@hotmail.com aprilhelenek@hotmail.com
10	Deacon John & Donna Leary	deaconjohnleary@gmail.com
11	“ “	dleary0613@yahoo.com

Director of Religious Education: Laurie Tilton, lltilton2@gmail.com, 774-2918

Locations of Classes

Grades 1, 3 - 8: Temple Israel, 27 Pierce St., Greenfield - **Temple Traffic Flow:** In order to ensure the safety of all, please approach the Temple by the back of Myrtle St. so that traffic is all headed in one direction. Please drop off and pick up your children promptly, allowing other vehicles to do the same.

Grades 2, 9: Blessed Sacrament Rectory, 182 High St., Greenfield

Grades 10/11 : Holy Trinity Father Casey Hall, 133 Main St., Greenfield

Class Times

Grades 1-9: 9:15 – 10:15 Sundays

Grades 10/11: Sundays 6:00 – 7:30 P.M.

Cancellations

In case of inclement weather, please tune in to Bear Country 95.3 or go to www.bear953.com for cancellations.

Communication

Communication is principally conducted via email. The DRE and teachers use email because it is a convenient form of communication. Please expect to receive numerous emails over the course of the year. The messages are intended to keep parents and students informed of class schedules, special events and other religious education program related information. Please do not hesitate to contact the DRE or your child's teacher by email also. (Contact for families without email will be conducted by mail.)

Website

Schedules, Forms, and most other information regarding our Religious Education program (CCD) may be found at: <http://blessedsacramentgreenfieldma.org/>.

Please check the website before calling the Religious Education office.

Registration Process

Families are required to complete a registration form, read and sign off on the CCD Policy Handbook and submit their \$50 fee by the registration deadline. *Checks are to be made payable to either Blessed Sacrament or Holy Trinity (whichever parish the family belongs).*

Attendance

Because we place great value on teaching your children their Catholic Faith and because ultimately, we are talking about their eternal salvation, it is important that students be present in class each week.

Weekly attendance and participation are key to a successful religious education experience. Families today are faced with a host of activities which take place on Sundays. Competing with the time which should be set aside for Sunday duties, are competitive sporting activities, dances, sleepovers, etc. which all threaten to rob our children of the critical time they need to learn about our Lord. Please consider carefully what your child is being taught to value through your family's

attendance decisions. Children learn from the decisions and actions made within the family and the underlying values which those actions profess. Weekly commitment to faith and parish life through regular Mass and Religious Education Program attendance educates children more on the importance and value of faith than any lesson plan ever created. Illnesses and serious situations necessitating a child's occasional absence from class are to be expected. In this case, parents are required to send a note to the catechist the following week indicating the date and reason for the absence. *(Please do not call the Religious Education office to leave notices about absences.)* Classroom work is to be made up by the student.

A student who misses a total of six or more classes throughout the CCD year will be required to attend a special class at the end of the year. This is not a makeup class since numerous absences cannot be made up in this short period of time. During this special class, an assignment may be given which is to be completed by the end of the summer. **If this class and assignment are not completed, the student may be required to repeat the year.**

Sacramental Year Attendance

In a sacramental year (First Holy Communion, Confirmation), because a child is preparing to receive a sacrament, an additional class at the end of the year would not be sufficient to prepare the child. It would therefore be up to the catechist to determine if the child were prepared. If it was determined that the child was not sufficiently prepared, the child would need to repeat the year. This decision would be made on an individual basis.

Continuity in Attendance Faith Formation

Faith formation is lifelong. Children need to be enrolled in the religious education program every year and not be removed after the celebration of a sacrament. If a child does not attend the program the year prior to beginning sacramental preparation, the child may be placed in a review program for a year prior to beginning preparation.

Promotion to the Next Grade

Students will not automatically be promoted to the next grade level. Promotion will be based on participation, attendance, and knowledge of material.

Tardiness

Tardiness distracts the class and interrupts the learning process. Parents are encouraged to make every effort to ensure their children are on time for the beginning of each class. The catechists and their assistants are entrusted to monitor the attendance and tardiness of the students in their room. If, in their opinion, the continued absence and/or tardiness of a child is deemed to be a matter of concern, the catechist, after consulting with the Director of Religious Education

(DRE), will contact the child's parents to better understand the circumstances behind the absences/tardiness and determine if any assistance may be extended to help remedy the situation. 3 Tardys will be counted as one absence.

Classroom Etiquette

- Be on time.
- Be prepared for class. Books are to be brought to each class (Students are responsible for lost books and will be required to purchase a replacement).
- Care for and respect all materials including books, notebooks, bags, furnishings, etc.
- Be respectful of classmates and adults.
- Have a positive attitude.
- Be attentive during class.
- Do the assigned work with proper focus and diligence.
- Be honest, obedient, polite and well mannered.
- Participate in class discussions.
- Stand and greet adults when they enter the room.
- Keep classroom clean and always leave the room in good shape.
- Cell phones must be off and put away.
- No hats are to be worn inside the building.
- Food and drinks are not permitted in classrooms.

Leaving the Building

No student is permitted to leave the building after arrival of class, except in case of sickness or similar emergency. In such cases, the student will wait inside the door for the parent's arrival. **NO STUDENT WILL BE ALLOWED TO WAIT OUTSIDE.** If a student needs to be dismissed early, a written statement from the parent must be sent on the day of the early dismissal and parents must meet the student inside the building. Parents should notify the catechist if someone other than the parent will transport the child. A student who arrives after the beginning of class will be marked tardy.

Permission Slips

For any class activities taking place outside the classroom, permission slips will be sent home for authorization and must be returned prior to the activity.

Discipline

Discipline in behavior and good habits are an important aspect of moral formation. The purpose of all discipline is to foster personal development and promote self-respect for others and for duly constituted authority. When our students misbehave, they will be dealt with immediately and with action taken according to the seriousness of the offense. We feel that problems of discipline should not arise in a religion class setting in a period of one hour. But, if the occasion does arise, the following procedures will be followed:

First offense: The catechist will take the initial action to correct the problem reminding the student of his/her responsibility to himself/herself as well as to the class.

Second offense: The catechist will send the student outside the classroom to work with an aide who will also discuss the student's inappropriate behavior and response. If deemed necessary, a parent will be notified.

Third Offense: The teacher will send the student to the Director of Religious Education. Parents will be asked to meet with the Director of Religious Education.

Parents' Role

- Be an active part of your child/children's learning and be involved in the classroom at the catechist's request (e.g., help with special and/or service projects).
- Because parents gave life to their children, parents have the most serious obligation and the right to educate them. It is therefore primarily the responsibility of Christian parents to ensure the Christian education of their children in accordance with the teaching of the Church (Canon 226, §2).
- Model the Catholic faith for your children, especially by regularly attending Mass, Going to Confession and participating in the life of the Church.
- Attend the parent meetings and celebrations of the sacraments of First Reconciliation and First Eucharist.
- Help your children learn the prayers, beliefs, and practices of the Church.
- Work with your children on the homework materials and review procedures for receiving the sacraments.
- Pick up children promptly after CCD. Catechists need to leave to go to Mass and there is no one to care for your children after 10:15.

To raise a child in the Catholic faith requires a collaborative effort of both the parents and the parish. When both work together students receive the most out of their religious education. At Baptism, parents and godparents promise to teach their child the Catholic faith. Our catechists are ready to assist you in keeping this promise.

Corporal Works of Mercy

Catholic teaching identifies seven specific ways of addressing physical material needs by performing these acts of mercy toward our neighbor. To help our children understand their responsibility toward their neighbor, each grade is given one of the Corporal Acts of Mercy to practice each year. The class, with the help of their catechist, will determine what type of activities they will perform to carry out their specific Corporal Act of Mercy.

The Corporal Works of Mercy by Grade:

Grade 1 – Care for the Sick

Grade 2 – Visit the Prisoners

Grade 3 – Bury the Dead

Grade 4 – Visit the Prisoners

Grade 5 – Care for the Sick

Grade 6 – Clothe the Naked

Grade 7 – Bury the Dead

Grade 8 – Shelter the Homeless

Grade 9 – Shelter the Homeless

Grades 10/11 – Feed the Hungry/Give Drink to the Thirsty (Covered through the Bread of Life Program)

Extra Sacramental Class – Care for the Sick

Safe Child Policy

As part of our on-going commitment to teach and protect children from hurtful behaviors by others, Blessed Sacrament and Holy Trinity parishes incorporate information about personal safety in our Religious Education classes. This is part of the Diocese of Springfield’s “Safe Environment” programming, which also includes background checks and training for adults who have contact with children, resources for parents, and skills training for children and teens in our parishes, schools, and youth ministries.

Grades 1-6 S.E.E.D. Program

Presented in the context of our Catholic faith, “Safe Environment Every Day,” or “SEED,” teaches children skills to identify, respond to, and report situations that might be harmful to them.

These lessons on S.E.E.D. will be taught in CCD classes for grades 1-6. Parents will be notified prior to these S.E.E.D. classes. ***The DRE must be notified by a parent if any student is not***

participating in the S.E.E.D. program and this student must attend CCD on these days or be marked absent.

Lessons are age-specific and cover:

- First Grade: Rules about the Body
- Second Grade: Rules for Interacting with others, including Preventing Bullying
- Third Grade: Listening to Your Intuition
- Fourth Grade: Secrets – Those You Keep and Those You Share
- Fifth Grade: Healthy Friendships, including Preventing Peer Violence
- Sixth Grade: Healthy Boundaries in Real-Time and Cyberspace

Grades 7-12 Called to Protect Program

Each year our 7th and 9th graders take part in this special program which teaches young people how to identify and report inappropriate behaviors that violate emotional, physical and behavioral boundaries. Notification to parents is provided in advance. The DRE must be notified by a parent of any student not participating in Called to Protect and this student must attend CCD on this day or be marked absent.

Sacraments of First Reconciliation and First Holy Communion

Preparation

First Reconciliation and First Holy Communion involve a two year period of preparation which takes place during first and second grades. Students who are properly prepared will receive the sacraments in second grade.

Attendance

Because this is a sacramental year, attendance at class each week is imperative. When a student misses class during a sacramental year, they miss experiences and trainings which are invaluable. It is the catechist's responsibility to determine whether a child is ready to receive the sacrament. If the catechist determines that due to absences the student is not ready to receive the sacrament, there could be a delay until the following year to receive the sacrament.

Parent Meetings

Parent meetings take place throughout the CCD year to ensure that parents understand their role during this special sacramental year and to assist their children in their preparation. The classes are led by clergy and take place while the children are in CCD. During these times, parents have the opportunity to ask questions and to learn more about their faith so that the entire family might benefit.

First Reconciliation Preparation

Your child's catechist will teach your child about the Church's teaching on confession. The catechist will also train your child how to 1) Examine their Conscience before making their confession and 2) how to go about making their actual confession. Your child will need to practice both at home. Parents' help with this is crucial to ensure the child is comfortable and prepared. Materials for this preparation will be sent home with your child during the year.

First Reconciliation Date

Please see the full CCD Schedule for this date.

Dress for First Holy Communion

There is no official First Communion outfit. Traditionally, girls wear a white dress. Girls may wear a veil or floral headpiece. Purses and other items should be left with parents before the celebration so as not to distract the child. All boys dress in their "Sunday Best", which usually means dark pants, white shirts, tie and shoes. (Jackets are optional.)

Rehearsal for First Holy Communion

Rehearsals take place the Saturday prior to the reception of the Sacrament of First Holy Communion. All students must be present at this rehearsal and on time. Students must also be prepared to make their confession that day and know the Act of Contrition.

First Holy Communion Date

Please see the full CCD Schedule for this date.

First Holy Communion Day

Children should be at the church on the morning of their First Communion by 10:10 am. (Please be sure they eat something that morning before arriving.)

Brown Scapular

Catholics are invested in the brown Scapular at the time of their First Holy Communion. Our Blessed Mother gave the Scapular promise to Saint Simon Stock in 1251, saying "Wear the Scapular devotedly and perseveringly. It is my garment. To be clothed in it means you are continually thinking of me, and I in turn, am always thinking of you and helping you to secure eternal life." This is a beautiful devotion which honors our Blessed Mother. Scapulars are to be worn under the clothing every day and removed only for purposes of bathing.

Sacrament of Confirmation

Reception of the Sacrament of Confirmation involves a two year period of preparation which takes place during 10th and 11th grades. Students who are properly prepared receive the sacrament in 11th grade.

Criteria for Confirmation

- Sign in and attend Mass every weekend
- Have the minimum number of credits necessary (Catechist will provide this information)
- Perform the Service Requirement (Participate in the Bread of Life Meal every third week of the month)
- Attend July Catholic Youth Retreat Conference

Confirmation Date

Please see the full CCD Schedule for this date.

Confirmation Dress

Confirmation is a holy celebration and one's dress should reflect the solemnness of the occasion.

Girls may wear dresses or slacks. If a dress is worn, it must be at least knee length, have a high neckline, no revealing slits and have sleeves (or a sweater or jacket over the dress) and be modest. Dress shoes or dress sandals should be worn.

Boys are to wear dress slacks, shirts and shoes. Ties are optional.

Confirmation Rehearsal

Your child's catechist will inform you of the date of rehearsal. All students and their sponsors must be present.

Qualifications for Confirmation Sponsors

- Must not be a parent of the student
- Must be at least 16
- Must have been confirmed
- Must attend Mass weekly
- Must be in good standing with the Church (If married, married by a priest in the Church.)

Proxy

If a sponsor is unable to make the Celebration of Confirmation, a proxy may be used. The full name of this person must be given to the catechist prior to Confirmation.

Blank Page for Notes

Parent/Legal Guardian Acknowledgement Form

This is to acknowledge that I/we have received the Blessed Sacrament/Holy Trinity Parishes' Handbook for Religious Education. We understand and agree to cooperate with the parish policies set forth in the handbook.

First Parent/Guardian:

Second Parent/Guardian:

Printed Name of Parent/Guardian

Printed Name of Parent/Guardian

Signature (Parent/Guardian)

Signature (Parent/Guardian)

Date

Date

Children enrolled in CCD Program (please print)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____