

# NEW EVANGELIZATION PARENT HANDBOOK

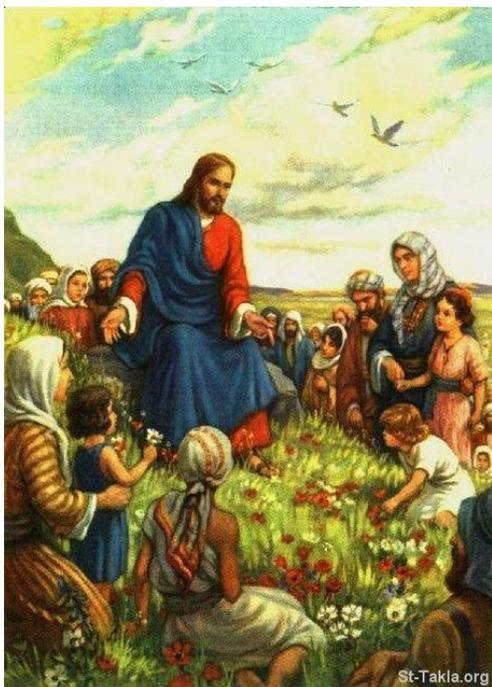
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*Welcome to the New Evangelization Program at St. Edward Parish!*

*Our faith formation goal is to assist you, as parents, to help your children come to know Jesus through knowledge, prayer, and faith. This handbook is prepared as an overview of our spiritual and educational program. We are blessed with generous volunteers who share the love of the Lord in a faith environment.*

*We look forward to walking with you and your family on this faith journey.*

*May the Holy Spirit guide us and bless our efforts.*

***Christ's Peace,  
Celia McKee, Sue VandenBerg, and the New  
Evangelization Team***

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**PARISH PERSONNEL**

Rev. Walter Stumpf	Pastor	733-9266
Deacon Jeff Hofacker	Deacon	733-9266
Celia McKee	CNE	733-6070
Sue VandenBerg	CNE Elementary	733-6070
Renee Cowart	Principal	733-6276
Joan Hietpas	Parish Secretary	733-9266
Lynn Schuh	School Secretary	733-6276
Mark Lang	Custodian	585-5291

**PARISH MISSION STATEMENT**

*St. Edward congregation of Mackville holds as its mission the continued ministry of Jesus Christ, as revealed to us in the Gospels, the Church, Tradition, life situations, and all of creation. We are called to respond to the needs of the family of God through good stewardship of the many talents and gifts God has given to us. We are the people of God.*

## ***NEW EVANGELIZATION PHILOSOPHY AND OBJECTIVES***

St. Edward New Evangelization Program is dedicated to building a Christian community that:

- honors Jesus and his teachings
- shares faith
- provides opportunities to live out love of God and neighbor

St. Edward New Evangelization program seeks to nurture growth in Christian knowledge and discipleship.

### **Our goals include:**

- each student recognizes that God is supremely loving and forgiving and nurtures this friendship
- praying together each class session
- opportunities for family faith activities
- ongoing opportunities for spiritual growth and development of each catechist



## ***FAMILY INVOLVEMENT***

*Family life is an initiation into life in society. (Catechism, #2207)*

The family is the first place a child is catechized and forms his/her vision of God. **It is important that parents take an active part in your child's faith formation by praying with them at home, teaching them the way of the Catholic faith, bringing them to Mass, and bringing them to the parish for religious education. Parents are the model for the vision of God that children adopt and keep through most, if not all, of their lives.** If parents teach that God is loving and merciful, the child will learn that mistakes are possible and hold to a healthy vision of God throughout life. If the family attends Mass regularly, the child sees the importance of continuing it throughout life. The family teaches the importance of having a relationship with God and with the parish family.

When your child comes to the program, it is the purpose of the parish to provide a religious education that is an *extension* of what you have already taught, and are teaching, your child. Since New Evangelization meets for only 75-90 minutes each week for a specified number of weeks in the year, it would be futile to expect the parish to give your child a *total* religious education. **There is no substitute for family involvement on a daily basis.** We are here to aid you in the process of educating your child in the faith.

And we are also here to help parents/guardians to continue growing in their love for Jesus! We encourage you to check out the offerings for adults!

If you are in need of our help, do not hesitate to call the New Evangelization office. We are here to help in whatever way possible.



### ***Help New Evangelization Be Successful***

1. Pray with your child/young person and help him/her memorize the basic prayers.
2. Encourage regular class attendance and ensure promptness for each class.
3. Consult the calendar for all events relating to the program. We will inform you of any changes or additions.
4. Read all communications sent home and, when necessary, respond with promptness.
5. Show an interest in what your child is learning by reviewing the lessons as they are sent home each week.
6. Attend faith enrichment sessions offered for all generations.
7. Participate in weekend Mass whether at home or on vacation.



### **FAMILY FAITH FORMATION RESPONSIBILITIES:**

#### ***Communications***

We will be sending the News & Notes electronically to those who give us their email addresses. This is our main means of communication, so it is important that we have an email address, and that you check your email for weekly updates.

#### ***Assignments and Tests***

Each week, students are engaged in a variety of levels of learning. Many activities will be provided by the catechists. Students will be responsible for all assignments given as in-class or homework.

We are following a Diocesan requirement that all students in Grades 5, 8 and 11 take the ACRE assessment which measures the religious knowledge, beliefs, perceptions, attitudes and practices of students. The information it provides is one of the resources we use for making overall program improvements.

#### ***Books and Materials***

Catechists may determine if textbooks and/or other materials will be sent home. It is essential that students have what they need for effective learning of the faith. It is, therefore, imperative that they are responsible for bringing all necessary items to class. If a student loses his/her textbook, there will be a replacement charge.

#### ***Special Needs Students***

Assignments and circumstances will be modified to meet the challenges of special needs students. In order to facilitate successful religious education for your child, please notify the \*CNE as to the nature of the need and how we may provide a comfortable and hospitable atmosphere.

# FAMILY of FAITH

## ***POLICIES AND GUIDELINES***

***Now even the first covenant had regulations for worship and an earthly sanctuary. (Hebrews 9:1)***

### ***Registration***

New Evangelization is for the catechesis of all children and young people of St. Edward Parish, as well as non-members. Registration forms are sent out each year in the Spring. We ask that return them to us as soon as possible to help us prepare for the school year.

### ***Payment of Tuition***

Tuition is evaluated and set by the Total Board of Education each year. No student may be denied religious education if there is difficulty paying the tuition. Confidential tuition assistance is available. Please contact the CNE to make those arrangements. There is an addition \$25 for out of parish members. All tuition are per child enrolled.

***Tuition defrays the costs needed to run our programs such as: textbooks, curriculum subscriptions, supplies, retreats, sacramental preparation, catechist training and appreciation, AV materials, and a host of other items to help the programs run smoothly.***

### ***Emergencies***

The registration form includes a request for emergency data. Be sure that this information is complete and accurate. Unless we are told differently, your wishes will be carried out based on that information.

### ***Medication***

By law, catechists and other volunteers are not permitted to dispense medication of any kind. We will not administer aspirin or cold remedies. Students may **not** bring aspirin, cold remedies including cough drops, or any other over-the-counter medicines to class.

## ***SAFE ENVIRONMENT***

In union with the Diocesan policies to provide a safe environment for your children, all volunteers who work with youth have had a background check and have received VIRTUS training.

### ***Attendance***

The learning of doctrine is rich in content. Often when a child misses one class, he/she misses a good bit of information and falls behind. To ensure that all students stay with their class, the following policy is essential:

1. In ***grades 1-8***, students need to attend 80% of the classes in order to receive credit for that year.
2. ***All absences should be called in.*** If your child needs to miss a class for some reason, please call 733-6070 or email [ne@stedwardmackville.org](mailto:ne@stedwardmackville.org). We may attempt to call you if your child is not in class and such call/email has not been received.
4. If you need to pick up your child before the end of class time, you must inform the catechist and sign them out for this early dismissal. We make this request to ensure the safety of each child.

### ***Class Cancellations***

Sometimes, due to weather conditions, it becomes necessary to cancel classes. If that happens and we know in sufficient time, we will notify you via remind.com. If you gave us an email address, we will try to have a notice to you via email. We are mindful of the need for the safety of our students in bad weather and will make decisions accordingly. If you are in doubt, please call the New Evangelization office to find out if we have canceled.

### ***Withdrawal/Moving/Change of Information***

If it should happen that you move, or need to withdraw your child from the program, or make any changes in your family information, please call the parish or the New Evangelization office so that our records are kept up-to-date.

### Media Release

Over the year, pictures may be taken of your children involved in their various activities, retreats, or sacraments. Parents/guardians have the right to refuse our use of children’s images. We have a form to fill out if you wish us not to use their picture. **\*\*We will assume your consent if we do not receive it\*\***



### Computer Use Agreement

From time to time, classes will use computers for research or a project. Students must follow the instructions of the catechist as to which sites they may open. At no time is it acceptable to search unethical or immoral sites. At no time is it acceptable to communicate outside the lab via email, etc. Access to sites like Facebook, Twitter, etc. is never allowed as part of class time (unless directed to do so by the catechist). Students and parents must sign an agreement in order for students to be allowed use of the internet.

### Parent Participation

We are always looking for fresh volunteers who may be interested in getting involved in various ways with our NE program. If you are willing to assist in the program, please sign the volunteer sheet, email, or call Celia at 733-6070.

- Catechist
- Small group leaders
- Substitute teacher
- Harvest/Moon dinner/auction
- Chaperone for retreats
- Catechist aide
- Chaperone for field trips
- Food prep for retreats and gatherings
- Door Monitor
- Music Ministry

### Field Trips

Field trips are a wonderful way to extend lessons learned in class and experience spirituality in a different environment. When the field trip is approved, you will be notified far enough in advance so that you can make plans and, hopefully, offer time as a chaperone. Transportation for all trips is by bus arranged through the program and might have an additional fee to cover the cost of the trip. Every student *must* have a signed permission slip that has been provided by the diocese, whether or not parents accompany the students. If a student does not have one, he/she will not be allowed to go on the trip. This is a legal requirement.

If such a trip is scheduled, students will be required to abide by designated rules, which will be defined by the catechist in consultation with the CNE.

### Class Atmosphere and Conduct

It is important to us that all students learn in a safe and healthy environment. To ensure this, we ask all students to abide by the following rules:

1. Respect God, self, and others.
2. Raise your hand if you wish to speak.
3. Be prepared for class discussions with necessary materials.
4. All extraneous items (food, toys, etc) will be left at home.
5. Cell phones must be silenced. Texting during class is not permitted. Phones may be confiscated as necessary.
6. Respect the space and property of others.

### Discipline Procedure

It is the philosophy of this program that there are no bad children or young people. Behavior issues will be dealt with as necessary on an individual basis.

### While on the Premises

- Students will be asked to stay in the school when they arrive before class.
- Rough play, put – downs, and any other acts that demean/harm others will not be tolerated while student are on any part of the campus (inside or outside).
- Parents will be notified of any destruction of property or thefts and will be required to make restitution for them in the amount determined by either the principal of the school, the NE coordinator, or the pastor.
- The possession, or use of cigarettes, drugs, or any other controlled substance, firearms, weapons, knives, laser pointers, or any other dangerous objects are strictly forbidden. Violations will be reported immediately to parents.
- St. Edward school/parish will not be held accountable for items lost or stolen. Items found will be placed in the lost and found area in the church.
- Any extraneous items that cause distractions during class may be confiscated by catechists.
- Teen drivers must be careful/responsible when entering/leaving the premises.





### **Arrival/Dismissal**

For the safety of the children, we ask that everyone follow these procedures when dropping off and picking up children. Please relay this information to anyone who may be transporting your children.

Please enter at the NORTH driveway or the driveway on MACKVILLE RD. and slowly proceed around the back of the building to drop your children off or pick them up at the SOUTH canopy area. The south side door of school and the carport entrance to the church will be the only doors open. Please exit using the SOUTH driveway. Please do not drive across the front of the school building.

**Students in Gr. 1-3 are to be brought into the classrooms and picked up from the classroom by their parent/guardian before and after each class.**

**\*\*NOTE – this does not apply to 2020-21!**

**Please be prompt when bringing and picking up your children.**

### **Home Study**

Because all catechesis must ultimately link the children to the community, home-taught students will be required to take part in the following:

1. Review with the CNE (you will need to call for an appointment)
2. Home-schooled children should attend the retreats offered for their grades and Celebrations planned for the regular classes, and any Masses/Sacraments celebrated by the regular classes.
3. Parent meetings when notified.
4. Parents who home school must complete Diocesan requirements for all catechists: Register online for a background check, sign the Code of Conduct Agreement, and attend VIRTUS training. Also attend their own adult formation classes to attain the Diocesan Foundational Catechesis Components.

### **RETREATS**

***Rising very early before dawn, he (Jesus) left and went off to a deserted place, where he prayed. (Mark 1:35)***

Each of us has a need to pull away for a little while to re-energize the body, mind, and spirit. Retreats provide the space we need for that kind of regrouping. Just as we adults need this time, so do our children. Retreat dates will be sent home during the year. Below is a brief description of the types of retreats we offer:

#### ***First Reconciliation***

This retreat is intended for those students who are preparing for the Sacrament of Reconciliation. It will be a time to reflect on one's attitude toward this Sacrament and will include a rehearsal so that both the parents and children will feel comfortable on the day of First Reconciliation. The retreat will take place shortly before the Sacrament. Please watch the calendar.

#### ***First Eucharist***

Shortly before First Holy Communion, a retreat will be scheduled for all students preparing for this Sacrament. The retreat will focus on our understanding and attitude toward the Eucharist. There will also be a rehearsal to facilitate confidence on the day of the celebration.

#### ***Confirmation***

During the year of immediate preparation for Confirmation, a retreat will be offered for those students preparing for this Sacrament. This will be designed to explore the role of the Holy Spirit in our lives and discuss the meaning of an adult commitment to the Catholic Christian life.

#### ***Grade Level Retreats***

There are retreats that are scheduled during the year for different grades. These are designed to address things taught at those levels and provide spiritual enrichment for the students.

**Retreat information will be in the bulletin and News & Notes.**

## SACRAMENTS



*How good to celebrate our God in song; how sweet to give fitting praise. (Psalm 147:1)*

In each of our lives, there are moments that we mark by some type of celebration. Sometimes we recall a significant day in the year such as Christmas, family reunions, a birthday, and more. Others signify a rite of passage like a graduation.

A Sacrament is a visible and outward sign of an invisible and inward grace, of which there are 7 in our Church which we celebrate, and were given to us by Christ our Lord, himself.

**Baptism** makes us a new creation and unites us to Christ himself, and along with that welcomes us into the family of the Church. We are fed and nourished in the holy **Eucharist**, which is the very body, blood, soul, and divinity of Our Lord Jesus Christ, in a real and true way. **Confirmation** completes our initiation into the Church and gives us supernatural strength for the journey that lies ahead and to more perfectly live out our faith. Our hearts and souls are cleansed and healed through God's mercy and forgiveness in the Sacrament of **Reconciliation**. **Matrimony** unites two people together in a supernatural bond in partnership with God for a life of love and in the raising of a family. Sometimes God calls someone forth to serve the community as a priest or deacon in **Holy Orders**. The **Anointing of the Sick** gives comfort and healing in time of illness.

Your child was, most likely, baptized before now or will be seeking Baptism in the year ahead. Reconciliation, Eucharist, and Confirmation are typically celebrated before graduation from high school. The pages that follow will present the guidelines and expectations of each program.

## FIRST RECONCILIATION

*If we acknowledge our sins, he (God) is faithful and just and will forgive our sins and cleanse us from every wrongdoing. (1 John 1:9)*

In our humanness, we sometimes fail to live up to the Gospel ideal and we give in to temptation and end up suffering the pains of sin. At these times, we need forgiveness and healing. Through the Sacrament of Reconciliation we find our peace with God and the Church.

Saint Edward Parish, in union with the teaching of the bishop of the Diocese of Green Bay, prepares children for this Sacrament in second grade and also admits others into the process who may have missed it.

Parents will be asked to participate in this phase of formation in some way as determined by the catechists/teachers in consultation with the Coordinator of the New Evangelization. You will also be asked to attend the Parent Meeting that will be aimed at helping you work with your child in this year of preparation.

Besides participation in class, the following criteria will be used to determine the readiness of the child for the Sacrament. Failure to meet these might lead to a request to delay the sacrament until your child is ready:

- your child must be baptized in the Catholic Church or have made a profession of faith
- if your child was baptized elsewhere, a baptismal certificate from the baptizing parish needs to be obtained by you and turned in to the New Evangelization office before the celebration of the Sacrament
- attendance at weekend Masses
- an ability to distinguish between right and wrong
- an awareness of the need for forgiveness
- an ability to articulate one's wrong doing
- a basic trust in the love and forgiveness of Jesus
- knowledge of basic prayers (please see child's book)
- the child recognizes that he/she is meeting with *God* in this Sacrament and, when they leave the confessional, their sins are completely wiped away
- active participation in classroom discussions and activities and retreat

## FIRST EUCHARIST



Jesus said to them, “Amen, amen, I say to you, unless you eat the flesh of the Son of Man and drink his blood, you do not have life within you. Whoever **eats my flesh and drinks my blood** has eternal life, and I will raise him on the last day. For my flesh is true food, and my blood is true drink. Whoever eats my flesh and drinks my blood remains in me and I in him. (John 6:53-56)

The body needs food for nourishment. For us to function well, we need to eat something from all the major food groups each day. Just as the body needs this nurturing, so does the spirit. Prayer, retreats, liturgy/sacraments, spiritual reading and study, help do this. But the Eucharist is uniquely qualified in this regard and is the “source and summit” of our faith!

Saint Edward Parish, in union with the teaching of the bishop of the Diocese of Green Bay, prepares children for this Sacrament in second grade and also admits others into the process who may have missed it then.

At some point shortly before the celebration of this Sacrament, the catechists and teachers of the young people in this grade will begin the course of study with the children. Parents will be asked to participate in this phase of formation in some way as determined by the catechists/teachers and in consultation with the Coordinator of New Evangelization. You will also be asked to attend the Parent Meeting for First Eucharist that will be aimed at helping you work with your child in this year of preparation.

Besides the classes, the following criteria will be used to determine the readiness of child for the sacrament. Failure to meet these might lead to a request to delay the sacrament until your child is ready:

- your child must be baptized in the Catholic Church
- attendance at weekend Masses
- an ability to distinguish between regular sandwich bread and the bread used in the Eucharist
- an ability to articulate the meaning of “real presence” in the Eucharist
- a basic ability to understand and express the origin, who instituted the Eucharist
- a recognition that the sacrifice of the Eucharist is Jesus’ expression of his love for all people
- knowledge of basic prayers (please see child’s book)
- the ability to distinguish the two major parts of the Mass (Liturgy of the Word, Liturgy of the Eucharist) and state what happens in each
- active participation in classroom discussions and activities and retreat

## CONFIRMATION



I will ask the Father, and he will give you an Advocate to be with you always, the Spirit of truth, which the world cannot accept, because it neither sees nor knows it. But you know it, because it remains with you, and will be in you. (John 14:15-17)

The lifestyle of the Christian is not always easy. Because of the many philosophies in our world, we are often tempted to stray from the Truth. We are in need of guidance and strength from the Holy Spirit. The Sacrament of Confirmation seals us with the Spirit so that we are able to live the Christian life successfully, no matter what temptations seek us out. Saint Edward Parish, in union with the bishop of the Diocese of Green Bay, confirms young people in eleventh/twelfth grade. The process of preparation begins long before the young person comes to the parish for formal religious education.

Immediate preparation for the sacrament begins approximately 6-9 months prior to Confirmation. Due to the sacredness of the Sacraments, it is necessary to make participation in certain events a requirement. In order to ensure proper preparation for the sacrament, the following events are mandatory:

1. Attendance at 80% or more of religious education through high school or some proof of having been home schooled
2. 40 hours of service, 10 of which are “church” hours
3. Interviews
  - Confirmation year with the Coordinator to enter the immediate stage of preparation for Confirmation
  - during a specified time with the staff or catechists to determine spiritual readiness to receive the Sacrament
4. Selection of a sponsor
5. Enrollment ceremony
6. Completion of:
  - sponsor/candidate booklet
  - all classes and assignments
  - and other items as specified
7. Letter to bishop
8. Retreat
9. Rehearsal for confirmation

If there are any conflicts throughout the year with scheduling or completing any of the assigned work, the *student* is to take responsibility for calling/meeting with the Coordinator of New Evangelization to make other arrangements.

The following criteria will be used to determine the readiness of a student for Confirmation. Failure to meet these could lead to a recommendation to delay the Sacrament until such a time when the student is prepared to make this commitment:

- young person must be baptized a Catholic
- attendance at weekend Masses
- has met all the requirements of the program
- is able to articulate the role of the Holy Spirit in their lives
- shows signs that they are committed to continuing life as a Catholic Christian
- demonstrates a knowledge and understanding of basic doctrines of the Catholic Church
- recommendation of the sponsor as witness to the life of the confirmand
- signs of a growing relationship with God

## PERSONAL COMMUNICATION DEVICES

I understand that any misuse of cell phones, I-pods, mp3 players or any other personal devices during St. Edward New Evangelization classes is cause for confiscation of the devices. I, as parent/guardian, will be able to retrieve the items from the \*CNE so as to discuss any other consequences.

Signature(s): Parent/Guardian\_\_\_\_\_

Date:\_\_\_\_\_

## COMPUTER USAGE AGREEMENT FOR R.E. PROGRAM

User (Student): I understand and will abide by the Acceptable Use Policy (see p.9) for the use of computers. I further understand that any violation of these regulations, as listed in the handbook, is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action initiated.

Signature(s): Parent/Guardian\_\_\_\_\_

Date:\_\_\_\_\_

Parent/Guardian: I/We have read the Computer Use Agreement in the handbook. I understand that computer access is designed for educational purposes. Even under close supervision, I am aware that it is impossible for the catechetical program to restrict access to all controversial materials when students violate instructions.

I/We are the primary authority responsible for imparting the standards of ethical and legal conduct that my child/ren should follow. Further, I accept full responsibility for supervision if and when my child's use of technology is not in a catechetical program setting. I hereby give permission for my child/ren to use St. Edward program technology resources and certify that I have reviewed this with my child/ren.

Signature(s): Parent/Guardian\_\_\_\_\_

Date:\_\_\_\_\_

## PARENT/STUDENT HANDBOOK AGREEMENT FORM

We have received the Parent Handbook and have been informed of its contents. The CNE retains the right to amend the handbook for just cause. Parents/students will be given prompt notification if changes are made. Please sign and return this page by October 7, 2020.

Signature(s): Parent/Guardian\_\_\_\_\_

Date:\_\_\_\_\_

\*CNE = Coordinator of New Evangelization