

# *Good Shepherd Parish*

## *Religious Education Program*



### *Mission Statement:*

~ To provide an adequate spiritual and catechetical formation for our youth,  
so they may enter the world equipped with grace, knowledge, and  
a relationship with our heavenly Father ~

*2019-2020*

*Handbook*

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## STAFF DIRECTORY

Pastor.....Rev. Jon Thorsen - ext. 203  
Business Manager.....Sandy Winkel – ext. 200  
Admin. Assistant .....Diane Schneider – ext. 201  
Religious Education Coordinator.....Carrie Aimers.– ext. 117  
Music Coordinator.....Michelle Blatz .– ext. 202  
CACs Principal.....Liz Rollmann – ext. 111  
CACs Admin. Assistant.....Crystal Brandenburg – ext. 110  
CACs Scrip Office ..... - ext. 118

## PARISH INFORMATION

### Good Shepherd Parish

62 E. Main St. Chilton, WI 53014  
(920) 849-9363

### Office Hours:

Monday- Thursday 8:00 AM – 4:30 PM, Fridays 8:00 AM-NOON

### Religious Education Office Hours:

Hours may vary due to teaching schedule: Monday-Friday 8:00 AM- NOON

### Chilton Area Catholic School Office Hours:

Monday- Friday 7:30 AM – 3:30 PM

### Stay Connected...

Find important parish updates and information at: [www.goodshepherdchilton.org](http://www.goodshepherdchilton.org)

You can find Chilton Area Catholic School on the web at: [www.chiltonareacatholic.org](http://www.chiltonareacatholic.org)

*Be sure to add these to your “Favorites.”*

**Adoration Chapel:** We are blessed to have an Eucharistic Adoration Chapel. An Adoration Chapel is a small room/building where Jesus is fully present in the Eucharist all day and all night, every day of the year! People from our parish and all over the surrounding area come to spend an hour with Jesus. They have signed up and committed themselves to the same hour every week, so the chapel is never empty. HE is never alone! Many blessings have come from people having an adoration hour. There is no age limit! A child or teenager can sign up to have an hour at the chapel! It is located by the Parish Office. We are *one of six parishes in our diocese* that has perpetual adoration. Everyone is encouraged to stop by and pay a visit to our Lord. Please consider taking an hour as a family! To take an hour as a family, call Kathy Schneider at 920-849-9266. Whether it's an hour or a quick 5 minute visit, you are encouraged to make a visit as often as you wish.

**St. Maximilian Kolbe Library:** We have a wonderful library open to all parishioners. The library is free of charge and requires a simple sign out and drop off system. Take the whole family! There is something for everyone from children's books, DVD's, to family friendly movies, books on saints, and books for the Catholic trying to deepen their knowledge of the faith.

**Jesus and Company:** Our parish youth group, Jesus and Company, is open to all youth in grades 7 and older. The group gathers each Wednesday evening in the "Upper Room" - upstairs in the Parish Office. The Upper Room is open on Wednesday from 5:30 pm – 9:00 pm; youth can stop by anytime and stay as long as they wish. In Jesus and Company, youth have the opportunity to take part in a variety of community service activities, enjoy social time together, and can participate in the Youth Mass each third Sunday of the month at 10:00 am.

Jesus and Company is a great way for teens to enjoy friendships with other Catholic teenagers, but more importantly, it gives them a chance to develop a deeper relationship with Jesus as they learn more about the teachings of the Catholic church. Consider stopping in to check out what is happening in the Upper Room. Are you willing to follow Jesus? Contact Jerry Koenig for more information.

**Parish Committees:** Are you being called to give your time and talents to the parish! Get involved and join one of our many committees in charge of parish life. There are committees for Buildings & Grounds, Finance, Fundraising, Stewardship, Religious Education, Social Concerns, and Worship and Spiritual Life. Each committee meets monthly to discuss and support various aspects of our parish. Please call the rectory if you are interested in more information about joining a committee. It's a great way to meet people in the parish!

**Religious Education Committee:** The RE committee meets once a month to discuss the curriculum, program, and other issues pertaining to the RE program. If you would like to be a part of this committee, please contact Carrie at 920-849-9363 ext. 117. All are welcome to join! Input and feedback are crucial to the RE program.

### **SUPPORTING ALL CATHOLIC EDUCATION**

You are an integral part of the life and spirit of our education programs. Your support of parish and CACS fundraisers helps to keep the cost of educational opportunities affordable.

**SCRIP:** Scrip is easy! You purchase gift cards/certificates at face value and use them for your shopping needs. The retailers make the contribution on your behalf based on the amount of gift cards sold. Scrip can be purchased after all Sunday Masses, during school hours at Chilton Area Catholic School, at State Bank of Chilton, and at Premier Credit Union. Order forms are available at Chilton Area Catholic School. State Bank of Chilton or downloaded from our school website: [www.chiltonareacatholic.org](http://www.chiltonareacatholic.org). If the certificate you are looking for is not in stock; Scrip orders are placed every Sunday evening and are available for pick-up by the end of the week. For each dollar you buy of Scrip, you will earn credit toward your RE fees. Simply, complete a family participation form and begin saving today! The list is growing daily. For more information, stop and visit the Scrip office at CACS, stop by the RE office, or visit the Scrip table after the weekend Masses.

**United Community Program:** Chilton Area Catholic School is part of the United Community Program to raise funds for our school and religious education. Hundreds of area businesses including Blattner's Piggly Wiggly, Weber's BP Gas Stations, Ethel's, Chilton Furniture, Festival Foods, Applebee's, Pizza Hut, Gordmans and over a hundred others are offering cash back to help support our program whenever you make a purchase with your existing VISA credit card or debit card. And the program is free ... you just need to register! **Please register to help support our religious education program?**

1. Visit [www.ucmission.com](http://www.ucmission.com) and click "Join Now".
2. Choose to support "Chilton Area Catholic School" when registering.
3. Our school and program will receive 0.5-10% cash back on the purchases you make.

**Other Events:** Please join us for fun and fellowship at the following events: Crafty Apple in September, Toast to Our Future auction in October, Pork Chop dinner in November & the Spaghetti Dinner in January. Watch for the yummy Pizza Fundraiser through Neighborhood Pub & Grill- fresh made the day of pickup! Don't forget to clip and save Box Tops, Campbell's labels and Milk Caps. They can be turned in at school or church.

**~ Your continued support of all Catholic education programs is appreciated! ~**

## POLICIES

The RE program has policies all must abide by. All students are expected to conduct themselves in a Christian manner, respecting all catechists, staff, students and other people (regardless of age). Students should also respect the property and belongings of others, as well as materials and property of the Chilton Area Catholic School.

**Absenteeism:** Parents are expected to call the RE office (849-9363 ext. 117) when their child will be absent. Classes begin promptly at the designated time. Children arriving late disrupt the atmosphere. Excessive lateness will be addressed with the parents if it is a consistent problem. Please make every effort to be on time. Children who miss class are responsible for inquiring about and completing missed work by the next class.

The Green Bay Diocese requires that a student enrolled in RE must attend a **minimum** of 24 classes per school year. We have scheduled 26 classes (including 2 masses and an Advent prayer service) on the calendar. Missing mass counts as an absence. RE students, with an excused absence, are allowed to miss 2 classes and still remain in compliance with the diocese. They will still have to complete missing homework from the missed class given by their teacher.

If your child misses **more** than the allowed 2 absences (excused or unexcused), they will have to complete the missing homework **and** make up for the third missed class in the form of a Corporal Work of Mercy also known as a "Mercy Project." Each class is 75 minutes, so for each class a student misses beyond the 2 absences will result in completing a Mercy Project. The student will work with the RE coordinator to develop an appropriate Mercy Project. Below are the Corporal Works Of Mercy:

~Feed the Hungry

~Give Drink to the Thirsty

~Clothe the Naked

~ Shelter the Homeless

~Visit the Sick

~Visit the Imprisoned

~Bury the Dead

**Any student failing to make up work and complete their hours via a Mercy Project is at risk of being retained and having to repeat the RE year in order to complete the content and diocesan minutes.**

**Discipline:** When a problem arises, the following procedure will be followed:

- 1st Time - Catechist will talk with the young person and will issue a verbal warning.
- 2nd Time - The situation will be brought to the attention of the program coordinator, Carrie Aimers, and a verbal warning will be issued and parents will be notified.
- 3rd Time - Parents will be notified and expected to help correct the situation; if the problem persists after the child returns to the room, parents will be expected to attend with the child.
- Finally, the child may be asked not to return to the sessions.
- If at any time, the child is sent to Carrie's office, a report will be written and parents will be notified immediately.
- In some instances, a parent may be asked to attend class with their child to ensure the teacher is able to continue teaching others about our faith.

**Prayers & Teachings of the Church Requirements:** The diocese has asked that all children memorize basic prayers and teachings of the church. Families are asked to support their child in memorizing prayers. RE Catechists will pray the prayers with your child at the beginning of each class, but the parents and families are responsible for helping their children pray and memorize the requirements.

- **1<sup>st</sup> Grade:** Sign of the Cross, Glory Be, Grace before Meals, & Prayer to My Guardian Angel
- **2<sup>nd</sup> Grade:** 1st Grade Prayers, Our Father, Hail Mary, Ten Commandments, & Act of Contrition
- **3<sup>rd</sup> Grade:** 1st-2nd Grade Prayers, Nicene' Creed, Parts of the Mass, & The Last Four Things
- **4<sup>th</sup> Grade:** 1st - 3rd Grade Prayers, Beatitudes, Liturgical Year, & Two Great Commandments
- **5<sup>th</sup> Grade:** 1st-4th Grade Prayers, Seven Sacraments & Mysteries of the Rosary
- **6<sup>th</sup> Grade:** 1st-5th Grade Prayers, Hail, Holy Queen, Memorare, & St. Michael the Archangel
- **7<sup>th</sup> Grade:** 1st-6th Grade Prayer, Stations of the Cross & Holy Days of Obligation
- **8<sup>th</sup> Grade:** 1st-7th Grade Prayers, Marks of the Church, Cardinal & Theological Virtues, & Anima Christi
- **9<sup>th</sup> Grade:** 1st-8th Grade, Corporal Works of Mercy & Spiritual Works of Mercy

- **10<sup>th</sup> Grade:** 1st-9th Grade Prayers, Precepts of the Church, 7 Capital Sins & Corresponding Virtues
- **11<sup>th</sup> Grade:** 1st-10th Grade Prayers, Fruits of the Holy Spirit, & Gifts of the Holy Spirit

**Retention:** Retention could be a possibility for two reasons: excessive absences without completed class work/Mercy Project or failure to meet the Prayers & Teachings of the Church requirements.

- Excessive absence without completed work: If a student is absent beyond the 2 classes and refuses to make up the homework AND complete a Mercy Project, then, they could be at risk for retention. The diocese requires a specific amount of minutes for each grade level. Failure to complete these minutes makes it difficult to pass a student to the next grade. The student would repeat that year in order to receive the content necessary to pass onto the next grade level. Please do everything possible to get your child to class!
- Failure to memorize Prayers & Teachings of the Church: As a child progresses to each year, more prayers are added to memory. If a child cannot make percentage gains with his or her grade level prayers, they could be at risk for retention. The diocese takes very seriously the knowledge of our church teachings and the basics of our prayer life.

**ACRE Testing:** Bishop Ricken has mandated that every parish and Catholic school have all students in grades 5, 8, and 10 or 11 participate in the NCEA/ARCE test. The purpose of NCEA/ACRE is to evaluate the effectiveness of a religion program. These tests will be administered in the Spring. You can help your child prepare by reviewing the prayers, teachings and vocabulary words found in your child's text. This year the test will take place during **Class on March 11th**.

**Alcohol/Drugs/Tobacco/Firearms:** Student use or possession of alcohol, drugs, tobacco or firearms is prohibited on parish property and parish-sponsored events. Parents will be contacted regarding a student violation and the authorities may be contacted.

**Cancellation:** If school in Chilton is canceled due to inclement weather or if school is closed mid-way through the day due to bad weather, no religious education sessions will be held that evening. If the evening forecast is predicting bad weather, classes may be cancelled. If you are unsure, call the RE office. **An email notification will go out updating parents about the evening through the Remind APP. If you are not part of that and would like to be added please contact Carrie Aimers at [goodshepherd.reprogram@gmail.com](mailto:goodshepherd.reprogram@gmail.com).**

**Drop-Off/Pick-Up:** **When picking up, parents are expected to park and walk up to the building for their child(ren). Please use caution when driving and walking in the parking lot.** Reminder, there is no supervision in front of the Church (Main Street). Families must have a signed parking lot policy agreement to be in RE. Carrie will keep 1 per family on file in case an issue arises.

**Electronic Devices:** Students may **not** use electronic devices (cell phones, Ipods, handheld games, etc.) during class time. Teachers will collect cell phones at the beginning of class, so students can fully focus on the class. **If there is an issue with such devices, they will be confiscated and given to Carrie. Parents will be called in to pick up the device.**

**Field Trips and Outings:** All special events away from the building will require a permission slip. These slips must be signed by the parent or guardian and returned prior to the event. Any parent or guardian accompanying a group is required to participate in a Virtus Awareness session.

**Food – Drink – Gum:** **Absolutely no gum** is permitted. If a child brings an after-school snack and drink, he/she should consume it in the designated area.

**Replacement Texts:** One text is ordered for each student. If your child loses his or her textbook, please notify the RE office; and a new one will be ordered. The replacement cost will be \$30.00. Please encourage your child to be responsible. **Children are expected to bring their text each week.** If the child forms a habit of not bringing the text to the session, parents will be notified.

**Virtus Awareness Session/Background Checks:** All catechists and volunteers are required to complete a Virtus / Protecting God's Children Awareness Session, as well as undergo a Diocesan background check. We encourage all parents/guardians to attend a Virtus/Protecting God's Children Awareness Session; even if you are not able to volunteer, the Virtus session provides a wealth of information to help you, as a parent.

### **PROGRAM REGISTRATION**

**Religious Education Fees:** Fees for the 2018-2019 program year are determined by the RE Coordinator, parish finance committee, and parish council when they begin the budget process for the new year. Fees for the RE program are used to defray the costs of books, supplies, conferences for students, and materials used, on a weekly basis. We try to keep all fees to a minimum. Your support of fund-raising efforts and help at parish events helps us to keep our costs reasonable. Paying fees promptly is appreciated. If the cost is keeping you from enrolling your child(ren), due to financial difficulty, please call Carrie. We will try to accommodate your situation as we have a payment plan and alternative ways to cover the cost. We want all children to receive religious education regardless of cost.

**Religious Education Fees** for the 2019-2020 are as follows:

- Good Shepherd Parish Member - \$75.00 per child
- Maximum Member Family Registration Fee - \$190.00
- Non Parish Member - \$135.00 per child

**Sacrament Fees:** In addition to registration fees there are sacrament fees for children enrolled in:

- First Reconciliation and First Communion - \$40.00
- Confirmation - \$60.00

**Late Fees:** Any registration turned in past August 31st, 2019 should add a late fee to the registration

- Late Fee - \$10.00

### **SACRAMENTS**

All students who wish to participate in preparation for the sacraments at Good Shepherd Parish are to be enrolled in the Religious Education Program, **at least one year prior** to the reception of the sacrament.

**First Reconciliation:** On the day we celebrate your child's First Reconciliation we gather as a family to celebrate God's mercy and experience his forgiveness. Important dates for Reconciliation are as follows:

- **Wednesday, February 5th, 2020 - Parent Informational Meeting 6:30 PM - Church**
- **Saturday, March 21st, 2020 - First Reconciliation Retreat 9:00AM - 11:00AM - Church**
- **Wednesday, March 25th, 2020 - Celebration of First Reconciliation 6:00 PM - Church**

**First Holy Communion:** Reception of the Body and Blood of Christ for the first time is an important event in a child's life. For First Holy Communion, our church asks from your child only what he/she is capable of giving, that is, faith in God and a genuine desire to experience the Sacrament of Holy Communion. Important dates for First Holy Communion are as follows:

- **Wednesday, February 5th, 2020 - Parent Informational Meeting 6:30 PM - Church**
- **Saturday, April 25th, 2020 First Communion Retreat 9:00 AM - 11:00 AM - Church**
- **Sunday, May 3rd, 2020 First Communion Mass & Photo 10:00 AM - Church**

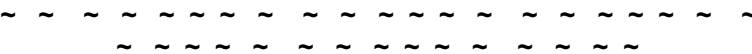
**Confirmation:** The Sacrament of Confirmation is necessary for the completion of baptismal grace and enriches the baptized with special strength of the Holy Spirit. The earliest that students may request the Sacrament of Confirmation is the first semester of their senior year of high school. Students requesting preparation for Confirmation will need to have completed the required NCEA/ACRE testing.

Bishop Ricken has asked all candidates for Confirmation to have committed to memory some basic prayers and teachings of the Church; candidates must know the prayers listed in the Prayer & Teachings of the Church document for 11th grade.

**This year Confirmation will be celebrated Fall 2020 with a date that is yet to be determined.** We will submit 3 dates to diocese in winter 2020. The Diocese chooses the final date depending on the Bishop's schedule. Some important dates on Confirmation are as follows:

- **Wednesday, January 15th, 2020 - Parent Informational Meeting 7:00 PM- Church**
- **- Rite or Enrollment Mass 10:00 AM - Church**
- **Interviews - TBD**
- **Confirmation Practice - TBD**
- **Confirmation - TBD**

**A Confirmation schedule for Fall 2020 will be passed out at  
in the Fall.**



**Practicing Your Catholic Faith**

**Attend Mass on the Weekend and on Holy Days.**

**Go to Confession, regularly.**

**Pray as a family and encourage individual prayer.**

**Read the Scriptures.**

**Participate in educational offerings.**

**Spend time at the Adoration Chapel.**

**Our Lady of Good Help**

**~ Pray for Us ~**

