

## FOR MORE INFORMATION...

### Calendars

For an additional copy of the Faith Formation calendar and key dates, please visit our website, [www.4sjnc.org/faith\\_formation](http://www.4sjnc.org/faith_formation), or request a hard copy from the Faith Formation Office.

### Learning Targets

For full descriptions of the learning targets and goals for each grade level, please visit our website, [www.4sjnc.org/faith\\_formation](http://www.4sjnc.org/faith_formation), or request a hard copy from the Faith Formation Office.

### Contact Us

Please feel free to contact us at any time with questions, concerns, or feedback. We are here to serve you and your family!

#### Faith Formation Office

Sunday 9:00am-1:00pm (during class sessions)  
Monday-Wednesday, 9:00am-3:00pm (all year)

Katie Knoefel: 704.535.4197 ext. 232, [katie@4sjnc.org](mailto:katie@4sjnc.org)  
Benita Bryson: 704.535.4197 ext. 231, [benita@4sjnc.org](mailto:benita@4sjnc.org)  
Jiadira Choque Fernandez: 704.535.4197 ext. 236, [jiadira@4sjnc.org](mailto:jiadira@4sjnc.org)  
Megan Quinn 704.535.4197 ext. 235, [meganq@4sjnc.org](mailto:meganq@4sjnc.org)  
Meg VanGoethem: 704.535.4197 ext. 234, [meg@4sjnc.org](mailto:meg@4sjnc.org)

#### Parish Office

Monday-Friday, 9:00am-4:00pm

Parish Office Phone: 704.536.6520  
Parish Office Fax: 704.837.8243  
Website: [www.4sjnc.org](http://www.4sjnc.org)  
Facebook: SJNCharlotte



  
St. John Neumann Catholic Church

Faith Formation  
Family Handbook  
2016-2017

Please read entire booklet and keep for future reference.

### **Students in RCIT 1 classes (9th-11th graders)**

- ❖ Attend Mass each week
- ❖ Put the completed Mass card in the offertory basket each Mass
- ❖ Be on time for and participate in all Faith Formation classes
- ❖ Participate in the RCIT Retreat on October 28 & 29, 2016
- ❖ Enroll and participate in RCIT 2 in 2017-2018
- ❖ Participate in the Confirmation rehearsal and Mass in late August/early September 2018 (Date TBD by the Bishop's Office)

### **Students in Confirmation Year 3 classes (8th-9th graders)**

- ❖ Attend Mass each week
- ❖ Put the completed Mass card in the offertory basket each Mass
- ❖ Be on time for and participate in all Faith Formation classes
- ❖ Participate in the Confirmation Labyrinth the week of April 3, 2017 (one hour, times to be assigned)
- ❖ Complete all paperwork and additional requirements as specified in the Confirmation Handbook by the indicated dates
- ❖ Participate in the Confirmation rehearsal and Mass in late August/early September 2017 (Date TBD by the Bishop's Office)

### **Students in RCIP 2 classes (6th-8th graders) and Students in Confirmation Year 2 classes (7th-8th graders)**

- ❖ Attend Mass each week
- ❖ Put the completed Mass card in the offertory basket each Mass
- ❖ Be on time for and participate in all Faith Formation classes
- ❖ Participate in the Confirmation Spring Retreat on February 12, 2017
- ❖ Complete all paperwork and additional requirements as specified in the Confirmation Handbook by the indicated dates
- ❖ Enroll and participate in Confirmation Year 3 in 2017-2018
- ❖ Participate in the Confirmation rehearsal and Mass in late August/early September 2018 (Date TBD by the Bishop's Office)

### **Students in RCIP 1 classes (6th-8th graders) and Students in Confirmation Year 1 classes (6th-7th graders)**

- ❖ Attend Mass each week
- ❖ Put the completed Mass card in the offertory basket each Mass
- ❖ Be on time for and participate in all Faith Formation classes
- ❖ Participate in the Confirmation Fall Retreat on September 25, 2016
- ❖ Complete all paperwork and additional requirements as specified in the Confirmation Handbook by the indicated dates
- ❖ Enroll and participate in Confirmation Year 2 in 2017-2018 and Year 3 in 2018-2019
- ❖ Participate in the Confirmation rehearsal and Mass in late August/early September 2019 (Date TBD by the Bishop's Office)

- ❖ Participate in First Reconciliation on January 28, 2017
- ❖ Participate in the First Eucharist Retreat on April 29, 2017
- ❖ Attend the First Eucharist rehearsal on May 11 or 12, 2017 (as assigned)
- ❖ Participate in First Eucharist on May 13, 2017

**Students in RCIT 1 classes (9th-11th graders)**

- ❖ Attend Mass each week
- ❖ Put the completed Mass card in the offertory basket each Mass
- ❖ Be on time for and participate in all Faith Formation classes
- ❖ Submit copy of Baptismal Certificate to FF Office
- ❖ Participate in the RCIT Retreat on October 28 & 29, 2016
- ❖ Participate in First Reconciliation on January 28, 2017
- ❖ Attend the First Eucharist rehearsal on May 12, 2017
- ❖ Participate in First Eucharist on May 13, 2017

**Tips for Parents**

- ❖ Pray for and with your child daily
- ❖ Take your family to Mass every weekend, even when on vacation
- ❖ Help your child understand Reconciliation using the "How To Go to Reconciliation" guide provided.
- ❖ Practice basic Catholic prayers with your child such as the Lord's Prayer, Hail Mary, Glory Be, and Act of Contrition

**CONFIRMATION...**

The following are the expectations for those preparing for the sacrament of Confirmation:

**Students in RCIT 2 classes (10th-12th graders)**

- ❖ Attend Mass each week
- ❖ Put the completed Mass card in the offertory basket each Mass
- ❖ Be on time for and participate in all Faith Formation classes
- ❖ Participate in the RCIT Retreat on October 28 & 29, 2016
- ❖ Participate in the Confirmation Labyrinth the week of April 3, 2017 (one hour, times to be assigned)
- ❖ Complete all paperwork and additional requirements as specified in the Confirmation Handbook by the indicated dates
- ❖ Participate in the Confirmation rehearsal and Mass in late August/early September 2017 (Date TBD by the Bishop's Office)

**IN THIS HANDBOOK...**

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Dear SJN Faith Formation Families,

Welcome to a new year of Faith Formation at St. John Neumann! We are happy to have the opportunity to serve you and your children. Our staff has worked hard to prepare a program that will help your children grow in knowledge of their faith and God's love. In addition, we have over 100 catechists that have generously volunteered to assist with your child's faith education. However, this program should not be the only means of your child's education. True and lasting formation begins at home, the "domestic church" where by words and example, faith is passed on from generation to generation.

We will continue to ask our families to spend time each week reflecting on the homily, spirit, and importance of the Mass. Because through the Mass we participate in the central mystery of Christian life, attendance at and appreciation of the Mass is critical in your child's Catholic education.

In closing, our Holy Father Pope Francis has been quoted as saying, "Let the risen Jesus enter your life, welcome him as a friend, with trust: He is life." I strongly encourage that this be the year your family commits or recommits to developing a personal relationship with Jesus. I strongly encourage you to talk to your children about their faith, attend Mass every Sunday, pray as a family and frequently participate in the sacrament of Reconciliation. In addition, our Adult Formation Ministry will be offering several opportunities to grow in your faith this year.

Yours in Christ,

Fr. Patrick T. Hoare  
Pastor

*Third Incident:* Report is sent home to be signed and parent conference is scheduled. In the case of severe behavioral issues, a student may be asked to withdraw from the Faith Formation program.

### **Emergency Inclement Weather**

In case of inclement weather, St. John Neumann will issue notice of class cancellation through a variety of outlets:

WBTV, Channel 3 (Cable channel 2)

News 14, Channel 14 (Cable channel 14)

Recorded message on the Faith Formation Office phone, 704-535-4197.

On Mondays and Wednesdays, if CMS public school classes and/or after-school activities have been cancelled due to the weather, Faith Formation classes will also be cancelled.

## **FIRST RECONCILIATION AND EUCHARIST...**

The following are the expectations for those celebrating First Reconciliation and First Eucharist during the 2016-2017 Faith Formation year:

### **Students in 2nd grade classes (2nd –3rd graders)**

- ❖ Attend Mass each week
- ❖ Put the completed Mass card in the offertory basket each Mass
- ❖ Be on time for and participate in all Faith Formation classes
- ❖ Submit copy of Baptismal Certificate to FF Office
- ❖ Participate in the First Reconciliation Retreat on January 7, 2017
- ❖ Turn in the completed at-home Reconciliation workbook at the First Reconciliation Retreat on January 7, 2017
- ❖ Participate in First Reconciliation on January 28, 2017
- ❖ Participate in the First Eucharist Retreat on April 29, 2017
- ❖ Turn in the completed the at-home Eucharist workbook at the First Eucharist Retreat on April 29, 2017
- ❖ Attend the First Eucharist rehearsal on May 11 or May 12, 2017 (as assigned)
- ❖ Participate in First Eucharist on May 13, 2017
- ❖ Participate in May Crowning Mass on May 14, 2017

### **Students in RCIC 2 and RCIP 2 classes (4th-8th graders)**

- ❖ Attend Mass each week
- ❖ Put the completed Mass card in the offertory basket each Mass
- ❖ Be on time for and participate in all Faith Formation classes
- ❖ Submit copy of Baptismal Certificate to FF Office
- ❖ Participate in the First Reconciliation Retreat on January 7, 2017

## Tardiness

It is a disruption to both the individual student and the entire class when students arrive late for class. Students who are more than 15 minutes late for class or who are consistently late for class will be marked absent.

### Session Times

**S1:** Sundays, 9:00am-10:15am

(Sign-In: 8:50-9:00am, Sign-Out: 10:15am)

**S2:** Sundays, 11:00am-12:15pm

(Sign-In: 10:50-11:00am, Sign-Out: 12:15pm)

**S3:** Sundays, 6:15pm-8:00pm

(Drop-Off: 6:05-6:15pm, Pick-Up: 8:00pm)

**M:** Mondays, 5:30pm-6:45pm

(Sign-In: 5:20-5:30pm, Sign-Out: 6:45pm)

**W:** Wednesdays, 5:00pm-6:15pm

(Sign-In: 4:50-5:00pm, Sign-Out: 6:15pm)

## Sign-In/Sign-Out Policy

St. John Neumann Church has a strict Class Sign-In/Sign-Out Safety Policy for preschool through fifth grade. A parent must bring his/her student to the classroom and sign-in the child. A parent must also pick up the child and sign-out the child. No child can be dropped off without a signature; no child can be released without a signature. We have had a tremendous success with this safety policy due to parent support. Thank you in advance for your support.

## Behavior

Catechists are volunteers who give their time and energy to help educate your child(ren) about our faith. Students are expected to cooperate with and respect their teachers. With this in mind, we have adopted the following Discipline Policy:

*First Incident:* Verbal Warning

*Second Incident:* Documentation of Behavior Report is completed and sent home to parents to be signed and returned.

# OUR MISSION AND VISION...

## OUR PARISH MISSION

Go and announce the Gospel of the Lord, making disciples through our Catholic faith.

## OUR PARISH VISION

Be a welcoming home for all people, empowering spiritual growth to build up the Kingdom of God.

## STAFF AND CATECHIST COVENANT

We, the Faith Formation staff and catechists of St. John Neumann, are dedicated to supporting the work of parents in passing on the Faith to the next generation of young Catholics. We commit to leading lives of Christian example by immersing our daily lives in a rhythm of prayer and the Sacraments. We will strive in all ways to follow Christ's example of servant leadership, to teach in the spirit of the New Evangelization, and to bring the joy of the Gospel to all we meet.

## PARENT COVENANT

We, the families of St. John Neumann, commit to raising our children in the Faith and Life of the Catholic Church. We will strive to lead lives of Christian example by committing to the following:

- Full, active, conscious participation in the Mass every week.
- Time spent daily in personal and family prayer.
- Frequent participation in the sacrament of Reconciliation.
- Time spent in personal faith development through adult formation opportunities.
- Reinforcement of the lessons taught in the classroom.
- Prompt and faithful attendance at Faith Formation classes.

Dear Parents,

We here at St. John Neumann are excited to be journeying with you and your children this year! This is an important time for your child and your family to grow together in faith. As the parent and primary educator of your children in matters of faith, please know that the Faith Formation Office is here to aid you in that catechesis. Below you will find some tips and reminders to help you throughout the year:

### MASS

The celebration of the Eucharist at Mass is the source and summit of our Catholic faith. Christ present in the Eucharist is the solid foundation on which we build our lives and our communion with Him in the Mass is the apex of our relationship with Him. Weekly attendance at Mass not only provides us with knowledge of our faith through the Scriptures, but also offers us an encounter with the living God through the Eucharist and a chance to grow in community with our brothers and sisters in Christ. Therefore, it is vital to the spiritual life of each of us to take advantage of these opportunities God offers us by fully, actively, and consciously participating in Mass each and every week.

### RECONCILIATION

Children and teens will model the example that they see more readily than something they are simply told. Jesus taught by example and so we too as parents and catechists are called to do the same. For your children to understand the importance and the beauty of receiving God's mercy through the sacrament of Reconciliation, it is important that they see you attending the sacrament on a regular basis (every few months).

### FAITH FORMATION AT SJN

The classes and retreats we provide are designed to give your child an understanding and appreciation of the beauty of our Catholic faith and the gifts that God continually gives us. As with school, when your child misses a class they risk missing key building blocks in the learning process. That is why we ask that you limit absences to illness and family emergency only. By making attendance at Faith Formation classes and retreats a priority, you leave a lasting impression on your child of the importance of growing in faith throughout their lives.

## GENERAL POLICIES AND PROCEDURES...

### Parish Registration

All families enrolling in Faith Formation are encouraged to be registered members of St. John Neumann Church. *To register:* fill out the SJN Parish Registration form and return it to the Parish Office. There is no fee to register as a parishioner.

### Mass Attendance

The Mass is the source and summit of our lives as Catholics. It is vital that your family is attending Mass together every weekend. Please note: while classes are very important, they should not replace Mass attendance for your child. Your child should attend Mass every weekend **and** all scheduled classes.

IMPORTANT!

### *Mass Cards*

*ALL Faith Formation students (not just Sacramental Prep) are asked to stop in the Gathering Area before Mass each week and grab a Mass Card from the Welcome Desk. That card is to be filled out and placed in the offertory basket during Mass at St. John Neumann.*

### Class Attendance

Due to the short amount of time that we have to teach your children every week, we have a strict attendance policy. We ask that children **not miss more than five classes per school year**. More importantly, we ask students receiving First Communion and Confirmation not miss any classes except in the case of a serious illness or family emergency. The material that your children learn each week builds off of the previous and it is important for them to obtain the most comprehensive and thorough understanding of the faith while they are here. Please limit student absences to illness and family emergencies only.

Students who miss more than five classes will be asked to complete make-up work OR may potentially be asked to repeat the year of classes.

PLEASE NOTE!

### *Student Absence Cards*

*We ask that you fill out a Student Absence Card (available on the bookshelf in the Education Wing hallway) in advance if you know your child will miss class or after if your child is sick. This will help us keep better track of absences in the office, and will hopefully help families to do the same as well.*

## A LOOK AT THE PFLAUM GOSPEL WEEKLIES...

### Liturgical Catechesis: Integrating learning with the life of the parish

#### Is liturgical catechesis the same as lectionary-based catechesis?

Liturgical catechesis includes lectionary-based catechesis, but it is a much broader concept. Lectionary-based catechesis, strictly speaking, is instruction on the Sunday readings themselves. The Pflaum Gospel Weeklies, however, are comprehensive. They build on the foundation of the Sunday Gospels and the Sunday Eucharist to provide thorough instruction on doctrine, sacraments, commandments, and prayer. In addition, each child receives a handbook, or catechism, *What the Church Believes and Teaches*, or its bilingual edition, *Mi Fe Católica*. The handbook contains all the items from the Catechism of the Catholic Church that the bishops of the United States consider essential at each level.

#### How is the Creed addressed?

The Scriptures of the liturgical year tell the same story of God's love we profess in the Creed. Jesus reveals God's love and sends the sustaining, life-giving Spirit among us who gather in his name. His death and resurrection is the promise of our own. Every liturgical year places Jesus' story within the larger story of God's love for us.

#### How are the sacraments presented?

Every level of the Pflaum Gospel Weeklies explores the sacraments of Baptism and Eucharist. Venture, the middle-grade edition, presents all seven sacraments.

#### What about prayer?

Children learn to pray by praying! The Pflaum Gospel Weeklies structure prayer into their lessons so young people learn the common prayers of Catholics by praying them together. Lessons also contain opportunities for prayer at the beginning and at the end of every class.

#### Are the lessons age appropriate?

By all means! The five editions of the Pflaum Gospel Weeklies suit their presentation of liturgical and Gospel themes as well as the doctrinal content to the needs of the young people at each age level. There is a simple three-part lesson plan that is catechetically sound for all ages.

#### How does this liturgy-based approach affect young people's attitudes toward Sunday Mass?

The program enables young people to participate more fully in worship because they have had a chance to understand the Gospel on their own level. The program opens them up to the richness of the celebration because the Gospel is already familiar to them.

## FAITH FORMATION AT HOME

Children need to see faithfulness and holiness modeled at all times, not just at church. Praying as a family, reading Scripture, treating each other with respect, and finding ways to serve the community are all great ways to teach God's love at all times. Remember... you are the primary educators of your children. They follow your lead!

## THE FAMILY HANDBOOK

This handbook provides important information about Faith Formation for your family, including our policies and procedures to ensure a safe and meaningful experience for everyone. Please read this handbook in its entirety and let us know if you have any questions.

Our catechists and Faith Formation staff are looking forward to working with you and your child this year. It is a blessing to be a part of this St. John Neumann family with you. Please be assured of our constant prayers for you all. May your family have a blessed faith journey this year!

Joyfully in Him,

Katie Dunne Knoefel  
Director of Faith Formation

*"So then you are no longer strangers and sojourners, but you are fellow citizens with the holy ones and members of the household of God, built upon the foundation of the apostles and prophets, with Christ Jesus himself as the capstone. Through him the whole structure is held together and grows into a temple sacred in the Lord; in him you are also being built together into a dwelling place of God in the Spirit."*

*Ephesians 2:19-22*

## MEET OUR STAFF...

### **BENITA PATTON BRYSON**

### **FAITH FORMATION SECRETARY**

Benita joined the Faith Formation staff 15 years ago after 5 years of volunteer work in the office. She graduated from Appalachian State University with a degree in Office Administration. Benita and her husband, Jim, have two adult children who went through the St. John Neumann Faith Formation Program. Benita enjoys working with the families and staff at SJN and watching the children as they travel through their faith journeys.

### **JIADIRA CHOQUE FERNANDEZ**

### **FF AND YM SUPPORT STAFF**

Jiadira joined our staff in 2014 as the bulletin editor, translator, and office support staff. This year she will also be helping with Middle School Youth Ministry. Jiadira is currently studying Middle Grades Education and hopes to be a middle school science and math teacher.

### **KATIE DUNNE KNOEFEL**

### **DIRECTOR OF FAITH FORMATION**

Katie joined our staff 2013. She graduated with a degree in Youth Ministry from Pfeiffer University where she served as a Peer Chaplain, Vice President of Fellowship of Christian Athletes, played softball for the Lady Falcons, and co-founded Catholics at Pfeiffer. Katie loves being a part of the St. John Neumann family and all the different aspects of working in Faith Formation and Youth Ministry. Katie and her husband, Blake, welcomed their first son, Liam, in March of 2015.

### **MEG VANGOETHEM**

### **YOUTH AND YOUNG ADULT MINISTER**

Meg joined our staff in 2014. Meg grew up as a part of youth ministry at St. Elizabeth Ann Seton, in Crystal Lake, Illinois. She graduated with a degree in Catechetics and Theology from Franciscan University of Steubenville where she was a member of Regina Angelorum household, FOP music team, Franciscan Missionary Outreach, as well as EDGE ministries. Meg has a great passion for youth and relational ministry, and is extremely excited to be a part of the Faith Formation team at St. John Neumann.

### **MEGAN QUINN**

### **FAITH FORMATION PROGRAM ASSISTANT**

Megan joined our staff in November of 2015 after moving from New Jersey to North Carolina. She has a Masters in Education from Seton Hall University and after starting her career teaching in Catholic schools, she has worked in Faith Formation for the past 5 years. Megan is married to Michael, and they have three children, Clare, Ephrem, and Margaret.

## EXPLANATION OF CLASSES AND OFFERINGS...

**SonShine Preschool:** Offered during the 9:30 and 11:00am Masses for 3 and 4 year olds. Interactive and engaging! *Enrollment and payment for SonShine is separate from the general Faith Formation enrollment.*

**Kindergarten:** Students learn about God's love with Pflaum's Gospel Weeklies *Promise* curriculum (see next page).

**First Grade:** Students learn about Salvation with Loyola's *Christ Our Life: God is Good* curriculum.

**Second Grade:** Students prepare for First Reconciliation and First Eucharist with Loyola's *Christ Our Life: God Cares for Us* curriculum. Prerequisite: First Grade.

**Third, Fourth, and Fifth Grades:** Students learn about the Creed, the Sacraments, the Scriptures, and the life of the Church with Pflaum's Gospel Weeklies *Venture* curriculum (see next page).

**RCIC 1:** Rite of Christian Initiation for Children Year 1 students learn the basics of the Catholic faith with Sadlier's *Our Catholic Faith* curriculum. Open to third to fifth grade students in need of First Reconciliation and Eucharist.

**RCIC 2:** Rite of Christian Initiation for Children Year 2 students prepare for First Reconciliation and First Eucharist with Our Sunday Visitor's *Call to Celebrate* curriculum. Prerequisite: RCIC 1.

**RCIP 1:** Rite of Christian Initiation for PreTeens Year 1 students cover the full scope of Catholic teaching with RCL Benzinger's *Our Catholic Heritage*. Open to middle school students in need of First Reconciliation, and Eucharist.

**RCIP 2:** Rite of Christian Initiation for PreTeens Year 2 open to middle school students in need of First Reconciliation, Eucharist and/or Confirmation. Students prepare for these sacraments with Loyola's *God's Gift Reconciliation and Eucharist* & Ascension's *Altaration*. Prerequisite: RCIC 1 or RCIP 1.

**Confirmation:** Students cover the full scope of Catholic teaching over the course of this three year program with Life Teen's *Edge* curriculum.

**Year 1:** Year one of preparing for Confirmation. All three years are required before celebrating Confirmation. Open to middle school students.

**Year 2:** Year two of preparing for Confirmation. Prerequisite: Year 1.

**Year 3:** Year three of preparing for Confirmation. Prerequisites: Years 1 and 2.

**RCIT 1:** Rite of Christian Initiation for Ieens Year 1 students cover the full scope of Catholic teaching with Ascension's *Chosen* curriculum. Open to high school students in need of First Reconciliation, Eucharist and/or Confirmation.

**RCIT 2:** Rite of Christian Initiation for Ieens Year 2 Students prepare for Confirmation with Dynamic Catholic's *Decision Point* curriculum. Open to high school students. Prerequisite: RCIT 1.

**All God's Children:** This class is designed specifically for students with special needs and is offered only during our S2 session. Our dedicated catechists use Loyola's *Adaptive Finding God* resource.