

Religious Formation Norms – Saint Joseph Parish
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2017 - 2018

Grades 1 - 12

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To Receive Sacraments

Families must

- be registered in the Parish. (If not, they must first complete the Parish Registration Form.)
- register for Religious Education Classes and/or Sacramental Preparation Classes.
- pay fees for Religious Education Classes and/or Sacramental Preparation Classes.

in Grades 2 and 3 the child must

- complete his/her second year of Religious Education
- not miss more than 5 classes each year FOR ANY REASON

in Grades 4, 5, 6 the child/youth must

- complete his/her second year of Religious Education
- not miss more than 5 classes each year FOR ANY REASON

in Grades 7 and 8 the youth must

- complete his/her second year of Religious Education
- not miss more than 5 classes each year FOR ANY REASON

in Grades 9, 10, 11, 12 : RELIGIOUS EDUCATION

in Grades 9, 10, 11, 12 : YOUTH GROUP

the youth must

- complete his/her second year of Religious Education
- must attend Youth Group during the first and second year of Religious Education
- not miss more than 5 classes each year
- and to receive the Sacrament of Confirmation at the end of the second year, a high school student must complete 40 hours of community service. Each sacramental candidate must maintain a log of service hours detailing entry time, departure time, service done, and where and supervisor's printed name, signature, and phone number. The place and type of service needs to be approved PREVIOUSLY with the Religious Education Director.

Attendance Policy - Grades 1-8

A child, youth, and/or adult, must be adequately prepared to receive a Sacrament worthily.

We do want to be flexible and sensitive to family, personal, school and club, and health situations. We will advance a candidate to receive the Sacrament even if they miss up to 5 out of 25 sessions. We believe that 5 gives sufficient flexibility for vacations, sports, school activities, families emergencies, health issues, etc.

If any child/youth misses more than **5 classes** (sickness, vacations, carelessness, laziness, etc), they will lose the year they were registered for. **No excuse will be valid.**

If any child/youth is more than **15 minutes late**, the child/youth will be noted as absent. No excuse will be valid.

If a child/youth leaves **10 minutes before** class is over, they will be marked as absent. No excuse will be valid.

Attendance Policy - High School

A child, youth, and/or adult, must be adequately prepared to receive a Sacrament worthily.

We want to be flexible and sensitive to family, personal, school and club, and health situations. We will advance a candidate to receive the Sacrament even if they miss up to 5 out of 25 sessions. We believe that 5 gives sufficient flexibility for vacations, sports, school activities, families emergencies, health issues, etc.

1. If any youth misses more than **5 classes** (sickness, vacations, carelessness, laziness, etc), they will lose the year they were registered for. **No excuse will be valid.**
2. If any youth is more than **15 minutes late**, the child/youth will be noted as absent. No excuse will be valid.
3. If a youth leaves **10 minutes before** class is over, they will be marked as absent. No excuse will be valid.

High School – Make-Up Dates

Student Participation in Sports, School Activities, Civic and Service Groups

We want to underline, encourage, and support our children and youth's participation in Sports, Athletics, Civic Groups, and Service. These offer great experiences for growth in responsibility, skill development, group dynamics, and interpersonal relations. And they are fun!

Participants in these activities and organizations who have 5 or more absences can make up 1-3 absences with one of the following:

by December 2017

will have a (makeup) event/workshop 9:00 am - 5:00 pm on **Sunday**, January 21, 2018

by March 1, 2018

will have a (makeup) event/workshop 9:00 am - 5:00 pm on **Sunday**, March 11, 2018

On Saturday April 21, 2018 there will be an additional option for those who still have 5 or more absences

All children/youths in Grades 1-8 must be signed out by their parents.

For the security of our children, only their parents or a parent-approved adult of 18 years or older can sign them out at the end of each class.

A parent must inform the office in writing:

- if a child/youth regularly walks home then the parent/guardian has to write a letter specifying that the child/youth can walk home, after our religious education session. The letter must be signed by the parent.
- if an older sibling will pick up the child/youth who is younger than 18 years of age, the office will need a letter with the parent's signature granting permission for the sibling to sign out their younger siblings. This letter for an older sibling is required whether the older sibling is in our religious education program or not.
- if there is a specific person who is prohibited or restricted from picking up your child/youth, please notify the office immediately and the office will let the teacher know. Our parish takes matters like this seriously.

Please note that by the parent/guardian writing this letter to Sunnyside Saint Joseph's Parish, the Parish is not liable for anything that happens to the child after their scheduled classes/sessions have ended

All Children / Youth MUST be picked up no later than 15 minutes after Session ends

Grades 1 - 8

Sessions end at 5:15 pm and 7:30 pm.

- The afternoon sessions are 4:00 pm - 5:15 pm.
- Children must be picked up no later than 5:30 pm.

- The evening sessions are 6:15 pm - 7:30 pm.
- Children/youth must be picked up no later than 7:45 pm.

- 1. If your child/youth is not picked up 15 minutes after the end of the session, then the Parish will use the phone numbers you provided to the office to contact Parent / Guardian.**

- 2. If Parish does not have working phone numbers, we will use the phone number(s) you provided for emergency contact(s).**

- 3. Any child/youth still in the office at 8:00 pm will be picked up by the Sunnyside Police Department and can be picked up at the Police Department.**

Parent Acknowledgement Form

I am the _____ of _____
Relationship to Child / Teen Name of Child / Teen

and understand that my son/daughter must be picked up no later than 15 minutes after his/her session ends.

I understand

- a) that the Parish will contact me if my child is not picked up 15 minutes after his/her sessions ends. If the Parish office does not have working phone numbers for me, I understand the Parish will use the emergency phone number(s) I have provided on the Registration Form or updated later.
- b) Any child/youth still in the office at 8:00 pm will be picked up by the Sunnyside police and you can pick up your child/youth at the Sunnyside Police Department, ADDRESS : 401 Homer Street, Sunnyside, 98944.

Print Name _____

Signature _____

Phone Numbers _____

Phone Numbers _____

_____ **Yes, I receive text messages at this number** _____

_____ **NO, I DO NOT receive text messages**

Weather and Emergency Closures

1. Whenever the Sunnyside School District shuts down due to a weather change, natural disaster, national emergency, etc., our Religious Education Sessions will not continue for the remainder of that day.
2. If in doubt then check our parish website at www.saintjosephsunnyside.org or www.stjosephsunnyside.org or www.sanjosesunnyside.org and the website will state if our sessions will meet day. OR check our Official Parish Facebook page: facebook.com/JosephJoseSunnyside . If you are listening to the radio the following Radio Stations broadcast any of our Emergency Closures: **KDNA** 99.1, **La Maquina** 98.7, & 107.3 **KFFM**
3. *The same goes for the adults in RCIA or RICA*

Baptism

B1. Children six (6) years or younger

- are baptized at our regular Saturday evening and Sunday Masses.
 - English Masses Saturday 5:00 pm, Sunday 9:00 am;
 - Spanish Masses Saturday 7:00 pm, Sunday 1:00 pm, 7:00 pm
 - Bilingual Mass Sunday 11:00 am
- Godparents must attend two two-hour preparation sessions. (total 4 hours)

B2. Children (7) seven years and older

- will be baptized at the Easter Vigil Mass
- and will also receive their First Communion and Confirmation at the Easter Vigil Mass Saturday, March 31, 2018.
- *(Adults in RCIA or RICA will also be receiving their sacraments at the Easter Vigil.)*
- Godparents must attend two two-hour preparation sessions. (total 4 hours)

First Communion

FC 1. Grades 1- 8 Requirements for All Children and Youth

1. Be registered or get registered in the Parish
2. Complete Office Forms
3. Baptismal Certificate for Child
4. Must be at least in First Grade to start Preparation.
5. For two consecutive years, must attend, participate and learn in Sacramental Preparation Mondays or Tuesdays (September - April) in order to receive their First Communion.
6. There are several fee options. If you choose one that requires Church attendance and envelope usage at least once a month, you must fulfill this commitment.

FC 2. Grades 9 - 12 Baptized but need First Communion and Confirmation

1. Be registered or get registered in the Parish
2. Complete Office Forms
3. Baptismal Certificate for Child
4. In their second year of sacramental preparation, they will ALSO have to attend additional preparation at another time.
5. Will receive their First Communion at their Confirmation Mass.
6. There are several fee options. If you choose one that requires Church attendance and envelope usage at least once a month, you must fulfill this commitment.

FC 3. Grades 1 - 12 Baptized and Confirmed but need First Communion

1. Be registered or get registered in the Parish
2. Complete Office Forms
3. Baptismal Certificate for Child
4. Must be at least in First Grade to start Preparation.
5. For two consecutive years, must attend, participate and learn in Sacramental Preparation Mondays, Tuesdays, Wednesday (September - April) in order to receive their First Communion.
6. May do their First Communion in the Easter Vigil Mass of March 31, 2018. (*With the adults in RCIA or RICA*), or with their classmates at First Communion Masses.
7. There are several fee options. If you choose one that requires Church attendance and envelope usage at least once a month, you must fulfill this commitment.

Confirmation - High School Youths

C1. Requirements for Sacrament of Confirmation

Everyone

In order to receive the Sacrament of Confirmation, each youth must be at least in their second year of high school and complete two years attending, participating, learning, and serving in our High School Religious Formation and Youth Group on Wednesdays.

In their second year of Confirmation Preparation must complete:

1. **COMMUNITY SERVICE** complete a total of 40 hours of Community Service hours, in their two year term of High School Formation, and/or Sacramental Preparation for Confirmation, First Communion and/or Baptism
2. **LITURGICAL SERVICE** complete at least 5 hours of Liturgical Service : e.g. Lector, Altar Server, Choir Member, Minister of Hospitality at weekend Masses. Current frequent communicants could serve as Eucharistic Ministers.
3. **EVANGELIZATION** Complete at least 7 hours assisting or leading children's Sunday Liturgy of the Word, and/or teaching/assisting in a religious education class. Up to 10 of these hours could count toward the 40 hours of Community Service requirement above.

Community Service

The goal of the Community Service requirement is to form our young men and women to serve and reach out to those in need and establish personal contact with them.

Typical outreach touches the poor, the isolated, the homebound, the elderly, the marginalized. Some good opportunities would include : Prestige Care, Sun Terrace Assisted Living, Sunnyside Hospital, Sunnyside Food Bank on 9th and Franklin, Projects of Catholic Charities. If you are aware of other opportunities, please let us know.

Each candidate must submit a proposal for the required 40 hours of Community Service and have the proposal approved by the Religion Formation Director before starting.

The 40 Hours of Community Service are due on the last Friday of May 1, 2018.

C2. Baptized but have NOT received First Communion nor Confirmation

1. Must fulfill "**Requirements for Sacrament of Confirmation**" as outlined in C1 above.
2. Will receive both of their sacraments on the day of their Confirmation Mass. (*with the adults in RCIA or RICA.*)

C3. Baptized and Confirmed but have NOT received First Communion

1. Must fulfill "**Requirements for Sacrament of Confirmation**" as outlined in C1 above.
2. Will do their first Communion in the Easter Vigil Mass of Saturday, March 31, 2018. (*With the adults in RCIA or RICA*)

CODE OF CONDUCT

C.C.1) **Our Religious Education Teachers, are volunteers.** *Our Parish and volunteers care for the learning and safe environment of our children and youth.* In order to achieve this we ask for our children, youth, parents, teachers and staff to be respectful with each other.

If any child/youth is being disruptive, disrespectful, and/or violent to another child/youth, teacher, substitute teacher, teacher assistant, participant or anybody involved in our Formation program, the child/youth will be taken to the office. The parent will be called and notified about the child/youth's behavior.

If the parent does not answer, the office will try to get in touch with the emergency contact the parent provided on the day of registration. If nobody answers the phone the child will stay at the office until the parent or legal guardian comes and picks them up. If no parent or guardian picks up the child/youth within 30 minutes after a session ends, the child/youth can be picked up at the Police Station. Then the Parish will do the following steps accordingly:

1) First Time of Discipline – The child/youth will be brought into the office and a Religious Education Coordinator will talk to the child/youth and the parent will be notified about the child/youth's behavior. After this is done, the child/youth will be heading back to their class ***if and only if*** the child/youth is willing to cooperate. If the child/youth is not willing to cooperate the parent has to come and pick up the child/youth. If no parent or guardian picks up the child/youth within 30 minutes after a session ends, the child/youth can be picked up at the Police Station.

2) Second time of Discipline – The child /youth will have to be picked up by the parent in the OFFICE and the child/youth will be marked ABSENT. (Even if the child/youth came on time or assisted a portion of the class they will be marked absent). **The child/youth will not be allowed to leave the office until the PARENT or EMERGENCY CONTACT comes to pick up the child/youth in the OFFICE!!!** If no parent or guardian picks up the child/youth within 30 minutes after a session ends, the child/youth can be picked up at the Police Station.

3) Third time of Discipline – Child/youth will be expelled from the religious education classes of this year. The class will not be valid for next year, and the child/youth will be marked as if they never assisted the classes of this year of 2017-2018. There will be ***NO REFUND*** for the classes if the child/youth gets expelled.

C.C.2) If a child/youth sends a threat to a child/youth, teacher, substitute teacher, teacher's assistant, participant or anybody involved in our Formation program, the child/youth(s) will be immediately pulled out of the class and as a consequence the child/youths can be expelled and there is no refund for any fees paid.

C.C.3) If weapons or drugs are involved on the property of Saint Joseph's, the Parish will not tolerate this and the Parish will call the city law enforcement to handle this case. Child/youth will be automatically expelled from our program.

These same norms of conduct apply to our Religious Education Teachers and support staff.