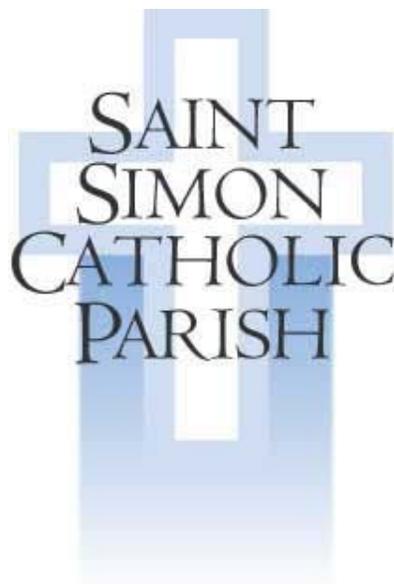


# **Children's Catechetical Ministries (CCM)**

## **Family Handbook**

**2016-2017**



**1860 GRANT ROAD  
LOS ALTOS, CA 94024  
650-967-8311  
[www.stsimon.org](http://www.stsimon.org)**

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## St. Simon's Children's Catechetical Ministry

Fall 2016

Dear Parents/Guardians,

Welcome to a new year of Catechetical Ministry. Our mission in Children's Catechetical Ministry is to serve the faith formational needs of your children so that the teachings and example of Jesus become a way of life for them. This formation process involves doctrine, prayer, community building, moral formation, social justice, service ministry, and most importantly participation in Sunday Eucharist.

We recognize that parents are the first catechists of their children. Our mission can only be accomplished in partnership with you, the parents and guardians, through the grace of the Holy Spirit. We, in Children's Catechetical Ministry, will do our part by providing high quality resources to assist you in meeting your goals to raise your child in the Catholic faith.

This handbook, together with the monthly newsletter, the calendar of events, and the parish bulletin offer guidelines to help keep you informed. Additionally, we are confident you will find that our faith-filled catechists are the foundation of the programs. We begin our catechetical journey with the Parent Orientation in Spooner Hall on Sunday, September 18, from 10:05-11:10am. On the first day of class, September 25 at 10:00am, we invite you to introduce yourself to your child's catechist, as well as your child's other classmates and their parents.

Please be sure to read the entire handbook and discuss it with your child. Both your signature and your child's are required to verify that you have received and read the handbook. See the last page for the acknowledgement form.

It is a privilege to be in partnership with you as we live in Christ and teach others to do the same. May the Lord continue to bless us all as we work together to bring forth the Reign of God.

In Christ,

A handwritten signature in blue ink that reads "Fr. Warwick James". The signature is written in a cursive style and is underlined.

Fr. Warwick James  
Pastor

Sr. Mary-Han Nguyen, O.P.  
Director of Catechetical Ministries

## Personnel and Office Hours

### The Faces of Children's Catechetical Ministries

650-967-8311

Pastor	Fr. Warwick James	Ext. 17	wjames@stsimon.org
Dir. of Catechetical Ministry	Sr. Mary-Han Nguyen, OP	Ext. 32	mhnguyen@stsimon.org
Office Administrator	Darcy Yaley	Ext. 22	dyaley@stsimon.org

#### **Catechetical Coordinators**

PSR	Erika Ibarra	Ext. 32	eibarra@stsimon.org
CCM	Sr. Mary-Han Nguyen, OP	Ext. 32	mhnguyen@stsimon.org
Youth Ministry	TBD	Ext. 31	rectory@stsimon.org

#### **Sacramental Coordinators**

First Reconciliation/Eucharist	Sr. Mary-Han Nguyen, OP	Ext. 32	mhnguyen@stsimon.org
Confirmation	TBD	Ext. 31	rectory@stsimon.org
RCIA for Children	Sr. Mary-Han Nguyen, OP	Ext. 32	mhnguyen@stsimon.org

#### **Coordinators**

Children's Liturgy of the Word	Sr. Mary-Han Nguyen, OP	Ext. 32	mhnguyen@stsimon.org
Vacation Bible School	Nora Lacayo	Ext. 32	nlacayo@stsimon.org

### **Children's Catechetical Ministry (CCM) Office Location**

The Children's Catechetical Ministry Office is located directly across from the Parish Offices. The office, shared with Youth Ministry, is designated by a sign on the side of that building.

### **CCM Office Hours: Wed. - Sun., 9:30am - 5:30pm or by appointment**

If the CCM and/or Youth Ministry Directors are out of the office, please check the Parish Office for staff members, or email at [rectory@stsimon.org](mailto:rectory@stsimon.org) or call Sr. Mary-Han at 650.967.8311 x32 to leave a message.

### **Session Times**

- PSR meets on Sundays during the 9:00am Mass.
- CCM meets on Sundays at 10:05am to 11:10am in St. Simon School.
- Children's Liturgy of the Word (CLOW) meets during the dismissal at the 9:00am Parish Mass.
- RCIA for Children meets on scheduled Sundays at 11:30am.
- Vacation Bible School (VBS) is held for one week of summer in June.
- Middle School (Grades 6,7 and 8) and High School Youth Ministry (Grades 9-12) meet on Sunday evenings after the 5:00pm Mass.

## **Mission Statement**

St. Simon Catholic Parish fosters Christ-centered discipleship through life-long spiritual formation, open sharing of our gifts, and active participation in our church, schools, and greater community.

## **Catechetical Philosophy**

St. Simon Pastoral Staff believes that catechetical ministry is a sharing in Jesus' mission of proclaiming the Reign of God. Catechesis enables faith to become living, conscious, and active through the light of instruction, sharing God's Word in Scripture, and learning the traditions and doctrines of the Catholic Church.

The Church teaches that the primary responsibility for the spiritual growth and faith development of the children rests first and foremost with the parents. Parents may share this responsibility with others, but they never relinquish it.

The Church assists the parents in passing on their faith through the ministry of catechesis. Catechists teach about the faith; they help children build and strengthen their relationship with Jesus, nurture a sense of community, leading to prayer and worship, encouraging loving service to others.

## **Goals**

- To help each child toward ongoing conversion to Jesus Christ.
- To encourage each family to fully participate in the life of the Catholic Church, especially by participating in weekly Eucharist
- To challenge children to offer Christian service in their homes, by helping their parents and siblings in some way and in their community through service projects

## **Enduring Values**

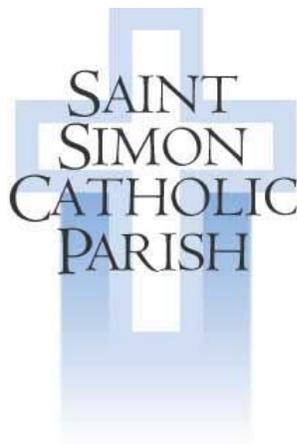
St. Simon Parish Children's Catechetical Ministry promotes the spiritual growth of the whole child and provides a solid spiritual formation and opportunities for living out our Catholic values. Our goal is to empower students to become responsible leaders who fully share their gifts and talents with family, church, and their immediate and global communities.

We strive to nurture the spiritual growth of the each child through prayer, liturgy, faith formation, justice education and social outreach. Through an active spiritual life, students participate in a variety of liturgies, demonstrate local and global citizenship through community involvement, perform acts of charity, and develop an awareness of environmental and global issues.

## OVERVIEW AND CURRICULUM

The word “catechism” is an ancient term which simply means “to echo, or resound.” We echo the story of the life of Jesus Christ and look for ways His story intersects with our story. In order to accomplish this task, our parish offers various catechetical programs for children, youth and adults including:

<b>P.S.R.</b>	Preschool of Religion (Ages 3-K)
<b>C.C.M.</b>	Children’s Catechetical Ministry (Grades 1-5)
<b>M.S.Y.M.</b>	Middle School Youth Ministry (Grades 6-8)
<b>H.S.Y.M.</b>	High School Youth Ministry (Grades 9-12)
<b>V.B.S.</b>	Vacation Bible School
<b>First Reconciliation:</b>	Sacramental Preparation (Grade 2)
<b>First Eucharist:</b>	Sacramental Preparation (Grade 2)
<b>Confirmation:</b>	Sacramental Preparation (Grade 8)
<b>R.C.I.A. for Children:</b>	Sacramental Preparation for Baptism, Confirmation, First Eucharist
<b>W. F. F.</b>	Worship and Faith Formation programs
<b>C.L.O.W.</b>	Children’s Liturgy of the Word
<b>Home Schooling:</b>	See page 8 for more information



## **PSR – 3 YEARS THROUGH KINDERGARTEN**

Preschool of Religion (PSR) is a God-readiness program for three-, four- and five-year old children. In PSR the young child is initiated into the faith community and into liturgical experiences that are distinctly his/her own. The lessons have been developed by the Directors and catechists through the forty (40) years of the program. Resources for the lessons include Loyola Press text *Exploring Faith Through Art*, Our Sunday Visitor's *Allelu*, a theme-based text called the Winston Early Childhood series, *Play Ways to God*, and a lectionary-based catechetical program published by Resource Publications titled *God with Us*. The curriculum is supplemented by many theme-based picture books, presentations by our parish priests, felt storytelling boards, singing, crafts, and Puppet Theater.

## **CCM – ELEMENTARY (GRADES 1-5)**

Children's Catechetical Ministry (CCM) is a faith-formation process that applies faith to practical living in an age-appropriate curriculum. The program is designed to enhance the children's understanding, participation, and application of the Catholic Faith. The sessions are taught by parents and members of the parish who receive on-going training and support as parish catechists.

Loyola Press: "**Finding God**"

- Grade 1**      God Found Everything Good: God and Creator
- Grade 2**      I am the True Vine: Sacraments of Eucharist and Reconciliation
- Grade 3**      Fishers of Men: Church and the Holy Spirit
- Grade 4**      Blessed Are the Poor: the Beatitudes and the Ten Commandments
- Grade 5**      The Bread of Life: Sacraments and Worship

Additional Resources:

Loyola Press online resources: [www.LoyolaPress.com](http://www.LoyolaPress.com)

The additional publications are updated regularly to be consistent with the current teaching of the Catholic Church.

# HOME SCHOOLING

When the above-listed catechetical programs do not meet the needs of individual people or families, we make every effort to offer alternatives. One alternative is home schooling. The catechetical sessions for home schooling are presented monthly for parents and students.

## **The Home Schooling Option – Overview**

Home schooling includes all the major components of our parish catechetical programs.

You are expected to commit to the following five components of our home schooling program:

- 1) Catechize your child in our faith with the help of the Director of CCM.
- 2) Use the assigned textbook which includes online lesson plans.
- 3) Remain involved in the liturgical life of our parish.
- 4) Get involved in the social life of the parish by participating in various events.
- 5) Attend monthly scheduled meetings of home schooling families.

## **Textbooks and Online Resources**

The program for home schooling is *Faith First* published by RCL (Resources for Christian Living). The texts are designed to allow you to home school several children of different ages at the same time. Each child will have a student text at his/her grade level and the family will have a Family Guide which helps to coordinate the weekly lessons. You will receive a monthly lesson plan from the Director of Catechetical Ministries.

To supplement the weekly lessons the publisher has created a website ([www.faithfirst.com](http://www.faithfirst.com)). The website provides activities to implement the weekly lessons in your home. Each week your child will complete the online quiz for the chapter indicated in the lesson plan. Results of the chapter quiz should be e-mailed to the Director of CCM at [mhnguyen@stsimon.org](mailto:mhnguyen@stsimon.org).

## **Additional Support**

In addition to the textbook and on-line resources - particularly the parish site [www.stsimon.org](http://www.stsimon.org) - you will be contacted regularly by the Director of CCM with updates about parish events and available resources to assist you in home schooling.

## **Getting Started**

Permission to home school must be obtained from the Pastor and the Director of CCM. If you believe that home schooling is the best option for your family, then please call the Director of CCM at 650-967-8311 x32 to schedule a meeting to discuss the possibility of home schooling.

## **Costs**

The cost for home schooling is identical to the cost for the regular CCM program.

## **Registration**

Pick up a Children's Ministry Registration form in the Rectory offices, on the parish website or request by e-mail and clearly state on the form that you are applying for "HOME SCHOOLING."

# SACRAMENTS

Sacraments are celebrations of special encounters with God. Sacraments are actions of the Holy Spirit at work in his Body, the Church. The purpose of the sacraments is to sanctify people and to build up the Body of Christ.

## **First Reconciliation (Penance/Confession) First Eucharist (Communion)**

The Sacraments of First Reconciliation and First Eucharist are celebrated by those children who are baptized Catholic, or validly baptized in other faiths, who have attained the age of reason by seven (7) years of age. The Sacrament of Reconciliation will be celebrated prior to the celebration of First Eucharist. The parent sessions/retreats are a core component of the sacramental preparation process and all parents are required to attend these sessions.

## **Confirmation**

The Sacrament of Confirmation is celebrated by those students who demonstrate a basic understanding of our faith, recognition of the responsibilities of an adult Christian, and a desire to celebrate the Sacrament of Confirmation in the eighth grade at St. Simon's Parish. Preparation for this sacrament is a 3-year process. Eighth grade students participate in an additional catechetical sessions of immediate preparation consisting of prayer, service, and study prior to the celebration of Confirmation.

## **RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA) ADAPTED FOR CHILDREN**

For children as described below:

- For children 7 years of age and older who have not been baptized,
- For children 7 years of age and older who are baptized but not catechized,
- For children who wish to enter the Catholic Church from another denomination.

R.C.I.A. for Children is a adapted process for children age 7 and older who have not celebrated Baptism. It is modeled on the Rite of Christian Initiation for Adults (RCIA). Children and youth are prepared for full initiation into the Catholic community through the celebration of the Sacraments of Initiation (Baptism, Confirmation, and Eucharist). For those who are already baptized, they are prepared to complete their initiation through the celebration of the Sacraments of Confirmation, and Eucharist.

Parents are required to attend all of the sessions with their children. The RCIA for most children is a year-long faith journey. The initiation process works toward a deeper understanding of our faith and lays the foundation for ongoing formation. In keeping with the current Church practice, mandated by the Second Vatican Council, these children will celebrate the sacraments of Baptism, Confirmation, and Eucharist at the Easter Vigil on Holy Saturday night or on a day designated by the pastor in Easter Time. For information about RCIA For Children, please contact Sr. Mary-Han (650) 967-8311 x32 or email [mhnguyen@stsimon.org](mailto:mhnguyen@stsimon.org).

# POLICIES

## **Registration:**

Children must be registered in advance of attending any catechetical ministry program. Registration by July 30 helps ensure that we get the best pricing on textbook orders and it allows us time to establish class lists and prepare for opening day.

## **Returning Families:**

Registration for returning families begins on May 15. Parents will receive a copy of their child(ren)'s current registration form to be updated as necessary and returned with registration fees, emergency form, and parent volunteer form to the parish office no later than June 30.

## **Registration: New Families:**

Registration materials are available in the rectory office, school entrance, church foyer, and on the parish webpage. Parents are asked to return the completed paperwork as soon as possible to the parish office. All forms may be mailed to: St. Simon Church, 1860 Grant Road, Los Altos, CA 94024

## **Tuition:**

Program fees are established by the Parish Finance Council and are evaluated annually. If the tuition presents a financial difficulty, please notify S. Mary-Han Nguyen. A family's inability to pay registration fees should never be a reason to refrain from participation in any Catechetical Ministry Program. Tuition is due at the time of registration.

## **Tuition for Catechetical Ministry Programs**

One child per family	\$175.00
Two children per family	\$274.00
Three or more children per family	\$387.00

## **Communication:**

Since parents and catechists work in partnership, good communication is essential. Any parent may call the office to make an appointment with a catechist or the Director to discuss any concerns he/she may have regarding the program.

The staff and catechists communicate with the parents primarily through Email, phone, memos, and mail. Email addresses are required for all families. Weekly updates and parish information are distributed via email only. If you do not have regular access to email, then please contact S. Mary-Han to make alternative arrangements to receive correspondence.

Parents are always welcome to call or visit the Office of Catechetical Ministry if they wish to talk with Sr. Mary-Han at (650) 967-8311 x32.

## **Confidentiality**

Your family will be added to the Catechetical and Parish Database when you register. This information will not be released to individuals or special interest groups.

### **Change of Address, Telephone Number, Email, and Emergency Information**

Please notify the Office of Catechetical Ministry immediately of any changes of address, telephone numbers, (work/home) Email addresses, (work/home) and emergency information. Each child must have current EMERGENCY INFORMATION completed and on file at all times so that the staff can contact you in the event of an emergency involving your child.

### **Custody Arrangements**

Parents have the primary responsibility of notifying the Director of CCM regarding custody arrangements. We will cooperate with special custody arrangements to the best of our ability, but the primary responsibility for seeing that custody arrangements are carried out rests with the parents.

Please provide a copy of the Decree of Dissolution which defines the custody rights of the parents or a copy of any other pertinent legal document to the Director of CCM prior to the start of term or at any time that these documents are amended. This information will be kept confidential.

In some cases the Director of CCM may require that the person who drops off the child for catechetical sessions must also pick up the child. Upon arrival, the parent/guardian or person designated by him or her in writing must bring the child to the Children's Catechetical Ministry Office and sign him or her in (date, time, name and phone). At dismissal time the same parent/guardian or designated person must sign him or her out. Records will be kept of the sign in/out forms.

In the event that another person appears to take the child, the Director of CCM or the program coordinator will inform him/her of the arrangements and wait until the proper person arrives to pick up the child. Our catechists will be informed in writing which children have special dismissal arrangements, and s/he will be asked to cooperate in implementing them.

### **Child Abuse**

Child abuse is of serious concern. Consistent with the diocesan policy and the local legal codes, parish catechetical staff, Directors, coordinators and volunteer catechists are mandated child abuse reporters and are required by law as "child care custodians" to report suspected child abuse and neglect. As required by state law, evidence of apparent non-accidental injury or suspected child abuse will be reported to the proper authorities.

## **ARRIVAL AND DISMISSAL PROCEDURES**

- Children should not arrive earlier than 10 minutes before the session and they are to be picked up promptly at the end of class
- All CCM students and their parents are to assemble in the classroom at 10:00am for Opening Prayer and Announcements.
- Children are not to walk across the parking lot by themselves. The safety of your children is one of our utmost concerns, and your cooperation is imperative.

### **PSR – 3 years old to Kindergarten**

The children in PSR are to be walked into the school building within 10 minutes of the start of their session. Parents are expected to sign children in and out. Children will not be released from PSR until a parent or other designated adult arrives to pick up the child.

### **CCM – Elementary Grades 1-5**

CCM Parents and students meet on Sundays in the classrooms from 10:05am to 11:10AM. Please be on time. A child that is dropped off is the responsibility of the parish from the time he/she is dropped off until he/she is picked up. At the end of class all children are dismissed in the school breezeway or at the entrance of the school. Children should be picked up no later than 10 minutes after being dismissed. Please enter parking lot slowly and follow the flow of traffic as you enter and exit the parking lot.

We ask that students do not ride bicycles or walk alone to and from CCM classes. Grant Road is very busy at any time of day or evening. A child who is walking or riding a bicycle is the responsibility of the parish from the time he/she arrives on the parish property until he/she leaves.

### **Attendance**

Promptness and consistent attendance are important. If a child misses a session, please email the Children's Catechetical Ministry Office at [mhnguyen@stsimon.org](mailto:mhnguyen@stsimon.org) or call 650-967-8311 x32.

### **Early Release**

Early dismissal is discouraged, unless it is sometimes necessary. If a child needs to leave early the parent/guardian must give a dated and signed note with the catechist's name and room number to the Director of CCM or the catechist. Please go directly to your child's meeting room for pick up. No child will be allowed to wait outside without supervision. Children will only be released to parents, guardians or persons annotated on the child's emergency card. The adult is asked to sign out the child before leaving. Catechists are asked not to release children before dismissal time.

### **Visitors**

All visits by children who are not enrolled in the program must be approved by the Director of Catechetical Ministries and the catechist before the visit. Visitors are required to obtain and complete a Visitor Information Form before he/she is permitted to visit a session.

# EMERGENCY INFORMATION

## **Emergency Guidelines**

Complete and current emergency information for each child should be submitted each year with the registration forms. This information will be kept on file and always remains confidential. Emergency information which we keep includes:

- Name of child's home address and telephone number and email address
- Name of person with whom the child resides
- The business addresses and email addresses of the father and the mother or the guardian
- The names and addresses of at least two people authorized to act in the absence of the parents/guardian
- Those people who may take custody of the child, in case of an emergency.
- The name, address, telephone and email address of the primary physician for your child
- The name, address, telephone and email address of the dentist for your child
- Existing medical condition(s)
- Known allergies to medications or other materials
- A list of medication(s) that your child is currently using and dosage
- Date of last tetanus shot
- The signature of the responsible parent/guardian with date

## **Emergency Care and Accidents/Incidents**

In the case of an accident or a sudden sickness, the Director of CCM or her delegate will give appropriate immediate care, including, but not limited to, calling 9-1-1 and notify the parents or guardians. Minor accidents and incidents will be handled by catechists, coordinators and/or the Director of CCM in a manner appropriate to the severity of the incident. All accidents/incidents involving children catechists or staff will be recorded in an "Incident Report" log and a notice will be sent home to the parents notifying you of the accident/incident.

# EMERGENCY PROCEDURES

## **Emergency Class Cancellation**

In the event that a class session must be cancelled due to an emergency, every effort will be made to contact you by email or phone prior to the start of the class. Once a decision has been made to cancel class, an email will be sent to all families with the valid email address on file. The Program Director will also contact each catechist by phone and ask that s/he contact the families in his/her class. If you are aware of a local, regional or national crisis, please be sure to check in with the Children's Catechetical Ministry Office at 650-967-8311 x32 or the Rectory at 650-967-8311 to verify the status of the classes for that day.

It is a safe rule to remember: DO NOT DROP OFF CHILDREN UNLESS YOU HAVE PERSONAL VISUAL VERIFICATION THAT A DESIGNATED ADULT IS PRESENT TO RECEIVE YOUR CHILD.
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## **Emergency Preparedness**

Every meeting room and classroom used by Children's Catechetical Ministry is equipped with a First Aid Kit, and a map posted with the preferred exit route and gathering site outside the building. Fire extinguishers are at numerous places in the halls. Earthquake/fire drills are conducted in October and January. In the case of emergency or natural disaster catechists, aides and the Director will remain with the children in a prearranged evacuation area until a parent or designated person picks up the child.

ONLY In the event of an emergency, you can obtain information about your child(ren) by contacting the parish office at 650-967-8311 or by contacting the local fire department or police station. The Los Altos 24-hour assistance phone is 650-947-2770. The Los Altos emergency alternate to 911 is 650-947-2779.

## **Health Concerns and Medication**

Health concerns should be brought to the attention of the Director of Catechetical Ministries during registration. If a child is diagnosed with a medical condition after registration, please inform the Director of CCM and catechist as soon as possible. A confidential appointment with the Director of CCM can be made to discuss special medical needs.

Catechists and other personnel in Children's Catechetical Ministry will not dispense or administer medication to any child. Arrangements can be made in consultation with the Director of CCM and Pastor if there is an extreme need to make a policy exception. In any circumstance only medication in the original prescription bottle will be accepted and administered.

# ROLE OF PARENTS AND CHILDREN

## **Role of Parents**

We recognize that parents and guardians are the primary catechists of their children. The Catechetical Staff is eager to work with you to help fulfill this responsibility and we ask for your cooperation in the following ways.

- Celebrate Sunday Mass with your children.
- Participate in the Sacramental life of the Church.
- Participate actively in the community life of the parish.
- Share your faith with your children.
- Pray with your children.
- Help them to pray the traditional prayers.
- Attend parent sessions.
- Listen while your child reviews the material covered in the session.
- Use this opportunity to share your faith with him/her.
- Become familiar with scheduled catechetical sessions and events.
- Read and act promptly on communications from the CCM Office.
- Assure your children's punctual and regular attendance at all sessions.
- Get to know your child's catechist.
- Contact the catechist or Director of CCM when a problem arises.

## **The Role of Children**

Children have a responsibility to cooperate in order to benefit from all the catechetical sessions. They are expected to:

- Be respectful of self, the catechist and other children.
- Welcome new students and visitors.
- Listen carefully, follow directions and participate in the assigned activities.
- Complete homework assignments.
- Follow attendance, emergency, and safety procedures.
- Share what they have learned in the catechetical sessions with parents.
- Demonstrate respect for church and school property.



# DISCIPLINE POLICIES

## **Classroom Discipline**

One of the Catechist's first concerns is to maintain an atmosphere in which the children can form a community, share faith, and enjoy an optimum-learning environment. Parents or guardians will be called if their child repeatedly disrupts the class session. The Director of CCM, in consultation with the Pastor, is the final recourse in all disciplinary situations.

As part of a Catholic Christian learning environment children are expected to:

- Behave respectfully toward all catechists, adults, and other children.
- Avoid inappropriate behavior including, but is not limited to, disrespectful verbal and body language which will not be tolerated.
- Focus on the material presented at each session.
- Participate positively and be attentive in the catechetical sessions.
- Respect parish property and the property of others.
- Follow the rules of the program and the class.

## **Possession of Dangerous Materials**

The Director or designated persons have the right and duty to protect the health and welfare of the participants of the catechetical program. This includes the right to inspect property of individuals suspected of possessing alcohol, drugs, weapons and other illegal materials. If alcohol, illegal drugs, weapons or other dangerous materials are found the police, parents or guardians, and Pastor will be notified as appropriate.

## **Gangs**

St. Simon Parish is a gang-free environment. No evidence of gangs or gang-related activities will be tolerated. Persons participating in any gang or gang-related activities, while on parish property or in conjunction with program-related activities, will be subject to immediate disciplinary action up to and including dismissal from the program.

## **Harassment and Bullying**

We believe that any form of harassment or bullying is contrary to belief in the sanctity and integrity of all persons and we are committed to providing a healthy, holy and safe environment free of harassment and bullying. All students, staff and volunteers are forbidden from engaging in any form of harassment which is directed at any member of the community adult, youth or child during arrival and dismissal or during the program, or related activities. This policy extends to any visitor or guest of the program.

Please report any incidents of harassment or bullying to the Director of Catechetical Ministries immediately. All allegations will be taken seriously and dealt with in a prompt, confidential and thorough manner. A charge of harassment or bullying shall not, in and of itself, create the presumption of wrongdoing. However, if it is determined that harassment or bullying has occurred, effective remedial action commensurate with the severity of the offense (up to and including dismissal) will be taken. In addition, appropriate action will be taken to deter any future harassment or bullying. Anyone found to have filed false and frivolous charges will be subject to disciplinary action, up to and including dismissal.

# FIELD TRIPS AND RETREATS

## **Field Trip and Retreat Policy**

Field trips are sometimes planned in order to add to the catechetical value of our programs. Field trips are planned and carried out as an extension or supplement to our regular catechetical programs. All field trips will be authorized in advance by the Pastor and/or Director of Catechetical Ministries based on specific criteria.

## **Permission Forms**

No child may go on a field trip or off-site activity unless a completed permission form signed by a parent/guardian has been submitted to the Children's Catechetical Ministry Office. Verbal permissions given over the phone or in person will *never* be accepted. A separate permission form will be obtained for every field trip or off-site activity. In addition to the catechist, staff member or coordinator at least one other adult must be present at all times with the children/youth on the field trip.

## **Transportation Policy**

Buses or private vehicles may be used for off-site activities. Any private vehicle used for off-site activities must be validly registered and meet state safety requirements. Each driver of a private vehicle used for an off-site activity must:

- Have been cleared by the Diocese of San Jose, i.e., fingerprinted, completed the "Shield the Vulnerable" on-line course, and submitted the Certificate of Completion to the Director of CCM.
- Have a valid unrestricted driver's license.
- Be at least 25 years of age.
- Have proof of adequate insurance.
- Have one seat belt per passenger.
- Have no more than 9 passengers including the driver.

# DIOCESE OF SAN JOSE

## **Diocesan Standards**

The word “catechesis” is an ancient Greek term which simply means “to echo, or resound.” Catechesis is the echoing of God’s salvation story. In St. Simon’s Children’s Catechetical Ministry (CCM), we recognize that you have received the Spirit of Christ Jesus and that your lives are a witness of faith, a living catechism. Whether you were baptized as a child or joined the Church as an adult you have a story of faith which echoes Christ’s story.

St. Simon’s catechetical programs are about echoing the faith story in a way that helps you and your children weave your story into His story – bringing life experience and faith experience together in a way that brings light to your life experiences through a mature understanding of Scriptures and the Church’s teachings.

We begin by recognizing parents as the primary catechists of children. We, then, support parents in this role by providing programs to foster faith development. The following pages contain Grade Level Standards.

## **Evaluation of the Standards**

This year there will be three evaluations used to measure the effectiveness of the program and the progress of the children. These evaluations will be designed for each of the various components as outlined by the standards. Some of these appraisals will be in written form and others in a verbal format given by the catechists. The parents will be updated on these appraisals in the monthly Parent Newsletter throughout the year.

# Grade One

By the end of first grade the Learner will be able to:

## Doctrine

- Recognize that God is the creator all things, Jesus is the Son of God and The Holy Spirit is a gift of Jesus sent to be with us always.
- Identify and honor Mary as the mother of Jesus.

## Scripture

- Demonstrate respect of the Bible as the Word of God.
- Demonstrate knowledge that the readings at Mass come from the Bible.
- Retell the bible stories of creation, the birth of Jesus and the Easter Story.

## Sacraments and Liturgy

- Tell that Baptism makes us children of God and welcomes us into the Christian family as followers of Jesus.
- Identify water as the primary symbol of Baptism.
- Recognize the presence of the Holy Spirit in the sacrament of Baptism.
- Talk about their experience of participation in the Sunday Liturgy with the community.
- Demonstrate reverence for the Church building as a sacred place.

## Moral Formation

- Recognize that Jesus teaches and shows us how to love God and to love our neighbor.
- Recognize that their own behavior affects others.
- Describe that the Church is God's family and it is our responsibility to help each other to be holy.
- Recognize the importance of caring for their bodies as a gift from God.

## Prayer and Spirituality

- Tell ways that God shows love for them.
- Describe prayer as talking with and listening to God.
- Quiet themselves for prayer.
- Say a personal prayer of thanksgiving.
- Show that they can pray daily.

## Service Mission

- Describe ways to serve others in imitation of Jesus.
- Give examples and take action on ways to care for and respect God's gift of creation.

## To Be Learned by Heart

- Say the Sign of the Cross.
- Say the Hail Mary.
- Say the Lord's Prayer.

# Grade Two

By the end of second grade the Learner will be able to:

## Doctrine

- Describe God as loving and merciful.
- Describe how the Holy Spirit can help us to know right from wrong.
- Describe how sin hurts God, others and ourselves.
- Tell that, at Mass, we remember the life, death, and resurrection of Jesus.
- State that Jesus is really present in the Eucharist.

## Sacraments and Liturgy

- Recall that Sacraments are signs of God's love for us in which we receive God's grace.
- Identify the term "grace" as the gift of God's love, which enables us to live good Christian lives.
- Talk about the Sacrament of Reconciliation as an opportunity to celebrate God's love and forgiveness of sin.
- Describe the Sacrament of Eucharist as a prayer of the community that gives thanks and praise to God.
- Connect the story of the Last Supper with the celebration of Mass.
- Tell that at Mass the bread and wine are changed into the Body and Blood of Christ and offered to us as a sign of God's love in Holy Communion.
- Describe how participation in Mass and prayer unites us in the Body of Christ.

## Prayer and Spirituality

- Express their love of God and others through prayer and action.
- Express their love of Jesus through the reception of the sacraments of Eucharist and Reconciliation.
- Pray a spontaneous prayer.
- Describe the difference between communal and personal prayer.

## Scripture

- Demonstrate familiarity with the stories of forgiveness in the Gospels, i.e., the Prodigal Son, the Lost Sheep, Zacchaeus.
- Demonstrate familiarity with the meal stories in the Gospels, i.e. the Wedding Feast at Cana, the Multiplication of the Loaves and Fishes, the Last Supper.
- Listen to the story of Mary saying "yes" to God and describe ways in which they can say "yes" to God.

## Moral Formation

- Recite the two Great Commandments: love of God and love of neighbor.
- Examine the effects of their own behavior in family and group settings.
- Discuss and practice ways to stand up for what is right.
- Explain that everyone deserves respect because they are made in the image of God.

## Service Mission

- Discuss ways they can put their love of others into action (service) with God's help.
- Participate in a group project that provides service to others.
- Explain that at the end of Mass we are sent out to share Jesus' love with others.
- Demonstrate understanding of our responsibility to support our church community.

## To Be Learned by Heart

- Say an Act of Contrition.
- Say the Glory Be.
- Be familiar with and be able to participate in the Mass responses.

# Grade Three

By the end of third grade the Learner will be able to:

## Doctrine

- Identify the mystery of the Trinity, one God who is Father, Son and Spirit.
- Demonstrate understanding that God, the Father, takes care of us and is always faithful to us.
- Demonstrate an understanding that Jesus, God's son, is both human and divine.
- Demonstrate understanding that the Holy Spirit continues to dwell in our hearts and guides us.
- Identify the Apostles Creed as a summary of our faith.
- Demonstrate knowledge of the Nicene Creed and how it is part of our liturgy.
- Identify the four marks of the Church.
- Identify Mary as the mother of God and the Church.
- Demonstrate an understanding and appreciation of the lives of the saints

## Scripture

- Demonstrate knowledge that the Bible is divided into two main sections: the Old Testament and the New Testament.
- Describe the Old Testament as the story of God's faithful relationship with his chosen people, the Hebrews.
- Demonstrate an understanding of God's covenant with Abraham and what this means to us.
- Describe the Gospels as the story of Jesus and his disciples who show us how to love God and others.

## Moral Formation

- Recognize situations of injustice in their own lives and suggest responses.
- Discuss the meaning of respect for one's own body and give example.

## Sacraments and Liturgy

- Recite the names of the seven Sacraments.
- Demonstrate knowledge of how the liturgical year helps to remind us of Jesus' life, death and resurrection.
- Name the four ways that Christ's presence is celebrated in the Eucharist.
- Give examples of how they actively participate in the celebration of the Eucharist.

## Service/Mission

- Tell stories of Jesus serving others and share ways they can imitate him.
- Demonstrate an understanding that through our Baptism, we share in Jesus' mission to care for the poor and victims of injustice.
- Plan and participate in a service project.
- Describe the roles of deacons, priests, bishops and the Pope in service to the community.

## Prayer and Spirituality

- Express the importance of and participate in the celebrations and practices of the liturgical seasons.
- Assume different roles in communal prayer experiences.
- Recognize and appreciate different cultural experiences of Catholicism.
- Compose prayers for different occasions

## To be Learned by Heart

- Say the Blessing Before Meals and After Meals.
- Say the Apostles Creed.
- Say morning and evening prayers.

# Grade Four

By the end of fourth grade the Learner will be able to:

## Doctrine

- Recognize that Jesus is the visible sign of God's love and the Church is the visible sign of Jesus.
- Describe how the Holy Spirit guides the Church.
- Explain how the powers of the gifts of the Holy Spirit help us.
- Explain the Church as the "People of God" and the "Body of Christ."
- Demonstrate understanding of the Beatitudes as our way building the kingdom of God.

## Scripture

- Identify selected psalms as songs of praise, thanksgiving, petition and lament.
- Name the books found in the New Testament: the four gospel accounts of Matthew, Mark, Luke and John; the letters of the Apostles, the Acts of the Apostles and Revelation.
- Demonstrate the ability to recognize Scripture as the source for the Ten Commandments, the Beatitudes and the Corporal Works of Mercy.
- Demonstrate the ability to find chapter and verse in the Bible.

## Sacraments and Liturgy

- Demonstrate an understanding that Mass is the central celebration for all God's people.
- Demonstrate an understanding and appreciation for the major movements of the Mass.
- Identify objects in the church building by name, location and purpose.
- Name the Holy Days of Obligation and explain why we celebrate them.

## Moral Formation

- Recite and practice the Corporal Works of Mercy.
- Give examples of how to live the Beatitudes.
- Explain how Jesus' command to "love one another" applies to their own lives.
- Recite and explain each of the Ten Commandments.
- Demonstrate an understanding that sin is the greatest obstacle we face in our efforts to love God and neighbor.

## Prayer and Spirituality

- Describe what it means to be holy and ways they can become holy.
- Reflect on the Stations of the Cross.
- Reflect on the meaning of the Act of Contrition.
- Describe and identify the five forms of prayer and give examples.
- Compose their own prayers.

## Service/Mission

- Plan, participate in, and reflect on their experience of a service project.
- Describe stewardship and give examples of how they can participate.
- Recognize one's own talents and how to use them for the good of the community.

## To be Learned by Heart

- Say the Nicene Creed.
- Pray the Joyful Mysteries of the Rosary
- Recite the Ten Commandments.

# Grade Five

By the end of fifth grade the Learner will be able to:

## Doctrine

- Explain that Christians believe Jesus is the Son of God and the Messiah sent to save us.
- Explain that the purpose of Christian life is to know, love, and serve God and to live forever with God in heaven.
- Define the term "revelation" and give examples of God's revelation to people through the ages.
- Explain the meaning of "communion of saints."
- Demonstrate an understanding that we are called to participate in bringing about the Kingdom of God.

## Sacraments and Liturgy

- Explain why the Triduum is the central liturgical celebration of the year.
- Identify that Baptism, Confirmation, and Eucharist are Sacraments of Initiation.
- Identify that Reconciliation and Anointing of the Sick are Sacraments of Healing.
- Identify that Matrimony and Holy Orders are Sacraments of Service to the community.
- Demonstrate an understanding that the Church is a worshipping community enriched by the Sacraments and the work of the Holy Spirit.

## Prayer and Spirituality

- Identify five commonly used sacramentals and explain how they remind us of our relationship with Jesus.
- Express reverence and use appropriate gestures, postures, and responses in liturgical celebrations.
- Practice meditative prayer.
- Discuss the importance and challenges of being faithful to daily prayer.

## Scripture

- Explain that God speaks to us in the Liturgy of the Word.
- Demonstrate the ability to explain that the Law, the Torah and the Pentateuch all refer to the first five books of the Bible.
- Demonstrate the ability to apply the meaning of God's message in selected Sunday readings.
- Explain the relationship between the Bible and the Lectionary used at Mass.

## Moral Formation

- Discuss the consequences of sin in their own lives and in the life of their community.
- Share stories that demonstrate how to live their faith at home, work, school, sports, and social activities
- Demonstrate an understanding of the community as a source of guidance, support and challenge for moral living.
- Identify at least five saints, including your patron saint, and describe a virtue of each saint they can imitate.

## Service/Mission

- Describe gospel passages that show Jesus as a person of service.
- Demonstrate an understanding of what it means to be a disciple of Jesus.
- Plan and participate in a parish service project and reflect on its purpose.
- Describe the roles of the laity in the Church leadership and ministry.

## To be Learned by Heart

- Say the Acts of Faith, Hope, and Charity.
- Pray the Sorrowful Mysteries of the Rosary.
- Name the major celebrations and seasons of the Church year.

# PRAYERS TO KNOW

## **Sign of the Cross**

In the name of the Father,  
and of the Son,  
and of the Holy Spirit Amen.

## **The Lord's Prayer**

Our Father, who art in heaven,  
hallowed be thy name;  
thy kingdom come,  
thy will be done on earth  
as it is in heaven.  
Give us this day our daily bread;  
and forgive us our trespasses  
as we forgive those  
who trespass against us;  
and lead us not into temptation,  
but deliver us from evil. Amen.

## **Hail Mary**

Hail Mary, full of grace!  
The Lord is with you.  
Blessed are you among women,  
And blessed is the fruit  
of your womb, Jesus.  
Holy Mary, Mother of God,  
pray for us sinners,  
now and at the hour of our death. Amen.

## **Prayer to One's Guardian Angel**

Angel of God, my guardian dear,  
to whom God's love  
commits me here,  
ever this day be at my side,  
to light and guard,  
to rule and guide. Amen

## **Glory Be to the Father**

Glory be to the Father,  
and to the Son,  
and to the Holy Spirit,  
As it was in the beginning, is now,  
and ever shall be, world without end.  
Amen.

## **Grace before Meals**

Bless us, O Lord,  
and these your gifts,  
which we are about to  
receive from your goodness,  
through Christ our Lord.  
Amen.

Grace after Meals  
We give you thanks  
Almighty God' for these  
and all your gifts  
which we have received  
through Christ our Lord.  
Amen.

## **Act of Contrition**

My God, I am sorry for my sins  
with all of my heart.  
In choosing to do wrong  
and failing to do good,  
I have sinned against you  
whom I should love above all things.  
I firmly intend, with your help,  
to do penance,  
to sin no more, and to avoid  
whatever leads me to sin. Amen.

## **HOW TO CELEBRATE THE SACRAMENT OF RECONCILIATION WITH CHILDREN**

When you meet the priest to make your confession, this is what you will do:

1. Make the Sign of the Cross, then say:  
“Bless me Father, for I have sinned, this is my first confession (or time since my last confession). This is something good about myself: \_\_\_\_\_. These are my sins.”
2. Confess your sins to God. You do this by telling your sins to the priest.
3. The priest will listen to you. He may talk to you to help you remember how Jesus wants you to love God and others. He gives you a penance. This may be a prayer to say after you have celebrated the sacrament or a good deed to do. Sometimes, it may be both.
4. The priest prays the prayer of absolution:  
“I absolve you from your sins, ‘In the name of the Father, and of the Son, and of the Holy Spirit.’ “
5. You answer: “Amen”.
6. Father says: “Go in peace.”  
You respond: “Thanks be to God. Thank you, Father.”
6. Go back to your pew. Say a prayer to thank God for God’s love and forgiveness. Say the prayer assigned as your penance during this time. If you are given a good deed to do when you go home, try to do it as soon as possible.

### **EXAMINATION OF CONSCIENCE FOR CHILDREN**

- Do I love God with all my heart? Am I truly thankful for the gift of God’s love for me? Do I show this by loving others?
- Do I ever use God’s or Jesus’ name when I am angry? Do I always use the names of God and Jesus with respect and love?
- Do I honor God by what I do on Sundays? Do I spend time in prayer with my family and with the people of God, the Church, at Mass?
- Do I love, respect, and obey my parents and other who care for me? Do my words and actions show this all the time?
- Do I show respect for the gift of life by caring for all of God’s creatures, especially people? Have I ever wanted to harm or hurt anyone?
- Do I respect my own body and the bodies of others as gifts from God? Do I use my body in ways that would please God?
- Have I ever taken something that belongs to someone else? Am I as careful with other people’s things as I am with my own things?
- Do I always tell the truth? Do I ever lie or hurt anyone by what I say?
- Am I ever jealous of someone else’s family? Am I grateful for the love that my own family shows me?
- Am I thankful for all that I have? Am I ever jealous or greedy?

**PRESCHOOL OF RELIGION (PSR)**  
**2016-2017 SUNDAY CLASS SCHEDULE**

<b>DATES</b>	<b>EVENT</b>	<b>DATE</b>	<b>EVENT</b>
Sept.22 (Wednesday)	7:00 pm Orientation for <i>only</i> PSR Parents in Spooner Hall	Jan. 22	PSR 9:00 am <b>Daniel &amp; the Lions' Den</b>
Sept. 25	PSR 9:00 am <b>Creation</b>	Jan. 29	<b>NO CLASS:</b> <b>St. Simon Parish School Open House</b>
Oct. 2	PSR 9:00 am <b>Noah</b>	Feb. 5	PSR 9:00 am <b>Love &amp; St. Valentine</b>
Oct. 9	<b>NO CLASS: 60<sup>th</sup> Carnival/Columbus D.</b>	Feb. 12	PSR 9:00 am <b>Mary</b>
Oct. 16	PSR 9:00 am <b>Baby Moses</b>	Feb. 19	<b>NO CLASS:</b> <b>Presidents' Weekend</b>
Oct. 23	PSR 9:00 am <b>The Lord's Prayer</b>	Feb. 26	<b>NO CLASS:</b> <b>Winter Break</b>
Oct. 30	PSR 9:00 am <b>Saints</b>	Mar. 5	PSR 9:00 am <b>Ash Wednesday &amp; Lent</b>
Nov. 6	PSR 9:00 am <b>Family</b>	Mar. 12	PSR 9:00 am <b>Jesus Heals a Blind Man</b>
Nov. 13	<b>NO CLASS: Catechists' Faith Formation Wknd.</b>	Mar. 19	PSR 9:00 am <b>Who is the Pope?</b>
Nov. 20	PSR 9:00 am <b>Topic: Thanksgiving</b>	Mar. 26	PSR 9:00 am <b>Lost Sheep</b>
Nov. 27	<b>NO CLASS:</b> <b>Thanksgiving Weekend</b>	Apr. 2	PSR 9:00 am <b>Topic: Palm Sunday</b>
Dec. 4	PSR 9:00 am <b>Advent, Training</b>	Apr. 9	<b>NO CLASS:</b> <b>Palm Sunday</b>
Dec. 11	PSR 9:00 am <b>Christmas</b>	Apr. 16	<b>NO CLASS:</b> <b>Easter Sunday</b>
Dec. 18	<b>NO CLASS:</b> <b>Christmas Break</b>	Apr. 23	PSR 9:00 <b>Last Supper &amp; Easter</b>
Dec. 25	<b>NO CLASS:</b> <b>Christmas Break</b>	Apr. 30	PSR 9:00 <b>Pentecost</b>
Jan. 1	<b>NO CLASS:</b> <b>Christmas Break</b>	May 6/7	<b>NO CLASS: Parish Celebration of First Eucharist (5P Saturday; 9A, 11:15A Sunday Masses)</b>
Jan. 8	PSR 9:00 am <b>Epiphany</b>	May 14	<b>NO CLASS:</b> <b>Mother's Day</b>
Jan. 15	<b>NO CLASS:</b> <b>MLK, Jr. Weekend</b>	May 21	<b>6:00 CCM Year-end BBQ "I am special"</b>

**CHILDREN'S CATECHETICAL MINISTRIES (CCM)  
GRADES 1-5  
2016-2017 THEME: "Prayer: The Faith Prayed"**

<p><b>SEPTEMBER 2016</b></p> <p>9/18 <b>Catechetical Sunday</b> <b>Parent and Child Information mtg.</b> <b>10:05-11:10am, Spooncer Hall</b></p> <p>9/25 <b>FIRST DAY OF CCM CLASSES</b></p> <p><b>OCTOBER 2016</b></p> <p>10/2 <b>CCM Classes &amp; Donut Sunday</b></p> <p>10/9 No Class: Columbus Day Weekend / 60<sup>th</sup> Anniversary Carnival</p> <p>10/16 <b>CCM Classes</b></p> <p>10/23 <b>CCM Classes</b></p> <p>10/30 <b>CCM Classes</b></p> <p><b>NOVEMBER 2016</b></p> <p>11/6 <b>CCM Classes &amp; Donut Sunday</b></p> <p>11/13 No Class: Catechists' Faith Formation Weekend</p> <p>11/20 <b>CCM Classes</b></p> <p>11/27 No Class: Thanksgiving Weekend</p> <p><b>DECEMBER 2016</b></p> <p>12/4 <b>CCM Classes &amp; Donut Sunday</b></p> <p>12/11 <b>CCM Classes</b></p> <p>12/18 No Class: Christmas Break</p> <p>12/25 No Class: Christmas Break</p> <p><b>JANUARY 2017</b></p> <p>1/1 No Class: Christmas Break</p> <p>1/8 <b>CCM Classes &amp; Donut Sunday</b></p> <p>1/15 No Class: MLK Jr. Weekend</p> <p>1/22 <b>CCM Classes</b></p> <p>1/29 No Class: St. Simon Parish School's Open House</p>	<p><b>FEBRUARY 2017</b></p> <p>2/5 <b>CCM Classes</b></p> <p>2/12 <b>CCM Classes</b></p> <p>2/19 No Class: Presidents' Weekend</p> <p>2/26 No Class: Winter Break</p> <p><b>MARCH 2017</b></p> <p>3/5 <b>CCM Classes &amp; Donut Sunday</b></p> <p>3/12 <b>CCM Classes, Lent</b></p> <p>3/19 <b>CCM Classes, Lent</b></p> <p>3/26 <b>CCM Classes, Lent</b></p> <p><b>APRIL 2017</b></p> <p>4/2 <b>CCM Classes &amp; Donut Sunday</b></p> <p>4/9 No Class: Passion (Palm) Sunday</p> <p>4/16 No Class: Easter Sunday</p> <p>4/23 <b>CCM Classes</b></p> <p>4/30 <b>CCM Classes</b></p> <p style="text-align: center;">+++++</p> <p style="text-align: center;"><b>Reminder:</b> Register early for St. Simon Vacation Bible School (VBS) from June 19-23 at <a href="http://www.stsimon.org">www.stsimon.org</a> and in the Parish Office.</p> <p><b>MAY 2017</b></p> <p>5/6-7 <b>No Class: Weekend Parish Celebrations of First Eucharist</b></p> <p>5/14 No Class: Mother's Day</p> <p>Note: <b>5/13</b>, Celebration of the Sacrament of Confirmation, 5:00pm Mass. Bishop Sevilla, Presider.</p> <p>5/21 <b>CCM Year-end BBQ (CCM-sponsored)</b></p>
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**St. Simon Children's Catechetical Ministry  
Parent Acknowledgement Form**

This is to acknowledge that I/we have received the St. Simon Children's Catechetical Ministry Family Handbook. We understand and agree to cooperate with the parish policies set forth in the handbook.

**Family Name (printed)** \_\_\_\_\_

\_\_\_\_\_  
Signed (Parent/Guardian) Date

\_\_\_\_\_  
Signed (Parent/Guardian) Date

\_\_\_\_\_  
Signed (Student) Grade

\_\_\_\_\_  
Name (Student) Grade

\_\_\_\_\_  
Name(Student) Grade

\_\_\_\_\_  
Name (Student) Grade

\_\_\_\_\_  
Name (Student) Grade

**Please detach, sign, and return this form to  
"Children's Catechetical Ministry Office" or  
Your CCM Catechist  
by  
November 1, 2016  
THANK YOU**

## RIGHT TO AMEND

The Pastor and the Director of Children's Catechetical Ministries have the right to amend this handbook, if necessary. Parents and guardians will be given notification of the changes. This Family Handbook has been approved by:

In Christ,

A handwritten signature in blue ink that reads "Fr. Warwick James" with a horizontal line underneath.

Rev. V. Warwick James  
Pastor

S. Mary-Han Nguyen  
Director of Catechetical Ministries