

**St. Simon Parish  
Junior High Youth Ministry - The EDGE  
High School Youth Ministry - LIFETEEN  
Family Handbook  
2010-2011**



**"Serving in One Spirit, One Lord."**

St. Simon Catholic Parish  
1860 Grant Road  
Los Altos, CA 94024  
650-967-8311 ext. 32

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## St. Simon's Youth Catechetical Ministry

September 1, 2010

Dear Parents/Guardians,

Welcome to a new year of Catechetical and Youth Ministry. Our mission in Youth Ministry is to serve the formational needs of your youth 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, most importantly participation in Sunday Eucharist. The parish theme for this year is "Serving in One Spirit, One Lord."

We recognize that parents are the first and foremost catechists of their youth. Our mission can only be accomplished in partnership with you, the parents and guardians, through the grace of the Holy Spirit. We in Youth Ministry will do our part by providing the highest quality of human and material resources to assist you in meeting your goals to raise your youth in the Catholic faith.

This handbook together with a monthly newsletter, email updates, and the parish bulletin offer materials and guidelines to help keep you informed. Additionally, we are confident you will find that our faith-filled Catechists, Core Team Leaders, and Facilitators are the foundation stone of the programs we offer here at St. Simon Parish. We will begin our catechetical journey on Sunday, September 12th. We invite you to introduce yourself to the catechist or core team leader on the first day of class or early in the year.

Please be sure to read the entire handbook and discuss it with your youth. Both your signature and your youth's signature are required to verify that you have received and read the handbook. See the last page for the acknowledgement form. If you have any questions or concerns please feel free to contact us. Your input is always of utmost importance to us.

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 in His name!

In Christ,

Fr. Warwick James  
Pastor

Val Liberty  
Director of Youth Ministry

Sr. Kathleen Hanley, RSM  
Director of Catechetical Ministry

## Personnel and Office Hours The Faces of Youth Ministry

Pastor	Fr. Warwick	967-8311x17	wjames@stsimon.org
Administrator	Darcy Yaley	967-8311x22	dyaley@stsimon.org
DRE	Sr. Kathleen	967-8311x32	khanley@stsimon.org

### Catechetical Coordinators

PSR	Melissa Powell	967-8311	stsimon_psr@yahoo.com
PSR	Angela Johnson	967-8311	stsimon_psr@yahoo.com
CCM	Sr. Kathleen	967-8311x32	khanley@stsimon.org
Youth Ministry	Val Liberty	967-8311x31	vliberty@stsimon.org

### Sacramental Coordinators

First Reconciliation/Eucharist	Sr. Kathleen	967-8311x32	khanley@stsimon.org
Confirmation	Jeanette Scholz		jeanette@envoyconsulting.com
Children 's Catechumenate	Sr. Kathleen	967-8311x32	khanley@stsimon.org

### Liturgy and Special Events Coordinators

Children 's Liturgy of the Word	Sr. Kathleen	967-8311x32	khanley@stsimon.org
Children 's Liturgy of the Word	Cheryl McClintock	5pm Sunday Mass	McClintockZoo@yahoo.com
Vacation Bible School	Sr. Kathleen	967-8311x32	khanley@stsimon.org
Adult Spiritual Formation	Sr. Rebecca	967-8311x13	Rebecca@stsimon.org

### Youth Ministry Office Hours

The Youth Ministry Office is located at the side of the Church building.

Youth Ministry Office Phone: ( 650 ) 967-8311 x31

Office Hours: Tues – Fri 2:00 P.M. – 6:00 P.M. or by appointment.

The office may be vacant during office hours if we are away at diocesan or parish staff meetings or while we are attending continuing education courses. If the office is vacant when you arrive please contact Lyn Patton in the rectory office.

### Session Times

- EDGE - meets on Sunday morning at 10:15am or on Sunday night following the 5:00PM Youth Mass from 6:15PM to 8:00PM. Sunday' s catechetical teachings will fulfill the public, private and non-Catholic school Catechetical standards for the Diocese of San Jose. All students are welcome to attend. You must register for either the morning or the evening session. ( See Schedule Attached ).
- EDGE - will meet on Fridays/Saturdays for Service Nights, Social Gatherings and special Teen Issue presentations. All public, private and Catholic school students are welcome and encouraged to attend.
- LIFE TEEN – Life Nights for High School Teens are held on Sunday following the 5:00PM Youth Mass from 6:15PM to 8:30PM. LIFE NIGHTS focus on Spiritual and Social Issues and Service components. ( See Schedule Attached ).

## Mission Statement

Our parish exists to meet the needs of its members and to help those members to be witnesses to the transforming love of Jesus Christ in our lives. We worship together as a community of believers. We support one another in living our Christian values and beliefs. We nurture the faith of our members in a variety of ways including adult education programs, a parish grammar school, and religious education for public school students. We also spread the Good News of Jesus Christ through direct service to those in need and through working for a just and peaceful world.

## Youth Ministry Philosophy

St. Simon Pastoral Staff believes that youth ministry is a sharing in Jesus ' mission of proclaiming the Reign of God. Youth Ministry enables faith to become living, conscious, and active through the light of instruction, sharing God ' s Word in Scripture, tradition and doctrine of the Catholic Church.

The Church teaches that the primary responsibility for the spiritual growth and faith development of the youth 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. Youth Ministry Leaders do more than merely teach about the faith; they help children build and strengthen their relationship with Jesus by proclaiming the Word, building a sense of community, leading to prayer and worship, encouraging loving service to others and by living the Catholic faith they profess.

## Goals

- \* To help young people toward ongoing conversion to Jesus Christ.
- \* To encourage each family to fully participate in the life of the Catholic Church, especially by attending weekly Eucharist.
- \* To challenge young people to give Christian service in their homes, specifically by helping their parents and/or siblings in some way and in their community through service projects.

## Enduring Values

St. Simon Youth Ministry promotes the spiritual growth of the whole youth and provides a solid spiritual formation and opportunities for living out the Christian values. Our goal is to empower the youth 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 each youth through prayer, liturgy, catechetical formation, justice education and opportunities for social outreach. Through an active spiritual life, the youth 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. A schedule of service projects will be distributed to all families.

## 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 looking for ways His story intersects with our story. In our efforts to assist families the EDGE program will strive to “echo” the salvation story and help the youth discover ways to weave their stories into that story.

In order to accomplish this task our parish offers various catechetical programs for children, youth and adults including:

P.S.R.	Preschool of Religion ( ages 3-K )
C.C.M.	Children ' s Catechetical Ministry ( grades 1-5 )
EDGE	Junior High Youth Ministry ( grades 6-8 )
LIFETEEN	High School Youth Ministry ( grades 9-12 )
V.B.S.	Vacation Bible School
First Reconciliation:	Sacramental preparation sessions ( Grade 2 )
First Eucharist:	Sacramental preparation sessions ( Grade 2 )
Confirmation:	Sacramental preparation sessions ( Grade 8 )
R.C.I.C.:	Sacramental preparation
A.S.F.	Adult Spiritual Formation ( ASF ) programs.

## 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 on the first Tuesday of each month.

## Sacraments

The sacraments are celebrations of special moments of encounter with God. They are occasions when we consciously respond to God who is forever offering His love and friendship to us. They are times when a person's relationship with God is initiated or deepened, strengthened or healed. 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.

## Confirmation

The students who demonstrate a basic understanding of our faith, recognition of the responsibilities of an adult Christian, and a desire to celebrate the Sacrament will celebrate Confirmation in the eighth grade at St. Simon 's Parish. Preparation for this sacrament is a 3 year process starting in the 6th grade and ending with the Sacrament of Confirmation in 8th grade. Full, conscience, active participation is expected of each student during these 3 years as they prepare for the Sacrament of Confirmation. Eight grade public, private and non Catholic school students will participate in an additional 6 weeks of preparation on Sunday Nights – consisting of prayer, service, and study prior to the celebration of Confirmation. All of the students are encouraged to discern their readiness to celebrate the Sacrament of Confirmation. The role of clergy, teachers, catechists, and sponsors is to help these young people on their faith journey to discern this decision during the preparation period.

## Christian Initiation of Children ( RCIC ) Students ' Catechumenate

R.C.I.C. For Students as described below:

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

The R.C.I.C. is a process for students age 7 and older who have not celebrated Baptism. It is modeled on the Rite of Christian Initiation for Adults ( RCIA ). Students 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. Together with other students and youth they meet weekly.

Parents are required to attend the sessions with their students. The RCIC is a year long process during which the students may continue their religious studies through St. Simon School or C.C.M. For information about R.C.I.C, please contact Sr. Kathleen at ( 650 ) 967-8311 X32 or email [khanley@stsimon.org](mailto:khanley@stsimon.org).

## Policies

### Registration

Students must be registered in advance of attending any catechetical ministry program. Registration by June 30th 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.

#### Registration: Returning Families

Registration for returning families begins on April 15th and concludes on June 30th each year. 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 30th. Late Registration after June 30th will be an additional \$25 per child per program.

#### Registration: New Families

Registration materials are available in the rectory office, school entrance, church foyer, and on the parish web page. Parents are asked to return the completed paperwork including a copy of the teen's Baptismal Certificate as soon as possible to the parish office. All forms may be mailed to:

St. Simon Church  
c/o Darcy Yaley  
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 Fr. Warwick or Sr. Kathleen. 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 the time of registration. Registrations will not be processed without payment.

Tuition for all Youth Ministry Programs is as follows:

One child per family	\$125.00
Two students per family	\$225.00
Three or more students per family	\$320.00

## CONFIDENTIALITY

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

## COMMUNICATION PROCEDURES

Since parents, catechists, core team leaders, and facilitators work in partnership, for this reason, good communication is essential. Any parent may call the office to make an appointment with a catechist, a core team leader, a facilitator, or the director of youth ministry to discuss any concerns he/she may have regarding any aspect of the programs. If problems develop, they should always be solved at the lowest level whenever possible.

The staff and volunteer ministers communicate with the parents primarily through E-mail. We may also phone, mail or send notices home with the youth. Please check your e-mail weekly.

Email addresses are required for all families and teens enrolled in Youth Ministry. Weekly updates and parish info are distributed via email only. If you do not have regular access to e-mail then please contact Val Liberty to make alternative arrangements to receive correspondence.

Parents are always welcome to call or visit the Office of Youth Ministry if they wish to talk with Val Liberty at (650) 967-8311 X 31.

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

Please notify the Office of Youth Ministry immediately of any changes of address, telephone numbers, (work/home) email addresses, (work/home) and emergency information. Each youth 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 any youth.

## Emergency Information

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

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

## Emergency Care and Accidents/Incidents

In the case of accident or sudden sickness, the Director of Youth Ministry 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, core team leaders, or facilitators in a manner appropriate to the severity of the incident.

All accidents/incidents involving children/youth, catechists, core team leaders, facilitators, 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 and Class Cancellation

In the event that a class session must be cancelled due to emergency every effort will be made to contact you by both e-mail and phone prior to the start of the session. Once a decision has been rendered to cancel class an e-mail will be sent to all families with a valid e-mail address on file. The youth minister will also contact each catechist or core team leader 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 Youth Ministry Office at 650-967 8311X31 or the Rectory at 650-967-8311 to verify the status of Youth Ministry for that day.

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

## Emergency Preparedness

Every meeting room and classroom used by Children ' s Ministry is equipped with a First Aid Kit, fire extinguisher and a map posted with the preferred exit route and gathering site outside the building. 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.

In the event of an emergency you can obtain information about your child (ren ) by contacting the Youth Minister on her cell phone at 650-465-4170 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 Youth Ministry during registration. If a student is diagnosed with a medical condition after registration please inform the Youth Minister and catechist as soon as possible. A confidential appointment with the Youth Minister can be made to discuss special medial needs.

Catechists, core team leaders, and other personnel in Children ' s Ministry will not dispense or administer medication to any student. Arrangements can be made in consultation with the Youth Minister and Pastor if there is an extreme need to make a policy exception or if the EDGE and LIFETEEN are on retreat. In any circumstance only medication in the original prescription bottle will be accepted and administered.

## Arrival and Absenteeism

Promptness and consistent attendance is important. Attendance will be taken at all sessions. Preparation for the Sacrament of Confirmation is a 3 year process. Full, conscience and active participation is expected of each student as they prepare for the Sacrament of Confirmation.

## Visitors

All visits by teens not enrolled in the program must be approved by the Youth Minister before the visit. Visitors are required to bring a completed Diocese of San Jose Permission Form ( see attached ) and Emergency Information Form. We welcome visitors to our EDGE & LIFE TEEN programs knowing relatives and friends are often visiting.

## Volunteers, Core Team Leaders and Facilitators

The Diocese of San Jose maintains the policy of fingerprinting and training all staff and volunteers who work with youth and vulnerable adults. In order to work within the LIFE TEEN and EDGE Ministry as of September 2009 the following must be followed:

- You have completed the Diocese of San Jose Catechist/Aide Application Form ( see attached ).
- You must be fingerprinted and your fingerprints must have cleared.
- You have completed the Shield the Vulnerable training online. ( User friendly and easy to do ).

If you have not yet been fingerprinted with the Diocese of San Jose the following must be followed:

- See the Administrative Assistant in the St. Simon Rectory or call 650-967-8311 to set up an appointment. Appointments can be scheduled Tuesday – Friday.
- Inform them that you are a Catechist, Core Team Member/Leader or Facilitator for EDGE or LIFE TEEN Youth Ministry and that you need to be fingerprinted.
- When you meet with personnel you will need to have your Driver 's License or other government issued identification and Social Security number.
- After the initial paperwork is completed, an appointment will be scheduled with the local Sheriff 's Office for you to be fingerprinted.
- Please keep your appointment time. If you need to reschedule, instructions are included on your paperwork.
- The results go directly to the Diocese of San Jose Personnel Office. DSJ will contact St. Simon once your fingerprints have cleared.
- The cost for fingerprinting is \$20.00. The Sheriff 's Office accepts CASH ONLY.
- St. Simon will reimburse you for the charge. Please submit your receipt.
- If you have already been fingerprinted with the Diocese of San Jose please notify the Rectory Office. You will not need to be fingerprinted a second time. However, the date of the first fingerprint MUST be on file.
- If you have NOT completed the Shield the Vulnerable training within the last two years, please go to [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org) to complete the training. Drop off your certificate to the St. Simon Rectory to be added to your folder.

## The Role of Parents and Guardians

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 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 meetings.
- \* Check the contents of the Sunday envelope:
- \* Listen while your child reviews the material covered in the session.
- \* Use this opportunity to share your faith with him or her.
- \* Become familiar with scheduled catechetical sessions and events.
- \* Read and act promptly on communications from the C.C.M. Office.
- \* Assure your children 's punctual and regular attendance at all sessions.
- \* Get to know your child 's core team leader.
- \* Contact the youth minister when a problem arises

## The Role of the Youth

The youth have a responsibility to cooperate in order to benefit from the youth ministry and catechetical sessions. They are expected to:

- \* Be respectful of self, the core team leaders, and facilitators and the youth
- \* Welcome new students and visitors.
- \* Listen carefully, follow directions and participate in the assigned activities.
- \* Complete assignments.
- \* Follow attendance, emergency, and safety procedures;
- \* Demonstrate respect for church and school property.

## Custody Arrangements

Parents have the primary responsibility of notifying the youth minister regarding custody arrangements. We will cooperate with special custody arrangements of families 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 Religious Education prior to the start of term or at any time that these documents are amended. This information will be kept confidential and stored with your child 's emergency forms.

In the event that another person appears to take the youth minister will inform him/her of the arrangements and wait until the proper person arrives to pick up the child.

Our core team leaders and facilitators 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 diocesan policy and local legal codes, parish catechetical staff, directors, core team, 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.

## Discipline Policies

One of the core team leaders and facilitators' 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 Youth Minister and DRE 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.
- Inappropriate behavior includes, but is not limited to, disrespectful verbal and body language.
- Participate positively and be attentive in the catechetical session.
- Respect parish property and the property of others.
- Follow the rules of the program and the class.

## Possession of Dangerous Materials

The Youth Minister 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 harassing or bullying 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 Youth Minister 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 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 EDGE and LIFETEEN. All field trips will be authorized in advance by the Pastor and/or Director of Religious Education based on specific criteria.

No youth 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 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.

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 and must have a completed driver volunteer form on file with the Youth Minister.

- 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
- It may not have more than 9 passengers including the driver
- Must have completed "Shield the Vulnerable"
- Must be fingerprinted by the Diocese of San Jose.
- Must have a completed "catechists, core team leader, or facilitators " application form on file.

## 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 Ministry 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.

So, 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 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 Level Competencies.

## Grade Six

By the end of sixth grade the learner will be able to:

### Doctrine

- Explain that faith is God's gift and our lifelong response to God who calls all people into a loving relationship with God's self.
- Explain that a creed is a pledge of belief in the central truths of our faith.
- Demonstrate an understanding of God's revelation through Scripture and Tradition and in our lives.
- Demonstrate an understanding that the creation stories in the Bible are not factual accounts, but are intended to teach important truths of our faith: there is only one God; all of creation was made by God who is good and loving; human beings are created by God in God's image and likeness, with intellect and free will.

### Sacraments and Liturgy

- Discuss the meaning of the sacraments of Baptism and Confirmation and their relationship.
- Describe the scriptural origins of sacramental actions in the Sacraments of Initiation.
- Discuss similarities between the Passover meal and Eucharist.
- Describe the institution of the Eucharist at the Last Supper.
- Describe ways to prepare for the celebration of the Mass
- Discuss the different ways people live out their Baptismal call to holiness (married life, ordained life, professed life, and single life).

### Prayer and Spirituality

- Examine their consciences to evaluate their relationships with God, self, the environment and others.
- Participate in the Sacraments of Reconciliation and Eucharist.
- Demonstrate an understanding of different styles of prayer and recognize which style they prefer.
- Set aside time to pray daily.
- Express the importance of being quiet in order to listen to God.  
Pray the Psalms.

### Scripture

- Demonstrate knowledge that authors of the Bible used many different ways to convey God's message.
- Name major figures in the development of God's relationship with the chosen people: Abraham, Sarah, Isaac, etc.
- Explain the importance of the Exodus to the Hebrew people.
- Demonstrate knowledge that the Old Testament is fulfilled in Jesus Christ as revealed in the New Testament
- Demonstrate the ability to relate Scripture to one's life.

### Moral Formation

- Give examples of the effect of sin in the larger global community.
- Explain how one forms one's conscience.
- Demonstrate understanding of the Holy Spirit in conscience formation.
- Identify challenging moral issues and discuss how Christ's disciples respond to them.
- Identify and explain "The Precepts of the Catholic Church."
- Apply the virtues of prudence and temperance to dress and speech.

### Service/Mission

- Identify how they can practice the Spiritual and Corporal Works of Mercy.
- Plan and participate in a group service activity that meets the needs of the community and discuss its connection to the Gospel.
- Identify prophets of the Bible who spoke out against injustice and suffering and discuss how we are called to be prophetic in our day.
- Give examples of how Christians are instruments of God's grace to others.
- Give examples of the Church's contemporary missionary service in the United States and in other countries.

### To be learned by heart

- Pray the Glorious Mysteries of the Rosary.
- Recite the Apostles Creed.
- Recite the Moral Virtues.

## Grade Seven

By the end of seventh grade the learner will be able to:

### Doctrine

- Explain the meaning of each article of the Nicene Creed.
- Demonstrate an understanding of the terms *grace* and *redemption*.
- Describe some of the key differences and similarities between the Roman Catholic Church and Protestant Churches.
- Demonstrate respect for the great religions of the world.
- Describe what the apostles did after Pentecost.
- Demonstrate understanding of the Paschal Mystery as the birth, life, death, resurrection and ascension of Jesus Christ.
- Recognize Mary as the perfect model of Christian discipleship.

### Moral Formation

- Explain the primacy of conscience and the need to "form one's conscience" in light of Church teaching.
- Describe a process of making a moral decision.
- Explain the importance of prayer in reaching a moral decision.

### Prayer and Spirituality

- Pray and reflect through journaling (writing or art).
- Reflect on contemporary culture and events and evaluate the effects on their spiritual lives.
- Explain the meaning of the seven petitions in the Lord's Prayer.
- Prepare and assume different roles in a communal prayer and/or liturgy.
- Discuss how trust in God is the basis for prayers of petition.
- Appreciate the centrality of prayer in a Catholic Christian life, particularly the celebration of the Sunday Eucharistic liturgy.

### Scripture

- Name and explain the significance of the major stories in salvation history.
- Demonstrate an understanding of the call to discipleship as lived by Mary and the Apostles.
- Demonstrate an understanding of the demands of discipleship as found in the Sermon on the Mount.
- Identify the 46 books of the Old Testament and the 27 books of the New Testament.

### Sacraments and Liturgy

- Explain the meaning of the Sacrament of Reconciliation.
- Discuss the value of participating in a communal reconciliation service during Advent and Lent.
- Discuss the Sacrament of the Anointing of the Sick as an opportunity to bring Jesus' healing comfort and strength to those who are severely ill, elderly, or in danger of death.
- Discuss the importance of commitment in the sacraments of Marriage and Holy Orders
- Demonstrate awareness that by participating in the celebration of the Eucharist, we share in the Paschal Mystery.
- Understand and explain the Eucharistic Liturgy as sacrifice and sacred meal.

### Service/Mission

- Plan and participate in a group service activity that addresses current global issues.
- Identify the difficulties and challenges in today's culture for putting their faith into action.
- Discuss the various opportunities for service within the vocations of the single, married, religious and ordained.
- Demonstrate an understanding of the principles of Catholic social teachings and to apply them to situations of injustice in society.
- Discuss that how we carry out our civic responsibilities is related to living our faith.

To be learned by Heart

- Pray the Luminous Mysteries of the Rosary.

## Grade Eight

By the end of eighth grade the learner will be able to:

### Doctrine

- Discuss how believing in Jesus as the son of God and their savior makes a difference in their lives.
- Demonstrate an understanding of the origin of the church and its mission.
- Give an example of how the Paschal Mystery relates to our lives.
- Demonstrate respect for the diversity of all life, peoples, cultures, and religions.

### Sacraments and Liturgy

- Name each of the Sacraments, their symbolic actions, and what is celebrated.
- Name the specific parts and order of the Mass and be able to participate in the responses.
- Explain how sacraments are connected to the scriptures, both Old Testament and New Testament.
- Describe how the Sacraments celebrate the presence of Jesus Christ in important life experiences.
- Explain the role and action of the Holy Spirit in the Sacraments.
- Explain the value of celebrating the Sacraments as a faith community.

### Prayer and Spirituality

- Discuss the longing for God that is placed in the heart of every human being.
- Reflect on Scripture in personal prayer.
- Explain how the practice of the moral and theological virtues is a response to God's grace and strengthens their spiritual life.
- Discuss how the Church nurtures their relationship with Jesus Christ within the Catholic Community.
- Evaluate their practice of personal prayer and describe changes that would strengthen their prayer life.
- Show an understanding of the need for conscious participation in liturgy and other prayer experiences.

### Scripture

- Explain the Church's understanding of how the Bible is inspired by God.
- Explain why we say that Scripture is God's living Word.
- Demonstrate knowledge that The Christian scriptures reveal the Paschal Mystery and saving actions of Jesus Christ.

### Moral Formation

- Demonstrate the ability to respond to moral dilemmas in light of Scripture and the Church's teachings.
- Identify situations of social injustice and how the Church's disciples respond to them.
- Explain the Catholic Church's teaching on human sexuality.
- Explain how the Church's disciples respect the dignity of human life at all stages.

### Service/Mission

- Participate in and reflect on service activities and how these activities helped them to grow in faith.
- Describe the dimensions of stewardship.
- Reflect on their gifts and talents that can be used in stewardship.
- Describe the evangelizing mission of the Church and explain their responsibility to be evangelizers.

### To be learned by heart

Review all prayers from grades 1st - 7th.

## 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  
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.

## Notes

St. Simon Youth Ministry  
Parent Acknowledgement Form

This is to acknowledge that I/we have received the St. Simon Children ' s 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 \_\_\_\_\_ Grade

\_\_\_\_\_  
Name \_\_\_\_\_ Grade

\_\_\_\_\_  
Name \_\_\_\_\_ Grade

\_\_\_\_\_  
Name \_\_\_\_\_ Grade

Please detach, sign, and return to  
Youth Ministry Office  
by

September 30, 2010.

THANK YOU!

## RIGHT TO AMEND

The Pastor and the Director of the Parish School of Religion 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:

---

Pastor, St. Simon Parish

Date:

---

Director of Religious Education

Date:

---

Youth Minister

Date:

Diocese of San Jose Driver Information Sheet

I. Driver:     Employee     Volunteer

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

Any Restrictions?    Yes    No        Please Explain: \_\_\_\_\_

II. Vehicle that will be used:

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Make & Model of Vehicle: \_\_\_\_\_ Year of Vehicle: \_\_\_\_\_

License Plate #: \_\_\_\_\_ # of Seatbelts Available \_\_\_\_\_

III. Insurance Information

When volunteers or employees are using their privately-owned vehicle ( s ) , the vehicle ' s insurance coverage will always be considered primary. Please attach a copy of the declaration page of your current policy or complete the following information:

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Date of Policy Expiration: \_\_\_\_\_

Liability limits of policy\*: \_\_\_\_\_

\* Please note: The Diocese requires that drivers maintain minimum automobile Limits of \$100,000 / \$300,000 / \$50,000.

IV. Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 25 years of age or older, and possess a valid driver' s license, have the proper and current license and vehicle registration and have the required insurance coverage in effect on any vehicle used on behalf of the ( parish ) \_\_\_\_\_ . I further understand and authorize above mentioned parish to obtain my driving records as they deem necessary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Thank you for providing this information.*

St. Simon EDGE & LIFE TEEN Youth Ministry

ACTIVITY \_\_\_\_\_ DATE \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Parental Permission Form / Medical Waiver / General Information

Student 's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grad Year: \_\_\_\_\_ Birthday: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mother 's/Guardian 's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Father 's/Guardian 's Name: \_\_\_\_\_

Complete Address (if different ): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Person ( s ) other than parent to notify in case of emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I, the parent ( guardian ) of the above-named child, hereby give my permission for, his/her participation in the activity named above. I agree to direct my child to cooperate and conform with the directions and instructions of the parish, school or diocesan personnel responsible for the activity. I have the following medical insurance that would cover any hospital, medical and related costs and expenses in the event of illness or accident or any emergency, nature, as follows:

Policy #: \_\_\_\_\_

In the event my child is injured or becomes ill and requires emergency medical attention, any resulting hospital, medical or related costs and expenses will be paid by the medical insurance or benefit plan of mine or my spouse. I am not aware of any medical condition of my child which would render it inappropriate for him/her to participate in any such activity.

Does your son/daughter have any allergies/ medications/ dietary needs or other special needs that the youth activities supervisory personnel at any youth activity should be aware of?

I hereby give permission to the physician selected by the youth activities supervisory personnel then present to render medical treatment deemed necessary and appropriate by the physician.

Execution of this document is not a waiver of any rights against any responsible party in the event of an accident caused by a third party, including an employee of the Diocese of San Jose.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Photo Consent

From time to time, we take pictures of youth ministry events and gatherings. We would like to be able to use these photographs for newsletters, flyers, the Youth Ministry Web Site, etc. To do this, we need both the students and parent 's consent. We will not use any last names if the photos are posted. I/We the parent ( s ) of this student, authorize and give full consent, without limitation or reservation, to St. Simon Youth Ministry, to publish any photographs in which the above named student and/or pictures of his/her parents or grandparents appears while participating in any Youth Ministry. There will be no compensation for use of any photos as the time of publication or in the future.

Student 's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions: Call Val Liberty 650-967-8311 x31

**Diocese of San Jose  
Catechist / Aide Application Form**

**PERSONAL INFORMATION**

Name:		Date of Birth:	
Address:			
Work Phone:	Home Phone	Mobile (Cell) Phone:	
Email Address:			
Best time or method to reach you?			
Present Occupation:		From (Year)	To (Year)
Ministry position(s) preferred:		Age Level preferred:	
Days and times available for volunteering:		# of years in Catechesis:	

**EDUCATION AND PROFESSIONAL TRAINING**

<input type="radio"/> High School    Last Grade Completed: ____ <input type="radio"/> Some College    How many years: ____ <input type="radio"/> College    Degree: _____ Major: _____ <input type="radio"/> Graduate    Degree: _____ Major: _____ <input type="radio"/> ILM (Institute of Leadership Ministry: Date Completed: _____ Third Year: _____ <input type="radio"/> Catechist Certificate    Year: ____ Diocese: _____ <input type="radio"/> Master Catechist Certificate    Year: ____ Diocese: _____			
Previous Teaching Experience:			
<b>Languages</b>	<b>Speak</b>	<b>Read</b>	<b>Write</b>
English			
Portuguese			
Spanish			
Vietnamese			
Other:			

**WORK OR VOLUNTEER EXPERIENCE** (Please list the most recent first)

Title of Position:		From	To
Employer/Organization:		Phone:	
Address of Employer/Organization:			
Supervisor:		Phone:	
Description of Responsibilities:			

REFERENCE

Please give the name of a character reference, not a relative.

Name \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Please circle the answer to the questions below.

1. Have you ever been convicted by any court of an offense? If yes, please explain the circumstances including dates, places and disposition of any legal proceedings against you on an attached sheet.

Please do not include:

- a. Minor traffic violations
- b. Any offense committed prior to your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law.
- c. Any incident sealed under Welfare and Institutions Code §781 YES NO

2. *In the past five years, including currently, have you used or been addicted to any prohibited substances including but not limited to marijuana, cocaine, speed, amphetamines or LSD? If yes, please explain on attached sheet.* YES NO

3. Have you ever abused or been accused of having abused a child, sexually or otherwise? If yes, please explain the nature of the accusations on attached sheet. Include Dates and the disposition of any legal proceedings against you. YES NO

4. Have you ever, for any reason, been suspended, dismissed or asked to resign a paid or volunteer position? Please explain the circumstance on attached sheet. YES NO

CERTIFICATION

I hereby certify that the information presented in this application form and on the attached documentation is true and complete. I understand that any misrepresentations or omissions shall be sufficient cause for disqualification or, if already volunteering, dismissal.

I authorize investigation of any statements and supporting documents contained in this application.

I authorize the parish to secure information about my work or volunteer experience from the references I have provided and release all parties who provide information from any liability. I specifically authorize investigation into my criminal record, if any.

I understand that persons who work as catechists and aides must be fingerprinted before being assigned to a class and that they must also attend Sexual Misconduct and Shield the Vulnerable Workshops.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE