



St. Clare Parish

Askeaton, Greenleaf, Wrightstown

Discipleship Formation Program Handbook

Discipleship Formation

Discipleship Formation Office Hours: Mon., Tues., Thurs.: 7:30 AM – 4:00 PM
and Wed. 8:30 AM – 8:30 PM

St. Clare Parish Office Hours: Monday – Thursday: 8:30 AM – 4:30 PM

Office Address: 2218 Day St. Greenleaf, WI 54126

Fr. Brian Wideman, Administrator.....864-2550 ext. 12 E-mail: pastor@stclareagw.org

Anne Stemper, Program Coordinator864-2586 ext. 20 E-mail: stclarefaith@stclareagw.org

St. Clare Parish Website.....www.stclareagw.org



*Go then, to all people everywhere
and make them my disciples:
baptize them in the name of the Father,
and the Son, and the Holy Spirit.
Teach them to obey everything I have commanded you.
And I will be with you always, to the end of the ages.*

Program Times

Grade 1-4: Wednesdays - 3:25 PM - 4:45 PM
at St. Clare Catholic School 425 Main St., Wrightstown, WI

Grades 5-8: Wednesdays - 6:30 PM - 7:45 PM
at St. Clare Catholic School 425 Main St., Wrightstown, WI

Grade 9-12: Wednesdays - 6:30 PM - 8:00 PM
at St. Clare Parish Center 2218 Day St., Greenleaf, WI

Weekly Prayer Service: During the last 15 minutes of each class, we hold a short prayer service in church. Parents are encouraged to join us in prayer at the end of our session time.

Program Registration

We begin registration for the Discipleship Formation program in the Spring of each year. Registration forms for the current program year are available on the parish website (www.stclareagw.org), in each of the churches or by contacting the office. All registrations should be completed and returned in a timely manner. Early registration is appreciated.

Program Fees

2017-2018 program year

Fees for the program are used to defray the costs of books, supplies, and materials used, on a weekly basis, for your child(ren)'s sessions. We try to keep all fees to a minimum. Your support of fund-raising efforts and help at parish events helps us to keep our costs reasonable. Fees can be paid in a one-time payment or made over the period of the program. All billing is done through the St. Clare business office.

St. Clare Parish Member - \$100.00 per child
Non Parish Member - \$150.00 per child

Additional Fees: In addition to registration fees there are fees for children enrolled in sacramental preparation. If these fees present a hardship, please let us know.

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

Other sacraments: For information and their stole fees please contact Maxine at the parish office.

Sacraments

In the sacraments of the Catholic Church, members of the Body of Christ enrich their lives through tradition and symbolism, gathering and uniting as one community to witness the ultimate and ever-present sacrifice of Christ, and providing us with examples of how to live fully in our Catholic Christian faith.

All students who wish to participate in preparation for the sacraments at St. Clare Parish are to be enrolled in the Discipleship Formation Program, at least one year prior to the reception of each sacrament.

First Reconciliation: *On the day we celebrate your child's First Reconciliation we gather as a community to celebrate God's mercy and experience his forgiveness.*

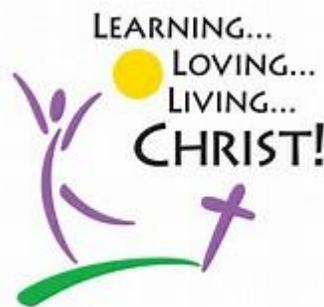
First Holy Communion: *Reception of the Body and Blood of Christ for the first time is an important event in a child's life. For First Holy Communion, our church asks from your child only what he/she is capable of giving, that is, faith in God and a genuine desire to experience the Sacrament of Holy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

Important Dates for these two sacraments will be communicated to parents of children enrolled in the program. There will be a general informational meeting, a parent/child retreat for each sacrament, and dates for the reception of each sacrament.

Confirmation: *The Sacrament of Confirmation is necessary for the completion of baptismal grace and enriches the baptized with the special strength of the Holy Spirit.*

The earliest that students may request to begin preparation for the Sacrament of Confirmation is the first semester of their junior year of high school. Preparation includes small group meetings, a retreat, community service, completion of some required paperwork and an interview. Bishop Ricken has also asked all students requesting Confirmation to have committed to memory some basic prayers and teachings of the Church. (See the list below.)

Confirmation is held in the Fall of the student's Senior year. In late May, St. Clare receives the exact date from the Bishop's office. As soon as we have the date we will share the information with you. **The retreat for the 2018 Confirmation class is scheduled for Sunday, March 4, 2018.**

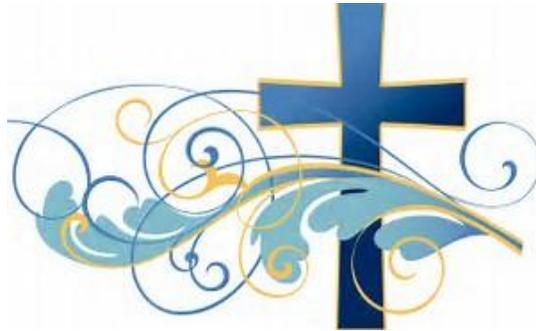


SCRIP

SCRIP is easy! And it's a way to help with Program Fees. You purchase gift cards/certificates at face value and use them for your shopping needs. That's it! No strings, doesn't cost you anything. The retailers make a contribution to St. Clare based on the amount of gift cards sold. SCRIP can be purchased after all the weekend Masses, at St. Clare School, at Cornette's Farm Supply, and online at www.shopwithscrip.com. Our parish enrollment code is: 6DDE588923L2. When purchasing, just let the seller know you are buying on behalf of the Discipleship Formation (RE) program, and then give them your name so your family receives the credit.

SCRIP Tuition Assistance

- + Fifty percent of the profits earned from your SCRIP from July 1 – June 30 purchases can be used to help offset your Program Fees for the following Fall. The remaining 50% will help support the more general expenses of the Discipleship Formation program.
- + Amounts generated above Program Fees will be used for DF/YM budget needs and program tuition assistance.
- + SCRIP expenses will be deducted from the gross profit.



Policies

Everyone is expected to conduct themselves in a Christian manner, respecting all catechists, staff, students and other people (regardless of age). Students should also respect the property and belongings of others, as well as the materials and property of St. Clare Catholic School and her students.

Absenteeism: Parents are expected to call the Discipleship Formation office **864-2586 ext. 20** or email stclarefaith@stclareagw.org when their child will be absent. Classes begin promptly at the designated time. Children arriving late disrupt the atmosphere. Please make every effort to be on time. Children who miss class are responsible for inquiring about and completing missed work. Students enrolled in the Confirmation program will only be allowed **one** excused absence, and student will need to make up this class work. If more than one class is missed, consideration will be given to whether continuing the program is the best option for the student.

ACRE Testing: Bishop Ricken has mandated that every parish and Catholic school have all students in grades 5, 8, and 11/12 participate in the NCEA/ACRE test. The purpose of NCEA/ACRE is to evaluate the effectiveness of a religion program. These tests will be administered in the Spring. You can help your child prepare by reviewing the prayers, teachings and vocabulary words found in your child's text.

Alcohol/Drugs/Tobacco /Firearms: Student use or possession of alcohol, drugs, tobacco or firearms is **NOT** prohibited on parish/school property and parish-sponsored events. This is a zero-tolerance policy. The authorities and parents will be contacted regarding any student violation.

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

- ✦ The catechist will talk with the young person and will issue a verbal warning.
- ✦ If the problem continues, the situation will be brought to the attention of the program coordinator and a verbal warning will be issued.
- ✦ After the second time the problem is brought to the coordinator's attention, the parents will be notified and expected to help correct the situation; if the problem persists after the child returns to the room, parents will be expected to attend with the child.
- ✦ Finally, the child may be asked not to return to the sessions.

Cancellations: Severe weather conditions may sometimes cause classes to be cancelled. When the Wrightstown School District cancels class or releases early due to weather, Discipleship Formation sessions will be cancelled.

- ✦ No Snow Make-up days are scheduled at this time.
- ✦ In case conditions worsen in the evening and classes are cancelled, we will post cancellations on the website and try to email or call families.
- ✦ Parents should always use their own best discretion whether their child(ren) should attend.

Dress Code: Clothing (i.e., T-shirts or sweatshirts with undesirable sayings, slogans or images and bare midriffs) and accessories considered inappropriate in school or church are not allowed in the religious education sessions.

Electronic Devices: Students may not use electronic devices (cell phones, mp3 players, hand held games, etc.) during class time. If there is an issue with such devices they may be confiscated and the parents called.

Field Trips and Outings: All special events away from the building will require a permission slip. These slips must be signed by the parent or guardian and returned prior to the event. Any parent or guardian accompanying a group is required to participate in a Virtus / Protecting God's Children Awareness session (see below).

Food – Drink – Gum: **Absolutely no gum** is permitted. Students are allowed to bring water bottles. A snack is provided for all children in grades 1-4. High School youth are allowed to bring food, if they need to eat something after sports practice and before sessions begin.

Transportation: After School Program: Bussing for grades 1-4 is available for students attending the afternoon program. A bus parks at the very end of the bus line at Wrightstown Elementary School with an 'RE' sign in its window. The school is provided with a roster of the children. A teacher or aide from the school will supervise the kids and wait with the second group until they leave. Parents are responsible for picking up their child(ren) at St. Clare School at 4:45 PM when classes are done.

Street Safety: When leaving the **after-school and evening** classes, we ask that ALL students cross ONLY where the crossing guard is located. That will be near the school for the afternoon group, and near the church entrance for the evening group. Respect and obedience to the crossing guard is expected. It works the best and is the safest, for parents to park in the parking lot across the street.

High School: You may pull up to the front door to drop students off; youth that are driving themselves should park in a designated parking stall. When picking up, parents are expected to park (in order to keep traffic flowing). Please use caution when driving and walking in the parking lot.

Replacement Texts: Textbooks are consumable and ordered one per student. If your child loses his or her textbook, please notify the Discipleship Formation office; and a new one will be ordered. The replacement cost will be \$30.00. Please encourage your child to be responsible. **Children and Youth are expected to bring their text each week.** If the child forms a habit of not bringing the text to the session, we will call you to bring the text or charge for a new text.

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

Basic Prayers and Teachings of the Catholic Faith

These basic prayers and teaching of the Catholic Church should be “known by heart.” This list is compiled based on the standards for Religious Education of the Diocese of Green Bay Department of Education

1st Grade: Sign of the Cross, Our Father, Hail Mary, Glory Be, Fatima Prayer, Prayer Before Meals, Guardian Angel Prayer.

2nd Grade: Sign of the Cross, Our Father, Hail Mary, Glory Be, Fatima Prayer, Prayer Before Meals, Guardian Angel Prayer, Mass Responses, Act of Contrition.

3rd Grade: Sign of the Cross, Our Father, Hail Mary, Glory Be, Fatima Prayer, Prayer Before Meals, Guardian Angel Prayer, Mass Responses, Act of Contrition, Introduction to the Apostle’s and Nicene Creeds, Introduction to the Mysteries of the Rosary and Introduction to the Stations of the Cross.

4th Grade: Sign of the Cross, Our Father, Hail Mary, Glory Be, Fatima Prayer, Prayer Before Meals, Guardian Angel Prayer, Mass Responses, Ten Commandments, Act of Contrition, Introduction to the Apostle’s and Nicene Creeds, Stations of the Cross, Mysteries of the Rosary: Joyful, Sorrowful, Glorious.

5th Grade: Sign of the Cross, Our Father, Hail Mary, Glory Be, Fatima Prayer, Prayer Before Meals, Guardian Angel Prayer, Mass Responses, Ten Commandments, Act of Contrition, Apostle’s Creed, Nicene Creed, Stations of the Cross, Mysteries of the Rosary: Joyful, Sorrowful, Glorious, Luminous, Memorare, Hail Holy Queen, Angelus.

6th Grade: Sign of the Cross, Our Father, Hail Mary, Glory Be, Fatima Prayer, Prayer Before Meals, Guardian Angel Prayer. Mass Responses, Ten Commandments, Act of Contrition, Apostle’s Creed, Nicene Creed, Stations of the Cross, Mysteries of the Rosary: Joyful, Sorrowful, Glorious, Luminous, Memorare, Hail Holy Queen, Angelus, St. Michael Prayer, Litanies.

7th Grade: Sign of the Cross, Our Father, Hail Mary, Glory Be, Fatima Prayer, Prayer Before Meals, Guardian Angel Prayer, Mass Responses, Ten Commandments, Act of Contrition, Apostle’s Creed, Nicene Creed, Stations of the Cross, Mysteries of the Rosary: Joyful, Sorrowful, Glorious, Luminous, Memorare, Hail Holy Queen, Angelus, St. Michael Prayer, Litanies, Divine Mercy Chaplet.

Practicing Your Catholic Faith:

Attend Mass on a regular, weekly basis and on holy days,

Pray as a family and encourage individual prayer,

Read the Scriptures,

Participate in educational offerings,

Become an active parish member!

8th Grade: Sign of the Cross, Our Father, Hail Mary, Glory Be, Fatima Prayer, Prayer Before Meals, Guardian Angel Prayer. Mass Responses, Ten Commandments, Act of Contrition, Apostle’s Creed, Nicene Creed, Stations of the Cross, Mysteries of the Rosary: Joyful, Sorrowful, Glorious, Luminous, Memorare, Hail Holy Queen, Angelus, St. Michael Prayer, Litanies, Divine Mercy Chaplet, Divine Praises, Anima Christi, Prayer to Know One’s Vocation.

9th Grade: Sign of the Cross, Our Father, Hail Mary, Glory Be, Fatima Prayer, Prayer Before Meals, Guardian Angel Prayer. Mass Responses, Ten Commandments, Act of Contrition, Apostle's Creed, Nicene Creed, Stations of the Cross, Mysteries of the Rosary: Joyful, Sorrowful, Glorious, Luminous, Memorare, Hail Holy Queen, Angelus, St. Michael Prayer, Litanies, Divine Mercy Chaplet, Divine Praises, Anima Christi, Prayer to Know One's Vocation, Act of Hope, Act of Faith, Act of Love, The Beatitudes, Liturgical Year, Two Great Commandments, Seven Sacraments, Marks of the Church, Cardinal and Theological Virtues, Holy Days of Obligation, Corporal and Spiritual Works of Mercy.



10th Grade: Sign of the Cross, Our Father, Hail Mary, Glory Be, Fatima Prayer, Prayer Before Meals, Guardian Angel Prayer. Mass Responses, Ten Commandments, Act of Contrition, Apostle's Creed, Nicene Creed, Stations of the Cross, Mysteries of the Rosary: Joyful, Sorrowful, Glorious, Luminous, Memorare, Hail Holy Queen, Angelus, St. Michael Prayer, Litanies, Divine Mercy Chaplet, Divine Praises, Anima Christi, Prayer to Know One's Vocation, Act of Hope, Act of Faith, Act of Love, The Beatitudes, Liturgical Year, Two Great Commandments, Seven Sacraments, Marks of the Church, Cardinal and Theological Virtues, Holy Days of Obligation, Corporal and Spiritual Works of Mercy, Precepts of the Church.

11th Grade: Sign of the Cross, Our Father, Hail Mary, Glory Be, Fatima Prayer, Prayer Before Meals, Guardian Angel Prayer. Mass Responses, Ten Commandments, Act of Contrition, Apostle's Creed, Nicene Creed, Stations of the Cross, Mysteries of the Rosary: Joyful, Sorrowful, Glorious, Luminous, Memorare, Hail Holy Queen, Angelus, St. Michael Prayer, Litanies, Divine Mercy Chaplet, Divine Praises, Anima Christi, Prayer to Know One's Vocation, Act of Hope, Act of Faith, Act of Love, The Beatitudes, Liturgical Year, Two Great Commandments, Seven Sacraments, Marks of the Church, Cardinal and Theological Virtues, Holy Days of Obligation, Corporal and Spiritual Works of Mercy, Traditional Fruits and Gifts of the Holy Spirit, The Seven Capital Sins & the corresponding Virtues, Parts of the Mass, Twelve Apostles.



*At Baptism you promised
to develop the faith
of your children.
Thank you for your effort
in being a role model
and advocate of faith
for them and
for trusting us to help you
with that mission.*