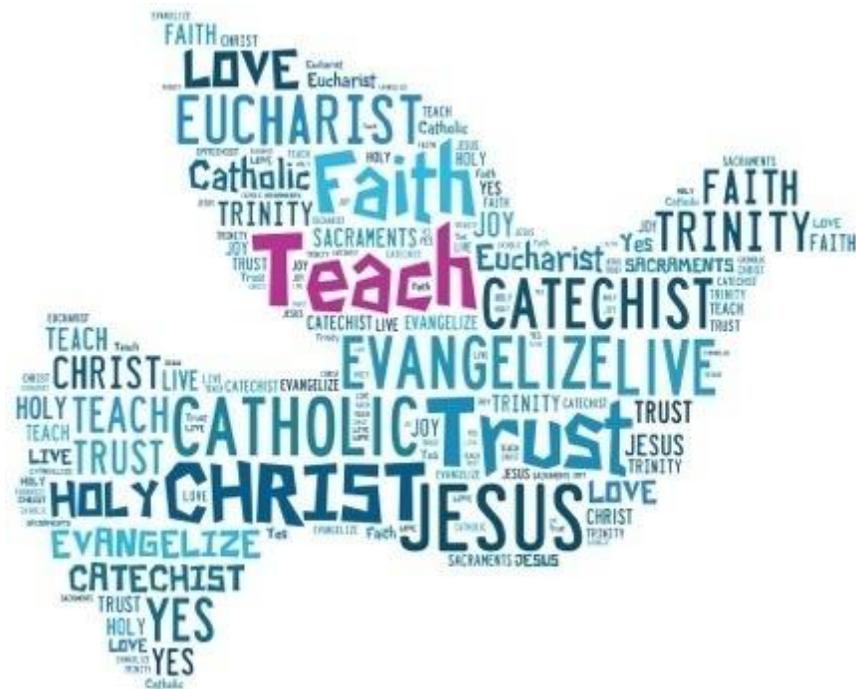


St. Theresa Church 2017-2018
Catechist Handbook



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ST. THERESA PARISH MOTTO

Rooted in Jesus-We Love and Serve Others

Mission Statement

St. Theresa of Kihei, a Catholic community called to be disciples of Jesus, seeks to:

Faithfully model Jesus according to His Word

Become a welcoming, loving and caring community

Grow in our faith and spirituality through the Eucharist,
the Sacraments, prayer and study

Put faith into action through full and active participation in our parish and community

Practice stewardship in our parish and community

Our Calling

Model Jesus

Become Community

Grow in our faith and spirituality

Put faith into action

Practice stewardship

ST. THERESA FAMILY FAITH FORMATION & YOUTH MINISTRY

Core Value

L. E. S. S. of me and more of God through Love, Evangelization, Service and Salvation

Core Purpose

Bread for the world; In our parish the Holy Spirit will empower our youth to be a vessel of God's love, strengthened by the Eucharist, to share God's renewed promise of salvation through service to others.

Goal

By 2020 our Family Faith Formation and Youth Ministry will have young people igniting hearts and unify the church community as one 'ohana (family)

WHAT IS CATECHESIS?

Catechesis is the act of handing on the Word of God intended to inform the faith community and candidates for initiation into the Church about the teachings of Christ, transmitted by the Apostles to the Church.

Catechesis also involves the lifelong effort of forming people into witnesses to Christ and opening their hearts to the spiritual transformation given by the Holy Spirit.

A catechism is the name given to a written work that contains a summary of all the beliefs of the faith that is used as a teaching tool.

WHAT IS A CATECHIST?

The call to the ministry of catechist is a vocation, an interior call, the voice of the Holy Spirit. Catechists need to be practicing Catholics who participate fully in the communal worship and life of the Church and who have been prepared for their apostolate by appropriate catechetical teaching. —United States Conference of Catholic Bishops (USCCB).

QUALITIES OF CATECHISTS

The National Catechetical Directory has established the ideal qualities for a catechist:

A. **RESPONSE TO CALL** Catechists are called by God through the Church to the ministry of catechesis, not only to give time and talent for re-echoing the faith but to be open to one's own deepening, understanding and living of the Catholic faith.

B. **WITNESS TO THE GOSPEL** Catechists are called to believe and witness the gospel and its power to transform life. Catechists are persons with an ongoing commitment to God's Word, in their mind, in their hearts and in their lives.

C. **COMMITMENT TO THE CHURCH** Catechists are called to be ministers of the Word and representatives of the Church. They are called to teach what the teaching authority of the Church proclaims, and when teaching any subject must always teach what the Church teaches, regardless of personal beliefs or opinions.

D. **SHARES IN COMMUNITY** Our God is a community of persons, Father, Son and Holy Spirit. Made in the image and likeness of God, we are called to be God's people a community of faith. Catechists are therefore called to foster and build a faith community in their classrooms and in all aspects of the parish.

E. **SERVANT OF THE COMMUNITY** Catechists are called to serve the Christian community in the spirit of Jesus and the prophets. This service means not only seeking to meet the needs of individuals within the parish but also in the larger local and global community. This challenges the Catechist to be aware of Church teaching and actions in terms of peace and justice. Catechists need to be open to receiving the service and care of others in order to truly be of service to others.

F. **KNOWLEDGE AND SKILLS** Catechists are called to prepare for this important ministry by acquiring the knowledge, skills and abilities needed to communicate gospel values and Church teachings effectively for different age groups.

RESPONSIBLE TO

Catechists are responsible to the Coordinator of Religious Education

GENERAL RESPONSIBILITIES

- Maintain presence before and after classes to support, assist and communicate with other catechists and parents.
- Prepare weekly lessons
- Arrive early before each class and arrange the space to be orderly, attractive and conducive to learning; and return space in the order in which it was found.
- Begin and end each class on time
- Greet students and families as they arrive
- Set and post a few simple and clear rules for discipline, and follow the policies in the Parish Parent & Student Handbook.
- Be present for each class or call CRE for a substitute
- Integrate prayer as part of every lesson; using prayer table and religious symbols as appropriate with the Liturgical Year.
- Start or end each class session with our Parish Motto, Mission Statement or Calling and Youth Ministry and Family Faith Formation core value and purpose
- Attend regularly scheduled catechist meetings and diocesan workshops (listed on next page).
- Comply with all diocesan and Safe Environment Policies
- Follow and use the curriculum/textbook which is provided by the CRE.
- Read any/all "Journaling" assignments given completely. Any disturbing comments or references must be reported to the CRE, especially where any form of harm in reference to the student or others is indicated in anyway.

- Document any discipline problems and procedures taken
- Establish communication with the family on child’s progress particularly if there is a continual absence.
- Be familiar with Fire exits and respect all fire codes
- Cooperate with the Family Faith Formation and Youth Ministry Team when facilitating special events
- Prepare class for two holiday presentations (Christmas and Easter)
- Attend Catechetical Sunday Mass & Luncheon as well as other social events (Christmas and End of Year Luncheon)
- Be open to the intercession and guidance of the Holy Family St. Joseph, St. Mary, our patron St. Theresa and the Holy Spirit, to help accomplish the will of the Lord.

TIME REQUIRED

- Preparation time: 1 - 2 hours
- Class time: 1 ½ hours (10 minutes before, 1 hour with the class and possibly 15 minutes after dismissal) Additional seasonal/sacramental preparation (Advent, Christmas, Easter, end of year)
- Catechist Meeting time: 1 ½ hours (August, November, February)
- Personal formation, continuing education classes: at own discretion
- Attendance at the Diocesan Faith Formation Conference Saturday October 14, 2017 from 8am-3:30pm at St. Theresa Church
- Catechetical Sunday September 17, 2017 at 9:30am mass and lunch to follow
- Mandatory Safe Environment Classes taken online <http://www.shieldthevulnerable.org>

LENGTH OF COMMITMENT

At least one year, preferable two (September to May)

IN-SERVICE TRAINING PROVIDED

- Meetings with the CRE for guidance, direction and support

- Classes offered by the Diocese of Honolulu (quarterly)
- Certified Youth Ministry Classes (June, July) Maui Faith Formation (10/14/17)
- Religious Education Congress (March)

BENEFITS OF INVOLVEMENT

- Living out your baptismal call to model Jesus as his disciple and to make disciples
- Growing, learning and becoming personally enriched
- A sense of true joy in serving the Lord and helping others know God
- Become more familiar with the community through increased involvement
- Practicing stewardship by sharing your gifts and talents to live out our parish mission
“Rooted in Jesus~ We Love and Serve Others”

CURRICULUM

St. Theresa Family Faith Formation uses the Pflaum Gospel Weeklies Formation Program for Pre-Kindergarten to Fifth Grade. This liturgically based program includes 32 weekly lessons based on the Sunday Gospels plus a catechism handbook-What the Church Believes and Teaches. Catechists can find the lesson and support materials at <http://www.pflaumweeklies.com/catechists-teachers/>.

Grades 6th to 8th use the Edge Program and Life Teen Program for Grades 9th-12th. As a Eucharist-centered movement within the Roman Catholic Church, Life Teen and Edge Program leads teenagers and their families into a deeper relationship with Jesus Christ and His Church. With the Blessed Virgin Mary as our intercessor and guide, Life Teen seeks to unleash the fullness of the Sacramental power present within the young Church.

<u>Grade</u>	<u>Program</u>	<u>Sacramental Preparation</u>
Preschool Program	Pflaum-Seeds	
Kindergarten	Pflaum-Seeds	
First Grade	Pflaum-Promise	
Second Grade	Pflaum-Good News	Pflaum-14 Sessions
Third Grade	Pflaum-Good News	Pflaum-14 Sessions
Fourth Grade	Pflaum-Venture	Pflaum-14 Sessions
Fifth Grade	Pflaum-Venture	Pflaum-14 Sessions
Sixth Grade	Edge	Journey of Faith-16 Sessions
Seventh Grade	Edge	Journey of Faith-16 Sessions
Eight Grade	Edge	Journey of Faith-16 Sessions
High School	Life Teen	Journey of Faith-16 Sessions

ORIGINAL ORDER OF THE SACRAMENTS OF INITIATION

In 2016 Bishop Silva promulgated that our diocese would celebrate the Sacraments of Initiation in their original order (Baptism, Confirmation, Eucharist) and Confirmation at the age of reason, which is around 7 years old. After much consultation with many people in the diocese, we would like to offer our young people the gift of the Holy Spirit that is given in a special way in the sacrament of Confirmation, as they grow up, not when they are nearly done growing up. In fact, the order of Baptism, Confirmation, and First Communion had been in place for almost 1900 of the Church’s 2000-year history, so this is a restoration of what is actually the norm in all the official liturgical books. In order to implement this process each parish must have a comprehensive Family Faith Formation and Youth Ministry Program in place so that children and families return after receiving the sacraments for ongoing faith formation. St. Theresa’s policy is that all new students must be registered in Family Faith Formation and/or Youth Ministry for one full year so that they can build a relationship with Jesus and his community. The following year they will prepare for the Sacraments.

Here is a reference with Q&A created by the Diocese of Honolulu to better understand how this will take place:

1. Are children ready to be confirmed in Grade 2?

The Church believes they are ready to receive Confirmation as they are to receive First Reconciliation and First Holy Eucharist. What are some things the child has begun to understand about Holy Communion? (Examples: the priest asks the Holy Spirit to change the bread and wine into the Body and Blood of Jesus; I am receiving Jesus, not ordinary food; receiving Jesus helps me to be like him and to be one with him and his Body in his mission.) If your child is ready to be nourished by the Precious Body and Blood of Christ, your child is also ready to be confirmed. Confirmation is not a rite of passage to adulthood or about us confirming our faith in God. It is about God confirming his love for us as he does in Baptism. As a sacrament of initiation, Confirmation, received in its proper theological order (Baptism, Confirmation, Eucharist) opens the door to receive Holy Communion.

2. Won't we lose our youth if they receive Confirmation so young?

We certainly hope not. In fact, Bishop Silva has also required parishes to strengthen their family faith formation and youth ministry programs to keep our young people engaged and active in the Church. Our parish has some wonderful programs for children and youth, and we are committed to making them even stronger. Moreover, for many parishes the only youth ministry was the Confirmation preparation program. Once it ended, the unintended message often was, "You have graduated and have all the formation you need in your faith." Yet we know that our formation in the faith and commitment to it is a life-long journey.

3. Are other dioceses doing this?

Yes, in the United States there are 13 dioceses celebrating the Sacraments of Initiation in their original order and Confirmation at the age of reason. More are considering doing this.

4. But isn't Confirmation a young person's affirmation of their Baptism?

Yes, it is and we need to affirm our Baptism throughout our lives. But primarily, the Sacrament of Confirmation celebrates God's choice of us in Christ not our choice. And with the grace of the Holy Spirit even very young children can be evangelizers, often bringing the joy of the Gospel to their parents and their peers.

5. What if my older child [Grades 3-12] also needs Confirmation and First Eucharist?

Your child can be prepared to receive both Confirmation and First Holy Eucharist at the same Mass. Some additional workshops may be required, but your Coordinator of Religious Education or Youth Minister can help you with this. For those youth from Grades 3-12 who have already received First Eucharist but not Confirmation, in the year our parish implements the transition to the original order, Bishop Silva will delegate all priests to administer the sacrament of Confirmation to them on Pentecost Sunday May 20, 2018.

6. What if I feel my child is not ready?

Many parents often have the same concerns about their children receiving First Holy Eucharist in the 2nd Grade, but almost always things work out fine with them receiving the sacraments. They will continue to learn about Confirmation after receiving it, just as they continue to learn about Baptism and the Eucharist after receiving them.

7. So when will this change happen?

It will be implemented over a 3 year period beginning in 2018. Our parish is in Group 1, and in the initial year all who are prepared, from Grade 2 through 12 and who have attended Faith Formation and Youth Ministry for one full year will receive Confirmation (and First Eucharist, if needed) from the parish priest on Pentecost Sunday May 20, 2018. In subsequent years, the Bishop or his delegate will normally be the one to administer both Confirmation and First Communion at the same Mass.

8. How will they be prepared? Will they have special classes?

Children and young people will be prepared as part of their regular family faith formation classes. [There will also be special family retreats/workshops/sessions focused specifically on Confirmation throughout the year to supplement their formation and rehearse them for the celebration of the Sacrament.]

9. What if my child goes to a Catholic school?

The school will provide the preparation for Confirmation through its regular religion classes. But the immediate preparation for Confirmation will be in the parish through family retreats/workshops/sessions focused specifically on Confirmation during the year to supplement their formation and to rehearse them for the celebration of the Sacrament.

10. What if our family cannot attend all the retreats/workshops/sessions?

That would be something to discuss with our Coordinator of Religious Education or Youth Minister. I'm sure they would be happy to help find a way to accommodate your specific needs.

11. Can my child receive Confirmation with his or her classmates in the parish of their Catholic school? Yes, your child may do so with the permission of our Pastor. Our Coordinator of Religious Education or Youth Minister would be happy to help you with this.

12. What are the requirements to be a Sponsor?

Sponsors must be:

- Ordinarily at least 16 years old (mature in their faith)
- A fully initiated Catholic (They must have been baptized, confirmed, and received their First Holy Eucharist)
- Practicing their Catholic faith (if they are married, they must have been married in a Catholic Church)
- In good standing with the Catholic Church
- Willing to support the parents and this child in his/her spiritual life

13. What if the Sponsor cannot be present at the Confirmation Mass?

A proxy can represent the Sponsor at the Confirmation Mass fulfilling the same requirements as a sponsor

14. Can a parent serve as a proxy for the Sponsor?

It is permissible for a parent to serve as a proxy, but not as a Sponsor.

15. What if we will be traveling on the day Confirmation is scheduled in our parish?

It is possible your child could receive the Sacrament of Confirmation in a parish celebrating Confirmation on a different date. Speak with the Coordinator of Religious Education or Youth Minister to arrange.

Safe Environment (for all grades)

Learning about L.I.F.E. (Love, Infatuation, Friendship, Exploitation) by Kieran Sawyer & Kathie Amidei. This is a family based program on relationships and abuse prevention. Other resources may also be found on the Diocesan of Honolulu Safe Environment webpage

LESSON PLANNING

Each class period should include time for prayer. Music resources are available. Prayer may be spontaneous, guided meditation, and/or reciting traditional prayers appropriate for the age level (see *Diocesan Curriculum Guidelines*). Suggestions for how to incorporate prayer into class time are located in your curriculum resources. Seasonal or liturgical items will add variety and interest to your prayer area.

Sunday morning class time should be different than what children experience during the school week. Children may have attended Mass, and are now ready for some activity. Class activities should be developmentally appropriate with the following goals in mind: teaching bible stories and Catholic Christian traditions, developing community, leading children toward prayer, worship and service. A liturgical calendar will be provided in each room. Always refer to the changes of the liturgical year from the calendar and taking students to the church to see the colors and decorations of the liturgical season.

Class time may include a variety of activities, i.e., service projects, guest speakers, working with another class on a project, field trips, etc. Guest speakers or activities must be preapproved by CRE. Permission slips must be obtained from the CRE for activities outside of regular class time or if children are transported from off property. All off-site activities must have a catechetical/educational purpose.

GENERAL CLASSROOM POLICIES AND PROCEDURES

1. Each class should have at least two adults who will share the responsibilities for planning and leading classroom activities. Volunteer parents are able to assist catechists with parties, service projects, field trips, special projects and activities.
2. Classrooms, closets, restrooms and office will be open 30 minutes prior to class. Please return everything in the order that it was found.
3. Every class will have their own file box marked with their grade. Each catechist is to organize weekly announcements, class lessons and individual student manila folders in file box.
4. Classes will begin promptly for all classes as follows:
Sunday 8:15am-9:15am for Pre-Kindergarten to 5th Grade
Wednesday 7pm-8pm for 6th, 7th and 8th Grade
Sunday 6:45pm-8pm for 9th to 12th Grade
5. Each catechist upon arrival should check in with the CRE
6. All children must be registered before attending class. If parents haven't done so they can register their child at the office during business hours and child will be able to return to the next class session.
7. Take attendance at the beginning of each class. Keep attendance notebook accessible in the event you must quickly evacuate the classroom and need your attendance list to account for students and volunteers. Attendance records should be placed in the blue basket found in the CRE office.
8. Arrival Procedure-Parents of children in Pre-Kindergarten through 8th grade are expected to park their vehicle in a stall, walk their child to the designated classroom and sign them in. For the safety of our children in all grades Pre-Kindergarten to High School, parents are requested to bring their child/children to the designated area no sooner than 10 minutes before class. Children and youth are expected to remain in their classroom for the entire class until a parent signs them out.
9. Dismissal Procedure-Children in all grades must be picked up in the assigned classroom by a parent or designated adult listed on the Emergency Form. Parents of students in grades Pre-Kindergarten to 8th must sign the child out in order for the child to be released. The parish will NOT release students to anyone, under any circumstances without a written consent from the parent /legal guardian. Any child not picked up immediately after class will wait in the parish office. At this point the CRE will contact the parent. If a parent is unable to be reached, the emergency contact person listed will be notified. In case of a last-minute change or addition, please fax or email a signed note

authorizing your child's release to the new person stating their First and Last Name and including the dates for which permission is given. This new person will need to provide a photo ID to the Coordinator of Family Faith Formation prior to picking up the student.

10. The classroom should never be left unattended by an adult except in case of an emergency. If you need to leave the room, instruct the class to remain in their seats and wait quietly, ask another catechist to watch your class, or send a runner to the office to contact an adult. The students should be reminded of this rule at the beginning of each year.
11. If a child needs to go to the restroom they must be escorted by an adult
12. Any student attending a class session as a visitor must sign in with the CRE and obtain a name tag.
13. Communication with parents; the CRE will send home weekly announcements. Please reserve 5 minutes at the end of each class to review with students. If child is absent put the announcement in the child's personal file folder for him/her to retrieve at next class. If you need to send home additional announcements for your class please make sure the CRE has a copy of all communication prior to it being sent out.
14. Supplies-fill out supply form in file box and place in CRE box if supplies are needed for the following class. In some cases catechists may want to purchase special teaching supplies for a particular class session that would be reimbursed. Please check with CRE first and save all receipts for reimbursement.
15. TV, VCR, DVD, CD equipment is available for you to use in each classroom. Please arrive early to ensure equipment is working properly.
16. When planning your class activities, you are welcome to use ideas from a variety of resources to support the main concept presented in the "chapter" for the week's lesson. Additional catechist resources on topics such as drama, skits, music, games, crafts, props, prayer, etc. are located in the CRE. Please contact the CRE in advance to have resources prepared.

DISCIPLINE

Discipline Disruptive behavior will be dealt with as follows:

1. First incident, the child will be reminded of expected behavior and the consequences of misbehavior. Catechist will document the incident.
2. Second incident, the child will be sent to the office for discussion with the CRE

about appropriate behavior. The CRE will document the incident.

3. After returning to class, if inappropriate behavior continues, the child will be sent to the parish office and the parent/guardian will be contacted.
4. If the Child's behavior continues to disrupt learning it may be necessary for parent/guardian to discuss consequences of the child's misbehavior. Homeschooling may be a step to be considered.

SAFETY

Cancellations of Class

When there is a cancellation due to weather or other emergencies the CRE will:

- Contact the catechists who will in turn contact families by phone, if there is time to do so.
- In any event parents/guardians may call the office or listen to parish voicemail or check the parish website for more information.

Field Trip Information

If the Parish Catechetical Program plans an off-site activity or program, the parents will be required to complete a parental/guardian release form according to the *Diocesan Field Trip Policy*. (This form can be found in the Youth Ministry tab of our St. Theresa Church website).

Fire Safety

The fire drill evacuation plan is posted in all classrooms. In an emergency, one catechist will take the attendance folder and calmly lead children to the designated area while the other catechist will close the classroom doors. Once evacuated, check attendance to account for every child and volunteer. Remain at designated area until given the "all-clear" signal. There will be at least one drill per semester with the catechist and students.

Note: In order to have an accurate count of staff and children in your care, always take attendance at the beginning of class (both students, visitors, and any volunteers present each day). These serve as legal documentation.

First Aid supplies are located in Family Faith Formation closets of all rooms. Catechists will need to complete and submit the Accident and Injury Report to the CRE. Caution should be taken if there are any blood-related injuries, bloody noses, serious cuts, etc. Use gloves. The CRE should be notified immediately.

Food Policy

Food allergies are a growing health concern for many children. Parents and guardians of children who have food allergies will note it on the medical form so that all precautions can be taken. Occasionally, planned parties and Liturgical celebrations may be held at certain times during the year (i.e. end of year potluck, Pentecost, prizes for games, etc.). The catechist or CRE must notify

parents in advance if food or treats will be provided in a class session.

Health Concerns

Health information is collected on the Medical Form. Catechists and other personnel are NOT allowed to dispense or administer medication to students. Only parents can administer medication to their child.

In Case of Emergency

The following steps will be taken concerning a student who needs medical attention:

- The catechist or assistant reports the situation to the CRE.
- Parents/Guardians will be contacted if the parent is unavailable contact person on the Emergency Form will be notified.
- In the event of a serious emergency, or if no one can be reached, we will call 911 for assistance.

CLASS AND CATECHIST FORMS

Attendance

All classes are required to take attendance using the form provided. Both student and staff attendance must be taken at the beginning of each class meeting, and returned to the CRE office at the end of class. Class list of registered students, as well as those with special needs information including medical needs, allergies, learning disabilities, medications, etc. will be provided and updated as necessary.

Accident or Injury Incident Form

Located in each class file box to report any injury or accident of a student. Complete and place in CRE mail box in the parish office.

Supply List

Located in each class file box for catechists to complete and submit to CRE for restock of supplies.

Student Visitor

This form is kept with the CRE. Any student attending a class session as a visitor must sign in with the CRE and obtain a name tag.

Safe Environment Re-certification

Intended for those catechists who completed background screening and initial certification through Shield the Vulnerable in a previous school year.

Catechist Acknowledgement

This acknowledges that you have read and agree to the policies and procedure of this catechist handbook

Maui Faith Formation Conference

This form is registration for ongoing catechetical faith formation classes that are offered yearly by the Diocese of Honolulu.

STUDENT REGISTRATION FORMS

The forms below are required of all new and returning students prior to attending Family Faith Formation classes. These forms must be completed every year and may be found on our parish website at <http://saint-theresa.com>.

Parish Registration-all families must be registered before student can be registered in the Family Faith Formation Program

Student Registration-new students must complete a blank registration form. Returning students review and update their current information.

Emergency-this form lists medical information and emergency contacts

Parent Acknowledgement-this form indicates parents have received and read the Parent & Student Handbook of policies set forth by St. Theresa Church

Safe Environment-parents review safe environment materials whereby giving permission for their child to attend or decline the yearly safe environment classes.

Photograph and Video Consent Form-Parents giving permission for the use of photo or video of their child for Family Faith Formation or Youth Ministry purposes.

FIELD TRIP FORMS

The following forms are required when there is an activity off the church premises for children and youth.

Medical Information & Parental/Guardian Consent Form/Liability Waiver

The Medical Information and Parental/Guardian Consent Form/Liability must be completed for each youth, for every off-campus activity or event.

Adult Liability Waiver

Each adult participant, including group leaders and chaperons, must complete and sign the Field Trip Adult Liability Waiver.

Transportation Policy

In the event that private passenger vehicles must be used by chaperones.

Driver Information Sheet

Each driver must fill out the Field Trip Driver Information Sheet prior to the field trip or off-campus activity or event.

CHILD AND ADOLESCENTS PROTECTION POLICY
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In a pastoral effort to respond to a heightened need for the protection of our children All priests, deacons, school administrators, teachers, youth ministers, parish catechists, support personnel, coaches, and other volunteers having “ongoing, unsupervised contact” with minors are required to attend training in the prevention and recognition of all forms of abuse against children. This program is provided online by the Diocese of Honolulu at www.shieldthevulnerable.org. All persons who have ongoing, unsupervised contact with minors in the Diocese of Honolulu will be required to complete a background check as part of the safe environment training. The training must be renewed every five years. Catechists are required to renew online training every 5 years.

Pursuant to state law, we are required to report suspected child abuse, and we will also follow all diocesan policies on such matters. If you have questions, feel free to contact the Director, Safe Environment Kristin Leandro at (808) 203-6719 or email: k Leandro@rcchawaii.org

SOCIAL MEDIA

Website

St. Theresa Church
<http://saint-theresa.com/>

Facebook for RE (Pre-Kindergarten to 8th Grade)

@ohanafaithformation

Instagram: stltmaui

CATECHIST ACKNOWLEDGEMENT FORM

I have read, understand, and agree to uphold the policies and procedures stated in this Catechist Handbook.

Volunteer's Printed Name: _____

Volunteer's Signature: _____

Date: _____

Religious Education Coordinator Signature: _____

Date: _____

Safe Environment Re-certification 2017-2018

Intended for those catechists who completed background screening and initial certification through Shield the Vulnerable in a previous school year.

Volunteer’s Code of Conduct

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer’s Code of Conduct as a condition of my providing services to the children and youth of our Diocese.

As a volunteer, I will:

- » Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- » Avoid situations where I am alone with children and/or youth at Church activities.
- » Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- » Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- » Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- » Report suspected abuse to the pastor, administrator, or appropriate supervisor and the local Child Protection Services agency. I understand that failure to report suspected abuse to civil authorities is, according to the law, a petty misdemeanor.
- » Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, I will not:

- » Smoke or use tobacco products in the presence of children and/or youth.
- » Use, possess, or be under the influence of alcohol at any time while volunteering.
- » Use, possess, or be under the influence of illegal drugs at any time.
- » Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- » Strike, spank, shake, or slap children and/or youth.
- » Humiliate, ridicule, threaten, or degrade children and/or youth.
- » Touch a child and/or youth in a sexual or other inappropriate manner.
- » Use any discipline that frightens or humiliates children and/or youth.
- » Use profanity in the presence of children and/or youth.

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

Volunteer’s Printed Name: _____

Volunteer’s Signature: _____

Date: _____