

**CFF**  
**Family Handbook**  
**Revised 2009 – 2010**



St. Ignatius Church  
Children's Faith Formation  
San Francisco, CA

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### Mass Schedule

Saturday:	8:00am, 12:05 & 5:00pm
Sunday:	8:00, 9:30, 11:00am & 5:00pm Youth Mass
Weekday:	8:00am & 12:05pm
Holy Day:	5:30pm (Vigil), 8:00am, 12:05 & 5:30pm

**Sacrament of Reconciliation:** Priests are available in the Reconciliation Chapel in the church Saturdays from 3:45 – 4:45 pm and by appointment. Parish Communal Reconciliation Services are held regularly. Watch the Sunday bulletin for dates and times.



The St. Ignatius Parish CFF Family Handbook was reviewed and approved September 27, 1998, by the CFF Advisory Committee: Mary Arbuckle, Eileen Cobb, Angela Cohan, John Gibbons, Jacqueline Hullar, Hank Lauricella, Rosanne Mattson, Sarah McOsker, Megin Scully.

September 2009

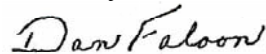
Dear Parent/Guardian,

We hope this handbook will provide you with valuable information about St. Ignatius Parish Children's Faith Formation Program for 2009–2010. It is important that you read through and discuss this information with your child/ren. Enclosed are **calendars** and a listing of **important dates for the 2009-10 school year**. For updated information please visit our Children's Faith Formation webpage. It is accessed at [www.stignatiussf.org](http://www.stignatiussf.org). Click parish programs and follow the links to the Children's Faith Formation Webpage.

You are especially invited to the ongoing Parent Faith Formation sessions the first Sunday of each month, October – March. (January being January 10.)

We ask that you keep this handbook in a convenient place and refer to it as needed, as well as, the enclosed calendar for the Early Childhood, Grades 1-8 and Confirmation classes. We welcome any questions you may have and look forward to serving you and your family. Please pray for the continued success of our program.

Sincerely,



Dan Faloon  
Director of Religious Education

#### Catechetical Office Information

Dan Faloon,  
Director of Religious Education  
Direct: 415-422-2195  
E-mail: [faloon@usfca.edu](mailto:faloon@usfca.edu)  
Office Hours: Monday – Thursday  
Fax: 387–1867

**St. Ignatius CFF Webpage:** Go to the parish webpage [www.stignatiussf.org](http://www.stignatiussf.org) click **Parish Programs**, follow the links to **Children's Faith Formation Homepage**.

ST. IGNATIUS PARISH EARLY CHILDHOOD AND CFF PROGRAM FOLLOWS THE POLICIES, GUIDELINES, AND CURRICULUM OF THE ARCHDIOCESE OF SAN FRANCISCO.

All for the greater glory of God.

**St. Ignatius Church**

# Philosophy

St. Ignatius Parish believes that catechetical ministry is a share in Jesus' own mission of proclaiming the living Word of God - *to make disciples of all nations and to teach them to observe all that He had commanded*. Catechesis is that activity which enables faith to become living, conscious and active through the light of instruction --- especially sharing God's word in scripture and sharing the beliefs, traditions, and practices of the Catholic Church. Faith formation is a life-long process for each individual, as well as, the work of the whole Catholic Christian community.

The Church assists parents, who are the primary religious educators of their children, in passing on their faith through the ministry of catechesis. Catechists echo the Catholic faith in a way that those being catechized (children, youth, adults) can understand. Catechists must do more than merely teach about the faith. They help children/youth to build and strengthen their relationship with Jesus and the Church. Catechists do this by proclaiming the Word, building a sense of community, leading students to prayer and worship, encouraging loving service to others and through the example of their own lives.

Our catechists are volunteers from all walks of life. They are people who have answered a call to minister to our children/youth and who are preparing themselves in a variety of ways to serve as catechists.

Catechetical ministry seeks to open children/youth to the discovery of the love, goodness and beauty of God as reflected in their world and in one another, within the context of the Catholic Christian community. It seeks to help them grow further in their faith, their understanding of our Catholic tradition, our unity in Christ and the many gifts of the Holy Spirit.

## **THE GOALS OF CATECHESIS**

The Bishops of the United States, in the newly revised **National Catechetical Directory**, 2005, identify the distinctive tasks of catechesis in this way:

► Catechesis promotes knowledge of the faith. ► Catechesis promotes a knowledge of the meaning of the sacraments. ► Catechesis promotes moral formation in Jesus Christ. ► Catechesis teaches the Christian how to pray with Christ. ► Catechesis prepares the Christian to live in community and to actively participate in the life and mission of the Church. ► Catechesis promotes a missionary spirit that prepares the faithful to be present as Christians in society. Catechesis seeks to help us to bear witness to our faith in word and actions; to be poor in spirit; compassionate; meek; to hear the cry of injustice and act; to be merciful; to be pure of heart; to make peace; to accept rejection and persecution.

The goals of St. Ignatius Children's Faith Formation Program are:

- ◇ Ongoing conversion to Jesus Christ and the Gospel.
- ◇ Full participation in the life of the Catholic Church.
- ◇ To foster community among the children, their families and the larger parish.
- ◇ To teach our children to be good stewards of the gifts God has given them, by using those gifts to serve others in their families, parish, and community.
- ◇ To provide parents with opportunities to learn and grow in their faith.

## Parent's Role

Parents are the primary religious educators of their children. They serve as models for their children. From the earliest years of a child's life, a parent's values are more caught than taught. Young children often imitate their parents. Our staff is eager to work with parents and assist you in the faith development of your children. We encourage parents' participation and cooperation in the following ways:

Attend the monthly CFF Parent Formation Workshops, October – March; parent meetings, and other adult enrichment opportunities.

Celebrate Sunday Mass regularly with your child/ren/youth. Talk about the Sunday readings and homily and what they mean to you.

Become a CFF teacher/helper; volunteer in the program. Get involved!

Participate actively in the sacramental and community life of the parish. Get involved in community service (Shelter Meals...) with your family.

Share your faith and what it means to you with your child/ren.

Pray with your children at meal and bedtime. Establish family rituals and celebrations. Bless your children. Help them memorize the traditional prayers of our Church: The Our Father; Hail Mary; Glory Be; Grace before Meals.

Familiarize yourself with scheduled catechetical sessions and events for children/youth in the parish. Assure your child's punctual and regular attendance at CFF classes.

Enthroned a Bible in your home and other religious symbols.

Recall and celebrate the baptismal anniversary of each family member.

## Child's Role

In order to benefit fully from catechetical sessions, children are expected to:

Be respectful of and cooperate with catechists, and other adult/teen helpers in CFF. Be respectful of other children in the program.

Listen carefully and fully participate in the session activities. Share what they have learned and experienced in their catechetical sessions with their parents and family.

Follow the attendance, emergency and safety procedures and discipline policies of St. Ignatius Church CFF.

# Children's Faith Formation

## Program Overview

St. Ignatius Parish welcomes all children and youth, baptized or not, to participate in CFF, Children's Faith Formation. Classes begin Sunday, September 27, through May 2.

Ages 3-5	Early Childhood Program ( <i>Child must be 3,4,5 by Sept. 27.</i> ) Classes 3, 4 & 5 (K) year old levels Sunday Morning, during the 9:30 a.m. Mass 9:30 a.m. – 10:30 a.m., Cowell Hall.
Grades 1-6	Sunday Mornings, 10:45 a.m. – 11:45 a.m., Cowell Hall
Grades 7 & 8	<b>Confirmation Preparation:</b> ( <i>Students may sign-up for a Sunday Morning* or Sunday Evening Group**.</i> ) *Sunday Mornings, 10:45 a.m. – 11:45 a.m. There will be a monthly large group gathering of all the groups, usually the first Sunday of the month. *Sunday Evenings, 6:15-7:15 pm, Accolti Room & Parish Library in the Church.
Grade 8 & 9	<b>Post Confirmation Class</b> (for 8 <sup>th</sup> Graders already confirmed) ▶ Monthly Sunday Morning Group Meeting, 10:45 a.m.– 11:45 a.m. Accolti Room ▶ Saturday evening movie and discussion; Accolti, 6-9 pm. ▶ A monthly community service activity.

## RCIA Adapted for Children

Is a process for older children, ages 7 –14, wishing to become Catholic, who are not baptized; and for older Catholic children, ages 9 – 14, who are baptized or unbaptized and have not been catechized (instructed) or received First Eucharist.

The group meets Sunday Morning, 10:45 a.m. – 11:45 a.m. \* See page 8

## Children/ Youth with Disabilities

Catechesis is provided in regular or specialized sessions, particularly with regard to preparation for the sacraments. Please contact the Director of Religious Education regarding the specific needs of your child/youth. (Cowell Hall is wheelchair accessible.)

The Archdiocesan Religious Education Office also provides classes and retreats for children with special needs.

## Children's Liturgy of the Word

Is celebrated year-round during the 9:30 a.m. Mass for children Grades K-4. Children should sit with their families. The celebrant will call them up for the dismissal after the opening prayer. They return to their families at the offertory. (Note: Parents of kindergarten students have the option of enrolling their children in the Early Childhood Program or they may participate in Children's Liturgy of the Word.)

# Curriculum

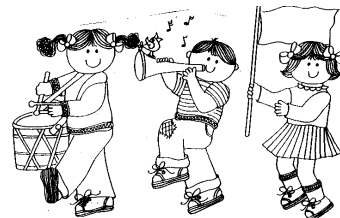
## **I AM SPECIAL** ( Our Sunday Visitor Publishing Co. )

The curriculum for the Early Childhood Program is Our Sunday Visitor's I AM SPECIAL PROGRAM.



### PROGRAM OBJECTIVES include:

- To help children develop positive self concepts through increased awareness of their own special God given gifts and abilities.
- To help children develop positive concepts about family, friends, Church and school.
- To help the children learn about a loving and caring God by discovering and appreciating the world around them.
- To help the children increase their awareness and appreciation of their primary senses as gifts from God.
- To help the children develop Christian attitudes of sharing, taking turns, listening, helping, loving, thanking, and celebrating.
- To teach children about prayer and how to pray.
- To help the children develop a friendship with Jesus.
- To introduce the children to the liturgical seasons and prepare for the religious celebrations of Christmas and Easter.



### **Blest Are We: Faith and Word Edition**, ©2008, Silver Burdett Ginn Religion Grade Level Themes 1-6:

1. Our Church Community, A Loving God, Jesus, Holy Spirit, We follow Jesus.
2. We are God's People, Baptism, Morality, Choices, Reconciliation, Eucharist.
3. Church: One, Holy, Catholic and Apostolic; we are called to serve, to justice.
4. The Ten Commandments and the Beatitudes. Morality and Reconciliation.
5. Sacraments: God's Gifts of Life.
6. Scripture: An Introduction to the Old Testament.

Parents are encouraged to read the *Take Home Page* at the beginning of each chapter of the student text and to visit the website: [www.blestarewe.com](http://www.blestarewe.com), which you can access through the CFF Webpage. There are children's interactive activities on the **Blest Are We** Webpage. Visit the *Resources Page* on the CFF Website for many great resources for your child, for parents, and all members of your family.

**Junior High Confirmation Syllabus** is available on the CFF Website.

# Sacramental Preparation

Children, preparing for the sacraments, and their families are expected to be registered, active participating members of St. Ignatius Parish.

FIRST COMMUNION (GR2): Preparation is a two – year process beginning on the primary level, usually Gr. One. Preparation is available for older children who would like to prepare for First Communion and First Reconciliation.

\*See RCIA adapted for Children below.

FIRST RECONCILIATION, “*CONFESSION*” (GR2): Children are prepared to celebrate this sacrament before they receive their First Communion. Parents are expected to assist in the sacramental preparation of their children and to attend the parent meetings.

CONFIRMATION PREPARATION is offered on the 7<sup>th</sup>/8<sup>th</sup> Grade level. Teens are expected to have participated regularly in a school or parish religious education program at least a full year before a sacrament year and/ or be able to demonstrate a basic knowledge and understanding of Catholic beliefs, traditions and practices. Parents, whose children have not been regularly participating, will meet with the DRE and be given materials to work with their teen, to insure that they have sufficient knowledge and understanding of Catholic beliefs, traditions and practice.

## **CONFIRMATION PROGRAM POLICY (EFFECTIVE FEBRUARY 2003)**

Families must be registered, actively participating in the parish for at least six months prior to enrolling a child in the St. Ignatius Parish Confirmation Preparation Program.

RITE OF CHRISTIAN INITIATION OF ADULTS ADAPTED FOR CHILDREN is a process for children ages 7-14, who are not yet baptized, who have been baptized in another Christian tradition but wish to become Catholic, and older baptized Catholic children, ages 9-14, who have not been catechized (instructed) or received their First Communion.

*How long does it take?*

For some, they begin September and will be fully initiated at Easter. But a child may take two, three years or as long as they need.

Unbaptized children, who complete this process will receive the sacraments of initiation: Baptism, Confirmation and Eucharist at the Easter Vigil Mass. Those children baptized in another Christian church will be received into the Church, confirmed and receive First Eucharist at the Easter Vigil or the parish Confirmation Mass. Older baptized Catholic children will receive First Eucharist at the Easter Vigil Mass and be confirmed with the Confirmation class on the 7<sup>th</sup> or 8<sup>th</sup> Grade level. The Church believes very strongly in the unity of these three sacraments of initiation.

Preparation includes a celebration of the Sunday Readings, a breaking open the Word and catechetical session (lesson) flowing out of the Sunday readings.

Periodically there will be sessions designed for the children and their parents. Full parent participation is required. See page 6.

## Registration Information

### A. REGISTRATION

All families currently registered in CFF will be mailed new registration forms during the summer for the following year. New parishioners and those not currently registered in CFF are asked to call the DRE for registration information. To participate in CFF, we require that you are registered active members of St. Ignatius Parish. CFF Registration forms can be accessed through the parish website.

B. CFF REGISTRATION FEE: \$175.00 per child/ Max.\$350 per family.  
EXCEPT FIRST COMMUNION: \$200. CONFIRMATION: \$250.00.

Anyone unable to pay, is asked to call and make arrangement with the DRE. Everyone is entitled to catechesis regardless of their ability to pay. No one will be turned away for lack of funds. \$50.00 late fee after September 8<sup>th</sup>.

### C. BAPTISMAL INFORMATION

A copy of a baptismal certificate is required for all children who are participating in CFF. This should be attached to the CFF registration form.

### D. CHANGE OF ADDRESS/PHONE/ E-MAIL

Please notify the DRE of any change of address or telephone number (work or home) immediately so that the catechetical staff will be able to contact you in the event of an emergency involving your child/youth.

### E. PARENTAL PERMISSION AND MEDICAL RELEASE FORMS

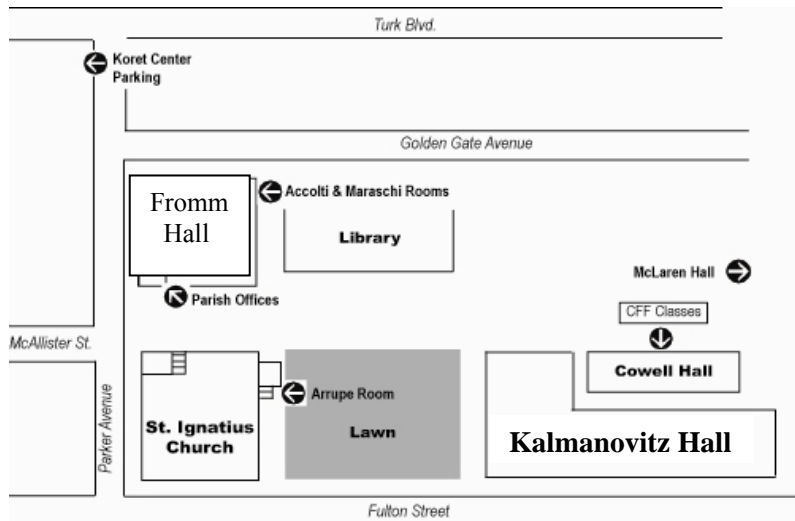
In the event of an emergency, each child/youth must have a parental permission form and a medical release form on file in the office. **These must be returned to the DRE by the second class.**

### F. CUSTODY ARRANGEMENTS

The primary responsibility for seeing that custody arrangements are carried out rests with the parents. The catechetical staff wishes to cooperate with special custody arrangements of families to the best of their ability. Parents are asked to meet with and submit in writing detailed information regarding such arrangements to the DRE.

### **Allergies...other special needs:**

Please notify your child's teacher in writing of any medical condition/allergies, or special learning needs that we should be aware of, and how the teacher might best work with your child. If your child has special learning needs, please share with your child's teacher how your child best learns and how those needs can be met.



## Map

Arrupe Room – enter lower eastside level of church. (At entrance to the belltower.)  
 Early Childhood & Grades 1-8 classes meet in Cowell Hall.

## Arrival and Dismissal (Early Childhood – Gr. 8)

In the interest of your child/ren's SAFETY, a parent is asked to please walk your child/ren to and from the classroom each session. Students should not arrive more than 15 minutes before class begins. Children and their parents are asked to wait in the hallway outside the classroom door, until the teacher or an adult helper is in the room. No student should be left in a classroom without adult supervision. Our teachers are responsible for your children in the classrooms only. Parents are asked to meet their child/ren at her/his classroom door after class.

**Early Dismissal** is discouraged. If it is necessary, please give your child's teacher a parent-signed note before class stating the date, reason and time of early dismissal, and then meet your child at the classroom door at that time.

Please inform the Director of Religious Education or your child's teacher in writing of any special circumstances when someone other than a custodial parent is picking-up a student after class. Persons authorized to pick-up your child should be listed on the **parental permission form** or in a written signed note from the parent.

**Early Childhood and Grade One Student Sign-in and Sign-out:** Parents of early childhood and grade one students are asked to please sign their child in on arrival and sign them out at the end of class. Until the teachers get to know parents, parents are asked to show a current driver's license or I.D. Your cooperation in helping us to look out for the safety and well being of your child/ren is greatly appreciated.

**Restrooms:** Using the restrooms during class time is discouraged. Please use them if necessary before class. They are located on the 4<sup>th</sup> floor of Cowell Hall. Please accompany your child.

## **Early Childhood and CFF Program Rules and Guidelines**

TO PROVIDE AN ATMOSPHERE CONDUCTIVE TO LEARNING AND TO PROVIDE A SAFE CARING ENVIRONMENT, EACH STUDENT IS EXPECTED TO ABIDE BY THESE RULES.

Students are expected to be respectful and co-operative with all teachers and helpers in the program.

Students are expected to be respectful of one another, one another's belongings, and parish and USF property.

There is to be no running or horseplay in the building.

No gum, soda, or food during class. Snacks should be finished before entering the classroom.

No electronic games, radios, walkmans, etc. in class.

Dress should be neat and appropriate for class.

Students are expected to bring their textbooks to class each week.

Blinds and windows are to be opened/ closed only by teacher or an adult helper.

MORE THAN ANYTHING, STUDENTS ARE ENCOURAGED AND EXPECTED TO DO THEIR BEST!

***LOVE ONE ANOTHER.***

## **ATTENDANCE**

Promptness and regular class attendance is important because one class builds on the next. If it is necessary that your child/youth miss a session, call and let us know (422-2195). To help your child/youth in Grs 1-8 stay caught-up with the material, we ask that a parent work with her/him to read through and discuss the material covered in that class and complete classroom assignments/activities. If your child cannot attend on a regular basis or there are special circumstances, please call and discuss the situation with the DRE.

## **VISITORS**

If your child would like to bring a friend to class, please contact the Director of Religious Education – 422-2195.

## **FIELD TRIP AND OFF-SITE ACTIVITIES**

Field trips or off-site activities such as service projects and retreats are occasionally scheduled with the permission of the Director. When such an activity is scheduled, the following policies are in effect:

- ◇ No child/youth may go on a field trip or an off-site activity unless a completed permission form signed by a parent/guardian has been submitted to the catechetical office. Verbal permission given over the telephone or in person will not be accepted. Separate permission forms are required for each activity.
- ◇ A minimum of two adults must always be present for any activity.
- ◇ Parents/guardians driving children/youth to and from field trip or off-site activity locations are required to have a current California driver's license, proof of automobile insurance and a seat belt to accommodate each child in the car.

## **PARENT TEACHER COMMUNICATION**

Parent/guardians and CFF teachers work in partnership in helping children/youth grow in faith, therefore good communication is essential. If problems develop, they should always be solved at the lowest level whenever possible. If a parent/guardian wishes to talk with a catechist they may do so after the session or they may make an appointment with the catechist by calling the Catechetical Office. Parent/guardians may also make an appointment to meet with the DRE – 422-2195. On Sundays and during the week, parents may drop off/mail correspondence for the CFF teachers at the parish offices located in Fromm Hall. There will be a periodic parent newsletter mailed to all registered families. It is also available on the CFF Webpage. Catechists and the DRE will communicate with parents/guardians by phone, mail, e-mail or sending information with the children/youth. Please check with your child for such information after each class.

## **DISCIPLINE POLICY**

One of the catechist's first concerns is to maintain an atmosphere in which the children/youth can form a community, share faith, and enjoy an optimum learning environment. Children/youth are encouraged to participate positively and be attentive in the catechetical sessions. Parents/guardians will be called if their child/youth disrupts the class session. Program rules are found on page 11. The DRE, in consultation with the pastor, is the final recourse in all disciplinary situations.

## **EMERGENCY/SAFETY PROCEDURES**

The safety of the students and catechetical staff is of paramount importance. All actions taken shall bear in mind the safety and well being of both students and staff members. In the case of emergency/natural disaster, the Emergency Procedure Plan will be followed. Fire and earthquake drills are conducted regularly.

In the case of an emergency/natural disaster, catechists, coordinators and the director will remain with the children until either a parent or designated person picks the children up. A checkout system will be provided for parents/guardians to sign out their child. In case of such an emergency, three persons must be designated on the parental permission form, who are authorized to pick up your child.

## **MEDICAL EMERGENCY/ ACCIDENT/ SUDDEN SICKNESS**

In the case of accident or sudden sickness, the DRE or his delegate will give appropriate immediate care and notify the parents/guardians. No medication may be given by the DRE or teachers without written parental permission.

## **DANGEROUS MATERIALS**

The DRE 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 any individual suspected of possessing alcohol, drugs, weapons and other illegal materials. If alcohol, illegal drugs, weapons, or other dangerous materials are found, USF Public Safety, parents/ guardians, and the pastor will be notified as appropriate.

**GANGS:** The parish catechetical program 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.

## **CHILD PROTECTION**

St. Ignatius Parish is committed to the protection and safety of all children entrusted to its care. During all scheduled parish activities/programs, at least two adults are required to be present. As mandated by the Archdiocese of San Francisco, teachers and any adults, who work with children, volunteer or paid, are required to be background checked and follow the **Archdiocesan Policies and Procedures Regarding Child Abuse and Harassment** and participate in a Child Protection Workshop: **Shield the Vulnerable**. As required by state law, evidence of apparent non-accidental injury, suspected neglect or child abuse will be reported to proper authorities.

## **HARASSMENT**

St. Ignatius Church believes in the sanctity, value and integrity of all persons: that we are all created in God's image and are of inestimable value. Any form of harassment is completely contrary to this belief and St. Ignatius Church is committed to providing an environment free of harassment.

## **PARTIES/TREATS**

Teachers are encouraged to limit parties and treats during class time, as there is a weekly parish coffee immediately following the 9:30 am Mass. Parents bringing in a treat or snack for your child's group, special activity, retreats, please refrain from sending anything in with **nuts** as there are children in the program with peanut allergies. Please plan healthy snacks.

If your child has allergies, or other dietary restrictions, parents are encouraged to send a snack along with your child and to let your child's teacher know of special dietary restrictions.

**CHILD AND PARENT SAFETY WORKSHOP:** In compliance with the U.S. Conference of Catholic Bishops' Charter to work for the protection and safety of children and youth, the "TALKING ABOUT TOUCHING" Program is being offered in all schools and parishes throughout the Archdiocese of San Francisco. This workshop is offered for those children, Grades K-3, who do not receive this kind of training at the schools which they attend. Children must be accompanied by a parent.

This workshop will help your child learn and build safety skills to help them and your family to stay safe. The TALKING ABOUT TOUCHING curriculum teaches children simple rules to guide them toward safe decision making in a variety of situations, teaching them:

- Safety rules about cars, bicycles, and pedestrians.
- What to do in the presence of guns or other weapons.
- How to respond to a fire emergency.
- Knowing when to ask permission from a caregiver.
- The definition of a safe touch and how to respond to unwanted touches.
- Standing up for safety in an assertive manner.
- Asking for help in uncomfortable and possibly dangerous situations.

## **CHILDREN'S FAITH FORMATION ADVISORY COMMITTEE**

The CFF Advisory Committee is responsible to St. Ignatius Parish for advising the Director of Religious Education on issues regarding the Children's/ Youth Faith Formation (CFF) Program of St. Ignatius Church. This committee assists in assessing, planning, and evaluating the long-term goals and policies of parish catechetical ministries (pre-school through 8<sup>th</sup> grade) to ensure that they address present and future catechetical needs. The CFF Advisory Committee reports to Dan Faloon, the Director of Religious Education.

The CFF Advisory Committee shares information about the philosophy of CFF with other parents and seeks to maximize full family involvement, input and participation in CFF. The CFF Advisory Committee works with the DRE to develop new parish programs to meet the needs of parish families, including both children and parents.

## **RIGHT TO AMEND**

The Director of Religious Education and the Pastor of St. Ignatius Parish have the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

Current Members of the CFF Advisory Committee: Therese Cannata, (Chairperson); Greg Fox, Tom Maher, Karen McNulty.



# St. Ignatius Church

A Jesuit Parish

**St. Ignatius Church**