

2026-2027
HOLY SPIRIT PARISH

FAITH FORMATION FAMILY HANDBOOK

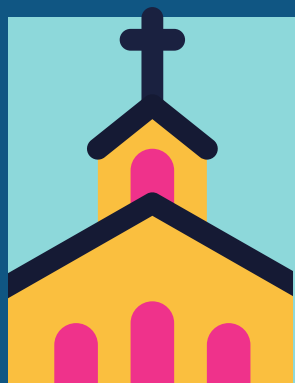
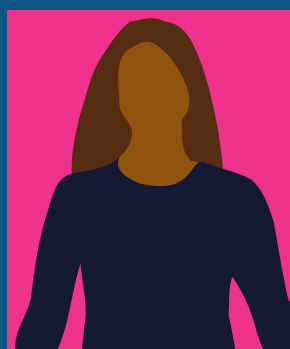
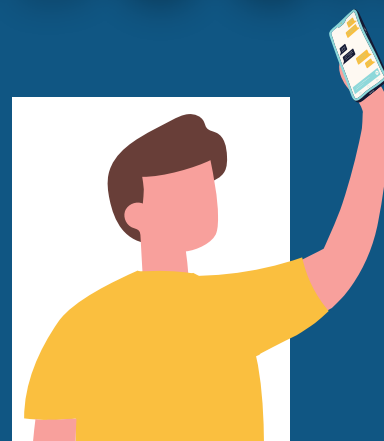
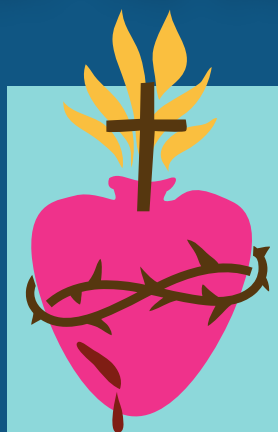
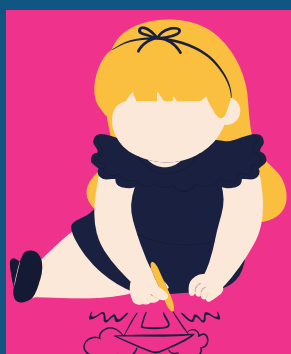


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HELLO!

Whether you're brand new or have been part of our program for years, we're so glad you're here! We're Sarah Elmer and Leah Ackley. Together we have the joy of walking alongside the children, teens, and families of Holy Spirit Parish as they grow in faith. Between the two of us, we bring nearly 40 years of ministry experience, a shared love for young people and their families, and a daily coffee intake that likely qualifies us for a scientific study or two.

Sarah has spent the past 20 years in Youth Ministry at HSP building relationships with middle school and high school youth through a relational model of ministry rooted in prayer, community, and authentic discipleship (while also proudly holding the title of "biggest dork around" and undefeated burp contest champion). She works alongside two assistant youth ministers, Alex and Olivia, in curating an all-encompassing program for grades 6–12.

Leah, in ministry for nearly 18 years, recently celebrated her eighth year at HSP serving in Child & Family Ministry and Pastoral Care. She serves children and families through Baptism, sacramental preparation, children's worship, and faith formation for grades K–5. Her greatest joy is helping children and families discover that faith isn't reserved for experts or perfect people, but is meant to be authentically explored, lived, and grown together. She's grateful for Rowan, who keeps everything running smoothly behind the scenes and (albeit reluctantly) graciously supports Leah's questionable addiction to puns and color-coded spreadsheets.

Holy Spirit Parish Faith Formation—the umbrella under which Manna (K–5), Edge (6–8), and Life Teen (9–12) operate—is more than just a program. It's a partnership with you, the parents and guardians (aka. Very Important Grown Ups) of the children in our programs. While our weekly gatherings matter deeply, the moments lived within your own family matter even more. Faith is formed not only in our learning spaces, but around dinner tables (or the drive-thru... #IYKYK), in bedtime prayers, the school drop-off line, and at Mass... just to name a few. The good news? You don't have to have all the answers—or be a perfect example—to help your child grow in faith. Our hope is to give you the confidence to simply begin the conversation and trust that Christ will meet your family there.

While you do your part to keep those conversations and the practice of faith alive outside our walls, we promise to provide a program centered on what we believe children and families need most right now: authentic connection, supportive community, joyful belonging, and opportunities for real encounters with Christ—all through methods, experiences, and spaces that will likely look very different from what many of us experienced growing up.

Our vision for Faith Formation will never include uncomfortable desks, endless ruler-wielding lectures, and pop quizzes about saints you can't pronounce. (Although if someone can confidently pronounce "Dymphna" or "Wilgefortis" on the first try, we will definitely be impressed.) Instead, it is our sincere hope your children will find a home with us on Wednesday nights through relationships, conversation, prayer, laughter, Scripture, hands-on experiences, and the witness of catechists and Core members who genuinely care about them. And yes, don't be surprised if those encounters with Christ occasionally involve pool noodles, kiddie pools, condiment packets, and Pop-Tarts.

Now on to the fun. This handbook (#YouWon'tNeedMelatoninWithThis) will walk you through the details of our Faith Formation program. Information on schedules, volunteer requirements, attendance expectations, and policies will help you know what to expect for the year ahead. Take a few minutes to read through it so there are no surprises (or at least fewer surprises).

Finally, we place ourselves in your prayerful hands. Please pray regularly as a family for us and the many dedicated volunteers who help lead Holy Spirit Parish's Faith Formation program.



Leah

Leah Ackley
Manna (K–5)



Sarah

Sarah Elmer
Edge (6–8)
Life Teen (9–12)



OUR VISION

Holy Spirit Parish's Faith Formation team strives to partner with our parish families as they answer their call to teach our children the Gospel of Jesus Christ and the richness of the Catholic tradition. With the guidance of the Holy Spirit, together we can:

- Deepen the awareness of God's presence in all our lives
- Enhance our place in God's design as His beloved and irreplaceable children
- Foster an atmosphere of love and respect for others
- Mentor children and young people to live as intentional disciples of Jesus Christ including responsible participation in the life, mission, and work of the Church
- Nurture personal and spiritual growth of each child and young person through prayer, celebration of the Mass, and the Sacraments

COMMUNICATION

Holy Spirit Parish Faith Formation
620 E. Kimberly Avenue
Kimberly, WI 54136



www.holyspirit-parish.org/faith-formation

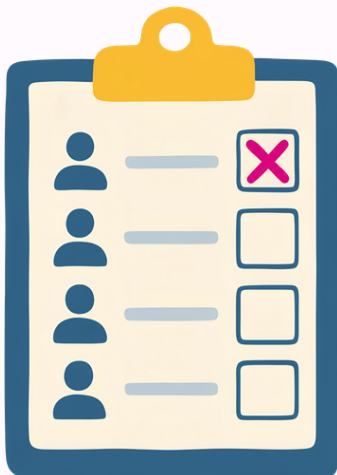
Leah Ackley	Director of Child and Family Ministry Grades K-5th First Reconciliation/First Communion Prep	ackleyl@holyspirit-parish.org (W) 920.788.7640 x1005
Rowan Underhill	Administrative Assistant Child and Family Ministry, Grades K-5th First Reconciliation/First Communion Prep	underhillr@holyspirit-parish.org (W) 920.788.7640 x1006
Sarah Elmer	Director of Youth Ministry Grades 6th-12th Confirmation Prep	elmers@holyspirit-parish.org (C) 920.450.6440
Olivia Eickman	Youth Minister of Catechesis Grades 6th-12th Confirmation Prep	eickmano@holyspirit-parish.org (W) 920.788.7640 x1036

To effectively partner with the parent/guardians of our children and youth, communication is of utmost importance. Families should expect to receive weekly communication from the Faith Formation leadership team via email and texts using a 3rd Party communication tool.

Upon registration, your email and phone number will be automatically added and assigned to a distribution list based on your family's registration information (e.g. Grade 2, Edge, Life Teen, Confirmation, etc.).

Keep in mind, your family may be assigned to more than one distribution group if you have more than one child enrolled in Faith Formation and/or preparing for a Sacrament this year. Consequently you may receive multiple text/emails throughout the week. Texts and emails will have the distribution name listed at the top of the message to avoid confusion. All of our communications are designed to provide helpful resources and important updates—so we encourage and appreciate you making time to read them.

Faith Formation staff, catechists, and volunteers respect the confidentiality of information entrusted to them. Information will be shared only when necessary to protect the safety, health, or well-being of a child or another individual, or as otherwise required by law or diocesan policy.



ABSENCE REPORTING LINE
920-788-7640 X7

PARENT/GUARDIAN RESPONSIBILITIES

Enrollment in Holy Spirit Parish Faith Formation represents a commitment to active participation in the formation process and to the policies, responsibilities, and expectations that help our programs serve children and families well. By enrolling a child in Faith Formation, families acknowledge and agree to uphold this shared commitment.

The following provides an overview of key family responsibilities and should be read in conjunction with the complete policies, expectations, and requirements detailed throughout this handbook. Parents and guardians are responsible for reading, understanding, and following the policies, expectations, and requirements outlined throughout the handbook and are encouraged to contact the Faith Formation Office with any questions or concerns.

In addition to what is provided in the handbook, by enrolling, families agree to:

- ✓ Maintaining open communication with the Faith Formation Office and promptly updating any changes to addresses, email addresses, telephone numbers, emergency contacts, or other important family information.
- ✓ Reading and responding to communications from the parish and notifying the appropriate Director with any questions or concerns. If a concern cannot be resolved, a meeting with the Pastor may be requested.
- ✓ Ensuring their child attends Faith Formation regularly and arrives on time, including participation in required sacramental retreats, parent meetings, rehearsals, conferences, liturgies, and celebrations as applicable.
- ✓ Supporting their child's faith formation through regular participation at Sunday Mass and completion of any required home assignments, Mass Reflection Sheets, or sacramental preparation materials.
- ✓ Submitting all required sacramental documentation and forms by the established deadlines.
- ✓ Fulfilling the family's volunteer commitment as outlined by the Faith Formation program.
- ✓ Paying tuition in full or having an approved payment arrangement in place no later than June 5, 2026.
- ✓ Notifying the Faith Formation Office if they choose to have their child opt out of the diocesan Safe Environment lessons, in accordance with diocesan policy. See important docs list [here](#) for more information.
- ✓ Reviewing the media release during registration and notifying the Faith Formation Office if they do not wish their child's photograph or likeness to be used in parish publications or communications.
- ✓ Providing the parish with any legal documentation regarding custody or other court orders that affect communication, permissions, dismissal, or other matters involving their child. Unless a court order states otherwise, both parents retain equal parental rights.

ABSENCE REPORTING PROCEDURE

If your child(ren) cannot attend programming for any reason, families are required to notify via voicemail at (920) 788-7640, extension 7 (please do not press extension 1 first). Do not email the Catechist, Core team, and/or Director. Notification is also required for early dismissal/pick up. Based on program directors' discretion, a phone call or text notification may be made to homes with youth who are absent.

ATTENDANCE POLICY

Faith Formation today looks very different from the models many of us experienced 15–30 years ago. We recognize that faith cannot be sustained by information alone. Knowledge is important, but lasting faith is formed through relationship. With that in mind, we now intentionally design Wednesday nights to help children and youth encounter Christ through relationships found in friendships rooted in faith, and their individual relationship as Christ's disciple through prayer, worship, service, and shared experiences.

Our hope is that every young person reaches the day where they can freely and confidently claim the Catholic faith as their own through the Sacrament of Confirmation. That kind of commitment, however, cannot be formed through occasional attendance or a single year of preparation. Rather, it is cultivated gradually, year after year, as children grow in their understanding of the faith, experience God's presence in their lives, and develop a relationship with Christ and His Church.

For this reason, participation in a Faith Formation program is expected each year from Kindergarten through Grade 12 as each year builds upon the last. Additionally, the number of absences will be limited to the following each year:

- **Four (4) for Grades K–5**
- **Two (2) for Grades 6–11**
- **One (1) for Grade 12**

Leaving a session without prior approval from program leadership counts as an absence. While make-up work may be provided, it cannot replace the relationships, discussions, prayer, and experiences that take place Wednesday evenings. In cases of excessive absences or inconsistent participation over multiple years, in accordance with the expectations of the Diocese of Green Bay, **Holy Spirit Parish may choose to delay a student's participation in the celebration of a sacrament until it has been determined that they have been adequately prepared.**

As parents ourselves, we understand that families today balance many worthwhile activities. While these opportunities offer valuable experiences, we challenge you to consider that they are temporary. A child's relationship with Christ, however, is lifelong. It shapes their identity, guides their decisions, and provides a foundation that extends far beyond childhood. We ask families to, if you choose to enroll your child in Faith Formation, we ask that you make it a consistent priority within your family's schedule.

MASS CELEBRATION

Remember: **MASS IS YOUR EXCUSE FOR MISSING EVERYTHING ELSE.** Celebration of the Mass is an integral part of our program. A family's commitment to Christ, especially as expressed through consistent presence and participation at Mass, is the most vital piece needed to foster the seeds of faith in our children. Far more than an obligation, celebrating Mass provides us the graces needed to live life joyfully and authentically and lays the foundation for lifelong discipleship.

In addition to weekend Liturgies and Feast Days (see <https://www.usccb.org/beliefs-and-teachings/what-we-believe/canon-law/complementary-norms/canon-1246-for-more-information>), all children and youth enrolled in the Faith Formation program are expected to attend Masses scheduled on a programming night as listed in the calendar. Please review the calendar for these dates.

ARRIVAL AND DISMISSAL POLICY

The safety of children being picked up and dropped off is of paramount concern to us. To this end families are expected to review the following rules and to observe them at all times throughout the year. Please make sure anyone else picking up or dropping off your child is aware of these procedures as well as they will be enforced by our staff and volunteers.

We have three designated drop off/pick up areas for grades K through 12th outlined in the table below. A staff member, Lead Catechist, Core team member, or volunteer will be at these areas at the beginning and end of programming.

GRADE	LOCATION	PARENT/GUARDIAN REQUIRED
Kindergarten	Parish Center Parking Lot, Wilson St	Yes.
1st Grade	Parish Center Parking Lot, Wilson St	Yes.
2nd Grade	Parish Center Parking Lot, Wilson St	Yes.
3rd Grade	Youth Ministry Entrance Holy Spirit School, Kimberly Campus	No.
4th Grade	Youth Ministry Entrance Holy Spirit School, Kimberly Campus	No.
5th Grade	Youth Ministry Entrance Holy Spirit School, Kimberly Campus	No.
6th-12th Grade	Kimberly Street Main Church Entrance	No.

DROP OFF

Grades K through 2nd will line up outside their designated building and enter together with their Lead Catechist or other designated leader. If weather affects this policy, communication will be sent out with alternative plans. ***A parent/guardian is required to walk their child(ren) to the drop off spot and wait until with their child(ren). We recommend not arriving any earlier than 5 minutes before programming begins. Supervision is not provided prior to 4:55pm.***

Grades 3rd-12th can arrive independently and enter at their designated building and will be greeted by their Catechist or Core team members upon entrance.

LATE DROP OFFS: Grades K-5th arriving late must be brought to the Faith Formation office in the Parish Center by a parent or guardian. Never drop off a child without a designated staff or volunteer not present and/or it is after 5PM.

Youth in grades 6th-12th should go directly the Kimberly Church. For pre-scheduled tardies or absences, please contact the Faith Formation office at least one day in advance of class.

PICK UP

Grades K through 2nd will return to the outside line up and await pick up from their parent/guardian. If weather affects this policy, communication will be sent out with alternative plans. ***To ensure their safety, children will not be allowed to leave their group without a parent/guardian personally checking in with the Lead Catechist or designated volunteer. Child(ren) are not permitted to run off to meet up with their grown up.***

Students in grades 3rd-12th will be dismissed to find their ride independently. If youth has not been picked up after 10 minutes after program has ended, a parent/guardian will be contacted.



FAMILY VOLUNTEER REQUIREMENT

Each family is expected to volunteer a cumulative total of three times during the faith formation year in one or more of our programs: Manna (Grades K–5), Edge (Grades 6–8), or Life Teen (Grades 9–12).

Volunteer opportunities include Crossing Guard, Hall Monitor, Office/Admin Support, Food Donations, Group Helpers, Event Assistance, and other ministry needs throughout the year. Grandparents, godparents, aunts, uncles, or other individuals 18 years or older may serve on behalf of a family if needed.

Additional information on the volunteer opportunities for Manna are listed on the next page.

WHY?

Children notice who's present. When they see parents, grandparents, catechists, teens, and parishioners serving side by side, they experience the Church as a community—not just a place they attend. Whether you're greeting families at the door, helping in a classroom, donating snacks, or lending a hand at an event, your presence helps create an environment where children feel welcomed, known, safe, and loved. That witness is one of the most powerful lessons we can offer.

At the same time, Holy Spirit's Faith Formation program is large—and continues to grow! Unlike many organizations that rely primarily on paid staff, this ministry depends on volunteers. These roles are not optional extras—they are essential. When volunteer commitments go unfulfilled, it directly impacts the quality of the experience for both our children and our Catechist/Core teams by placing additional strain on a small group of individuals who are already giving generously of their time. It also becomes unfair to the many families who have faithfully fulfilled their own volunteer commitment to assume they will continue carrying more than their share.

To this end, Holy Spirit Parish Faith Formation staff tracks volunteer service by family accurately and fairly. Mid-year, families will receive an update on their volunteer progress. While we will do our best to help you find opportunities that fit your schedule and strengths, families who do not complete their volunteer commitment may be assessed a fee. This policy reflects our shared commitment to providing a safe, welcoming, and thriving faith formation program for every child.

HOW?

Volunteer sign-ups will be created for each program and shared with families before the start of the faith formation year. When signing up, please ensure the name and contact information entered belongs to the individual who is actually volunteering.

Before serving, each **volunteer** (not just the parents or primary contacts of a family) must be verified as eligible by the Parish Office at least 48 hours before their first volunteer shift of the year. Eligibility requires:

- A current background check (renewed every four years)
- Current VIRTUS training with annual recertification
- A signed electronic Code of Conduct on file each year

Note that previous completion of these requirements does not automatically guarantee current eligibility, as each requirement is renewed on a different schedule. It is the responsibility of each volunteer to ensure these requirements remain current. Per diocesan policy, no exceptions can be made.

To review your status or begin the process, visit www.virtus.org. For questions, please contact Valerie Decoster at (920) 788-7640 ext. 1011 or decosterv@holyspirit-parish.org.



HSP FAITH FORMATION K-5 VOLUNTEER ROLE DESCRIPTIONS

HALL MONITOR

Responsibilities include: monitor hallways and activity of children including ensuring children use the restroom on their assigned classroom floor (Hall monitors remain outside the restroom and do not enter or assist children inside.), assist with early pick ups/late drop offs by escorting children to the building's dedicated entrance, and serve as a primary means of communication between Catechists and the Manna program director/assistant using a provided walkie-talkie. Light administrative tasks like cutting, stapling, or sorting may also be needed occasionally. Hall Monitors should be comfortable responding quickly and calmly in the event of an emergency, such as a severe weather, fire, medical situation, or building lockdown/intruder alert. The Catechist in each room serves as the primary contact for their group, but Hall Monitors are expected to assist and support as needed—helping guide children, communicate with leadership, and ensure safety procedures are followed. **Three Hall Monitors are needed per Manna night each at a specific location indicated on the sign up: one upstairs in the Parish Center (PC), one in the lower level of the PC, and one in the upper level of the school building (KS), now the Holy Spirit School on the Kimberly Campus. Remain in your assigned location/floor during your shift unless directed otherwise. Before leaving for the night, sign out with your departure time and return any gear.**

CROSSING GUARD

Responsibilities include: manage traffic flow, guide families across the streets to drop off locations, and offer a friendly welcome and farewell. Crossing Guards should be comfortable responding quickly and calmly in the event of an emergency—whether assisting with a medical situation, fire, or safety lockdown. You may be called upon to help direct families to safety or provide clear communication to leadership. **Two Crossing Guards are needed per Manna night each at a specific location indicated on the sign up: one on Kimberly Avenue directly in front of the PC and one on Wilson Street in proximity to the PC parking lot used for drop off and pick up for Grade K-2. Remain at your assigned location between 4:50-5:05PM and again from 6:15-6:30PM. At the end of your shift, please bring in the cones from your assigned location and return any equipment to the designated areas; cones will have been placed out prior to your arrival that evening.**

Volunteers serving as Hall Monitor or Crossing Guard must arrive no later than 4:45PM and first report to the Catechist Lounge to sign in, pick up a volunteer name tag, and a walkie-talkie tuned to Channel 1. Crossing Guards should also retrieve the safety gear and stop sign from the closet at the west end of the hallway in the PC.

SNACK & DRINK DONATIONS

Donate single-serve snacks (e.g. bagged chips, granola bars, mini muffins, etc.) and bottled drinks (e.g. soda, juice, sports drinks, tea, etc.) for the Catechist Lounge. These treats go a long way in showing appreciation and keeping our catechists energized throughout the evening. Donations should be dropped off at the Parish Center front desk the Tuesday before the first Manna of each month September through April. Please label all items "Manna." **New for 2026-27: Each family may only sign up for one donation slot per program year. Since snack donations are one of our easiest ways to volunteer, this limit helps keep these opportunities available while ensuring families engage in the broader life of our Manna program.**

BULLETIN BOARDS

Bring to life our hallway bulletin boards! This role includes posting new displays, removing previous décor, and refreshing materials throughout the year. All supplies and materials are provided—just bring your time, attention to detail, and a touch of creativity to help keep our spaces looking fresh and inviting.

CURRICULUM

Holy Spirit Parish's Faith Formation curriculum is in compliance with the standards set forth by the Diocese of Green Bay. These standards are on file in the Faith Formation office. For more information about the curriculums, please visit our website at www.holyspirit-parish.org/faith-formation.

FEES AND PAYMENT

We are grateful for every dollar we receive and pledge to be good stewards of the funds all going directly towards the education of our most valuable treasure, our children. We have updated our tuition schedule as of the 2024-2025 school year, eliminating a cost differential for out of parish members. You might also notice that sacrament fees for First Reconciliation, First Holy Communion, and Confirmation have been removed as a separate charge and absorbed into the new tuition cost.



Individuals serving as Lead Catechist, Co-Catechists, or Core Team receive free tuition for their immediate family.



Holy Spirit Parish does not discriminate on the basis of sex, race, color or national or ethnic origin in administration of its policies, supplementary programs or any other program-based function. No child shall be denied a Catholic Christian education based solely on the inability to pay tuition. Volunteer discounts, payment plans, and tuition assistance are available. Please contact Leah Ackley at the Parish Office for more information.

With the exception of families new to the area and/or Holy Spirit Parish, full tuition payment (or approved payment arrangements) must be received by June 5, 2026. To ensure a smooth experience, we kindly ask that all requirements be completed before participating in any Faith Formation programming. This policy ensures that we can properly plan for the safety, materials, and volunteer support needed, while also upholding the financial responsibility of our faith community to support the ongoing work of this ministry.

2026-2027 TUITION SCHEDULE

1 CHILD

\$150

Sacramental Fees
included in tuition

2 CHILDREN

\$300

Sacramental Fees
included in tuition

3+ CHILDREN

\$400

Sacramental Fees
included in tuition

SCHOLARSHIP



Assistance Available

Contact the HSP
Faith Formation staff
for more information.

THE SACRAMENTS OF FIRST RECONCILIATION and FIRST HOLY COMMUNION

Preparation for the Sacraments of First Reconciliation and First Holy Communion typically occur during a child's second year of Faith Formation, and is broken up into two parts with Reconciliation being celebrated prior to preparations for First Holy Communion. The preparations emphasize that our lives are centered around the examples of Jesus Christ, teaching children how to live out their faith in daily life and in communion with the Church. Through Scripture, doctrine and prayer, children are guided into a deeper personal relationship with Christ.



Two separate informational meetings for parents and guardians are held during the year: one typically in mid-September to early October in anticipation of First Reconciliation and another in late January to early February in anticipation of First Holy Communion. Please see the calendar for more information. These gatherings are geared toward the VIG's (Very Important Grown Ups) that are accompanying the children in preparation of the Sacraments. We gather during a regularly scheduled Faith Formation session on a Wednesday evening beginning at 5:15pm. Informational packets are provided outlining additional expectations and required documentation along with some spiritual reflection opportunities for the adults attending. At least one grown-up is expected to attend each meeting. On this occasion we also ask that alternative accommodations be made for any children.

Children are not given any homework; exceptions, however, to this rule might be necessary to supplement extended time away from their group. There is access provided to multiple resources intended for each child to use at home. Families are expected to make time each week to explore these resources with your child. It is as helpful for them as it is for us adults. Just like all the Sacraments, parental involvement is essential. Children learn from hands-on, everyday experiences; therefore, it is within the home that preparation continues.

There will also be virtual open houses scheduled approximately once a month beginning in October and leading up to the celebration of First Reconciliation, and again beginning in January leading up to First Holy Communion. Parents/families should make a point to check in with Leah and/or their child's Lead Catechist occasionally. Students are also expected to participate in regular Mass, complete the required Mass Reflection Sheets, and attend all required sacramental retreats and celebrations as scheduled. Refer to this year's calendar for more information.

Prior to the reception of First Holy Communion, a parish must verify a child's baptism (Canon 842, 912, 894). If your child did not receive their Sacrament of Baptism at Holy Spirit Parish, you will need to provide us with the Baptismal Certificate your child received. If you can't find the original (solidarity 🤝), a copy of your child's records can be obtained by contacting the parish where your child was Baptized to forward directly to our office. Photocopies and scanned electronic copies are also acceptable. All correspondence should be forwarded to the attention of Rowan Underhill at underillr@holyspirit-parish.org. These certificates must be turned in by February 1, 2027.



CATCH UP CREW

Catch-Up Crew (CUC) is Holy Spirit Parish's home-based sacramental preparation pathway for children and youth in Grades 3–8 who are preparing to celebrate First Reconciliation and/or First Holy Communion on a timeline unique to their faith journey. We recognize that every family's path is different. Whether due to moving, beginning Faith Formation later, scheduling, or other life circumstances, Catch-Up Crew provides a flexible and supportive pathway for children who are preparing to receive one or both sacraments.



Because sacramental preparation is intended to build upon a child's ongoing faith formation, students enrolled in Catch-Up Crew are also expected to be enrolled in and regularly attend Holy Spirit Parish Faith Formation (or their Catholic school religion classes). Families complete guided, parent-led preparation at home while being supported throughout the year by a Catch-Up Crew mentor catechist who offers encouragement, answers questions, provides guidance, and helps families remain connected to the parish community.

Preparation is completed in two phases, with First Reconciliation celebrated before preparation for First Holy Communion. Families begin with eight parent-led lessons focused on God's mercy and the Sacrament of Reconciliation, followed by six parent-led lessons that deepen children's understanding of the Eucharist and prepare them to receive Jesus in Holy Communion. In addition, families participate in two required parent/child retreat-style conferences—one in the fall and one in the spring—which supplement the home lessons through prayer, discussion, reflection, and hands-on learning while providing opportunities to connect with other Catch-Up Crew families.

Students are also expected to participate regularly in Sunday Mass, complete the required Mass Reflection Sheets, and attend all required sacramental retreats and celebrations. Please refer to this year's calendar for important dates and program requirements.

For more information or to determine whether Catch-Up Crew is the appropriate pathway for your child, please contact Leah Ackley, Director of Child & Family Ministry, at (920) 788-7640 or ackleyl@holyspiritparish.org.

Prior to the reception of First Holy Communion, a parish must verify a child's baptism (Canon 842, 912, 894). If your child did not receive their Sacrament of Baptism at Holy Spirit Parish, you will need to provide us with the Baptismal Certificate your child received. If you can't find the original (solidarity 😊), a copy of your child's records can be obtained by contacting the parish where your child was Baptized to forward directly to our office. Photocopies and scanned electronic copies are also acceptable. All correspondence should be forwarded to the attention of Rowan Underhill at underillr@holyspirit-parish.org. These certificates must be turned in by February 1, 2027.



THE SACRAMENT OF CONFIRMATION

Confirmation is the completion of baptism, with the Holy Spirit coming more fully into the lives of believers. The sacrament is celebrated at Holy Spirit Parish with those youth who are seniors in high school. Those wishing to be confirmed must be baptized, have received the Sacraments of Reconciliation and Communion and should show "a sincere desire to know Jesus better, a sufficient understanding of the meaning of Confirmation, a willingness to participate in the life of the Church, a desire to deepen their faith through prayer, and be studying with regular attendance at Mass."



Candidates will be expected to have an interview at the beginning of the process. The Confirmation process, along with all previous sacraments, requires parental involvement in order for growth and development to occur for the candidate. Parents are expected to support program and retreat attendance, celebrating Mass with their families, and to aid their son or daughter in choosing a sponsor.

As in Baptism, sponsors are requested and play an active role in the Confirmation preparation. A sponsor must be a practicing Catholic of at least 18 years of age or older who has been Baptized and received the Sacraments of Reconciliation and Communion and Confirmation. This person is one who is sufficiently mature enough to carry out the responsibilities and requirements of the sponsor. The sponsor, who must be someone other than parents, attends Mass regularly and is supportive in matters of faith. This sponsor can come from many resources including grandparents, neighbors, parishioners, older siblings, or religion teachers (however it may not be a parent). The sponsors are asked to meet with candidates throughout the year to cover the Four Pillars of the Catholic Church discussion guide and the Confirmation liturgy.

Since the earliest days of the Sacrament of Confirmation, candidates have been asked to select a patron saint's name; the saint serves as their model for life. By choosing a saint's name, they are asking not only that the particular saint to guide and direct their actions, but that the Church recognizes them through a Christian name. Research on saints is required by the youth and a selection of the saint's name must be decided during the process. Baptismal names may be used for a Confirmation name as long as the candidate does research on that saint.

Prior to the reception of Confirmation, a parish must verify a child's baptism (Canon 842, 912, 894). If your child did not receive their Sacrament of Baptism at Holy Spirit Parish, you will need to provide us with the Baptismal Certificate your child received. If you can't find the original (solidarity 😊), a copy of your child's records can be obtained by contacting the parish where your child was Baptized to forward directly to our office. Photocopies and scanned electronic copies are also acceptable. All correspondence should be forwarded to the attention of Nancy Baldschun at baldschunn@holyspirit-parish.org. These certificates must be turned in by December 1, 2026.



CODE OF CONDUCT

A Code of Conduct reflects the values and vision of Holy Spirit Parish, where all relationships are rooted in respect, dignity, and Christian charity. Alongside the spiritual formation of our children, the Holy Spirit Parish Faith Formation program partners with parents and guardians to help develop the personal and social skills necessary to foster a safe, welcoming, and faith-filled community. **We believe that every person has the right to feel emotionally and physically safe, every individual shares the responsibility of contributing to a positive and respectful learning environment, and our parish community has the responsibility to establish and uphold clear expectations for conduct.** With these principles in mind, Holy Spirit Parish has adopted the following expectations for all participants:

FOR CHILDREN/YOUTH:

- To attend faith formation regularly and conform to the rules of the parish
- To participate willingly in their learning
- To respect others' safety, well-being, and property
- To participate in creating a safe, positive environment conducive to learning
- To promote and uphold all the teachings of the Catholic Church
- To strive for virtue as part of their ongoing human formation
- To be accountable for their behavior
- To be responsive to reasonable, relevant, and respectful consequences

FOR PARISH STAFF AND VOLUNTEERS:

- To participate in creating a safe, positive environment conducive to learning
- To implement parish discipline practices as outlined in this handbook that utilize reasonable, related, respectful consequences, and specific rules
- To model, teach, and reinforce appropriate behavior
- To promote and uphold all the teachings of the Catholic Church
- To strive for virtue as part of their ongoing human formation

FOR PARENTS/GUARDIANS:

- To support their child(ren) in consistent and punctual attendance of Faith Formation programming and related events such as Sacramental retreats
- To participate in creating a safe positive, learning environment at their parish
- To respectfully work with, communicate, and cooperate with parish staff and volunteers to uphold discipline policies for their children.
- To alert parish staff and volunteers of any special situation involving their child such as allergies, learning disability/special needs, etc.
- To promote and uphold all the teachings of the Catholic Church.
- To strive for virtue as part of their ongoing human formation.

In conclusion, this code of conduct is intended to assist children and youth, staff and parents/guardians in establishing appropriate expectations for personal and social conduct. This will happen if all individuals accept personal responsibility for their attitudes and actions. At Holy Spirit Parish our intention is to guide our children to be safe, positive and virtuous individuals.

DISCIPLINE POLICY: BEHAVIOR EXPECTATIONS GRADES K-12

At Holy Spirit Parish, our Faith Formation program is rooted in the values lived and taught by Jesus—love, compassion, respect, and responsibility. Discipline is not about punishment; it is a practice that helps children and youth shape their hearts and habits in the spirit of Christ, promoting self-awareness, self-respect, and care for others through His example.

Our policies and behavior expectations are designed to ensure every participant feels loved, safe, and supported as they discover and deepen their relationship with Jesus. Consistent, shared expectations create a respectful and joyful environment where all can grow in faith and community.

In each learning space, six behavioral expectations are posted, aligned with our policies (see Page 16) and grounded in Scripture. These expectations are revisited regularly by Catechists, Core team, staff, and volunteers. The table below provides examples of each expectation in action, helping children and youth live out these values not only during Faith Formation but in their everyday lives.

Expectation	Some Ways to Show It/See It
Watch Your Words	• Not using profanity • Not using put-downs or teasing of others directly or indirectly • Not using the Lord's name in vain
Control Your Body	• Hands kept to oneself • Raise hand and wait to be called on • Remain in seat unless otherwise directed • Quietly walking through the hallways
Respect People	• Respect for others and others' property at all times • Hold doors for others • Be courteous, kind, patient • Avoid clothing with offensive language or images
Listen Well	• One person speaks at a time • Listen to speaker and use eye contact • Refraining from the use of personal electronics including cell phones, tablets, ear buds, smart watches, etc. during programming as established by Catechist/Core team members.
Respect Things	• Tidy up area before leaving • Pick up trash whenever seen • Put garbage where it goes • No writing on parish property such as desks, chairs, walls etc. • Handle equipment and supplies carefully. • Do not break, alter, or tamper with materials or equipment
Love God	• Genuflect when walking in front of the tabernacle • Genuflect when entering/exiting pew • Feet on the floor and off pews • Quiet use of kneelers • Remove hats or hoods • Wear modest, respectful clothing that is appropriate for church and free of offensive language or images • No talking in church except during group prayer or song • No gum or candy at Mass or Adoration

DISCIPLINE POLICY: RESPONSE GUIDELINES GRADES K-12

When behavior does not align with these expectations, we respond with patience, understanding, and appropriate support. Our responses are tailored to the age and developmental stage of each child and youth. Listed below is an example of how a response may vary across age groups: Grades K–2, Grades 3–5, and Grades 6–12. Responses will vary with each circumstance, but may include redirection, time to reflect, or a conversation with a parent or guardian by a program leader (i.e. Catechist, Core team, Program Assistant, etc.). In some cases, contact from the program's Faith Formation Director may be necessary to help guide a way forward together.

In rare or serious cases, the Faith Formation Director(s), in consultation with parish leadership, reserves the right to determine whether a child or youth should be temporarily or permanently removed from the program. This decision is made with great care and only when it becomes clear that continued participation is not in the best interest of the child, youth, or the community. In every case, we are committed to working in partnership with families helping each student grow in understanding, self-control, and love for God and others.

Grades K-2

At this age, children are developing self-regulation and social skills. We understand that young children are still learning how to listen, follow directions, and interact with peers, so we approach discipline with patience, consistency, and care. Gentle redirection, clear reminders, and positive reinforcement are the primary tools used.

EXAMPLE: IF A CHILD IS INTERRUPTING OR USING UNKIND WORDS, THE CATECHIST MIGHT QUIETLY REMIND THEM OF THE "WATCH YOUR WORDS" RULE AND REDIRECT WITH AN ENGAGING ACTIVITY OR A HELPER ROLE. IF THE BEHAVIOR CONTINUES, THE CHILD MAY BE OFFERED A SHORT BREAK WITH A TRUSTED ADULT IN A QUIET SPACE TO RESET.

Grades 3-5

As children mature, they are expected to take greater responsibility for their actions and behavior. Our Faith Formation program encourages youth in grades 3–5 to grow in respect, attentiveness, and cooperation as they deepen their faith. Catechists will address behavior clearly and consistently, using both conversation and natural consequences.

EXAMPLE: IF A STUDENT REPEATEDLY DISRESPECTS MATERIALS OR DISTRACTS OTHERS, THE CATECHIST MAY REFERENCE THE POSTED RULES WITH A CLEAR REMINDER OF EXPECTATIONS OR HAVE A QUICK ONE-ON-ONE CHAT AFTER CLASS.

Grades 6-12

Middle and high school youth are expected to model respectful, Christ-centered behavior. We expect youth in grades 6–12 to actively participate, show respect for leaders and peers, and maintain a positive, safe atmosphere. Leaders will speak directly to youth about any concerns and expect thoughtful reflection and correction.

EXAMPLE: IF A STUDENT IS WEARING INAPPROPRIATE CLOTHING OR BEING DISMISSIVE OF INSTRUCTION, THE CORE TEAM OR OTHER LEADER MAY PULL THEM ASIDE FOR A PRIVATE CONVERSATION. IF THE BEHAVIOR CONTINUES, A PARENT WILL BE CONTACTED AND A PLAN MAY BE DEVELOPED TO SUPPORT ACCOUNTABILITY AND GROWTH.

GENERAL PROGRAM POLICIES

Alcohol/Drugs/Tobacco: The possession, sale or use of alcohol, drugs, tobacco or any other controlled substances on the parish grounds, property or while participating in a parish sponsored event is strictly forbidden. Parents and or guardians will be notified, and violations will be reported to the appropriate law enforcement agency.

Child Abuse: See the policy set forth by the Diocese of Green Bay entitled, "Safe Environment and Social Communications Policy".

Communication Policy: Copies of this policy are available on the diocesan website www.gbdioc.org. Your phone number(s) will be added to the Flocknote app which we use as a primary source of communication to families.

Program Cancellation: Holy Spirit Parish Faith Formation will cancel programming when the Kimberly Area School District cancel their classes or dismiss early due to dangerous weather conditions. All other cancellations will be solely at the discretion of the RE/YM Office pending circumstances. In case of cancellation due to inclement weather, Holy Spirit Parish Faith Formation staff will notify the Catechists/Core team of cancellation. Information will be posted on the website as well as all social media sites. Emails and/or text messages will also be sent to all families from the staff. In addition, the Holy Spirit Parish Faith Formation Staff will notify the following television stations: WBAY (Channel 2), WFRV (Channel 5), WLUK (Channel 11), and WGBA (Channel 26).

COVID Response: Due to the fluidity of the Coronavirus (COVID-19) disease, please know we will continue to evaluate, monitor and adjust our COVID response strategies based on a combination of State and local data and regional hospitalization rates balanced with offering the best possible learning environment for our youth. We appreciate your patience and flexibility.

Dress Code: youth are expected to dress appropriately when attending religious education classes. Clothing that is too short or too tight and underwear that is clearly visible is considered inappropriate. Dress is casual; however, be mindful of where we are. No tank tops or half shirts, no t-shirts advertising drugs, alcohol or cigarette products, or those displaying profanity, offensive or suggestive words will not be allowed. No hats may be worn. No Heelys or sneaker skates are allowed on the premises. If your child doesn't comply with the dress code, a parent will be called.

Electronics/Cell Phones: Students are not allowed to bring radios, electronic games, or toys of any kind to class. These items will be taken from youth and returned after classes have ended. Cell phones should not be brought to class. If your child must bring a phone to class, it must be turned off during class time. In grades 6-12, phones will be collected by Core Team. Air Pods and other Bluetooth earphones are not allowed. Our policy is simple: "Off and out of sight, or it's ours for the night." Emergency phone calls during class time must be made to or from the front office only.

Emergency Information: Emergency contact information must be provided to the Holy Spirit Parish Faith Formation office for every registered student. There is a place on the registration form for this information. In case of fire or tornado, each class will follow the emergency procedures listed in the classroom. The Holy Spirit Parish Faith Formation Staff reserve the right to perform a fire or tornado drill at any point during the school year.

Firearms, Weapons, Dangerous Objects: Any object brought to the religious education programs that would endanger the safety of any or all participants is prohibited, and the offender is subject to discipline and expulsion procedures. Parents and or guardians will be notified, and violations will be reported to the appropriate law enforcement agency.

Health Concerns: It is understood that from time to time children will not feel well or accidents will happen. Children who are not feeling well may contact a parent/guardian via the program director or designated staff member only. Notification is essential from parents/families to the HSP Faith Formation staff when children are exposed to COVID-19, lice, chicken pox, or pink eye so that all parents/guardians can be made aware.

Medication: Holy Spirit Parish Faith Formation Staff does not supervise the taking of medication nor do we administer it except in extraordinary circumstances. In order for us to administer any prescription drug we must have a written doctor's order with the student's name, dosage, date and instructions. This must also be accompanied by a parent/legal guardian's written permission.

Property Damage: School and parish property damaged or destroyed will be restored or repaired by the parents and youth responsible for the damage.

Security Policy: For the safety of our program participants, all doors of the Parish Center, church, school building, or other areas as deemed appropriate will lock at a time determined by the program director.

Special Needs and/or Disabilities: All persons with special needs and/or disabilities have the right to religious education, youth ministry and sacramental preparation. If our parish cannot offer an appropriate placement; we will seek to join with other parishes to create acceptable options.