



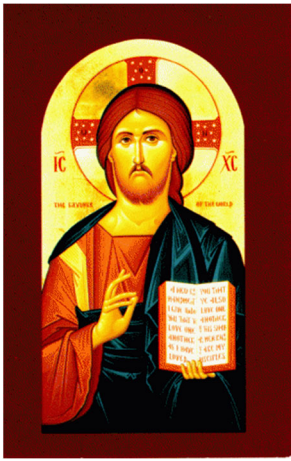
St. Michael the Archangel Faith Formation PSR Confirmation Prep Catechist Handbook 2023-24

"You have been called to be a catechist, entrusted with a privileged ministry. You have been called to hand on the precious treasure of the Catholic faith to countless young people. . . The treasure which you hand on is the living and active faith, passed down from the time of the Apostles until now. This incorruptible treasure is meant to be experienced, shared, and spread as good news for all people. . . As a catechist, you are tasked with communicating God's message in its entirety and in fidelity to the Church teaching. . ."

Handbook for Today's Catechist Ginger Infantino

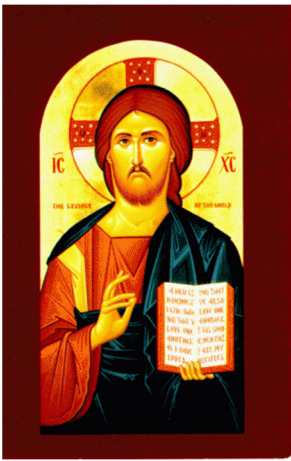
490 Arnold Mill Road Woodstock, GA 30188

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WELCOME and OPENING PRAYER

**R/. On the day we call,
you answer, Lord!**



WELCOME and OPENING PRAYER

ALL: Gracious and loving Father, we place our hopes, cares and concerns with You, confident that You will hold us all close to Your loving care. We ask that You be with us in this time together. Through the action of the Holy Spirit, open our hearts and minds that we might be faithful to you always.

God the Father, enlighten our minds,
God the Son transform our hearts,
God the Holy Spirit inspire our works.
May the Blessed Trinity be praised
now and forever, Amen.



Catechists echo not just a message but a Person.

Catechesis comes from the Greek word “*catechein*”, originally meaning “to echo”. In the time of St. Paul it was used to mean ‘to hear’, ‘to learn’, or ‘to instruct’. Catechesis, then, is about hearing, learning and teaching. And this teaching and learning can be thought of as a kind of echoing.

Catechesis is handing on what has been received. That is what St Paul meant when he said that ‘I handed on to you that which was handed on to me’ (1 Cor 15:3). To be a catechist is to receive and to hand on what has been received.

Catechists hand on a precious message, the Good News. It is the pearl of great price about which Jesus spoke in the Gospels. It is the News which every person needs to hear.

Catechesis is an echoing or transmission of a message which the catechist receives from the Church. The Church teaches that God has said all He wants to say by sending Christ. Jesus is the Word of God.

Catechesis is concerned with teaching the faith in order to open the heart to conversion, so that those whom we teach may hear and receive Christ, the Word. (from *Echoes-Echoing Christ*)

The primary responsibility for a child’s faith formation rests with the parents. As Catechists in the Catholic Church, we supplement their efforts in this endeavor and through our words and actions, we provide the children examples of what it means to grow in our faith and follow Christ’s example.

The Church has always considered catechesis one of her primary tasks, for, before Christ ascended to His Father after His resurrection, He gave the apostles a final command - to make disciples of all nations and to teach them to observe all that He had commanded” (*Catechesi Tradendae*). As the General Directory for Catechesis notes, “The Lord Jesus invites men and women, in a special way, to follow Him, teacher and formator of disciples. This personal call of Jesus Christ and its relationship to Him are the true moving forces of catechetical activity.”

As a Catechist, you demonstrate the qualities of a person who has responded to the call of Christ to give witness to His Gospel, and to be committed to the work of the Church. Through this work, you share in and are a servant of the faith community at Our Lady of Hope.

Jesus was sent to reveal the deepest truth about God. He then commissioned His Church to do the same: to teach about God, and to foster love of God and one another.

All Catechists, as Heralds of the Word, must give support to the Church's official teaching on all matters of faith and morals. We are not bearers of our own message, but rather the Gospel of Jesus Christ. You represent Christ to the youth and speak in His name.

It would be impossible to quantify the impact you have as catechists on our children. Our faith community relies on individuals such as you who are willing to step forward and offer your time and talent for this most important ministry.

We are looking forward to working with you this school year. It is truly a privilege to know that God has entrusted us as catechists with “the heart of the Church,” the youth. May God bless you in your catechetical efforts.

Faith Formation/PSR Contact Info & Passwords
for Confirmation Prep

RFF OFFICE: 770-516-9699

Saul Onate Perez, Director of Faith Formation x233

sperez@saintmichaelcc.org Cell: 404-287-8019

Mary Lou Gamache, PSR Assistant mgamache@saintmichaelcc.org

Cell: 229-343-0872

Walter J Morawa, Confirmation Prep Support, wjmorawa@bellsouth.net

Cell: 770-597-6029

Diane Hanson, FF Registrar/Admin. x235 dhanson@saintmichaelcc.org

CHOSEN and ALTARATION: Access is via links only. DVD's will be in your classroom.

Chosen link is for two years. Only use the link ONE time to access!!

True Strength/True Beauty: videos and guides on www.FORMED.ORG. DVD's will be in your classroom.

Online Service Opportunity Sign-ups Password: SMAserve2015

SMA Guest WIFI (do not share with others per Fr. Larry): BlessedDay!

RE Office Copier Code for Catechists: 9699

Keybox Code: Rooms 204, 205, 206: 0009

PSR CLASSTIMES

	<u>STUDENTS</u>	<u>CATECHISTS</u>
Sunday Confirmation Prep Year 1 & 2	3:45pm-5:15pm	3:20pm-5:30pm
Wednesday Confirmation Prep Year 1 & 2	6:30pm-8:00pm	6:05pm-8:15pm

The Faith Formation Staff member available during class times:

Sunday, Wednesday, – Saul Onate Perez

Sunday morning, Wednesday, Thursday – Mary Lou Gamache

***** If you are trying to contact us immediately before, during, or immediately after class times, please use the cell phone numbers provided.**

August 13, 16: CLASSES BEGIN Mandatory Parent Meet-n-Greet K thru 8 th grade only. 8/26-9/2 Eucharist Miracles Display in Family Center: come and see! For all parishioners.	AUGUST '23 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			JANUARY '24 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				1- 7 NO CLASSES: Christmas Break 1 Mary Our Mother of God-HDO 10 CLASSES RESUME 15 M.L. King Day							
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6 NO CLASSES -Advent Mission – Sonja Corbitt 8 Feast of the Immaculate Conception-HDO 11 SMA Penance Service Dec 17-Jan 7 – NO CLASSES: Christmas Break	DECEMBER '23 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	MAY '24 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	5 & 8 LAST CLASSES First Holy Communion Masses: 5/4/2024 Confirmation Masses: 5/11/2024 VBS June 10-14, 2024																					
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Highlighted Box = NO CLASS **Dark Border=Class Day** HDO = Holy Day of Obligation RE Office: 770-516-9699
Visit: www.saintmichaelcc.org for updated calendar & PSR information \$28.00

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Visit: www.saintmichaelcc.org for updated calendar & PSR information

5/28/23

BEFORE CLASSES BEGIN

The following has been compiled to help you prepare to teach:

- Take advantage of all orientation meetings and workshops.
- Become familiar with the layout of the building and classrooms. The supply cabinet in each room is equipped with generic supplies necessary for each grade. Additional materials are available to you in Room 213, the Catechist's Resource room.
- Check out the resource material available to you –books, music, activities, DVD's, craft, puppets, games, posters, and art supplies.
- Become familiar with your Lesson Sequence, PSR yearly calendar.
- Ensure you have online access to all leader materials, videos as assigned.
- Email a letter of introduction home with the student introducing you to their parents. Outline any specific expectations you have for the class, items needed such as a notebook, catechism, or Bible. Provide parents with your contact information- email.
- Catechist leader guides: any leader guide given to you is yours to keep, so mark them up!
- Pray:
 - Invoke the Holy Spirit's guidance in all your preparations and to guide you during class.
 - Pray for all your students and their parents.

STUDENT BOOKS: CONFIRMATION PREP

- *Chosen* Student Book: each Confirmand receives a book-**used for 2 years;** \$20 to replace
- *Chosen* Parent and Sponsor Books:
 - Each family receives a set at the parent meeting. These are available in Spanish
- Assignments for each lesson should be given, especially the Challenge for the Week
- Year1: Chastity program: *True Strength/True Beauty*
- Year 2: *Altaration* program

Have the student write their name on the book's inside front cover!!

• **Student Attendance/Absentee Policy**

- Regular attendance in PSR class is extremely important for continuity in faith development and faith experience. Attendance in Faith Formation program is required, especially for sacramental preparation classes. If absences become too frequent, the student will not be able to receive credit for having attended that year, regardless of grade. If the student is in a sacramental preparation grade, the conferring of the Sacrament may be withheld.
- **An attendance rate of 80% of scheduled classes is required by the Archdiocese.**

Confirmation Prep

ATTENDANCE POLICY AND PROCEDURE:

- For those classes preparing students for the reception of the sacraments, no more than **five** total absences will be permitted.
- Please keep accurate attendance records.
- When a student is absent, call/email/text the family and ask how he/she is. This is “your” teen, contacting them is showing that you care about him/her, that they were missed.
- After 4 absences the catechist should notify the DFF.

Make-up Work: all lessons missed from Chosen, True Strength/True Beauty and Altaration need to be made-up and submitted within 2 weeks.

- Use the Make-up Form.
- If make-up work is completed, **write an M over the A on the Attendance sheet.**
- **Making-up classes doesn’t mean they can miss more than 5 classes!**

NOTE: If a student is going to miss more than 5 classes, their parent needs to come and talk to you **ahead of time** so that a “plan” can be agreed upon. Write it down in an email and copy the DFF. If you’re not sure, contact the DFF to attend your meeting with the parent. The DFF is willing to work with the families on an individual basis to come up with a plan –this is with the support of the catechist.

Note: If you wait until March/April to tell the DFF your student has missed more than 5 classes you’ve taken away any leverage the DFF has with the families. Please don’t wait—the DFF relies on you.

ATTENDANCE SHEETS

Each class will be provided an **Attendance Sheet** located in the Blue Folder in the class mailbox in Room 213 Catechist Resource Room.

- The attendance sheet will be updated as students are added to a class or change classes.
- Should an attendance sheet be updated or changed, please transfer all relevant attendance information to the updated sheet.
- **We will maintain a comprehensive record at all times by stapling newer sheets to the top of the older attendance sheet in the blue folder. This is important as this is the only permanent record of attendance we have.**
- It is important to return the attendance sheet to your mailbox at the end of each class session. If for some reason you are unable to attend the next class and your sheet is missing, it is difficult to annotate attendance properly.
- **DO NOT ACCEPT STUDENTS NOT ON YOUR ATTENDANCE SHEET.**
Please send these students to the Faith Formation Office. There have been instances of students moving to classes of their own choosing.

ATTENDANCE SHEET NOTATIONS

- Attendance should be taken at the beginning of each class.
- For uniformity, catechists should use the following notations in the boxes:
 - Present = \checkmark
 - Absent = **X**
 - Tardy = **T**
 - Excused = **E** (parents notified in advance)
 - Absent that day but make-up work is completed = **M** (Write an **M** over the **A**)
 - Class Canceled = **C**

PLEASE MAKE YOUR NOTATIONS LEGIBLE!!

BLANK

Class: Attendance Records (Class)

Class: 4B-Sun11 Grade: 4 Term: PSR 2017-2018

Class: Attendance Records (Class)

St Michael The Archangel Parish |
Woodstock, GA

Class: 4B-Sun11 Grade: 4
Term: PSR 2017-2018

C = Canceled

Attendance Records

Students: 9

✓ Present T Tardy x Absent E : Excused

Student	8/13 1/28	8/20 2/4	8/27 2/11	9/10	9/24	10/1	10/8	10/15	10/22	10/29	11/5	11/12	11/26	12/3	12/10	12/17	1/14	1/21
Dellaero, Gavin																		
Ferguson, Daelyn																		
Guevara, Addison																		
Guzman Ramirez, Maria																		
Hix, Eva																		
Neuman, Julia																		
Powell, Olivia																		
Preuss, Emily																		
Soliz Lopez, Gabriela																		

**The back of this page will have the
second semester.**

**There will be a date on the
bottom.**

**Keep ALL attendance sheets.
Current will be stapled on top.**



CONFIRMATION PREP MAKE-UP FORM FOR MISSED CLASSES

(Catechists: complete this form and hand out or email to your student to complete).

CATECHIST NAME: _____

CANDIDATE NAME: _____

Date of class missed: _____

Lesson/Chapter missed: _____

DATE DUE: _____

DATE SUBMITTED: _____

Catechist's assignment for that week (if any):

1. Read through the chapter.
2. Complete and document the following from the chapter:
 - a. See the Video Access Instructions document found on the website under Confirmation Prep Forms. This will explain how to access the online videos and digital workbook.
<https://www.saintmichaelcc.org/confirmation-prep-resources>
 - b. View the videos with your parents.
 - c. Pick a Challenge of the Week and complete it. Write down your experience, as indicated on that page.
 - d. Complete the Taking It Home section.
 - e. Review "What's That Word?"
 - f. Review "Any Question?"
3. Parents: using your Parent Guide:
 - a. Read the lesson overview.
 - b. Have a conversation with your teen using the Conversation Starters. (Teen- write down some of the ideas, topics discussed. Use the back of this page).
 - c. Please sign below - indicates your teen has completed all the make-up items.
4. Complete any other items that your catechist assigned.
5. Hand in this paper to your catechist within two weeks of your missed class.

Parent Signature: _____

[illegible]

CLASS ROSTERS

Class Rosters are provided in the blue folder.

- Each class will receive a student roster with the names, addresses and telephone number of the students in their class. We will update the list frequently during the first part of the year. Each catechist should take home a **copy** of the roster so that they can make phone calls to the student's home if necessary. It also has the cell phone numbers of the Faith Formation staff working during your class.
- **It is imperative that catechists do not make informal changes to the Rosters.**
- **All student changes MUST be approved and processed through the Faith Formation office.** This ensures the safety of our children since we are responsible for their whereabouts and wellbeing while under our care.
 - This means that if a student is NOT listed on your roster, you must escort the child to the Faith Formation office where their correct class will be determined.
 - DO NOT add them to your roster, even if asked by a parent. Please direct parents to take their child to the Faith Formation office to determine correct placement.
- NOTE: in the first month of classes, you may get updated Rosters weekly. Please keep all rosters in your blue folder. A new roster is provided whenever students are added or removed from your class.
- You may staple them together with the most current on the top.
- NOTE: the Class Roster has a date.

Class Rosters & Schedules

St Michael the Archangel Parish | Woodstock, GA

Term: PSR 2022-2023 Sort: Grade > Class

Grade 10 > 10D(M)-S345, rm207

Leaders (1)

Leader	Role	Address	City	ST	Zip	Home Phone	Cell Phone	Email
Connolly, John	Catechist	605 Knollwood Ct.	Woodstock	GA	30188	770-361-0096	770-826-4468	jfconnollypc@gmail.com

Students (7)

Student	DOB	Age	Address	City	ST	Zip	Parents	Primary Ph.	Family Email
Avery, Garrett	12/30/2006	15	1210 Old Orange Mill Road	Canton	GA	30115	Christopher Avery & Evelyn Avery	770-704-9949	eravery1965@gmail.com
Bourne, Andrew	12/05/2006	15	123 Towey Trail	Woodstock	GA	30188	Scott Bourne & Jennifer Bourne	404-435-1250	bournejennifer@hotmail.com
	Student Notes: 2020-21 h/s 8th completed								
Gantes-Lopez, Kevin	12/14/2006	15	263 Herndon Ln Apt 211, Apt 211	Canton	GA	30114	Rogelio Gantes & Maria Gantes	770-369-5930	rogeliogantes@live.com
Palzewicz, Jonathan	04/09/2007	15	125 Hedgewood Ln	Canton	GA	30115	David Palzewicz & Dawn Palzewicz	678-637-3568	dpalz@icloud.com
Saucedo, Khristian	07/13/2007	15	232 Ridge ct	Ball Ground	GA	30107	Jose Saucedo & Vanessa Saucedo	678-770-0750	nenal_18_1987@msn.com
	Student Notes: FHC@Confirmation Mass 2023								
Tully, Joseph	02/02/2007	15	405 Whisper Wind Ln	Woodstock	GA	30188	Matthew Tully & Rachelle Tully	404-474-8632	thetully5@comcast.net
Yoo, Julian	06/14/2006	16	904 Bendleton Dr	Woodstock	GA	30188	Sunghun Yoo & Lurdeska Yoo	678-401-6035	lurdeskayoo@gmail.com

CATECHIST RESOURCE ROOM 213

A Catechist Resource room is provided for your use. Young children are not allowed in this room as it is not childproofed.

Some of the items available in this room are:

- **CATECHIST MAILBOX ; BY Grade/Class with Catechist Names**

Catechists with classes held downstairs will find their mailbox in Room 103. Catechists with classes upstairs will find their mailbox in Room 213, the Resource Room. Catechists with classes in the Parish Hall will find their mailbox on the side of the brown cabinet in the Parish Hall. Your mailbox will hold your blue catechist folder and any handouts. Anything large will be in your crate.

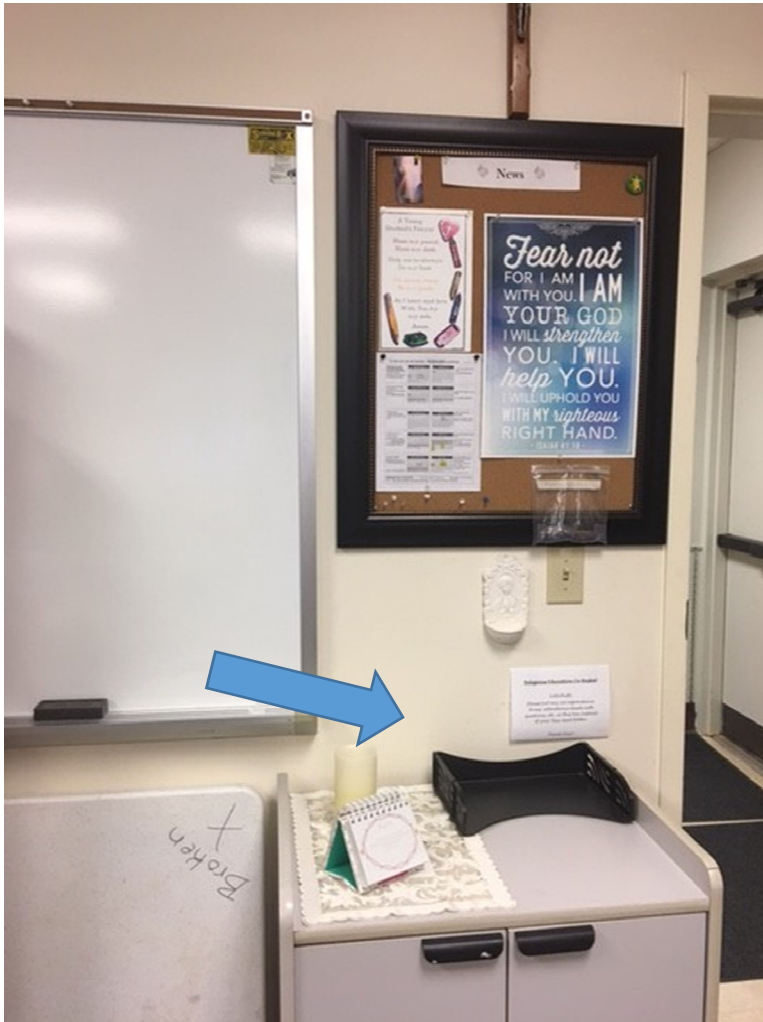
Please **DO NOT** leave notes for Faith Formation staff inside of your blue folder. There is a clear plastic file container on the Hospitality table: please use this to drop off any forms, notes, etc. for the Faith Formation Office.

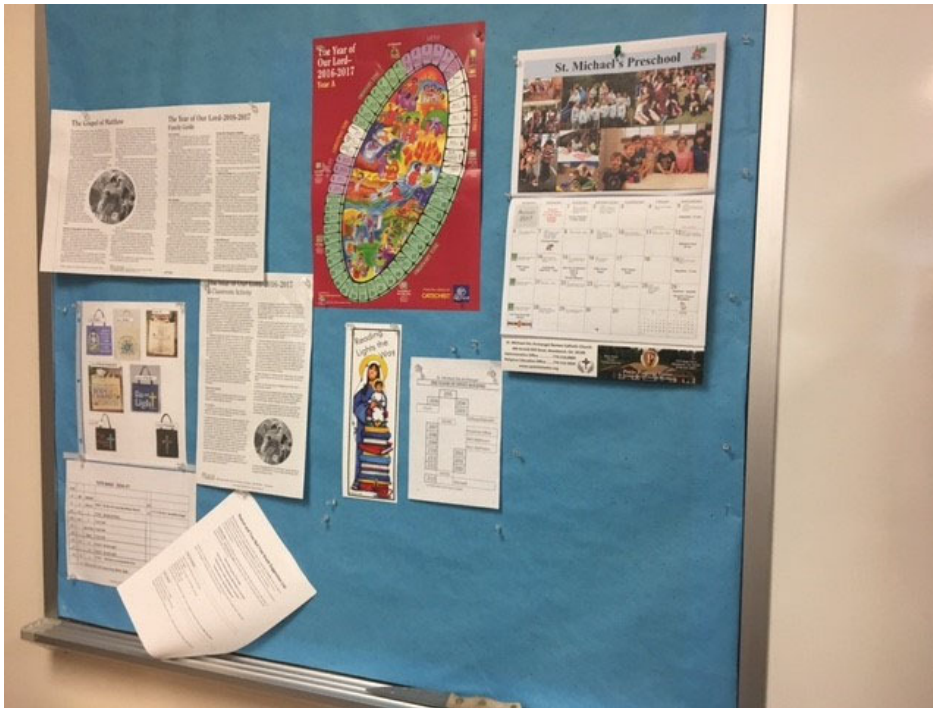
Blue catechist folder will contain:

- Attendance Sheet
- Class Roster
- PSR Calendar
- Lesson Sequence



LEAVE ITEMS FOR PSR STAFF IN THE BLACK INBOX





Board with Catechist List

-by Grade/Day/Class

--Room Assignment

Lesson Sequence and Calendar:

Please keep one copy with your materials. Another Lesson Sequence sheet is attached to the inside of your folder, a calendar will be inside the folder. At the end of each class, please note next to the appropriate date what chapter/page you covered during the current session. In the event a substitute has to teach the next class, this information can be used for class preparation.

**PLEASE LEAVE THE BLUE FOLDER IN YOUR MAILBOX.
DO NOT TAKE THEM HOME.**

- **CLASS CUBBIES**

There is a large white cabinet in each classroom. Cubbies in the cabinet are marked with the class day/time

-Classes in the Parish Hall, Rooms 204, 205, 206, CR A, CR B and first floor are in the room cabinets.

Each cubby contains:

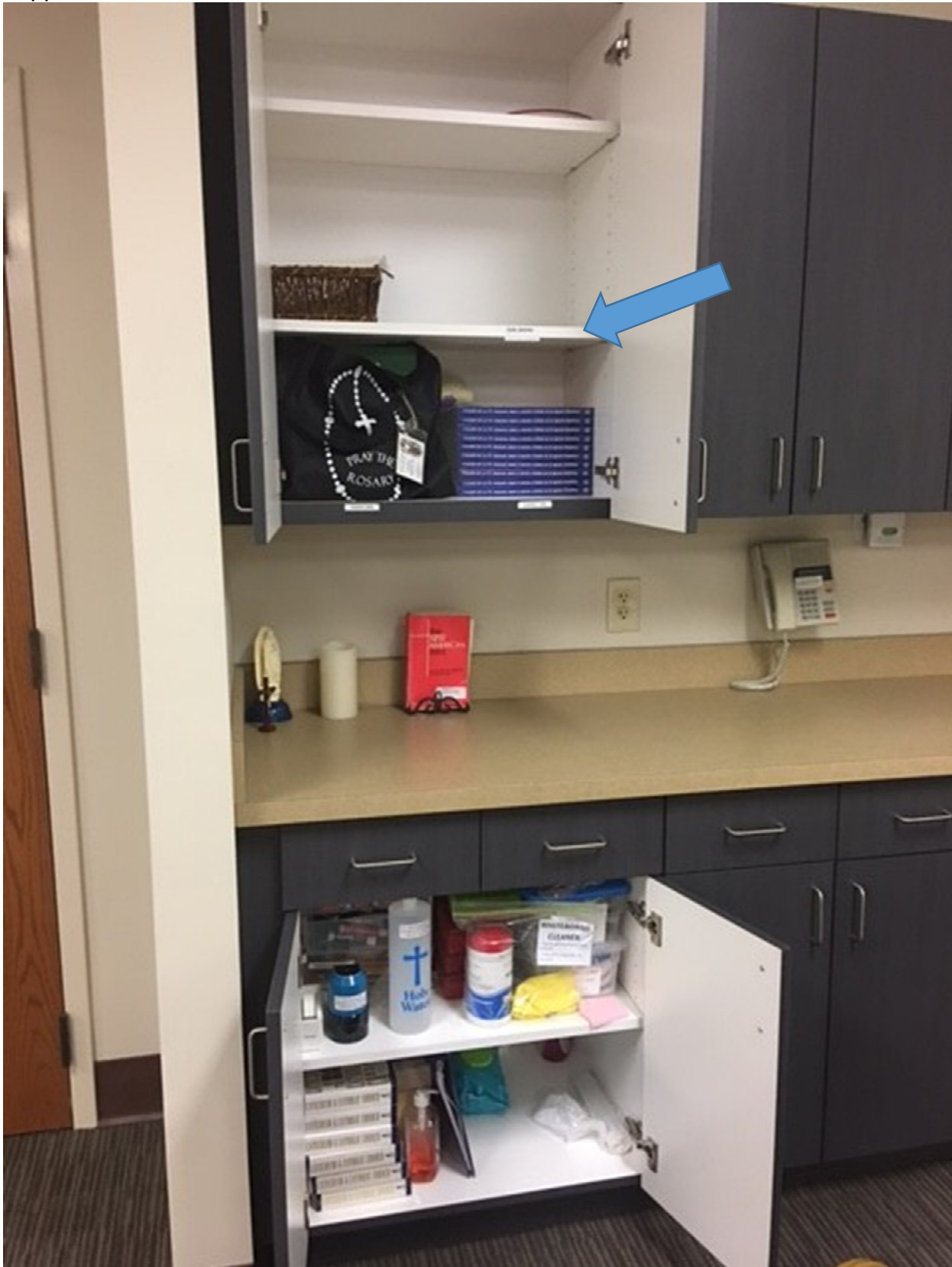
1. Student books
2. Any items you'd like to store



Each cubbie is labeled with the Day/Time



Supplies in Room Cabinets:





- **Flat Screen TV'S and BlueRay**

All classrooms have Flat Screen TV's.

DVD players are attached.

The plug for HDMI connection is on the wall below the TV.

Remotes are on the shelf in most rooms.

Rooms 204, 205, 206, CR A, CR B are in a cabinet.

All TVs are hardwired - no longer need a laptop if accessing the internet.

Keyboard is available to surf the internet.

Instructions are on the shelf.

HDMI cable will be on top of the cabinet or on the wall shelf in a Ziploc bag. To connect your laptop, use HDMI outlet on the wall below TV.

We have a couple laptops in case you forget yours.

- **Copy Machine**

-There is a copier in the Resource room for your use. No code is required.

Another copier is in the Faith Formation office which requires a code. **The code for Faith Formation volunteers is 9699.**

-Please notify the Faith Formation staff if the machine has a paper jam, needs repairs, paper or toner. **Please DO NOT try to fix it yourself.**



**File Cabinet:
Confirmation
Prep Forms**

- **Supplies**- craft items, construction paper, additional crayons, markers, office supplies, folders, notebooks, paper, etc. Puppets, costumes, games, puzzles..... Explore!!!

**CONSTRUCTION PAPER, FOLDER, VARIOUS POSTER BOARDS,
PAPER ROLLS, CRAFTS, ACTIVITIES, MASS KITS**



POSTERS AND CRAFTS AREA



First Aide box: A bag of band-aides are also in the top shelf of the cabinets.

CATECHIST ABSENCE

- Never leave your class alone. A catechist or aide should always be present in the classroom while class is in session.
- Plan ahead: whether it is 6 months from now or next week, as soon as you know you will not be able to make a class, inform the Faith Formation office via email or a phone message.
- Substitutes: please do NOT find your own substitute. Substitutes need to have completed the Safe Environment program. The Faith Formation Office has a list of substitutes. If no substitute is available, then the catechist may request one of their student's parents to remain in the class. Once a substitute is located, you will be given the name and number of the substitute. It is your responsibility to instruct this person as to the planned lesson. Any materials and instructions should be placed in your class crate with the name of the substitute catechist.
- Things happen unexpectedly. Traffic is bad; you or your children become ill, etc. As soon as you realize you will be delayed or unable to get to class, please notify the FF Office.
 - **Our cell numbers are listed on the bottom of your roster. Please take a copy of your roster home.**
 - **You will receive a business card with the FF Staff members cell phone numbers listed. Please use only in an emergency. Keep our business card in your wallet so you have our emergency numbers handy.**
 - It is impossible to secure substitutes at the last minute and often we will have to combine classes so that the children will have appropriate supervision.

NO CLASS IS TO BE CANCELLED BY A CATECHIST.

- If the catechist will be unavailable for a class, inform the Faith Formation Office to make arrangements for a substitute, and provide the lesson plan for that week's class.
- **Classes are only cancelled by the Director of Faith Formation.**

CATECHIST COMMUNICATIONS WITH STUDENTS & PARENTS

- All communication outside of the class is through the parents, never directly with the student (ie: send emails to parents, not students; when calling, talk to the parent and then ask if it's OK to talk to the child/teen). All communication to the whole class and parents should be done through Flocknote
- Copies of all communications with parents are to be given to the Director of Faith Formation, either a hardcopy or via a "cc" in the email. Use of Flocknote does not require a copy to the DFF.
- Hispanic Community: Ask the children if their parents need communication in Spanish.
- If needed: use Google Translate to translate English to Spanish for your emails to parents.

CLASSROOMS

1. **Classroom Supplies:** Cabinets are stocked with generic supplies for all grades. If you need supplies replenished or additional supplies, please email the Faith Formation office to request them at least one week prior to your next scheduled **class**. Cabinets are equipped with locks. Someone from FF will unlock them prior to the start of class and relock them once classes are finished for the day.
2. **Corks-strips:** There are corkboards, cork-strips and whiteboards in each room and push pins in the cabinets.
3. **Walls:** **Please do not tape anything to the inside or outside of the doors or on the walls within the classroom.**
4. **Pre-school items:** Most of the rooms are being used by the pre-school. Please instruct your students not to touch or play with the pre-school materials. Do not remove any of the pre-school materials from the walls or the room.
5. **Tables and chairs:** The tables should **not** be folded and placed against the walls. This leaves marks on the walls. If tables are moved, please return them to their original configuration when the class is over. **PLEASE STACK THE CHAIRS AT THE CONCLUSION OF YOUR CLASS.**
6. **White Boards:** Please do not allow the children to write on the boards or walls. ONLY WHITE BOARD (DRY ERASE) markers should be used on the boards.
7. **Parties:** Please keep these to 2/3 per year, i.e. All Saints/All Souls, Advent/Christmas, end of year. If you have a party, please help us by: empty the trash into a large, black trash bag, empty drinks in the bathroom sinks-not the bag/trash can, and take it out to the **dumpster** in the church parking lot. Parties should be limited to the last 15-30 minutes of class.

FACILITY GUIDELINES

- **NAMETAGS:** Catechists are to wear their nametags to all classes. This is a visible sign to all parents and students that you are supposed to be in the classroom.
- **Catechist's Children:** Catechists are asked to be in their classrooms **at least 20 minutes before class**. Catechist's children: speak to your child's Catechist to determine the best time for your child to join their class.
- **"FIELD TRIPS"-ON CAMPUS:** Parents expect their children to be in a classroom setting. **For safety and liability reasons, you must inform the Faith Formation office via a written note listing date, time, and location if you will be taking your students outside of your classroom.** Please write this info on your room's whiteboard as a reminder to all of us.
- **Open Flames:** No lit candles in the classroom at any time.
- **Messy Crafts:** The use of messy craft item such as glitter, sequins, sand, Play Dough, paint, etc. is prohibited due to time constraints and the mess these types of items create.
- **Flammable materials:** Use of any flammable materials, spray paint, spray glue, etc. is prohibited.
- **End-of-Class:** Classrooms should be left neat for the next class. Reset the room for the next class by stacking chairs, cleaning the whiteboard, wiping tables, vacuuming, and throwing out the trash. Small messes should be cleaned up using the supplies in the classroom cabinet. At the end of each class, students should be asked to assist catechists in stacking chairs (and moving tables, when necessary).

CLASSROOM DISCIPLINE

All disciplinary action should be administered with Christian love. Good discipline is a part of Christian education; be firm and consistent. It is necessary to establish order in the classroom.

***** Please review this information with your class at the beginning of the school year. *****

- Catechists need to present and review their classroom guidelines with their students during the first class.
- Students are expected to show respect to all catechists, clergy, other adults, and other students at all times.
- Appropriate courtesy is expected from all children regardless of age.
- Parents and catechists should instruct the children in proper forms of address, manners, and behavior toward these adults.

All catechists are encouraged to notify the FF staff of any serious or on-going discipline issues in a timely manner (no later than the second or third week of disruption) to avoid undue stress and classroom interruption.

In the event that a student's classroom behavior is disruptive, the catechist should:

- Not allow the disruptive situation to continue to persist in the classroom
- Not embarrass the child in front of classmates
- Speak to the child and try to encourage the student to change their behavior
- If the student continues to be disruptive, send the student to the Director of Faith Formation who will speak to the student. Do this the second time the student is disruptive.
- If this attempt is not successful, the parents will be contacted by the DFF and asked to work with their child and the catechist to have this behavior corrected.
- Talk to parents if necessary
- If this doesn't work, a parent conference with the Director of Faith Formation, catechist and Pastor will be scheduled. This may lead to removal from the Faith Formation program.

*****Please do not delay contacting me if a student continues unacceptable behavior!
The longer you let it go, the harder it is to deal with the situation and with the parents.**

CELL PHONE USAGE

- ALL CELL PHONES ARE TO BE COLLECTED AS THE TEENS WALK INTO THE CLASSROOM. PLACE IN THE BIN PROVIDED.
- EAR BUDS ARE NOT ALLOWED! SMART WRIST WATCHES SHOULD BE TAKEN OFF AND PLACED IN THEIR POCKETS.
- NO CAPS, HOODIES ARE ALLOWED INSIDE THE CLASSROOM- used to hide ear buds.
- If the Catechist is asking the students to use their cell phones for an activity—it's OK. Just have them put them away once done
- If the Catechist is NOT asking the students to use their cell phones for an activity:
 - The use of cell phones and all electronic devices (such as but not limited to MP3 players, IPODs, PDAs; ear buds, smart wrist watches) during class is strictly prohibited.
 - Cell phones and all electronic devices are a source of distraction during class time. Cell phones and all electronic devices need to be turned off before the opening prayer in class and must be put away until after dismissal.
 - THE FIRST TIME A STUDENT IS UNWILLING TO COMPLY, LET ME KNOW IMMEDIATELY AND I'LL CONTACT THE PARENTS.

FIGHTING AND BULLYING

- Fighting and bullying will not be tolerated in or out of the classroom.
- Incidents will be brought to the attention of the DFF and the Pastor immediately.
- Each case will be handled individually.
- Fighting and bullying can result in immediate removal from the program.

DRUGS AND ALCOHOL

Drugs, alcohol, and tobacco products are not allowed at any time in any event associated with the faith formation of minors at St. Michael's. This includes grade school Faith Formation and Confirmation preparation programs for our high-school students. Incidents will be handled on a case-by-case basis but will be immediately referred to the DFF and the Pastor for consideration. Consequences can include but are not limited to:

- Removal from the program and written notification to permanent files.
- Possible legal action, including arrest and prosecution in the case of alcohol and drugs.
- Recommendation of treatment for habitual offenders.

INAPPROPRIATE BEHAVIOR

- Inappropriate touching or indecent, overt sexual behavior while in attendance at a church function or Faith Formation event, including class, will not be tolerated.
- Foul or abusive language will not be tolerated. This includes mild as well as serious cuss words, name-calling, or similar vocal degradation.
 - Incidents will be brought to the attention of the DFF and the Pastor immediately.
 - Each case will be handled individually.
 - May result in immediate removal from the program

St. Michael the Archangel Faith Formation/PSR

EMERGENCY PROCEDURES

Adults: model calmness to instill calmness in the children.

Fire

1. Line-up children quickly and take a quick head count. Take the attendance sheet- does your head count match? Ensure ALL children are in line. Leave your classroom in an orderly manner with the catechist at the end of the line. Turn off lights and close door when leaving. Conduct another head count on your way out of the classroom. Proceed to the designated meeting place as assigned below.
2. At the designated meeting place use the attendance sheet to conduct another head count–
3. Give the number of children accounted for to the Director.
4. The Director will let you know when the “all clear” is sounded, then return to class.
5. **If the fire alarm goes off you will act as if it is REAL!**

Designated meeting places for PSR classes in case of Fire:

All SECOND FLOOR classes: exit through the double doors and continue across to the farthest ends/corners of the parking lot. If this route is blocked, then proceed to the stairwell closest to your classroom and go to the lower level and exit to the far side of the parking lot via the Church’s front doors. Rooms 204, 205, 206, 207, 208, 209, exit via the door leading to the Church. Rooms 200, 201, 202, 203, 210, 211, 212, exit via the stairs leading to the Lobby.

All FIRST FLOOR classes and offices: exit through the Lobby, through the front doors and continue to the far side of the parking lot.

All PARISH HALL classes and NURSERY: exit through the front doors into the parking lot and continue to the far side in front of the prayer garden.

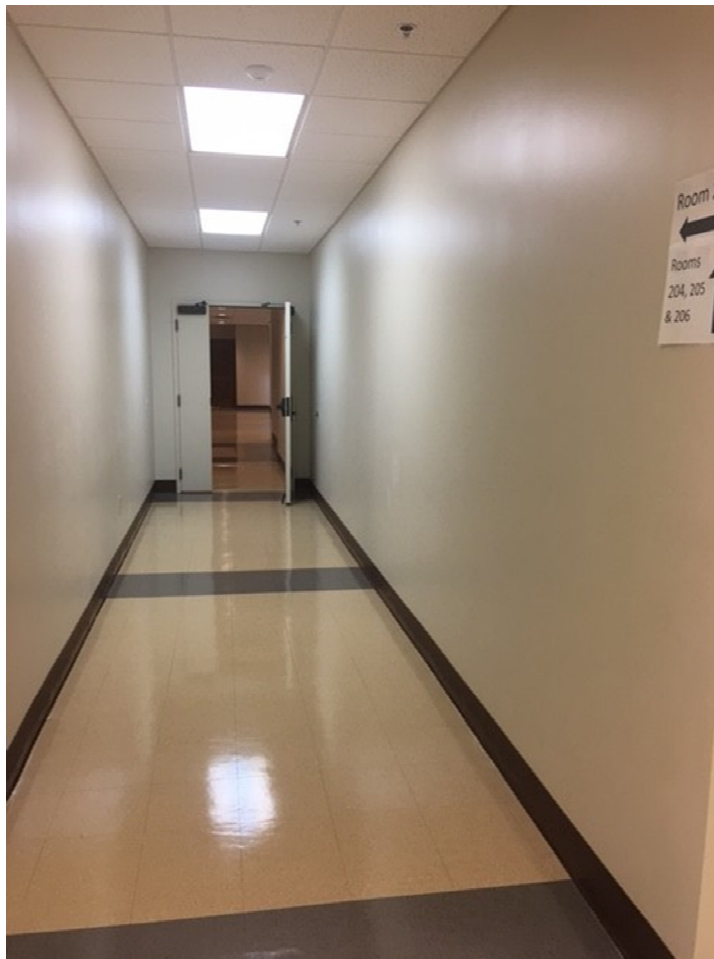
Lock Down

In the event of an intruder, the following rules should be followed:

- a. A message will be given to each of the classrooms –a call throughout the PA system in the building, a visit to your classroom or possibly a call or text message on a cell phone
- b. Catechists: immediately lock the class door, place the magnet over the glass, and have the children sit calmly away from windows.
- c. The Director will come to each classroom to let you know when you can resume activities.







EMERGENCY PROCEDURES

Adults: model calmness to instill calmness in the children.

Tornadoes

GOAL: move as many children as possible downstairs and into stairwells. All others stay in upper hallway.

Designated places for PSR classes in case of a Tornado:

All SECOND FLOOR classes: Catechists, taking the attendance sheet, escort children into the hallway. Close the class door. Starting with classrooms closest to stairwells: calmly escort children down to the bottom. Seat them closely together to allow as many children as possible to fit in the stairwell. Use the steps. Use all rooms without windows including bathrooms, offices, hallways, stairwells and the lobby. Have the students assume the duck and cover position against the walls.

All FIRST FLOOR classes and offices: Catechists, taking the attendance sheet, escort children into the hallway. Close the class door. Have the students assume the duck and cover position against the walls. Additional space is available in all offices, conference rooms, hallways, lobby, bathrooms, and stairwells.

All PARISH HALL classes and NURSERY: Catechists, taking the attendance sheet, escort children through the doors and over to the Church's back stairwell door or kitchen door and into the first-floor hallway. Have the students assume the duck and cover position against the walls.

++ All children who are outside will come inside immediately if there is time. If you are outside and cannot come in, take cover in a low-lying place away from the building. If in the open, drop to the ground and curl-up. Cover your face with a garment to prevent suffocation.

Stay in the position until the clear is sounded. The Director will listen to the weather radio/TV/internet for information.

1. A **WATCH** refers to the **possibility** of tornadoes or thunderstorms occurring between certain hours in specific areas. Persons in the watch areas should not interrupt their normal routine.
2. A **WARNING** **states that a severe thunderstorm or tornado has been sighted or detected by radar and a specific area may be in danger for a time.** Everyone should take cover immediately.

WWW.FORMED.ORG

Step 1: go to www.formed.org

Step 2: access your account via your password or to create an account: click on "Sign up"

STEP 3: choose "Sign up as parishioner"

STEP 4: enter "St. Michael the Archangel" or zip: 30188

STEP 5: follow directions to complete your account set-up.

Confirmation Prep Year 1:

True Strength/True Beauty videos, leader guides and student booklets are available on FORMED.ORG

There may also be lesson plans using items from here.