

CONFORMED BY CHRIST

WE WELCOME, FORM, FILL, & SEND



**IMMACULATE
CONCEPTION**

CATHOLIC CHURCH & SCHOOL

Immaculate Conception Church

Faith Formation K-12

Welcome

I know many of your children and teens have begun their school year. In school they learn many different subjects. The one subject missing in public schools is religion. Let us give our children an opportunity to build a true and lasting relationship with God.

Our Faith Formation program is held on Sunday throughout the ICC campus, and we offer classes from Kindergarten to High School. Registration forms are in the church office or online (www.immaconception.org).

At baptism, parents promise to raise their children in the Catholic Faith. The Faith Formation Program exists to assist in the catechetical formation of your children.

The purpose of this handbook is to provide you with information and the expectations of the Faith Formation K-12 Program of Immaculate Conception Parish.

Class Time

Faith Formation K-12 is held on Sunday mornings at 9:15 a.m. to 10:30 a.m.

- Students should have already gone to the restroom, or had a drink of water, and be in the classroom, seated and ready for class to begin at 9:15 am. Tardiness interrupts the flow of teaching. Class time is limited, and your help is greatly appreciated.
- Outside food and drink are not allowed in the classrooms.
- Class ends at 10:30 am. Please pick up your child/children in the FLC Social Hall.
- Cell phones are to be turned off and put away during class time. If a student is found using a cell phone—for any purpose—the cell phone will be collected, and the parent will be asked to retrieve the cell phone from the catechist or Director.

Behavior

Our faith formation catechists are VOLUNTEERS. They give their time freely to help you build a foundation of faith in your child/children. They deserve respect from all concerned.

All students are expected to conduct themselves in a Christian manner by respecting the catechists, each other, and church property. Misbehavior in class will not be tolerated. If there is a problem, the catechist and the Director of Faith Formation will contact the appropriate parents and solicit their assistance. Parents of a student with chronic behavior issues may be asked to attend class with their child and this will require the parent to pass a background check to remain in the classroom.

If a problem arises with a child:

- 1st:** The catechist will try to resolve the issue by speaking to the child about their behavior.
- 2nd:** If there is no improvement, the catechist will speak to the parent about the issue.
- 3rd:** If there is still no improvement, the Director will speak to the parents.
- 4th:** If the child is still disruptive, at the discretion of the Director:
 - The parent/s will be asked to attend class with their child.
 - The parent/s will be asked to home school their child.

Safety

A parent must accompany their student to the classroom and sign them in/out if they are in an Elementary grade. Parents dropping off students must make sure their student goes to the classroom.

- We cannot be responsible for the safety and well-being of a student who has not reached the classroom.
 - Once a student is in the classroom, he/she WILL NOT be allowed to leave the room without permission from the catechist and supervision by a volunteer.
- At the parents' request, we can inform parents of a student's attendance to let them know their child is reporting to the classroom.

Sacramental Classes

First Reconciliation, First Holy Communion, and Confirmation require a little more attention than other classes. Because of this, preparation for these sacraments will be **two years**. First Reconciliation and First Holy Communion preparation will begin in 1st grade and the sacrament will be received in 2nd grade. Confirmation preparation will likewise start the year before, 7th grade, and be received in 8th grade.

Those students who require the Sacraments but are at a different grade level than the usual will be put into a special class for sacramental preparation and the preparation period will also be **two years**. A Catholic in good standing has a right to receive the Sacraments, but it is the responsibility of the Pastor to ensure that those receiving a Sacrament for the first time have been properly catechized. This cannot be accomplished without your help.

Parents enrolling children in a sacramental preparation class will be asked to provide a copy of the student's baptismal certificate. Students in Sacramental Preparation classes may not have more than **three absences per semester**.

QR Codes

Sunday Mass is a weekly obligation for ALL Catholics. To show the importance of weekly participation in the sacrifice of the Mass, **we require proof of Mass Attendance** for any students receiving First Holy Communion or Confirmation during their 2 year preparation program. Every Sunday that Faith Formation classes are in session, Mass attendance is tracked for Sacramental students through **QR codes**. Simply scan the QR code with your phone and fill out the form. The codes are only active during the Sunday Mass times (including the Saturday Vigil Mass). The QR codes are located at the front of the church, one next to the Sacristy door near the choir side, the other near the Mary statue and votive candles. The QR code paper has instructions on it for when attendance is tracked.

First Reconciliation:

First Reconciliation/Confession is received prior to their First Holy Communion. The Diocesan policy states that those preparing for the sacrament must be in 2nd grade or are 8 years of age. Soon after classes have begun parents will be provided with information about the knowledge students must master prior to receiving the sacrament. This will include the basic Catholic prayers (see appendix) that must be recited, the prayers used in confession, and basic knowledge about the sacrament. Parents will need to work with their children at home to help them master this information and know their prayers. **First Confession will be held the Third Saturday in February after the 9 a.m. morning Mass in the Main Church.**

First Holy Communion:

First Holy Communion takes place in the 2nd grade and occurs the second Saturday in May at 10 in the morning. Again, soon after classes have begun, parents will be provided with information about the knowledge students must master prior to receiving the sacrament.

All candidates for First Communion must present a copy of their baptismal certificate along with the sacramental information sheet provided. Paperwork must be turned in by December 31st.

1. Dress code for First Holy Communion:

Girls: White dress (veil is optional), white socks and white dress shoes. (St. Mary's Bookstore can provide veils. This will be discussed in the meeting with parents.)

Boys: White shirt and black tie with black pants (suit or sport coat is optional), black dress shoes and black socks.

Older children who have not made their First Confession and/or First Holy Communion will join a special class and will be prepared for the sacraments with older students.

Confirmation:

The Sacrament of Confirmation is done during the 8th Grade year. The Diocesan policy states that those preparing for the sacrament must be in 8th grade or 13 years of age. Older students and adults who have missed the opportunity to receive Confirmation will be provided with a special program of preparation.

1. **All candidates for Confirmation must present a copy of their baptismal certificate along with the sacramental information sheet provided. Paperwork must be turned in by December 31st.**
2. **All candidates must participate in a pre-confirmation retreat**, for the date, please check the Faith Formation Calendar.
3. Candidates will choose a Sponsor. The first choice and most appropriate choice for a Confirmation sponsor is always one of the candidate's Godparents.

4. Confirmation Sponsors must be at least 16, confirmed, and a practicing Catholic. Sponsors will be asked to obtain a letter from their pastor stating that they have been registered in their parish for at least one year and have demonstrated regular attendance at Sunday Mass (a form will be provided). Married sponsors must be in a marriage recognized by the Catholic Church. Parents may not serve as sponsors. A sponsor must be present at the ceremony. If the desired sponsor cannot be present, a proxy can stand in their place. Parents and sponsors must attend a retreat for parents and sponsors to meet the Parish requirements for their student's confirmation.
5. Parents will be provided with the requirements for this program and the knowledge that must be mastered by the students prior to receiving Confirmation. Additionally, the student must complete 20 hours of community service. Of the 20 hours 5 must be spiritual, (communal rosary, adoration of the Blessed Sacrament, etc.), and 15 hours of physical service. A form for keeping track of the community service hours will be provided.
6. The date for Confirmation is set by the Bishop's office. Should the date for Confirmation present an insurmountable conflict, arrangements can be made for the candidate to receive Confirmation at a different date and/or location.
7. **DRESS CODE: from the bishop's office**
Because of the special nature of the occasion, and the spirituality of the place, dress for the confirmation should reflect the importance of the sacrament.
 - a. **For Girls:** Dresses which cover the shoulders and come down to a respectable length near the knee in white or pastel colors. Modest, simple clothing with no large jewelry. Dress shoes, no sandals.
 - b. **For Boys:** Collared long sleeve shirts, (white or pastel in color) with appropriate tie and kaki or

- dress slacks with dress shoes; no tennis/jogging shoes
- c. **Sponsors:** should abide by this same dress code.
 - d. No robes or “stoles” should be worn for the confirmation.

Safe at Last

This is a program mandated for the Diocese by the Bishop in accordance with the Bishops’ Charter for the Protection of Children to promote the children’s safety and to protect them from sexual predators. A schedule of class dates will be provided to inform parents when their child’s class will be taught.

All who serve in our Faith Formation K-12 Program have participated in background checks to further ensure the safety of our children. Anyone wishing to participate in the program, including parents who wish to sit in classes, must complete a background check prior to any contact with children.

If any parent believes that there is a problem with any volunteer or if any parent feels that there is inappropriate behavior toward their child/children by anyone connected with the Faith Formation K-12 program, adult or child, that parent should report their concerns *immediately* to the Director of Faith Formation, the Faith Formation assistant, or the Pastor. As will be explained in parent orientation, *failure to report* an honest concern to the appropriate authority can be considered a criminal offense. All of us are responsible for providing the safest possible environment for our children!

Parents it is your **responsibility** to stay up to date on the latest information for Faith Formation and Sacramental Preparation through our Facebook page “**ICC Office of Faith Formation,**” our webpage “**www.immacconception.org**” or sign up for our “**Flocknote.**”

Cost

One child:	\$50.00
Two children:	\$100.00
Three or more children:	\$150.00

If you have questions or need financial assistance, please contact us. Payments can be made online, in the Church office, or the Office of Faith Formation in the Family Life Center.

Finally

The family is the first church where the most necessary education in the faith begins. A good solid example of faith for your child begins at home. Participate in Mass together and pray together. They learn what they live, and practice what they have learned.

Thank you for your cooperation and support. If you have any questions or concerns, feel free to contact Deacon Garza at the church office.

Sincerely,

**Deacon Juan L. Garza
Director of Faith Formation
931-645-6275 x119
icdre@immaconception.org**

**Pauly Torrealba
Faith Formation Assistant
931-645-6275 x107
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Appendix

Prayers

Our Father (The Lord's Prayer)

Our Father, Who art in heaven,

Hallowed be Thy Name.

Thy Kingdom come.

Thy Will be done,

on earth as it is in Heaven.

Give us this day our daily bread.

And forgive us our trespasses,

as we forgive those who trespass against us.

And lead us not into temptation,

but deliver us from evil. Amen.

Hail Mary

Hail Mary,

Full of Grace,

The Lord is with thee.

Blessed art thou among women,

and blessed is the fruit

of thy womb, Jesus.

Holy Mary,

Mother of God,

pray for us sinners now,

and at the hour of our death.

Amen.

Glory Be

Glory be to the Father,

and to the Son,

and to the Holy Spirit.

As it was in the beginning,

is now,

and ever shall be,

world without end.

Amen.

Act of Contrition

My God,

I am sorry for my sins, with all my heart.

In choosing to do wrong,

and failing to do good,

I have sinned against You,

whom I love above all things.

I firmly intend, with your help,

to do penance, to sin no more,

and to avoid whatever leads me to sin.

Our Savior, Jesus Christ suffered and died for us.

In His name, my God, have Mercy. Amen.

Nicene Creed

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible.

I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end.

I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets.

I believe in one, holy, catholic, and apostolic Church. I confess one Baptism for the forgiveness of sins, and I look forward to the resurrection of the dead and the life of the world to come. Amen.

Resources

FORMED

Each family is encouraged to sign up for a free account (a gift from IC). FORMED provides the very best Catholic content from more than 60 organizations to help parishes, families and individuals explore their faith anywhere. Supporting thousands of movies, children's programs, ebooks, audio, parish programs and studies direct to your browser, mobile or connected device.

1. Go to signup.formed.org
2. Sign up as a Parishioner and Select your parish (Immaculate Conception Church Clarksville, TN)
3. Register with your name and email address.
4. Check that email account for a link to being using FORMED.

AMEN App

Additionally, the producers of FORMED have developed a prayer app, the AMEN app, which has resources for prayers for families and individuals. The App is free, and we encourage families to take advantage of this resource.