**St. Kieran Catholic Church**

**53600 MOUND ROAD, SHELBY TOWNSHIP, MI 48316**

**586.781.6515**

 Dear Parent:

 We are happy to announce that we will be continuing our online registration procedure for Faith

 Formation this year. *My Own Church* is a safe and secure portal that is used by many parishes in our

 area. Instructions for registering for *My Own Church*, Faith Formation and payment fees and options may

 be found below. If you have already registered for *My Own Church,* you do not need to re-register. You can

 just follow the directions for registering for Faith Formation.

 Online registration will be available May1st. If you choose to register in person, please call the Faith Formation
 office to set up an appointment and we will be happy to assist you.

 Session options listed below:

 Sunday @ 9:30-10:30am **Pre.K, Kdg and 1st grade**; Weekly program per schedule

 Sunday @ 11:30-12:45pm  **Family Formation 1st Sunday of the month.**

 (including Mass) Kindergarten-5th grade. One parent must also attend.

 Once a month, per schedule, begins October 1st.

 Tuesdays 4:30-5:45 Weekly meeting with Catechist**. New this year:**
 Weekly Faith Formation for Kindergarten-5th grade.

 Weekly program, per schedule, begins October 1st.

 Sunday @ 11:30-12:45pm **Family Formation Confirmation Prep 2nd Sunday of the month.**  (including Mass) 8th Grade one parent must attend.

 Sunday @ 11:30-12:45pm **Sacrament Preparation for First Reconciliation and First Eucharist**

 (including Mass) **3rd Sunday of the month. (usually 2nd grade year)**

 One parent must attend with Sacrament Prep Child

 (Children must be enrolled in regular faith formation)

 Friday @ 6:30pm S**ixth Grade-** Once a month on the first Friday of the month starting October 6th.

 Friday @ 6:30pm  **Seventh Grade-** Once a month on the first Friday of the month starting October 6th.

 If you are registering a child new to our program and he/she was not baptized at St. Kieran, we will

 need to see the **original** baptism certificate. We will make a copy and return the original to you.

 If you have any questions, or need help with registering, please contact Trisha at 586-781-6515 ext. 116

 or by email trisha@stkieran.org. If you have any questions regarding the appropriate class, please

 contact Rose (pre-K through 5th grade) 586-781-6515 ext. 117 or Susan (6-8th grade), 586-781-6515 ext. 112.

**Instructions**

***My Own Church*/Faith Formation Registration**

The *My Own Church* application in Parish SOFT Family Suite is your personal portal to your family's church

records. This application enables you to quickly and easily view and make changes to your own church records.

You can do this anytime and anywhere from any Web-enabled device as long as you have an Internet connection.

*My Own Church* uses Parish SOFT's technology to give you secure and personal access to the information in

your family and member records. You can access your personal records using a smartphone, tablet, or computer.

As a church member and registered user of the Parish SOFT Family Suite, you can log in and perform any of the following tasks in *My Own Church:*

 ●       Manage your own church records and keep your personal information accurate and up to date.

 For example, if you move or change phone numbers, you can quickly and easily log in to your

 account and update this information for yourself.

 ●       Add a record for a new family member.

 ●       View your personal giving history. You may also access at year end for tax purposes.

 ●       Upload a family photo and individual photos of family members.

Changes you make are processed electronically. **Note that any changes you make to your records must first be approved by an authorized church administrator so there may be a short delay in getting your records updated**.

**To Register for Faith Formation:**

You must log in to <https://detroit.parishsoftfamilysuite.com> to create a user name and password, if you have not already done so. Please remember your log-in and password. **Once this is done and upon approval from the parish** (this may take up to a week), you may then log in to select your desired class. Please note that you may only select one class per child. Reconciliation will automatically be selected for all second-grade children or those preparing for First Eucharist. You will receive an email when your information has been received. Open registration will begin May1st through May 31st.

**How to register:**

1. Choose the **Faith Formation Registration** Tab
2. **Choose online registration** on the left **(please note this will not appear highlighted)**
* Step 1 - Review Current Family Details
* Step 2 - Select Enrollment Term 2021-2022
* Step 3 - Add Student
* Choose Student and grade from drop down
* Enter information, including special needs and health or medical needs
* Add your first choice
1. **Save Student**
2. **Submit Registration**

 **5. Pay Now Tab – see the following payment options.**

 **2023 – 2024 Fees**

 Family Fee $50 per family

 Materials Fee $25.00 per child

 Sacrament Prep $25.00 per child

 (First Reconciliation and First Eucharist)

 Sacrament Prep $25.00 per child

 (8th Confirmation Prep)

 Example:

 If you have two children to enroll, with one to enroll in First Eucharist –

 Family Fee - $50.00

 Materials Fee - $50.00 ($25 per child)

 Sacrament Prep - $25

 Total - $125.00

 If you have any question regarding calculating the fees, please do not hesitate to contact us.

 **Payment Options**

 1. Select the tab “payments for faith formation”; continue withpayment.

 Your payment is redirected to our “We Share” through St. Kieran, if you have not already

 done so, you may set up an account with “We Share” to make your faith formation payment.

 At this time, you may also choose to enroll for online giving.

 2. You may also send in a check to the above address. Checks should be made out to

 “St. Kieran Catholic Church” and sent to the attention of Nancy.

 3. Pay in person check or cash only.