

# **Saint Luke the Evangelist**



## **Office of Catechetical Formation**

### **Programming Handbook**

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## **Mission Statement**

The mission of the Office of Catechetical Formation at Saint Luke the Evangelist is to aid in the mission of the Church for the salvation of souls. The Office of Catechetical Formation, therefore, seeks to aid the catechetical needs of all individuals. By immersing ourselves in the tradition of the Church, we seek to foster a knowledge of the faith that will lead to a conversion experience and a personal relationship with Triune God that is lived out in the sacramental life of the Church.

# Expectations and Responsibilities of Parents in the Religious Formation of Children

## *Role of the Parent in Religious Formation*

Throughout all of human history the family has been the foundation of human life and the cornerstone of religion and society. It is in the family, also called the domestic church, that one gains the necessary values and virtues to participate in the betterment of society and journey along the path of eternal salvation and communion with the Triune God. The Church, in her wisdom, illuminated upon this reality in the Catechism of the Catholic Church saying:

*The Second Vatican Council, using an ancient expression, calls the family the *Ecclesia domestica*. It is in the bosom of the family that parents are “by word and example...the first heralds of the faith with regard to children. They should encourage them in vocation which is proper to each child, fostering with special care any religious vocation. (CCC 1656)*

Parents, therefore, have an essential moral obligation to not only raise their children in the faith, but also, become models of virtue and holiness to their children. The Second Vatican Council declared the important role of parents in the religious education and human formation of children; and, therefore, the bishops from around the world issued the document *Declaration on Christian Education (Gravissimum Educationis)*. The document states the following concerning the responsibility of parents:

*Since Parents have given children life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators ... Parents are the ones who must create family atmosphere animated by the love and respect for God and man, in which well-rounded personal and social education of children is fostered. Hence the family is the first school of the social virtues that every society needs ... Finally, it is through the family that they are gradually led to a companionship with their fellow men and with the people of God. Let parents, then, recognize the inestimable importance a truly Christian family has for the life and progress of God’s own people.*

The role of parents in the formation of children is necessary. Parents, as models of holiness, ought to encourage their children to recognize the divine mysteries of God, the presence of the Holy Trinity in the sacraments, and help to foster a relationship with the Lord, Jesus Christ; thereby encouraging children to live the moral life and attain salvation.

It is in accordance with these principles, Saint Luke the Evangelist Church seeks to aid parents in the religious education and development of their children through catechetical formation, participation in the ministries and sacraments of the Church, and other formational activities.

## *Expectations of Parents*

To guide parents in fulfilling their moral obligation a list of expectations has been created. This list is not meant to be an exhaustive litany, but rather a list of suggestions.

Parents are to:

- Foster a family rooted in the model of the Holy Family.
- Participate in the sacramental life of the Church; especially through attendance of the holy sacrifice of the Mass on Sundays and Holy Days of Obligation.
- Encourage children to develop a routine of daily prayer; especially as a family.
- Be actively involved in the immediate religious formation and education of their children.
- Participate in the community life of the parish through time and talent.
- In conjunction with the parish, participate in the formation process of the Sacraments of Initiation (Baptism, Confirmation, and Eucharist) and implement these at the appropriate times. (2<sup>nd</sup> grade for Reconciliation and First Communion, 7<sup>th</sup> and 8<sup>th</sup> grade for Confirmation)
- Encourage children to foster their vocation, especially children considering priesthood or consecrated religious life.
- Encourage children to live the moral life.
- Encourage children to develop a love of service, especially to the poor and vulnerable.

## Parish School of Religion

### *Programming*

For the religious formation of students, Saint Luke the Evangelist utilizes the program known as *Alive in Christ*, published by Our Sunday Visitor. The program seeks to offer a comprehensive approach to the process of religious education. The program highlights the following:

- Invites students to hear God's invitation to a personal relationship through his Word and help them to discover and learn the Church's teaching in precise theological language, and teach them how to live as Catholic disciples.
- Mirrors the Divine Pedagogy – The unique catechetical process intentionally mirrors the Divine Pedagogy by forming a Catholic identity and leading children and families to understand and live a life of discipleship.
- Reaches both Parents and Families – Involves parents through a variety of resources that help the entire family grow in faith and equip them with the skills necessary to communicate the truths of the faith to their children.
- Supports Catechists and Volunteers – Provides easy-to-use lesson planning, teaching, and training tools to help catechists, teachers, parents, and volunteers improve their knowledge and catechetical skills and grow in their own relationship with Christ and his Church.
- Features a Unique and Effective Scripture Reflection Process – Students listen for God's voice speaking personally to them through Sacred Scripture and are invited to respond through reflection and prayer.
- Provides a comprehensive online resource for catechists, students, families, and volunteers.
- Implements the six foundational tasks of catechesis which are:
  - Promote a knowledge of the faith
  - Liturgical Education
  - Moral formation
  - Teaching to Pray
  - Education for Community Life
  - Missionary Initiative

To help increase the effectiveness of our program, catechists are provided with goals and objectives for each grade level. The goals and objectives are based upon the standards and objectives set by the Diocese of Cleveland for elementary parochial schools; then realistically tailored to the program for the Parish School of Religion. Teachers are also given the freedom to incorporate supplementary information and activities based in the Catholic tradition to enhance the religious formation of students.

## *Standards and Objectives by Grade Level*

(See Appendix)

### *Student Expectations*

The class catechist/teacher and the Parish Catechetical Leader are responsible for maintaining proper order during classes. They have the authority to discipline students whose behavior is inappropriate. No corporal punishment is permitted. Students choosing not to observe these standards and behavioral expectations may be subject to expulsion from the classroom. Parents will be consulted by the Parish Catechetical Leader and/or the catechist in the case of serious misconduct and disregard for the rules, or negative attitude which is detrimental to the class at large.

Students are expected to observe the following:

- Show respect and consideration for the catechist and other students.
- Silence should be observed in the hallways while classes are in session and in the classroom during appropriate times.
- No food or drink is permitted in the classrooms or hallways unless approved by the Parish Catechetical Leader, or catechist.
- Students will respect the parish property, materials in the classroom, and materials they have been given to use.
- Students are not permitted to leave the classroom unless the catechist has given permission.
- Students are to come to each lesson with an open mind and heart.

### *Attendance Policy*

Regular attendance is a serious parental obligation that promotes the religious formation of students. Irregular attendance may hinder the student's spiritual and intellectual formation. If a student is absent for more than five meetings in one academic year then the student may need to complete remedial work to advance to the next grade.

Students have the responsibility to contact their catechists for missed assignments. These assignments should be completed prior to the next scheduled class.

All absences should be communicated to the Parish Catechetical Leader. Absences which are not communicated to the Parish Catechetical Leader will be considered unexcused.

Students who need to miss classes for an extended period of time should contact the Parish Catechetical Leader to make proper arrangements.

### *Tardiness*

Students who have not reported to their designated classrooms by 6:30 p.m. will be considered tardy. Students who arrive late should report to the Office of Catechetical Formation located with the school building and then proceed to class.

It is important that students arrive on time for class. Tardiness disturbs the class routine and the student's ability to learn and participate. Students who are excessively tardy may be assigned a remedial assignment.

### *Homework*

Homework can be assigned by catechists at every grade level in order to enhance, provide practice, or to extend classroom learning. Homework can be assigned anytime by the catechists. The length of assignments depends on several factors such as the initiative and ability of the student, the type of assignment given, and the environment in which homework is completed.

It is our belief that homework assists students in developing a sense of responsibility, dependability, and time management skills. Students are responsible for managing all aspects of the assignment. Parents should encourage and provide the students with the necessary materials to help students complete the assignment. The involvement of parents should only be to assist the student when necessary to benefit the student.

Catechists may initiate individual policies regarding homework which will be communicated at the beginning of the year, or later in the year with the permission of the Parish Catechetical Leader.

The spirit of homework is not to simply add extra work on the already busy lives of students, but rather aid students in their intellectual and spiritual formation so that they may come to know the Triune God and initiate that personal relationship with Him.

### *Progress Reports*

Due to the nature of our Parish School of Religion Program, we are unable, nor do we find it beneficial, to issue standard grades as a measurement of a student's progress. To attempt to do so would likely provide and erroneous report as well as put an undue level of burden on our catechists.

To solve this problem, Saint Luke has adopted the use of the popular program known as ClassDojo. ClassDojo is a popular program throughout the education community to assess the progress of students. The program utilizes an alternative point based system. Positive attributes, behaviors, and skills allow the student to gain a "plus" point; while negative attributes, behaviors, and skills incur a "minus" point.

#### Examples of Positive Factors:

- Helping Others
- On Task
- Participating
- Persistence
- Teamwork
- Working Hard
- Good Manners
- Following Directions
- Complete Homework
- Respectful

#### Examples of Negative Factors:

- Disruptive in Class
- Bullying
- Disrespectful
- No Homework
- Not Being Quite
- Not Bringing Forms Back
- Off Task
- Not Following Directions
- Unprepared
- Out of Seat

## *Textbooks for the Parish School of Religion*

At the beginning of each year students will be issued a textbook from the Office of Catechetical Formation. These textbooks will be for each student to use throughout the academic year. Students are encouraged to write in the book, when indicated, to complete assignments.

Students are welcome to take their book home to complete activities, but will be required to bring their book with them for each class. Students who fail to bring their book with them to two consecutive classes will be required to leave their books in the classroom. Catechists have the option to enforce a stricter policy for their class if they deem necessary.

Catechists are to notify the Parish Catechetical Leader of a surplus, or deficiency of books in their classroom. Surplus books should be returned to the Office of Catechetical Formation to be used for the subsequent year.

## *Lost Textbooks*

If a student loses their textbook they are responsible for notifying their grade appropriate catechist, or the Parish Catechetical Leader. Families and students can reorder their textbooks from the Office of Catechetical Formation. Prices for textbooks are based upon the publisher price, shipping and handling, and a convenience fee. Families and students always have the option to purchase the book directly from the publisher.

## *At Home Program*

On a case by case basis students may be permitted to pursue their catechetical formation at home. Parents always have the canonical right, in conjunction with pastor, to educate their children.

## *Dismissal Policy*

Students enrolled in the Parish School of Religion are required to enter and exit the building through the Main School Building Entrance. This entrance is located between the church and the school building. Please consult the campus map in the appendix to orient yourself to the parish campus.

Students in 4<sup>th</sup> grade through 8<sup>th</sup> grade can meet their parents in the parking lot located on the south side of campus. Students in 1<sup>st</sup> grade through 3<sup>rd</sup> grade must have a parent meet them at their classroom. This is to ensure the safety of all students.

Should a student need to leave class early, the parent or guardian of the student should contact the Parish Catechetical Leader. The Parish Catechetical Leader will then relay this information to the appropriate catechist to dismiss the student at the appropriate time. Students whose parents do not contact the Parish Catechetical Leader will not be dismissed early from class.

Walk Home Permission: Parents can choose to have their student walk home. This permission must be indicated at the beginning of the year on the annual student registration form. Parents who later wish to amend this must do so via letter, or email.

## *Registration*

Student registration for the Parish School of Religion will typically open during the month of July for the upcoming academic year. An enrollment notice will be published on the parish website, parish bulletin, and via email and text. Student registration forms will be accepted solely through the parish website. The registration form must be filled out separately for each student and must be submitted annually.

Students must have a completed registration and a current emergency medical form on file before they can be admitted to class.

Registration forms for students in sacramental years (2<sup>nd</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade) are separate from the Parish School of Religion registration and must be completed separately. This will be clearly indicated on the parish website.

## *Fees*

(See Appendix)

**Note:** If a child participates in a sacramental year (2<sup>nd</sup> grade, 7<sup>th</sup> and 8<sup>th</sup> grade) there is an additional fee for sacramental formational programming. The sacramental fee mimics the programming fees for the Parish School of Religion.

## *Financial Assistance*

Financial assistance is made available to those families in need. Those families requesting financial assistance should contact the Parish Catechetical Leader. No child will ever be denied access to our programs due to an inability to pay.

## **First Reconciliation and Communion**

### *Timing of the Sacraments*

The reception of the sacraments of Reconciliation and First Communion ought to take place during the second grade. The formation of these two sacraments should always coincide since one should be in a state of grace when they receive the Eucharist; therefore, the sacrament of Penance take place prior to the reception of Holy Communion. At Saint Luke the sacrament of Reconciliation, also known as Confession, will typically take place in the fall semester of the academic year. First Communion will take place during the spring semester, typically in May.

### *Coordinated Religious Programming*

As part of a comprehensive religious formation program, students are required to attend a complementary religious education program in addition to the sacramental formation program provided for Reconciliation, First Communion, and Confirmation. Students who attend public education are required to attend the Parish School of Religion. Those students who attend Catholic day schools will receive a complementary religious education as part of their curriculum and will not need to attend the Parish School of Religion.

### *Parental Participation*

As part of the religious education programming for Reconciliation and First Communion, the Office of Catechetical Formation at Saint Luke the Evangelist asks that parents take an active role in the religious formation of their child. At least one parent is asked to attend the sacramental formation meeting with their student.

### *Attendance*

Attendance at all meetings is a serious parental obligation that promotes the religious and spiritual formation of the candidates for Reconciliation and First Communion. All scheduled meetings are therefore mandatory.

If a student is absolutely unable to attend a meeting for a serious reason, then they may be excused. Necessary absences should be communicated to the Parish Catechetical Leader in advance. Any absence not communicated will be marked as unexcused.

Students who excessively miss meetings may be asked to pursue the formation of the sacrament of Reconciliation and First Communion at a later date.

Sacramental formation holds a special place in the overall formation of candidates. Sporting practices and games are not an acceptable excuse for absences at sacramental formation meetings. For more information, please consult the Sports and Extracurricular Activities Policy in the appendix.

### *Jesus Day Retreat*

Jesus Day is a mandatory retreat to be taken as part of the formation process for Reconciliation and First Communion. This retreat is meant to aid the communicant to a deeper understanding of theology and spirituality of Catholicism.

This retreat will typically occur in the spring semester of the program. The date for this retreat will be clearly communicated on the program calendar.

### *Sacraments of Initiation and those Baptized in Eastern Catholic Churches*

In the *Latin Rite of the Catholic Church*, it is the tradition of the West to receive the sacraments of initiation (Baptism, First Communion, Confirmation) at designated times throughout the course of an individual's life. In the West, baptism is traditionally received at infancy. Holy Communion and Confirmation are then received at an age designated by the diocesan bishop. In the Diocese of Cleveland, and most dioceses of the United States, penance and First Holy Communion are received during the second grade and the sacrament of Confirmation is typically received during the eighth grade with formation starting during the seventh grade.

It is the tradition of the *Eastern Catholic Churches* for individuals to receive all of the sacraments of initiation at the infant's Baptism. Individuals therefore receive Baptism, First Holy Communion, and Confirmation (Known as Chrismation) during the same ceremony. Students who were baptized in these Eastern Catholic Churches will not re-receive the sacraments. They are encouraged, however, to accompany their peers in the sacramental formation program.

### *Registration*

Student registration for sacramental preparation for Reconciliation and First Communion will typically open during the month of July for the upcoming academic year. An enrollment notice will be published on the parish website, parish bulletin, and via email and text. Student registration forms will be accepted solely through the parish website. The registration form must be filled out separately for each student and must be submitted annually.

Students must have a completed registration and a current emergency medical form on file before they can be admitted.

Students in sacramental years must be enrolled in a complementary religious education program, whether it is participation the Parish School of Religion, or Catholic day schools.

### *Sacramental Records*

The holy sacrament of baptism is the gateway to all of the other sacraments of the Church. Baptism is, therefore, a prerequisite to the reception of the sacraments of Reconciliation and First Communion.

Parents are asked to submit a certificate of baptism issued within the last six months of the start date of sacramental preparation for Reconciliation and First Communion.

Students who were baptized at Saint Luke the Evangelist will not need to request a certificate of baptism, but should correctly indicate the parish of baptism on the registration form.

Those students who were baptized at a parish other than Saint Luke the Evangelist will need to contact the student's parish of baptism to obtain a baptismal certificate. This certificate should be turned into the Office of Catechetical Formation at Saint Luke the Evangelist.

Sacramental certificates must be on file prior to the reception of any sacrament.

### *Dress Code for First Communion*

Due to the importance and nature of the reception of First Holy Communion there have been some guidelines set for the attire of students.

Gentlemen are asked to wear a collared dress shirt, tie/bowtie, dress trousers, dress shoes, and a jacket.

Ladies are asked to wear a nice dress, traditionally colored white, along with dress shoes.

A general rule of thumb would be for one to wear their Sunday best, or to dress as though they were attending a formal event.

### *Sacramental Fees*

(See Appendix)

# Confirmation

## *What is Confirmation?*

*Baptism, the Eucharist, and the sacrament of Confirmation together constitute the “sacraments of Christian initiation,” whose unity must be safeguarded. It must be explained to the faithful that the reception of the sacrament of Confirmation is necessary for the completion of baptismal grace. For “by the sacrament of Confirmation, [the baptized] are more perfectly bound to the Church and are enriched with a special strength of the Holy Spirit. Hence they are, as the true witnesses of Christ, more strictly obliged to spread and defend the faith by word and deed. (Catechism of the Catholic Church 1285)*

The sacrament of Confirmation is traditionally the second sacrament of the three sacraments of initiation (Baptism, Confirmation, and First Communion). The sacrament, through the anointing by the bishop or priest, increases, deepens, and strengthens the sanctifying grace of God given at baptism to the candidate. Confirmation pours into the soul the power of the Holy Spirit. The sacrament bestows upon the recipient an indelible mark, similar to the indelible mark received at baptism, which eternally changes the soul. We call this effect an ontological change. We are therefore eternally marked as sons and daughters of Christ.

Some of the effects of the sacrament of Confirmation are:

- Roots us more deeply in the divine filiation.
- Unites us more firmly to Jesus Christ.
- Increases the gifts of the Holy Spirit. (Wisdom, Understanding, Right Judgement, Courage, Knowledge, Reverence, and Fear of the Lord)
- Bestows a strength of the Holy Spirit to spread and defend the faith in word and action as true witnesses of Christ, to confess the name of Christ boldly, and to never be ashamed of the Cross.

*Confirmation is a celebration on a new influx of the Holy Spirit into the life of the community through the newly initiated candidates.*

Confirmation is the celebration of a sacrament, and all sacraments are communal as well as individual celebrations. Because the Spirit speaks to each of us in different ways and each of us has a different understanding of the same Spirit, the invitation to the community from the Spirit is: “Are we going to be open to change and willing to hear the Word of God through these young prophets?” This is a challenge to the rest of the community to be open and accepting of what they will experience through these young people.

*Confirmation is a celebration of a conscious awakening of the Holy Spirit in the lives of individual candidates.*

This conscious awakening does not mean that the candidates understand all the intricate workings of the Spirit. In fact, they may not be able even to pinpoint how the Spirit is working in their lives. But they have come to some sort of understanding, consciousness, awareness, realization, or experience of the presence of the Holy Spirit in their lives. This awakening can be considered “maturity” in the sense that Thomas Aquinas referred to when he called it “a kind of adult age of the spiritual life.” In this sense, Confirmation is a celebration of the beginnings of spiritual maturity. Therefore, to expect a mature adult response from candidates of this age is expecting more than they may be capable of giving.

*Confirmation is one of the three initiation sacraments: Baptism, Confirmation and Eucharist.*

Originally, all three sacraments were celebrated in one long rite, often lasting from sunset to sunrise during the Vigil of Easter, with little distinction between the three. Over the centuries, the initiation process evolved into the three separate celebrations of Baptism, Confirmation and Eucharist. It was not until the Council of Florence in 1439 that Confirmation was declared and defined a separate sacrament. From this brief look at its history, we find that Confirmation is first and foremost a sacrament of initiation. For most Catholics, Confirmation is the last sacrament of initiation they receive as they become full members of the Catholic Church. They are empowered with the Holy Spirit to continue the work of Jesus through the mission of His Church, a process begun at Baptism.

### *Previous Assumptions*

*The sacrament is a rite of passage from the teen years to adulthood.*

There is little, if any, significant theological or historical evidence for Confirmation as a sign of adult maturity. The original initiation rites in Christianity, which included what is now the sacrament of Confirmation, did not deal with maturity in any sociological or cultural sense. Adolescence itself is a recent historical and sociological concept. So to expect the sacrament of Confirmation to possess the graces to cope with the difficulties of adolescence is giving the sacrament faculties it does not enjoy. If any of the sacraments can help young people deal with the difficulties of adolescence, they are Eucharist and Penance/Reconciliation. For the most part, the sacrament of Penance has much more to offer young people in the way of healing than does the sacrament of Confirmation. Some persons have spoken of Confirmation as a “sort of Christian Bar-mitzvah.” But actually, the two rites are completely unrelated historically and theologically. A Bar-mitzvah or Bat-mitzvah is a celebration in the Jewish tradition in which a young person becomes an adult with all the rights, privileges, and responsibilities that go with adulthood. Confirmation is the sacrament of the Holy Spirit in which Catholics encounter God as the Third Person of the Blessed Trinity. This encounter may or may not promote spiritual and emotional maturity. An adult maturity has never been a prerequisite for the celebration of the sacrament of Confirmation.

*Confirmation is the initial receiving of the Holy Spirit.*

Clearly, Confirmation is not the first time one receives the Holy Spirit. The formula used for Baptism is “I baptize you in the name of the Father, and of the Son, and of the Holy Spirit.” Confirmation may be the first time a person recognizes the Holy Spirit in his or her life and, therefore, the first time a person becomes open to actively using the gifts of the Spirit. An additional point to be made is that the Holy Spirit is not an object to be “received” as one would receive a Christmas gift. The Holy Spirit is a person with whom we can develop a relationship.

*The sacrament of Confirmation is the premier sacrament which strengthens us for spiritual renewal.*

In recent Church history, Confirmation was viewed as a strengthening for *confirmandi*, who then became “soldiers of Christ.” *Confirmandi* were sealed with the gift of the Holy Spirit to “fight the good fight” and defend the faith – even to martyrdom. A light slap on the cheek by the bishop symbolized possible trials to come. All sacraments are to strengthen us for spiritual renewal. Historically, Eucharist is the pre-eminent sacrament for renewal. Eucharist is the sacrament that readies us for the apostolic life. This is one

of the reasons why the Church asks us to celebrate the Mass at least once a week – so that we can be nourished and renewed.

*Confirmation is the exclusive sacrament of initiation and commitment.*

It is unrealistic to expect Confirmation to carry the sole burden of forming Catholic Christian commitment. Confirmation is one of three sacraments in the Catholic Christian initiation process. When we look again at its historical development, we see that Confirmation was an anointing rite within a larger initiation rite. Yes, the sacrament of Confirmation is important, and yes, it has great spiritual significance. But the Church teaches that it is through Baptism that we are initially received into God's family. For most of us, our commitment to Christ and His Church first came in Baptism through our parents. In celebrating the sacrament of Confirmation, we are continuing that commitment for ourselves.

### *Programming*

The Diocese of Cleveland has mandated that preparation for the sacrament of Confirmation is to take place over the course of two years. The Confirmation preparation program begins during the fall semester of the candidate's 7<sup>th</sup> grade year. Students will participate in the preparation program during their 7<sup>th</sup> and 8<sup>th</sup> grade.

Saint Luke utilizes the program *Decision Point* by the Dynamic Catholic Institute. The *Decision Point* curriculum takes Confirmation candidates through a series of catechetical videos, discussions, and reflections, to help prepare them for the sacrament of Confirmation. The program seeks to provide a new and engaging way for students to encounter their Catholic faith.

Information and resources from the Dynamic Catholic Institute can be found by visiting their website [www.dynamiccatholic.com](http://www.dynamiccatholic.com).

The Office of Catechetical Formation may decide in the future to modify, or amend, any programming. The Office of Catechetical Formation will make every effort to make sure programming is consistent over the course of a student's participation in religious formation at Saint Luke.

### *Timing of the Sacrament*

Candidates at Saint Luke will begin their preparation for the Sacrament of Confirmation during the fall semester of the student's 7<sup>th</sup> grade year and will be confirmed during the spring of their 8<sup>th</sup> grade year.

Candidates who have not begun their preparation during this schedule should contact the Parish Catechetical Leader. Alternative arrangements may be made based on the circumstances of the candidate.

### *Coordinated Religious Programming*

As part of a comprehensive religious formation program, students are required to attend a complementary religious education program in addition to the sacramental formation program provided for Reconciliation, First Communion, and Confirmation. Students who attend public education are required to attend the Parish School of Religion. Those students who attend Catholic day schools will

receive a complementary religious education as part of their curriculum and will not need to attend the parish school of religion.

### *Textbooks and Resources*

Candidates for Confirmation will be issued a textbook by the Office of Catechetical Formation at the beginning of the program in 7<sup>th</sup> grade. Candidates will only be issued one book for the entirety of the program. Candidates are encouraged to write in the book, and to complete assignments therein.

Small group leaders are to notify the Parish Catechetical Leader if a student fails to consistently bring their textbook to meetings.

### *Lost Textbooks*

If a candidate loses their textbook they are responsible for notifying their appropriate small group leader, or the Parish Catechetical Leader. Families and students can reorder their textbooks from the Office of Catechetical Formation. Prices for textbooks are based upon the publisher price, shipping and handling, and a convenience fee. Families and candidates always have the option to purchase the book directly from the publisher.

### *Homework*

Homework can be assigned by small group leaders in order to enhance, provide practice, or to extend the formation process for Confirmation. Homework can be assigned anytime by the small group leaders. The length of assignments depends on several factors such as the initiative and ability of the student, the type of assignment given, and the environment in which homework is completed.

It is our belief that homework will assist candidates in their religious formation and preparation for the sacrament of Confirmation. Candidates should only be assigned the equivalent of one hour of work between meetings. Parents should encourage and provide the students with the necessary materials to help the candidates complete the assignment.

The spirit of homework is not to add extra work on the already busy lives of the candidates, but rather aid candidates in their intellectual and spiritual formation so that they may come to know the Triune God and initiate that personal relationship with Him.

Examples of homework may include the following: presentation and research on the saints, completion of Confirmation sessions at home due to time constraints, brief reflection papers, spiritual journaling, etc.

### *Sacramental Records*

The holy sacrament of baptism is the gateway to all of the other sacraments of the Church. Baptism is, therefore, a prerequisite to the reception of the sacraments of Reconciliation, First Communion, and Confirmation.

Parents are asked to submit a certificate of baptism issued within the last six months of the start date of sacramental preparation for Confirmation.

Students who were baptized at Saint Luke the Evangelist will not need to request a certificate of baptism, but should correctly indicate the parish of baptism on the registration form.

Those students who were baptized at a parish other than Saint Luke the Evangelist will need to contact the student's parish of baptism to obtain a baptismal certificate. This certificate should be turned into the Office of Catechetical Formation at Saint Luke the Evangelist.

Sacramental certificates must be on file prior to the reception of any sacrament.

### *Confirmation Retreat*

As part of the preparation for the Sacrament of Confirmation students are to participate in a retreat. This retreat will take place during the spring semester of the 8<sup>th</sup> grade year. The primary focus of the retreat is to aid candidates for Confirmation in their spiritual development. Topics of the retreat will primarily focus on the Sacrament of Confirmation, the Holy Spirit, and Christian life.

More information concerning the Confirmation retreat will be sent to parents at the beginning of the academic year; as well as periodically through the year.

The Office of Catechetical Formation may assess additional fees to the program based up the programming of the Confirmation retreat.

### *Expectations for Candidates of Confirmation*

The small group leader and the Parish Catechetical Leader are responsible for maintaining proper order during meetings. They have the authority to discipline students whose behavior is inappropriate. No corporal punishment is permitted. Candidates choosing not to observe these standards and behavioral expectations may be subject to expulsion from the program. Parents will be consulted by the Parish Catechetical Leader and/or small group leader in the case of serious misconduct and disregard for the rules, or negative attitude which is detrimental to the class at large.

Candidates are expected to observe the following:

- Show respect and consideration for the small group leader and other candidates.
- Silence should be observed in the hallways while meetings are in session.
- No food or drink is permitted in the classrooms or hallways unless approved by the Parish Catechetical Leader, or catechist.
- Candidates will respect the parish property, materials in the classroom, and materials they have been given to use.
- Candidates are not permitted to leave the classroom unless the small group leader has given permission.
- Candidates are to come to each lesson with an open mind and heart.

## *Attendance*

Attendance at all meetings is a serious parental obligation that promotes the religious and spiritual formation of the candidates for Confirmation. All scheduled meetings for the sacrament of Confirmation are therefore mandatory.

If a candidate for Confirmation is absolutely unable to attend a meeting for a serious reason, then they may be excused. Necessary absences should be communicated to the Parish Catechetical Leader in advance. Any absence not communicated will be marked as unexcused.

Candidates who excessively miss meetings may be asked to pursue the formation of the sacrament of Confirmation at a later date.

Since sacramental preparation holds a special place in the overall formation of candidates sporting practices and games are not an acceptable excuse for absences at sacramental formation meetings. For more information, please consult the *Sports and Extracurricular Activities Policy* in the appendix.

## *At Home Program*

On a case by case basis candidates may be permitted to pursue their catechetical formation at home. Parents always have the canonical right, in conjunction with pastor through the Parish Catechetical Leader, to educate and prepare candidates for the sacraments.

Parents wishing to pursue this mode of sacramental formation should contact the Parish Catechetical Leader prior to the start of the sacramental formation program.

## *Sponsors*

### *Qualifications for Sponsors*

Each candidate for the Sacrament of Confirmation is required to have a sponsor. A sponsor is meant to accompany the candidate upon their faith journey and provide a witness of a faith filled life. The *Code of Canon Law* of the Latin Church states:

Canon 874:

Art. 1 – To be permitted to take on the function of sponsor a person must:

1. Be designated by the one to be baptized, by the parents or the person who takes their place, or in their absence by the pastor or minister and have the aptitude and intention of fulfilling this function;
2. Have completed the sixteenth year of age, unless the diocesan bishop has established another age, or the pastor or minister has granted an exception for a just cause;
3. Be a Catholic who has been confirmed and has already received the most holy sacrament of the Eucharist and who leads a life of faith in keeping with the function to be taken on;
4. Not be bound by any canonical penalty legitimately imposed or declared;
5. Not be the father or mother of the one to be baptized.

Art. 2 – A baptized person who belongs to a non-Catholic ecclesial community is not to participate except together with a Catholic sponsor and then only as a witness of the baptism.

In summary a Confirmation sponsor must be:

- Over 16 years of age;
- Not be a parent of the candidate;
- Live a life of solid moral character;
- Attend Mass regularly;
- If married, the sponsor is to be in a valid Catholic marriage.
- Traditionally, the sponsor for Confirmation is also the godparent of the child.

### *Sponsor Certificate*

Sponsor certificates are required for all sponsors. Certificates can be obtained from the home parish of the sponsor. A sponsor certificate simply attests to the qualifications stated above in the “Qualifications of a Sponsor.”

### *Confirmation Name*

All rituals and rites related to the sacrament of Confirmation should be seen in light of the sacrament of Baptism, which is the gateway to all other sacraments. At Baptism parents give their child a name which is affirmed and sanctified through the sacrament. Confirmation, which expands upon the grace of Baptism, also affirms this reality. Therefore, traditionally the name given at Baptism is also the name given to the bishop at the reception of the sacrament of Confirmation.

It has, however, been customary for some to take an alternative name at the sacrament of Confirmation. This new name is typically that of a saint, or theological mystery, which is to be chosen as one’s patron. Candidates choosing to exercise this option should possess a proficient knowledge of the saint, or theological mystery. All names are to be respectful and not offensive to the Christian community.

### *Service Hours*

As Catholics, we do not believe in the theological concept known as *sola fide*, which mean “by faith alone we are saved”; but rather we believe that both faith and acts are essential to the life of the Christian. Faith without moral action is hypocritical and inconsistent with the Christian life. Jesus Christ calls all of us into action.

A service component to the preparation for the sacrament of Confirmation has been incorporated into the program to help encourage candidates for confirmation to engage in this Christian moral action.

Candidates are asked to complete a total of at least twenty-four (24) hours of service over the course of the entirety two year formation program; but are encouraged to accomplish more.

The service component should expand upon the interests and skills of the candidate. Candidates should seek out a variety of different opportunities that peak their interests and participate in activities which they discern to match their interests and skills.

To expose candidates to different organizations, individuals, and experiences, we ask that no more than ten hours toward the overall twenty-four hours be committed to one single organization.

Candidates are to document these hours on the *Service Hour Record Form*. The following information should be provided for each session of service: date of service, description of service, number of hours served, and a supervisor signature.

Service hour forms are to be completed and submitted by the Confirmation retreat during the candidates 8<sup>th</sup> grade year.

### *Date of Confirmation*

The date for Confirmation is determined by the Office of the Bishop of the Diocese of Cleveland. This date is final and cannot be changed. Traditionally, the date for SaintF Luke parish has been during the final weeks of April, or the first weeks of May. This date will be communicated to parents, schools, and relevant organizations as soon as it is received from the Office of the Bishop.

### *Sacramental Fees*

(See Appendix)

# Technology Policy

## *General Statement on Technology*

Saint Luke may at times make a variety of communications and information technologies available to teachers, students, and parishioners through computer/network/internet access/ and other electronic devices. These technologies, when properly used, promote education excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical, or inappropriate use of these technologies can have dramatic consequences harming the Church. The technology policy is intended to minimize the likelihood of such harm by education of teachers, students, and parishioners and setting standards which will serve to protect Saint Luke. We firmly believe that digital resources, information and interaction available through technology far outweigh any disadvantages.

## *Technological Devices*

All users are expected to use technology available to them in a manner that is consistent with the teachings and mission of the Catholic Church. Technology includes but is not limited to: cellular phones; CD/MP3/DVD players; personal data devices; computers; hardware and peripherals; software; internet; digitized information including stored text, data, email, applications, or tools; internet access, and new technologies as they become available.

Users are expected to be appropriately responsible for and use technology in which they have access. Actions considered inappropriate are prohibited and will result in revocation of the individual's access to technologies provided by Saint Luke.

## *Cell Phone Policy*

Here at Saint Luke we encourage the appropriate use of technology. To support this vision, students will be permitted to utilize their cell phones for the benefit of learning at the discretion of the catechist and Parish Catechetical Leader. The use of technology by students will be monitored and administered by both catechists and the Parish Catechetical Leader.

## *Inappropriate Use*

Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/internet system or any components that are connected to it.

## *Transmission of Electronic Material*

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to: cyber bullying; threatening, pornographic, harassing, defamatory, or obscene material; or other inappropriate use of technology such as e-mail, social networking, web pages, and the use of

hardware and/or software which disrupts or interferes with the safety and welfare of the community of Saint Luke.

### *Technological Etiquette*

Parishioners must:

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or them.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all common network security practices.
  - b. Report security risks or violations to a parish administration.
  - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission.
  - d. Refrain from accessing the network with personal devices without approval of a parish administrator.
3. Respect and protect the intellectual property of others.
  - a. Refrain from copyright infringement of any time.
  - b. Avoid plagiarism.

### *Consequence for Violation*

Violations of these rules may result in disciplinary action, including the loss of technological privileges. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

### *Supervision and Monitoring*

Parish administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Parishioners have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the parish's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. Parish administrators also have the right to access any technologies that utilize parish resources. Information found to be inappropriate in nature may be used to furnish evidence of crime to law enforcement should one be committed.

### *Technology Agreement*

Saint Luke assumes that parishioner's compliance with this policy. Saint Luke may at any time adopt a new policy or amend the current policy with or without notice. It is the parishioners responsibility to seek information regarding the most current policy. Individuals who choose not to accept this policy will not be allowed to use the technological resources provided by Saint Luke.

## **Fire Safety Policy and Procedure**

### *General Statement*

Saint Luke the Evangelist Catholic Church is dedicated to the safety of its parishioners and guests. Saint Luke will therefore comply with procedures and policies of the Diocese of Cleveland for the safety and security of students, parents, teachers, volunteers, parishioners, and guests. These policies and procedures will provide a guide for the necessary course of action should, in the unfortunate event, a fire occur.

## **Appendix**

*Parish School of Religion: Standards and Objectives by Grade Level*

Coming Soon...

*Sports and Extracurricular Activities Policy*

Coming Soon...

## *Programming Fees*

### Parish School of Religion

One Child	-	\$60
Two Children	-	\$75
Three or More Children	-	\$90

### Sacramental Programming Fee

One Child	-	\$60
Two Children	-	\$75
Three or More Children	-	\$90

\* Students in Sacramental years (First Reconciliation and Communion – 2<sup>nd</sup> Grade, Confirmation 7<sup>th</sup> and 8<sup>th</sup> Grade) must pay two separate programming fees, one for Parish School of Religion and the other for Sacramental Programming.

\*\* Diocesan Mandate requires that Confirmation preparation take place over two years. Saint Luke begins the sacramental formation process in the 7<sup>th</sup> grade and continues through the 8<sup>th</sup> grade. A sacramental fee will only be collected for the entire program, not for each year.

\*\*\* Other fees may be assessed to the parents or guardians. These fees may include retreats, days of recollection, and other programming. These extra fees will be communicated to parents.

\*\*\*\* Financial Assistance is available for those unable to afford programming fees. Those seeking financial aid should consult the Parish Catechetical Leader.

## Parish Contact Sheet

Mailing Address:

Saint Luke the Evangelist  
1212 Bunts Rd.  
Lakewood, OH 44107

Office Phone:

216-521-0184

Pastor:

Father Kevin Elbert  
[frkevin@stlukelakewood.org](mailto:frkevin@stlukelakewood.org)

Deacon:

Deacon John Henderson  
[jhenderson@dioceseofcleveland.org](mailto:jhenderson@dioceseofcleveland.org)

Parish Catechetical Leader:

Max Hall  
[mhall@stlukelakewood.org](mailto:mhall@stlukelakewood.org)  
440-941-3125 (cell phone)

Director of Music:

Lawrence Wallace  
[lwallace@stlukelakewood.org](mailto:lwallace@stlukelakewood.org)

Youth Minister:

Vicki Joyce  
[vpierce@stlukelakewood.org](mailto:vpierce@stlukelakewood.org)

Office Manager:

Holly Nixon  
[hnixon@stlukelakewood.org](mailto:hnixon@stlukelakewood.org)

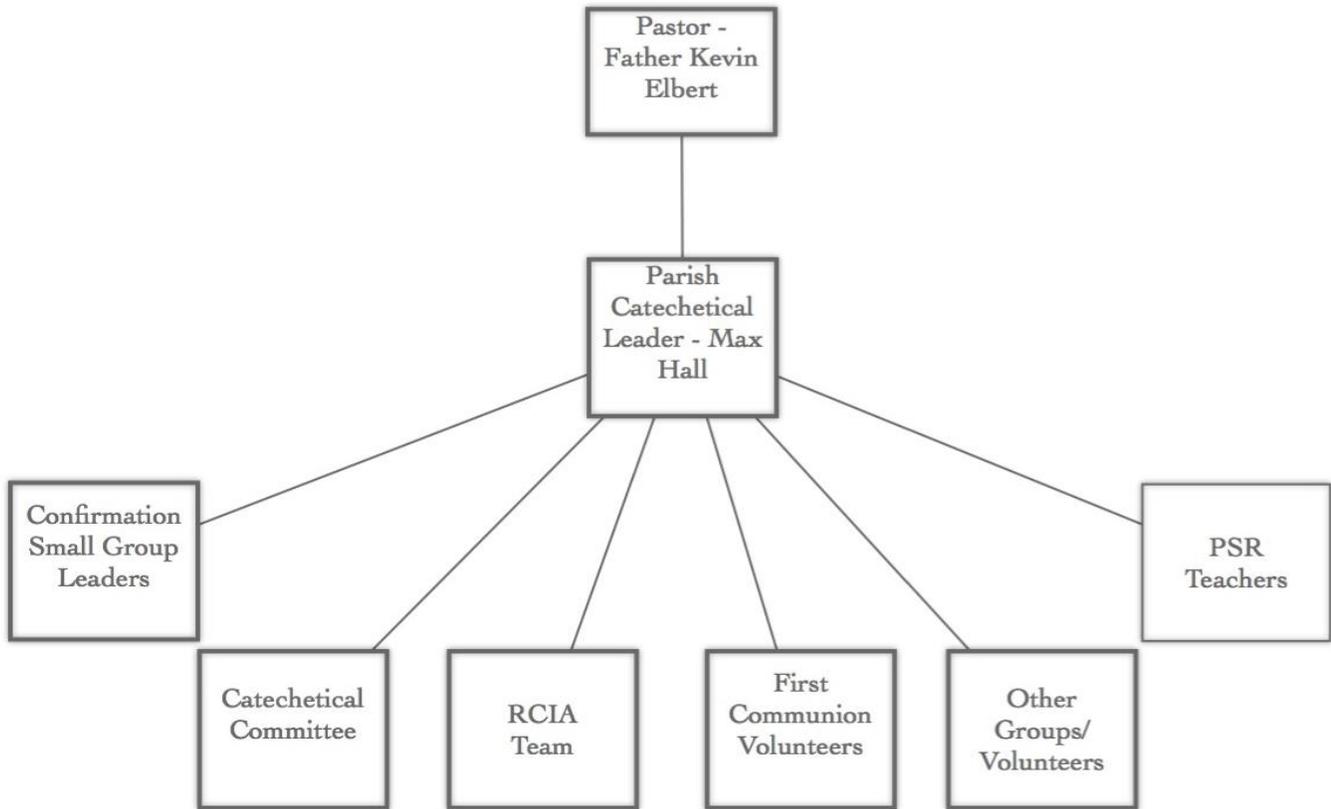
Pastoral Associate:

Marilynn Streeter  
[mstreeter@stlukelakewood.org](mailto:mstreeter@stlukelakewood.org)

Hospitality Coordinator:

Barb Price

## Organizational Chart



*Campus Map*

