**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade: \_\_\_\_\_\_Teacher(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates of Absences:** 

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. **Circle the Corporal Work of Mercy that applies to your project (could be more than one):**
7. Feed the Hungry
8. Give Drink to the Thirsty
9. Clothe the Naked
10. Shelter the Homeless
11. Visit the Sick
12. Visit the Imprisoned
13. Bury the Dead

 B. Explain your project (s)? Depending on your project, you may be splitting up your time between multiple Works of Mercy (Ex: 30 minutes volunteering, 20 minutes doing chores, 10 Minutes at cemetery, etc…).

 C. Projected Due Date (set a date for when this project should be completed) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 D. RE Coordinator Approval : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E. Write a brief reflection on what you learned from completing the Corporal Work of Mercy Project:

I can confirm that my son/daughter completed the project as described above. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent Signature & Date

**Feed the Hungry**

* Volunteer at a food bank
* Prepare and take a meal to someone in your community who is seriously ill or welcoming home a newborn
* Share your food or candy with someone in need
* Help shop for groceries
* Help with the cooking, doing dishes, or waiting on company

**Give Drink to the Thirsty**

* Take a cold glass of water to a neighbor doing yard work
* Donate baby formula to a local pregnancy help center

**Clothe the Naked**

* Go through your closet and give away what you don’t need to St. Vincent De Paul or other non-profit
* Bring clothes to a needy family
* Help with laundry at home

**Shelter the Homeless**

* Send a care package with special treats to an orphanage of your choice
* Help a neighbor care for their homes and do repairs
* Work at or support a homeless shelter
* Help take care of the house (dusting the furniture, making the beds, cleaning the floor, and cutting the grass or shoveling the sidewalks)
* Sponsor a child in another country

**Visit the Sick**

* Volunteer at a the hospital
* Volunteer to call Bingo or spend recreational time at a nursing home (set up with manager)
* Make a card or call someone you know who is in the hospital or sick
* Visit a seriously or terminally ill member of your parish or community
* Visit someone who is sick at home or the elderly who are shut-ins.
* Run an errand for an elderly or sick person
* Read to the sick or elderly
* Assist those who are full-time caregivers for family member

**Visit the Imprisoned**

* Pray for the families of inmates

 **Bury the Dead**

* Attend wakes and/or funerals
* Supply a dish for a funeral luncheon
* Help a widow or widower in need with yard work or errands
* Visit the cemetery to pray for the dead or treat with respect (putting flowers on it graves or picking up litter)
* Offer daily prayers for those with terminal illnesses

References 1) Catechism of the Catholic Church, Libreria Editrice Vaticana, 1994, pp. 558. 2) Saint Joseph Baltimore Catechism, Official Revised Edition, No. 2, Catholic Book Publishing Co., New York, 1962, pp. 96-100.

**Mercy Project Directions**

1. **Fill out Items A - C.** There are tons of examples on the back of the form to help you think of ideas for your project. If you have an idea that is not listed, you can still use it if it fits the Corporal Work of Mercy.

1. **Give Form to RE Coordinator (Angeline Heiberger), so she can approve and sign Item D**
2. **Complete the approved project**
3. **Fill out Item E**
4. **Get Parent Signature for completion approval**
5. **Submit to RE Coordinator via Mail or Drop off:**

Angeline Heiberger

RE Coordinator

62 E. Main Street

Chilton, WI 53014

*Project must be submitted, at the very latest, by the end of May 2016*

**Email Template for 2nd Absence - Warning Parents Project if there is another absence**

**Hello ​PARENT,**

**I noticed that CHILD currently has two absences. I just wanted to touch base to stress that the policy on absenteeism is stricter this year due to new diocese recommendations. Students are only allowed 2 absences, and after that, they have to make up in the minutes to equal 30 hours of RE a year.**

**This means that if they have 3 or more absences, then they need to make up those minutes. If your child misses again, then GENDER'll need to make up the 75 minutes (the length of one class) by completing a Mercy Project. Clearly, the schedule doesn't have any makeup classes, nor would I expect my volunteer teachers to come in on a Saturday to teach absent children, so this is the best way that we are going to make up the minutes.**

**Below is what I copied from the RE Handbook. I hope CHILD can attend all the classes/masses from here on out. The Mercy Project might be more effort on your part as opposes to just getting your child to class. I understand that circumstances like illness can't be planned, but I again, I wanted to touch base to give you a heads up in case there are more absences.**

**God Bless,**

**Angeline**

**Absenteeism: Parents are expected to call the RE office (849-9363 ext. 15) when their child will be absent. Classes begin promptly at the designated time. Children arriving late disrupt the atmosphere. Excessive lateness will be addressed with the parents if it is a consistent problem. Please make every effort to be on time. Children who miss class are responsible for inquiring about and completing missed work by the next class.**

**The Green Bay Diocese recommends that a student enrolled in RE must attend a minimum of 24 classes per school year. We have scheduled 26 classes (including 3 masses) on the calendar. Missing mass counts as an absence. RE students, with an excused absence, are allowed to miss 2 classes and still remain in compliance with the diocese. They will still have to complete missing homework from the missed class given by their teacher.**

**If your child misses more than the allowed 2 absences (excused or unexcused), they will have to complete the missing homework and make up for the third missed class in the form of a Corporal Work of Mercy also known as a “Mercy Project.” Each class is 75 minutes, so for each class a student misses beyond the 2 absences will result in completing a Mercy Project. The student will work with the RE coordinator to develop an appropriate Mercy Project.**

**Below are the Corporal Works Of Mercy:**

1. **Feed the Hungry**
2. **Give Drink to the Thirsty**
3. **Clothe the Naked**
4. **Shelter the Homeless**
5. **Visit the Sick**
6. **Visit the Imprisoned**
7. **Bury the Dead**

**Any student failing to make up work and complete their hours via a Mercy Project is at risk of being retained and having to repeat the RE year in order to complete the content and diocesan minutes. This is stricter than in years past due to the stricter guidelines recommended by the diocese. Please be aware of this new policy.**

**Email Template for 3rd Absence - Project Needed**

**Hello PARENT NAME,**

**CHILD currently has three absences. I just wanted to touch base to let you know that CHILD will need to make up the 75 minutes HE SHE missed at RE. The policy on absenteeism is stricter this year due to new diocese recommendations. Students are only allowed 2 absences, and after that, they have to make up in the minutes to equal 30 hours of RE a year.**

**CHILD NAME will need to fill out a form and complete a Mercy Project. I hope CHILD NAME can attend all the classes/masses from here on out, so HE SHE doesn't have to make up more than the 75 minutes. I understand that circumstances like illness can't be planned, but I again, students need 30 hours of RE. When a student misses, there is no such thing as make up time in the schedule nor am I going to ask my volunteers teachers to come in during a Saturday to teach absent students. The Mercy Project is the best way we are making sure all students meet RE policies set forth by the diocese.**

**Your child will be bringing home a form and the directions will be included. The forms has ideas for projects and other information on it that you will fill out with your child, then I'll approve and sign before they start their project. Please know I am here to help coordinate the project and give ideas to what can be done to count as time.**

**God Bless,**

**Angeline**

**Below is what I copied from the RE Handbook for your reference.**

**Absenteeism: Parents are expected to call the RE office (849-9363 ext. 15) when their child will be absent. Classes begin promptly at the designated time. Children arriving late disrupt the atmosphere. Excessive lateness will be addressed with the parents if it is a consistent problem. Please make every effort to be on time. Children who miss class are responsible for inquiring about and completing missed work by the next class.**

**The Green Bay Diocese recommends that a student enrolled in RE must attend a minimum of 24 classes per school year. We have scheduled 26 classes (including 3 masses) on the calendar. Missing mass counts as an absence. RE students, with an excused absence, are allowed to miss 2 classes and still remain in compliance with the diocese. They will still have to complete missing homework from the missed class given by their teacher.**

**If your child misses more than the allowed 2 absences (excused or unexcused), they will have to complete the missing homework and make up for the third missed class in the form of a Corporal Work of Mercy also known as a “Mercy Project.” Each class is 75 minutes, so for each class a student misses beyond the 2 absences will result in completing a Mercy Project. The student will work with the RE coordinator to develop an appropriate Mercy Project.**

**Below are the Corporal Works Of Mercy:**

1. **Feed the Hungry**
2. **Give Drink to the Thirsty**
3. **Clothe the Naked**
4. **Shelter the Homeless**
5. **Visit the Sick**
6. **Visit the Imprisoned**
7. **Bury the Dead**

**Any student failing to make up work and complete their hours via a Mercy Project is at risk of being retained and having to repeat the RE year in order to complete the content and diocesan minutes. This is stricter than in years past due to recommendations set forth by the diocese. Please be aware of this new policy.**