



St. Philip the Apostle Parish
312 Victoria St., Green Bay, WI 54302

Religious Education 2016-2017



“Gather the children... and teach them the truths they must know for their salvation...”

- Blessed Virgin Mary to Sr. Adele

Dear Parents & Guardians:

We at St. Philip the Apostle Parish have an open door teaching policy, and invite you to sit in on any classes we offer. We also encourage all of you parents and guardians to please pray for us during our class sessions, that God may enlighten our minds and hearts, catechists and students.

When you bring your children on Wednesday evenings, please make sure you come in with them into church. We will begin and end all class sessions with family prayer in church.

As our program is just beginning we are still looking for help. We can always use more people to act as catechists, classroom aides, and to help monitor doors, hallways, and parking areas. Please contact us if you are interested in helping in these or any other way. Special training and a background check are required of all volunteers.

Please feel free to contact us with any questions, concerns, or suggestions you might have now or during the course of the school year.

Maura E. Vazquez
Religious Education Coordinator

Email: mvazquez@stphilipcong.org

RE Office: 920-468-7848 ext. 204

Cell: 920-461-7415

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Student Cell Phone/Electronic Device Policy

Please read carefully, and inform your child of this policy:

1. Cell phones and other personal electronic devices are not to be used during Religious Education time. This means, all devices, must be turned off and stored (in coats, backpacks, purses, etc.) upon entering the building, and remain out of sight at all times until the student leaves the building after dismissal.
2. Any student text-messaging, playing games, taking photos, listening to music, podcasts, etc., making-or-receiving calls, or using their devices in any other manner during Religious Ed. time, will have their phones/electronic devices confiscated and brought to the office.
3. For students under the age of 18, a parent/legal guardian will need to come in, sign for, and retrieve the phone, or other device, in the Faith Formation Office (or Parish Office). Students age 18 and above may retrieve their own phones or other devices.
4. After one such incident, that particular student will no longer be permitted to have a cell phone, or other personal electronic device with them during Religious Ed. time.

Religious Education General Policies & Information

1. Wednesday Class Arrival & Dismissal Times:

All students are asked to arrive promptly, at 6:00pm, inside St. Philip's Church. Use the church's front entrance, on Victoria Street. Gather in the front pews closest to the sanctuary. We will begin all sessions with a brief family prayer service in church.

The following are the rooms we will be using for our RE classes this year:

- Grades 1 & 2 – Sacristy
- Grades 3, 4, & 5 - St. Francis Room
- Grades MS – Guadalupe Center
- Grades HS – St. Philip Center

Students will be taken to their Classrooms around 6:10pm. At 7:20pm, Catechists will bring their students back to church, where Parents are to join us for a closing prayer and sign out their children with their catechists, no later than 7:45pm.

Children, in grades 1-8, will not be dismissed to leave the building without a responsible adult. High School students, grades 9-12, will be dismissed according to your instructions in our RE Dismissal form. No students are to remain in St. Philip's Parish later than 8:00pm.

2. Attendance & Absence

If a student cannot attend class due to sickness or another reason, Parents are to contact Maura Vazquez via email: mvazquez@stwphilipcong.org, or by calling the Faith Formation Office at **(920) 468-7848 ext. 204**, to inform us of the absence *in advance*.

Excessive absences may result in the student being dropped from classes. Please remember that students preparing to receive Sacraments (First Penance, First Communion, Confirmation) *must* also be regular in their attendance of Wednesday Classes.

3. Class Cancellations Due to Weather or Other Reasons

If, for ANY REASON, we must cancel classes on a given day, we will send an emergency message, via our parish website, email message system, to all Religious Ed. Families for whom we have email addresses on file. We will also notify each of the local on-air media outlets (T.V. & Radio) of our decision to cancel classes.

In any case, parents are to use their own good judgment; looking after the safety of their children. If you have any questions, please call the Faith Formation Office at 920-468-7848 ext. 204, or call me Maura Vazquez on my cell: 920-461-7415.

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General Policies & Information—Continued

4. Behavior Issues

Appropriate behavior is expected of all students, at all times. Should a student fail to respond appropriately to corrections offered by our Catechists and Staff, the Religious Ed. Coordinator will contact the student's parents - in hopes of resolving the situation in an acceptable manner.

5. Fees

Religious Education	\$60 – One Student
	\$90 – Two Students
	\$110 – Three or more Students

Sacraments:	1st Communion/Reconciliation	\$30 per person
	Confirmation	\$100 per person

6. St. Philip the Apostle Parish is a Drug-Free Zone, with respect to illegal/illicit drugs and their use/ abuse: The possession, sale, or use of alcohol, drugs, or any other controlled substance on the parish property is strictly forbidden. Violation of this policy will result in an immediate report to the Green Bay Police Department, and to appropriate Diocesan authorities. Smoking is also prohibited on all Parish property, and in all Parish buildings.

7. In the event of an emergency here at St. Philip the Apostle, we will contact the parents or guardians, as noted on Student Registration Forms. If we are unable to reach the parents or guardians, we will call the persons and numbers listed on the registration form as Emergency Contacts.

8. Non-custodial Parents

Non-custodial parents will be provided, upon written request, information regarding his/her child's progress in Faith Formation, unless there is a court order prohibiting such information from being given. It is the responsibility of the custodial parent to provide the Faith Formation office with a copy of the court order(s) which prohibit(s) us from communication with the non-custodial parents.

9. WEAPONS

No student is permitted to bring any weapon onto St. Philip the Apostle Parish Property, nor into any of our buildings. Where reasonable doubt exists as to a particular item's designation as a weapon, the Faith Formation Coordinator will make the final determination — and will issue a One-Time warning. Violation of this policy will result in an immediate report to the Green Bay Police Department, and to appropriate Diocesan officials. When given the option of pressing charges against a student—or an adult—for a weapons violation, St. Philip the Apostle Parish will do so. Students may be expelled or suspended from the Religious Education Program for violating this policy.

Sacramental Preparation

1st Reconciliation (confession)/1st Communion is a 2-Year Program – usually 1st & 2nd Grade. Students desiring to receive their First Communion must be in their Second Year of a Diocesan Approved Catechetical Program, and be regular in their attendance & participation in Wednesday Religious Education Classes, as well as their specific First Reconciliation/First Communion Preparation Classes.

Confirmation, usually in 11th grade, is a 3-Year Program. Students desiring to be confirmed must be in at least their third Year of a Diocesan Approved Catechetical Program, and be regular in their attendance & participation in Wednesday Religious Education Classes, as well as their Sunday Confirmation-Specific Classes. *Normally, those preparing for Confirmation must be at least sixteen years old and be at least a junior in high school.*

Texts Used in the Religious Education Program

According with the directives of Bishop David Ricken, our Religious Education Program makes use of approved texts for all students—grades 1-12. Students in grades 1-8 will use the Alive in Christ Series, published by Our Sunday Visitor. Students in grades 9-12 will use Faith Fusion, also published by Our Sunday Visitor.

In ADDITION to Wednesday Classes

Students in their THIRD YEAR of preparation for Confirmation or SECOND YEAR of preparation for First Communion will have Sacramental Preparation Classes on Sundays during the months of February, March, April, and May. Specific dates and times will be announced later this fall.

Reporting Sexual Abuse

If you know of an incident of sexual abuse of a person who is **now under the age of 18** by a priest, deacon, employee or volunteer, **PLEASE IMMEDIATELY CALL THE CIVIL AUTHORITIES AND THEN THE DIOCESE.**

If the person was abused as a minor but is now an adult,
please contact:
Jayne Stefanic
Diocesan Assistance Coordinator
Diocese of Green Bay
920-272-8174
or 1-877-270-8174 (toll free)

We always encourage you to report the incident to civil authorities.

**YOU MATTER TO US –
THERE IS HOPE!**

 **Diocese of
Green Bay**