

Dear Parents,

In addition to the policies of St. Kilian Religious Education Program, as described in this handbook, we think it is extremely important that you are aware of the philosophy of this parish program.

The goal of our RE program is to provide all children with an awareness of God's presence in their lives, and an appreciation and better understanding of all that it means to be a Roman Catholic in the Church today. We strive to do this through creating a community setting that teaches and encourages prayer, both traditional and spontaneous, scripture study, music, realization and implementation of our sacramental life, and the passing on of our Catholic doctrine and traditions. We hope to do this at an age appropriate level ever conscientious of the uniqueness and changing needs of our children.

Religious Education and learning about our unique Catholic identity occurs NOT ONLY in a classroom setting. In fact, this feeling of Catholic identity, which is so essential to the formation of a practicing Catholic starts and is best nurtured within each family. All families are called to provide a Christian environment in a home life that reflects love and security.

**If your child is registered in the St. Kilian Religious Education Program, it follows that regular attendance of Mass at St. Kilian is encouraged and expected.** Participation at our parish sponsored, family-centered activities also fosters a sense of community. Enrolling your child in our program but attending weekly Mass at another parish, does not give your child a sense of community.

In addition to worshipping at St. Kilian, your family should plan to participate in parish activities by volunteering your time and talent in our community whenever possible. For example, contributing to our monthly food drive, supporting the Santa Ana soup kitchen, and volunteering in the many ministries available in our parish helps develop a connection with your fellow parishioners. Please look for our DIRECTORY OF PARISH MINISTRIES available in the Parish Office for a complete list. These are a few ways to further the community spirit at St. Kilian Church.

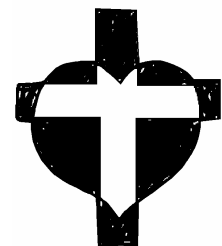
God knows us fully and still loves us. Jesus himself has given us an image of God as a parent who shows us love and forgiveness even when we are prodigal sons and daughters. Jesus loves us as God loves us.

*This is His commandment:* **LOVE ONE ANOTHER AS I HAVE LOVED YOU.** As disciples and catechists we are called to love those we teach-as *Jesus loves us*. We are invited to get to know them and to accept them as they are-as God loves and accepts us. We of the Religious Education staff and our volunteers pledge this love to our children and families.

In His Service,

**St. Kilian Religious Education Staff**

<b>Marcia Burns</b>	<b>Director of Religious Education</b>
Cindy Hurley	Coordinator of Religious Education
Jan Inano	Secretary
Angie Bonilla	Assistant



## CURRICULUM

**RELIGIOUS EDUCATION IS AN ONGOING PROCESS FOR US ALL, AT ANY AGE.** Keeping this in mind, the child should be enrolled in religious education continually from Kindergarten through Confirmation. We encourage teens to participate in our Youth Group, **SKY** and everyone is invited to attend adult faith formation programs such as Bible Study groups, Summer Speaker Series, Parish Renewals and Religious Education Congress.

### PROGRAM FORMAT-GRADES 1-8

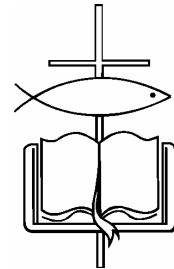
In consideration of each individual grade level and with the assistance of the teachers, the format for class is as follows:

1. Meet with all children of the same grade level, for opening prayer and/or song.
2. Scripture reading and discussion and short overview lesson for large group.
3. Break into small groups of no more than 12 children, with individual leader and assistant to go over lesson, crafts and activities.
4. Closing prayer in small group with student participation.
5. Prayer services held in church as instructed by Coordinator.

### GRADE LEVEL EMPHASIS

based on the General Directory for Catechesis  
and guidelines from the Office for Religious Education in the Diocese of Orange

- |          |  |
|----------|--|
| Grade 1: | Jesus is the Son of God who tells me about the Father  |
| Grade 2: | Jesus nourishes me and strengthens God's life of grace within me through the Sacraments and Mass |
| Grade 3: | Jesus continues His life and work through His church   |
| Grade 4: | I am called to live as Jesus did   |
| Grade 5: | I am called to live a sacramental life   |
| Grade 6: | God's plan is revealed through salvation history   |
| Grade 7: | Jesus is the self-revelation of God, the source of salvation and the focus                       |
| Grade 8: | The church, called by God to be holy in all it's members, continue to be at work in the world    |



### **BLEST ARE WE Scope and Sequence (grades 1-6) Grade level Emphasis** Catechism...Curriculum...Community...

- |          |   |
|----------|---|
| Grade 1: | Our Church Community; Our Loving God; God's Son Jesus; The Holy Spirit; Jesus' Church of Followers  |
| Grade 2: | We Gather as Believers; We ask God's Forgiveness; We Celebrate the Word of God; We Celebrate the Gift of Eucharist; We Go in Peace                |
| Grade 3: | The Church is One; The Church is Holy; The Church is Catholic; The Church is Catholic; The Church has a Mission to the World                      |
| Grade 4: | The Goodness of God; Jesus is the Son of God; The Holy Spirit; The Church; Social Justice   |
| Grade 5: | The Sacraments: God's Gift of Life; Baptism and Confirmation; Eucharist; Reconciliation and Anointing of the Sick; Holy Orders and Matrimony      |
| Grade 6: | We Answer God's Call; God Saves and Delivers Us; God Invites Us Into His Kingdom; God Reminds Us to Do His Will; God Promises Us Everlasting Life |
| Grade 7: | The Story of Jesus  |
| Grade 8: | The Story of Our Church   |

## FAMILY TIME



**Parents are the primary educators of their children.** By your active involvement in their education and parish life, you will be showing them your commitment to your Catholic faith.

Our Religious Education Program **can only reinforce the values and morals that begin at home.** We know that an hour and 15 min. a week for less than 30 weeks a year is a small part of their faith development. Therefore, we ask that you **follow up the lessons at home** with study, family discussion, parish involvement, weekly participation in Mass and family prayer.



One way to assist you with this is a page included at beginning of each chapter in the grades 1-6 books entitled **Family Time.** We encourage you to look for this page as it provides an opportunity for families to share their own experiences related to the theme of the chapter.

Family activities, background information about the related chapter, web site references and much more are included on this page. Spending a few minutes after each class (maybe even in the car on the way home) asking questions about what was discussed and encouraging participation is important and valuable.

## CLASS ATTENDANCE

Beginning our program in October hopefully will allow your family time to plan your schedule and make religious education a primary consideration. In order to achieve the maximum benefit from religious education, it is essential that class attendance be a priority. We have set a maximum allowance for absences. **If you know that your child will be absent from class, please call our office.**

<b>Grades 1-4</b>	<b>5 absences allowed</b>
<b>Grades 5-8</b>	<b>3 absences allowed</b>
<b>2nd or 3rd absence-RE staff will contact parent</b>	

We realize that all children have a variety of other activities that they are involved in. However, we know that as parents, if we include religious education as an on-going, important part of our daily life, we will help our children find time for it in their own life.

## PUNCTUALITY

For your child's safety we ask that they **not arrive more than 10 min. before class starts.** For children grades 1-4, please walk them to the hall and sign them in. **It is important that children are on time each week and picked up promptly after class is over!** If a child is not picked up within 15 minutes of dismissal, the child will be taken to the Parish Office to wait for their ride. If an unforeseen problem should arise with transportation, please call our office.




**\*After arrival, children are not allowed to leave church grounds unless the parent/guardian picks them up.**

## LATE ARRIVALS OR LEAVING EARLY

In order for your child to receive credit for attendance they must be here for the beginning of class and stay for at least 45 min. If the child has a valid reason to leave early, the parent must notify the religious education office, send a note to their leader, and **come to their classroom to pick them up.** Students will be assigned to the same leader and classroom for the entire year so that the parent and child will know where they will be every week. If a child comes in late, it is the parent's responsibility to make sure the child is checked in.



## VOLUNTEER PARTICIPATION

Our program is dependent upon volunteers to come forward to lead classes and participate in a variety of different ways. We ask every family that is enrolled in our program help in some way during the year. **The need for leaders and assistants is the primary concern** for each grade in order to accommodate the number of children that enroll. We have learned that by keeping the groups of children small, the sharing, discussions and behavior is very meaningful. **Therefore, we may not be able to accommodate every child unless we have enough volunteer leaders.** Please consider helping your child grow in their faith by becoming a small group leader or assistant. Most of our volunteers agree that they learn WITH their child. Every family is asked to participate in some way. If you are unable to participate, there will be an additional fee.

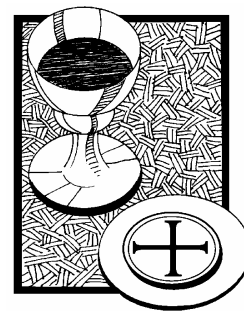
## COMMUNICATIONS and OPEN HOUSE

Calendar reminders and other program related activity notices will be sent home with the children periodically. Please check your child's RE book for these updates. Information pertaining to our program is also published regularly in the **parish bulletin** and on our website, **[www.stkilianchurch.org](http://www.stkilianchurch.org)** . Yearly calendars are mailed to registered families in September and contain dates of vacations and various other activities. We will also have a **Family Open House** in the middle of the year during class time that will allow you to view some of the activities your child has been working on as well as talk to their leaders and meet their classmates.

## SACRAMENTAL REQUIREMENTS and PREPARATION

First Communion preparation is a two year process. Reconciliation (Confession) and Communion (Eucharist) are received only upon completion of two years in a religious education program (no younger than 2nd grade) or 2 years in a Catholic or Christian School. **Children receive the sacrament of Reconciliation before Communion.**

Students that are in grades 2-8, have been baptized Roman Catholic and have completed two years of religious education will be eligible to receive the sacraments of **Reconciliation and Communion** during their second year of instruction. Registration is required and additional fees apply to help cover costs of workbooks and retreat supplies. Saturday morning retreats are planned to help children have a better understanding of these sacraments. **Regular attendance of this year is especially important.** Two mandatory parent meetings will provide information and materials that will enable the whole family to be a part of this preparation.



## BAPTISM and SPECIAL SITUATIONS



Children that have not been baptized and would like to receive the sacraments must first be registered in our RE program, attend at least 3-4 months of Catholic religious instruction and make arrangements with the Baptism committee to receive this sacrament. If your child has been baptized into a faith other than Roman Catholic and you would like them to receive sacraments, please contact our office.

## PRE-K and KINDERGARTEN

This program is for children ages 4 & 5 years old or Kindergarten level. It meets on Sunday during the 9:00 A.M. Mass. This program uses liturgical materials and focuses on faith development and caring for others. Includes songs, crafts, activities and snack.

## SPECIAL EDUCATION

This program is available to students that are developmentally disabled. The class is lead by volunteers who assist these children, teenagers and young adults in their faith journey. This class focuses on their specific needs and encourages them to explore their faith through lessons, crafts and activities. Preparation for sacraments may be requested.

## INDEPENDENT STUDY



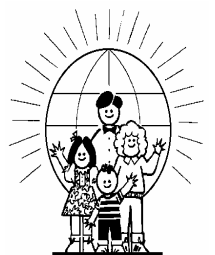
We feel that the community aspect of our program which enables families to meet and share their faith with others is very valuable. However, we are aware of the many activities that families are involved with in their lives. Encouraging children and families to continue to grow in their faith and learn more about our church in an on-going process. Knowing that some families, because of different circumstances, are not able to attend classes here, we offer an Independent Study program. This program allows families to work on the RE book at home and still keep a connection with the parish program. A contract is available with complete requirements. Please contact our office for details.

## CONFIRMATION

Preparation for the Sacrament of Confirmation is a two year program starting in the 9th grade. Please notify the Youth Ministry office at 586-7803 or visit our church website at [www.stkilianchurch.org](http://www.stkilianchurch.org) if your child is interested in receiving this sacrament of initiation.

## BEHAVIOR

It is very important that the short amount of time we have with your child is spent in a **positive environment**. Good conduct, cooperation, attention, courtesy and **respect** of adults and other children is expected at all times. Disruptions will first be dealt with by the small group leader. If the problem continues, the child will be referred to the Religious Education Office. **The child may be asked to sign a BEHAVIOR CONTRACT.** If disruption continues, the parent will be contacted. Please talk to your child about proper church/group behavior and encourage them to be respectful of our volunteers as well as their classmates.



## MIDDLE SCHOOL CLASSES

6th, 7th and 8th grade can be an adjustment for students in dealing with a new school, classmates, homework and extra curricular activities. With this in mind, we ask that you talk to your child and come to a decision based on time and interest before you enroll them in religious education. **If a student comes to class with a negative attitude it can make it difficult for everyone involved.** We have planned a program that should be of interest to them and encourage them in their faith life.



## TUITION

Our tuition fees are moderate for this area. In order for your **registration to be processed all fees must be handed in** before your child will be included in our program. ***If payment of religious education fees is a genuine hardship, please notify our office in writing.***

**\*NO CHILD WILL BE DENIED enrollment because of tuition situation.**

## PARKING LOT SAFETY-PARK and WALK



**We ask that parents of children grades 1-4 PARK** their car and **WALK** their child to class. The reason for this is twofold. **First and foremost** is for the **safety of the children**, secondly, on the possibility that there were **no classes for the day** your child will not be left unattended. **DO NOT STOP AT TOP OF DRIVEWAY.** Beware of traffic and obey all road signs.

**The children will wait in the orange coned area** for their ride. We ask that you park your car and pick them up from that area. The safety of the children and for the drivers is a major concern for us. **Please be prompt in picking up your child.** We appreciate your total cooperation with these instructions and know that it will provide a safe environment for all of our families. Parent volunteers will be in parking lot to assist.

## CATHOLIC or CHRISTIAN SCHOOL ATTENDANCE

Parents of Catholic children who are enrolled at any Catholic or Christian school must register in our religious education program for **sacramental preparation**. Parents are expected to attend two parent meetings and children to complete two workbooks and attend two Retreats in order to receive the sacraments. Christian School parents are asked to exercise care in helping their child distinguish common elements of Christian belief and particular doctrinal and liturgical practices of Roman Catholics. **2 years attendance at a Catholic or Christian school will be accepted as religious education preparation.** A letter of transfer from the school will be needed in order to verify attendance.

## SAFE ENVIRONMENT TRAINING

The Diocese requires that all children enrolled in a parish Religious Education Program receive an annual presentation of age-appropriate safe environment training (unless parents sign an *opt-out* form). **Kids & Company**, a program developed by The National Center for Missing & Exploited Children, provides safety strategies to help reduce the possibility of victimization from abduction and sexual exploitation. Information about internet safety and other important safety issues will also be discussed. Information will be mailed to all parents with details and website connections.

## FIRST AID and SAFETY DRILLS

First Aid supplies are available to all catechists. If there is a serious injury, the office will call 911 and notify parents immediately. **Periodic fire, earthquake and other emergency situation drills** will be practiced with the children and catechists.

## CONCLUSION

Upon completion of reading the policies and format of the Religious Education Program for St. Kilian Parish, you find this a reasonable and necessary type of instruction you are interested in pursuing for your child, please sign and return the completed registration form along with the participation form.

One thing we have learned in religious education is that **we can only echo what is being taught in the home.** Parents are the **FIRST** religious educators of their children and are encouraged by the church to take an active part in the everyday religious experience of their children.

By providing for your child a positive atmosphere in which he or she can really see, hear and feel the love that God has for each one of us, we hope they will continue on in their faith journey. As parents, if we can show our children in action not just in words, what it means for us to follow Jesus, what it means for us to be a Catholic Christian maybe then we **can see them follow in our footsteps** as Disciples of Christ and experience for themselves what God's plan is for them.



## POLICY UNDERSTANDINGS:

We ask that you sincerely consider the points made below and **indicate by your signature(s)** on the **registration form that you** are in agreement with our policies.

1. We strongly agree that the people who volunteer their time and share their gift of faith with our children also deserve their respect and cooperation.
2. We intend to make attendance at classes a real priority for our children, realizing that this shows the importance we place on studying about their faith.
3. We will make attending family meetings a priority.
4. We commit as a family, to attend Mass at St. Kilian Church and to continue to support the activities that foster a positive sense of community within our parish.

**Please sign agreement at bottom of REGISTRATION FORM**

# ST. KILIAN

## RELIGIOUS EDUCATION PROGRAM

# HANDBOOK

Pre-K (age 4) & Kindergarten  
Grades 1-8



**“Let the little children come to me.”  
Luke 18:16**

St. Kilian Church  
**Office of Religious Education**  
26872 Estanciero Drive  
Mission Viejo, CA  
92691

<b>RE Office</b>	949-586-4550
<b>FAX</b>	949-454-1043
<b>E-MAIL</b>	skre@cox.net

Youth Ministry and Confirmation High School age students	949-586-7803
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Parish Office	949-586-4440
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## **Staff**

<b>Marcia Burns</b> <b>mkb60@cox.net</b>	<b>Director of Religious Education</b>	<b>ext. 23</b>
Cindy Hurley	Coordinator of Religious Education	ext. 24
Jan Inano	Secretary	ext. 25
Angie Bonilla	Religious Education Assistant	ext. 26