



RELIGIOUS EDUCATION  
HANDBOOK

2017-2018

SAINT JOSEPH CATHOLIC CHURCH  
303 S. SEVENTH STREET  
PEKIN, IL

Fr. Michael Andrejek Pastor

Mrs. Anna McMahan, Director  
Religious Education

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## EMERGENCY INFORMATION

### CANCELLATION OF CLASS:

IN THE EVENT OF INCLEMENT WEATHER OR OTHER EMERGENCY SITUATIONS GROUP E-MAIL WILL BE SENT TO THOSE WHO HAVE PROVIDED AN E-MAIL.

Also, watch television news programs on channels: WHOI, WEEK & WMBD for cancellation information.

### IN CASE OF EMERGENCY:

IN THE EVENT OF AN EMERGENCY FOR WHICH YOU NEED TO CONTACT THE DIRECTOR, ANNA McMAHAN PLEASE CALL 309-202-3719

### ABSENTEE POLICY:

CONSISTENT ATTENDANCE IS VERY IMPORTANT TO THE STUDENTS AND TO THEIR SUCCESS IN THE PROGRAM. THEREFORE WE ASK PARENTAL SUPPORT IN SEEING THAT CHILDREN ARE PRESENT AND ON TIME FOR CLASS. IF A CHILD MUST BE TARDY OR ABSENT FROM CLASS, IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO CONTACT THE CCD OFFICE BY PHONE. PLEASE CALL 347-6108 AND LEAVE A MESSAGE FOR MRS. ANNA McMAHAN, DIRECTOR.

### DRESS CODE:

ALL CHILDREN ATTENDING SAINT JOSEPH PARISH RELIGIOUS EDUCATION CLASSES ARE EXPECTED TO DRESS APPROPRIATE TO A CLASSROOM ENVIRONMENT. HATS AND CAPS MAY NOT BE WORN DURING CLASS. NO CLEETS MAY BE WORN TO CLASS.

### FOOD IN THE CLASSROOM:

FOOD, DRINKS AND GUM ARE NOT ALLOWED IN THE CLASSROOM WITHOUT PERMISSION OF THE TEACHER.

### PLEASE NOTE:

BECAUSE WE ARE INSTRUCTING YOUR CHILDREN ONE NIGHT A WEEK, THEY WILL NOT BE ALLOWED TO BRING A GUEST TO CLASS.

# OFFICE OF RELIGIOUS EDUCATION

## DISCIPLINE POLICY FOR RELIGIOUS EDUCATION (CCD)

THE FOLLOWING DISCIPLINE POLICY FOR RELIGIOUS EDUCATION (CCD) HAS BEEN APPROVED BY THE PASTOR.

THE CCD TEACHERS SET CLEAR AND RESPONSIBLE RULES FOR THE YEAR AT THE FIRST CLASS. IF A STUDENT IS NOT FOLLOWING THE RULES WE DO THE FOLLOWING:

1. THE TEACHER TELLS THE CHILD WHAT RULE THEY ARE NOT COMPLYING WITH.
2. THE TEACHER ASKS THE CHILD TO STOP THIS BEHAVIOR.

IF THE CHILD DOES NOT COMPLY, THE CHILD IS BROUGHT BY THE TEACHER TO THE CCD OFFICE AND MRS. McMAHAN, DIRECTOR.

**IF A CHILD IS SENT TO THE CCD OFFICE THIS IS CONSIDERED A SERIOUS DISCIPLINE PROBLEM. THIS WILL BE HANDLED IN THE FOLLOWING MANNER.**

### **FIRST SERIOUS DISCIPLINARY PROBLEM:**

THE PARENT WILL RECEIVE A PHONE CALL FROM MRS. McMAHAN. THE CHILD WILL BE PRESENT WHEN THE CALL IS MADE. THE PHONE CALL WILL INCLUDE AN EXPLANATION OF THE PROBLEM. IF THE PHONE CALL IS UNABLE TO BE COMPLETED, THE PARENT WILL BE CALLED THE FOLLOWING MORNING (THURSDAY). THE CHILD WILL THEN WRITE A NOTE OF APOLOGY TO THE TEACHER AND CLASS. THE NOTE MUST BE SIGNED BY THE PARENT AND THE CHILD. THE CHILD MAY RETURN TO THE NEXT CLASS SESSION WITH THE NOTE.

**SECOND SERIOUS DISCIPLINARY PROBLEM:**

IF POSSIBLE, THE PARENT WILL RECEIVE A PHONE CALL FROM MRS. McMAHAN ASKING THAT THE CHILD BE PICKED UP FROM CCD ON THE EVENING THE PROBLEM OCCURRED. IN ORDER FOR THE STUDENT TO RETURN TO CCD, THE PARENT OR GUARDIAN WILL BE ASKED TO ACCOMPANY THE STUDENT TO THEIR CCD CLASS, AND REMAIN FOR THE ENTIRE CLASS.

**THIRD SERIOUS DISCIPLINARY PROBLEM:**

A CONFERENCE WILL BE HELD WITH THE CCD DIRECTOR, PASTOR TEACHER, PARENT AND CHILD. ALL OPTIONS WILL BE DISCUSSED. ONE OF THE OPTIONS MAY BE EXPULSION. THIS WOULD MEAN THE CHILD WILL NOT BE WELCOMED BACK IN THE CLASS FOR THE REMAINDER OF THE YEAR. EXPULSION IS A SERIOUS MATTER AND WILL BE USED IN EXTREME CASES WHEN EVERYTHING ELSE HAS FAILED.

THE PARENT HAS THE RIGHT TO APPEAL TO THE PASTOR WHEN EXPULSION IS BEING CONSIDERED.

**Drop-Off/Pick- Up**

When you are dropping of children please be aware of the children in the parking lot. Do NOT pull up to the front doors on the parking lot to drop off or pick up your student! You can park and walk your child to the front doors or drop them off from the street by pulling up to the curb. If you are dropping them off from the street make sure they exit the car from the sidewalk side and not the street side of the vehicle!

The only doors that students should be using to enter and exit the building are the doors on the parking lot, all other doors are prohibited to exit out off for safety reasons.

**2017-2018 CCD Teachers**

Kindergarten	Beth Wooten Jill Sitter
1st Grade	Nancy Wheeler Melissa Tibbs
2nd Grade	Lisa Holt Rose Burton
3rd Grade	Mary Smith
4th Grade	Stephenie Bowman Debbie Swegle
5th Grade	Cristen Mini Kathleen Lowery
6th Grade	Lori Weidner
7th Grade	Daniel McMahan
8th Grade	Michael McMahan

Please remember all of our teachers in your prayers throughout the year.

**Six Holy Days of Obligation**

- 1. Solemnity of Mary, Mother of God (January 1)
- 2. Ascension (during the Easter season)
- 3. Assumption of Mary (August 15)
- 4. All Saints (November 1)
- 5. Immaculate Conception (December 8)
- 6. Christmas (December 25)

**Prayer to the Holy Spirit**

Come, Holy Spirit, fill the hearts of your faithful.  
 And kindle in them the fire of your love.  
 Send forth your Spirit and they shall be created.  
 And you will renew the face of the earth.  
 Let us pray. Lord, by the light of the Holy Spirit  
 you have taught the hearts of your faithful.  
 In the same Spirit help us to relish what is right  
 and always rejoice in your consolation.  
 We ask this through Christ our Lord. Amen.

**Spiritual and Corporal Works of Mercy**

**Spiritual Works of Mercy**

Correct the sinner  
 Teach the ignorant  
 Give advice to the confused  
 Comfort the suffering  
 Be patient with others  
 Forgive those who injure you  
 Pray for the living and the dead

**Corporal Works of Mercy**

Feed the hungry  
 Give drink to the thirsty  
 Clothe the naked  
 Visit the imprisoned  
 Shelter the homeless  
 Visit the sick  
 Bury the dead

**SAINT JOSEPH PARISH REQUIREMENTS**

RECOGNIZING THAT PARENTS ARE OUR FIRST TEACHERS,  
 WE ASK YOU TO HELP US WITH THE FOLLOWING REQUIREMENTS.

OUR CHILDREN SHOULD KNOW THE FOLLOWING:

**GRADE 1**

SIGN OF THE CROSS  
 OUR FATHER  
 HAIL MARY  
 GLORY BE  
 GRACE BEFORE MEALS

**GRADE 2**

REVIEW FIRST GRADE PRAYERS  
 ACT OF CONTRITION  
 FORMULA FOR RECONCILIATION (CONFESSION)

**GRADE 3**

APOSTLE’S CREED  
 TEN COMMANDMENTS  
 SEVEN SACRAMENTS

**GRADE 4**

TWENTY MYSTERIES OF THE ROSARY  
 SIX HOLYDAYS OF OBLIGATION  
 PRAYER TO HOLY SPIRIT

**GRADES 5 AND 6**

REVIEW PRAYERS FROM GRADES 1-4

**GRADES 7 AND 8**

SPIRITUAL AND CORPORAL WORKS OF MERCY  
 GENERAL KNOWLEDGE OF “THE TEST”

**Sign of the Cross**

In the Name of the Father,  
and of the Son,  
and of the Holy Spirit. Amen

**Our Father**

Our Father who art in heaven,  
Hallowed be thy name;  
Thy kingdom come;  
Thy will be done on earth  
as it is in heaven.  
Give us this day our daily bread;  
and forgive us our trespasses  
as we forgive those  
who trespass against us;  
and lead us not into temptation,  
but deliver us from evil. Amen

**Act of Contrition**

My God, I am sorry for my sins  
with all my heart.  
In choosing to do wrong and  
failing to do good, I have  
sinned against you whom I  
should love above all things  
I firmly intend, with your help,  
to do penance, to sin no more,  
and to avoid whatever leads me to sin.  
Our Savior Jesus Christ suffered and died for us.  
In His Name, My God, have mercy. Amen

**Apostle's Creed**

I believe in God, the Father Almighty. Creator of heaven and earth:  
And in Jesus Christ, His only Son, Our Lord; Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate was crucified, died, and buried. He descended into hell; the third day He arose again from the dead; He ascended into heaven and sits at the right hand of God, the Father Almighty, from thence He shall come to judge the living and the dead.  
I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting.  
Amen.

**Grace Before Meals**

Bless us, O Lord, and these thy gifts,  
which we are about to receive,  
from thy bounty,  
through Christ Our Lord. Amen

**Glory Be**

Glory be to the Father, and to the Son,  
and to the Holy Spirit.  
As it was in the beginning,  
is now, and ever shall be,  
world without end. Amen

**Hail Mary**

Hail Mary, Full of grace,  
the Lord is with you,  
Blessed are you among women and  
blessed is the fruit of your womb, Jesus.  
Holy Mary, Mother of God,  
Pray for us sinners now  
And at the hour of our death. Amen

**The Sacrament of Reconciliation (Formula)**

Examination of conscience  
Confession of Sins.  
The Priests give a penance.  
Say the Act of Contrition.  
The Priest gives absolution

**Ten Commandments**

1. I am the Lord your God. You shall not have other gods beside me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Sabbath. (Sunday for Christians)
4. Honor your father and mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor. (Don't lie)
9. You shall not covet your neighbor's wife.
10. You shall not covet anything that belongs to your neighbor.

**Seven Sacraments**

1. Baptism
2. Confirmation
3. Holy Communion or the Eucharist
4. Penance, or Reconciliation, or Confession
5. Matrimony
6. Holy Orders
7. Anointing of the Sick

**Twenty Mysteries of the Rosary**

**The Five Joyful**

- The Annunciation
- The Visitation
- The Nativity of Our Lord
- Presentation in the Temple
- Finding the Child Jesus in the Temple

**The Five Luminous**

- The Baptism in the Jordan
- The Wedding at Cana
- The Proclamation of the Kingdom of God
- The Transfiguration
- The Institution of the Eucharist

**The Five Sorrowful**

- Agony of Christ in the Garden
- Scourging of Jesus at the Pillar
- Placing of the crown of thorns
- Carrying of the Cross by Jesus
- Crucifixion of Our Lord Jesus Christ

**The Five Glorious**

- Resurrection of Our Lord from the dead
- Ascension of Our Lord into heaven
- Descent of the Holy Spirit on Pentecost
- Assumption of the Blessed Virgin Mary into Heaven
- Coronation of the Virgin Mary