



RELIGIOUS EDUCATION
HANDBOOK

2018-2019

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

Fr. Michael Andrejek Pastor

Mrs. Anna McMahan, Director
Religious Education

PH. 309-347-6108 EXT. 212
E-mail amcmahan@stjosephpekin.org

NOTES:

2018-2019 CCD Teachers

Kindergarten	Beth Wooten
1st Grade	Nancy Wheeler, Melissa Tibbs
2nd Grade	Lisa Holt, Jill Sitter
3rd Grade	Mary Smith ,Tiffany Baughman
4th Grade	Kristen Heaton , Ainsley Reeise
5th Grade	Cristen Mini, Kathleen Lowery
6th Grade	Lori Weidner
7th Grade	Daniel McMahan, Michael McMahan
8th Grade	Tina Sondag

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

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 DIRCTOR, 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 EDUCATOIN CLASSES ARE EXPECTED TO DRESS APPROPRIATE TO A CLASSROOM ENVIROMENT. 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 INSTRUCTIONG 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.

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

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

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.

OTHER POLICIES:

- Class time is 6:30-7:30 pm. Promptness to class will help us to get as much in each week as possible. Please have your child use the restroom before class time begins.
- Cell phones are not allowed in class! If student has their phone with them they MUST keep it put away.
- Appropriate dress for class is important. Please remember this is a “Church” event. Modesty is a MUST!
- Drop off and pick-up: Please enter parking lot through the gate closest to the church building and exit through the center gate. The gate closest to the school building will always be closed! DO NOT OPEN THIS GATE! Please do not drop your child off at the steps of the building. This is a safe area for the students to walk. If you park on the street do not block the gate entrances. Note that the teachers will park up close to the building to help make a safe area for the students.
- 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.
- Grades Kindergarten through 2nd grades ask that the students be dropped off and picked up at the classroom door by adult or older sibling each night.
- Students are NOT allowed to enter classrooms before 6:30 when a teacher is not present. Students should NEVER be unsupervised in a classroom.
- When you come into the building to pick up please remember we are trying to have class. The noise from people visiting can be very distracting. I have asked the teachers to be respectful of your time and dismiss as close to 7:30 as possible. Fewer distractions will help!
- If student will be absent from class due to illness, please call the parish office. Parents or student should ask for missed work from the teacher upon return to class.
- Please do not send food or drinks to class. With all of the food allergies we ask that your child eat before class time. (Snacks may be brought in for the class with the teacher’s approval.)
- You will receive a calendar of the scheduled classes for the year. You can also see the calendar on the parish website. stjosephpekin.org

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”