



**ST. RAPHAEL  
CHILDREN'S MINISTRY**

# 2015-2016 GUIDE BOOK

## COVER ARTWORK

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*St. Raphael, Archangel*

*By: Lawrence Klimecki*

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*Raphael bears a pilgrim's staff he is the traditional protector of pilgrims and travelers. His name translates as "God heals" and the healing power of God is represented by the fish on his stole. This is a reference to the Book of Tobit wherein Raphael directs Tobias to use a fish to cure his father's blindness.*

*In traditional iconography the three archangels share some symbolism. All three are depicted with a disk bearing the abbreviated name of Jesus Christ. Wings symbolize their divine office of messenger. The ribbons that lead to the ears tells us that they always hear the divine word. In my depictions of these three great persons, I have given them elaborate halos to reflect the splendor of the angelic beings who stand before the throne of God.*

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# DIRECTORY

## Parish Office Secretary

Lois Tyznik.....ltyznik@st-raphael.com  
630-355-4500; 630-355-7470 Fax

## Pastor

Rev. Fr. Daniel Bachner.....630-355-4545

## Associate Pastor

Rev. Fr. Maciej Stelmach.....630-355-4545

## Director of Children's Ministry

Michelle Sadler.....msadler@st-raphael.com  
630-615-7642

## Youth Faith Formation Secretary

Renee Cwik.....rcwik@st-raphael.com  
630-615-7614

## Inclement Weather

Emergency Closing Center.....emergencyclosings.com

## Mass Times

Monday – Thursday.....8:30 am

Friday .....7:30 am

Saturday.....8:30 am and 5:00 pm

Sunday.....7:30, 9:00, 10:45 am and 12:15 pm

## Confession Times

Saturday.....4:00-4:45 pm

Travel Mass Times .....masstimes.org

Year of Divine Mercy.....iubilaeummisericordiae.va

# JUBILEE EVENTS

*\*Opening of the Door is a symbol of Mercy with the acceptance of all sinners.*

- \*Opening of the Holy Door of St. Peter's Basilica, December 8, Feast of the Immaculate Conception.
- \*Opening of the Holy Door of the Basilica of St. John Lateran and in the cathedrals of the world, December 13.
- \*Opening of the Holy Door of the Basilica of St. Mary Major, January 1, Feast of Mary, the Holy Mother of God and World Day for Peace.
- Jubilee for those involved with guiding or organizing pilgrimages and religious tourism, January 19 – January 21.
- \*Opening of the Holy Door of the Basilica of St. Paul Outside the Walls, January 25, Feast of the Conversion of St. Paul.
- Jubilee for Consecrated Life and the closing of the Year for Consecrated Life, February 2, Feast of the Presentation of the Lord.
- Sending forth the Missionaries of Mercy, St. Peter's Basilica, February 10, Ash Wednesday.
- Jubilee for the Roman Curia, February 22, Feast of the Chair of St. Peter.
- "24 Hours for the Lord" with a penitential liturgy in St. Peter's Basilica, March 4.
- Jubilee for those who are devoted to the Divine Mercy, April 3, Divine Mercy Sunday.
- Jubilee for teens aged 13 to 16 to profess the faith and construct a culture of mercy, April 24.
- Jubilee for deacons, May 27-29, the feast of the Body and Blood of Christ.
- Jubilee for priests, June 3, feast of the Sacred Heart of Jesus.
- Jubilee for those who are ill and for persons with disabilities, June 12.
- Jubilee for youth, July 26-31, World Youth Day in Krakow, Poland.
- Jubilee for workers/ volunteers of mercy, Sept. 4, the vigil of Bl. Teresa of Calcutta.
- Jubilee for catechists, September 25.
- Marian Jubilee, October 8-9.
- Mass celebrated by Pope Francis for faithfully departed, Nov. 1, Feast of All Saints.
- Jubilee for prisoners, Nov. 6.
- Closing of the Holy Doors in the basilicas of Rome and in the dioceses of the world, Nov. 13.
- Closing of the Holy Door of St. Peter's Basilica and the conclusion of the Jubilee of Mercy, Nov. 20, feast of Christ the King.

# YEAR OF MERCY

## PAPAL ANNOUNCEMENT

“Dear brothers and sisters, I have often thought of how the Church may render more clear her mission to be a witness to mercy; and we have to make this journey. It is a journey which begins with spiritual conversion. Therefore, I have decided to announce an *Extraordinary Jubilee* which has at its center the mercy of God. It will be a *Holy Year of Mercy*. We want to live in the light of the word of the Lord: “Be merciful, even as your Father is merciful” (cf. Lk 6:36). And this especially applies to confessors! So much mercy!

**This Holy Year will commence on:**

**December 8, 2015: The Feast of the Immaculate Conception**

**And will conclude on:**

**November 20, 2015: The Solemnity of Christ the King**

I am confident that the whole Church, which is in such need of mercy for we are sinners, will be able to find in this Jubilee the joy of rediscovering and rendering fruitful God’s mercy, with which we are all called to give comfort to every man and every woman of our time. Do not forget that God *forgives all*, and God *forgives always*. Let us never tire of asking forgiveness. Let us henceforth entrust this Year to the Mother of Mercy, that she turn her gaze upon us and watch over our journey: our penitential journey, our year-long journey with an open heart, to receive the indulgence of God, to receive the mercy of God”.

# PRAYER OF POPE FRANCIS

Lord Jesus Christ,

you have taught us to be merciful like the heavenly Father,  
and have told us that whoever sees you sees Him.

Show us your face and we will be saved.

Your loving gaze freed Zacchaeus and Matthew from being enslaved by money;  
the adulteress and Magdalene from seeking happiness only in created things;  
made Peter weep after his betrayal,  
and assured Paradise to the repentant thief.

Let us hear, as if addressed to each one of us, the words that you spoke to the Samaritan woman:

“If you knew the gift of God!”

You are the visible face of the invisible Father,

of the God who manifests his power above all by forgiveness and mercy:

let the Church be your visible face in the world, its Lord risen and glorified.

You willed that your ministers would also be clothed in weakness

in order that they may feel compassion for those in ignorance and error:

let everyone who approaches them feel sought after, loved, and forgiven by God.

Send your Spirit and consecrate every one of us with its anointing,

so that the Jubilee of Mercy may be a year of grace from the Lord,

and your Church, with renewed enthusiasm, may bring good news to the poor,

proclaim liberty to captives and the oppressed,

and restore sight to the blind.

We ask this of you, Lord Jesus, through the intercession of Mary, Mother of Mercy; you who live and reign with the Father and the Holy Spirit forever and ever.

Amen.

# LOGO



The *logo* and the *motto* together provide a fitting summary of what the Jubilee Year is all about. The motto *Merciful Like the Father* (taken from the Gospel of Luke, 6:36) serves as an invitation to follow the merciful example of the Father who asks us not to judge or condemn but to forgive and to give love and forgiveness without measure (cfr. Lk 6:37-38). The logo – the work of Jesuit Father Marko I. Rupnik – presents a small *summa theologiae* of the theme of mercy. In fact, it represents an image quite important to the early Church: that of the Son having taken upon his shoulders the lost soul demonstrating that it is the love of Christ that brings to completion the mystery of his incarnation culminating in redemption. The logo has been designed in such a way so as to express the profound way in which the Good Shepherd touches the flesh of humanity and does so with a love with the power to change one's life. One particular feature worthy of note is that while the Good Shepherd, in his great mercy, takes humanity upon himself, his eyes are merged with those of man. Christ sees with the eyes of Adam, and Adam with the eyes of Christ. Every person discovers in Christ, the new Adam, one's own humanity and the future that lies ahead, contemplating, in his gaze, the love of the Father.

The scene is captured within the *mandorla* (the shape of an almond), a figure quite important in early and medieval iconography, it calls to mind the two natures of Christ, divine and human. The three concentric ovals, with colors progressively lighter as we move outward, suggest the movement of Christ who carries humanity out of the night of sin and death. Conversely, the depth of the darker color suggests the impenetrability of the love of the Father who forgives all.

# MERCY GRANTED

Pope Francis offers an **indulgence**, (a grant by the pope of the remission of the temporal consequences in purgatory), for those that during the year are able to make a pilgrimage to the papal basilicas in Rome or to their local cathedral.

As is traditional, those making those pilgrimages will be asked to make confession, celebrate the Mass, and pray for the pope's intentions to fulfill the obligations to receive an indulgence.

But the pope then extends the possibility of indulgence in a special way to those that are sick or imprisoned.

For sick or elderly persons unable to travel, he says: "Living with faith and joyful hope this moment of trial, receiving communion or attending Holy Mass and community prayer, even through the various means of communication, will be for them the means of obtaining the Jubilee Indulgence."

For those in prison, he states: "The Jubilee Year has always constituted an opportunity for great amnesty, which is intended to include the many people who, despite deserving punishment, have become conscious of the injustice they worked and sincerely wish to re-enter society and make their honest contribution to it."

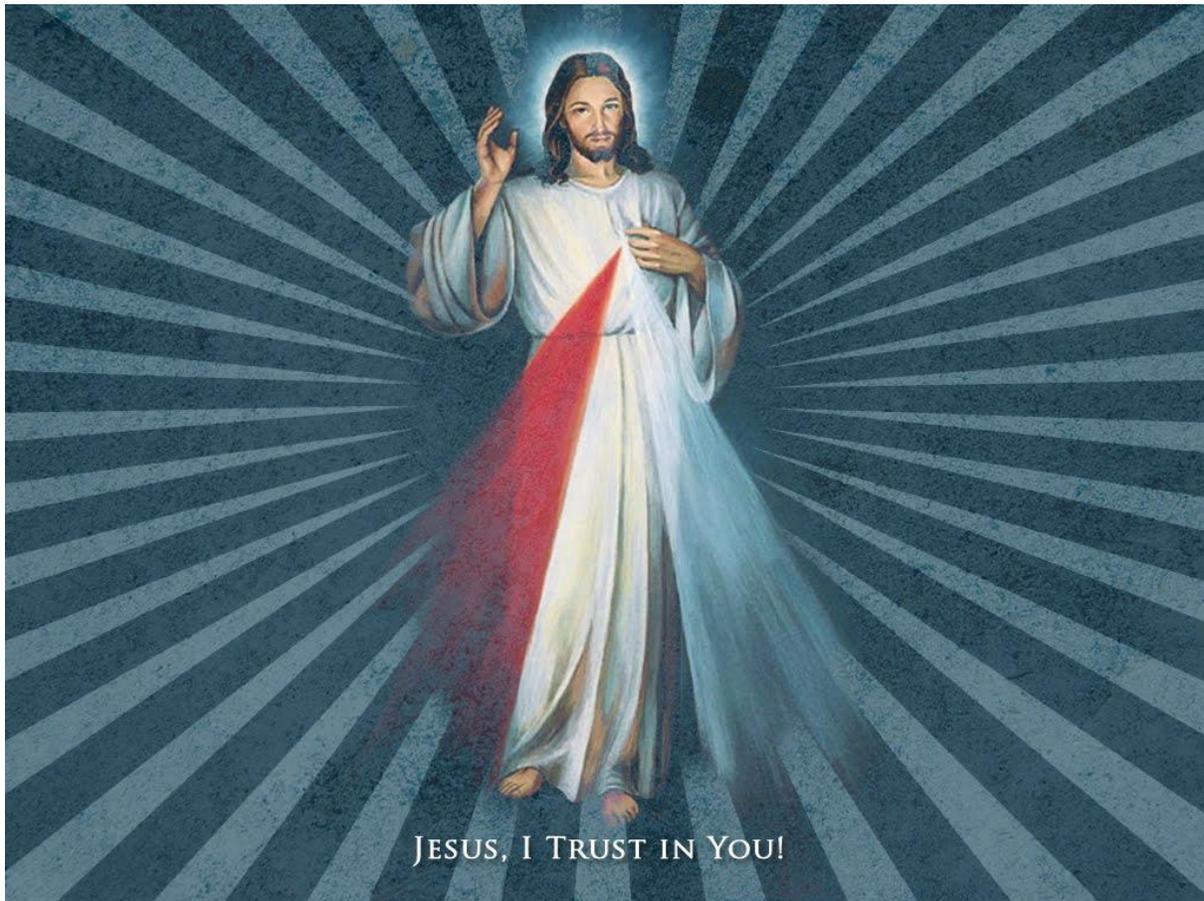
"May they all be touched in a tangible way by the mercy of the Father who wants to be close to those who have the greatest need of his forgiveness," writes the pope. "They may obtain the Indulgence in the chapels of the prisons."

**The pontiff also extends the possibility of an indulgence to anyone who performs one of the traditional spiritual or corporal works of mercy during the year.**

"I have asked the Church in this Jubilee Year to rediscover the richness encompassed by the spiritual and corporal works of mercy," he writes.

"The experience of mercy, indeed, becomes visible in the witness of concrete signs as Jesus himself taught us," states the pope. "Each time that one of the faithful personally performs one or more of these actions, he or she shall surely obtain the Jubilee Indulgence."

# WORKS OF MERCY



## **Spiritual Works of Mercy**

To admonish the sinners  
To instruct the ignorant  
To counsel the doubtful  
To comfort the sorrowful  
To bear wrongs patiently  
To forgive all injuries  
To pray for the living and the dead

## **Corporal Works of Mercy**

To feed the hungry  
To give drink to the thirsty  
To clothe the naked  
To visit and ransom the captives  
To shelter the homeless  
To visit the sick  
To bury the dead

The goal of the Works of Mercy within the family is to begin teaching them to children as an automatic response to the world around them. Rather than introducing them solely through large events, try incorporating them in their everyday experiences such as the following:

## **The Spiritual Works of Mercy**

### **Admonish the Sinner**

Child: Point out What is Right Without a Word. Wear/carry religious attire- Shirt, Jewelry etc...

Family: Help to Place the Ten Commandments in a Prominent Place in Public or Your Home

### **Instruct the Ignorant**

Child: Book Report Time? Share One About a Saint or Pope Francis

Family: Sign up to Teach Religion Classes and Have Your Child Help with Preparations

### **Counsel the Doubtful**

Child: Share a Prayer/Holy Card with Someone Who is Struggling with a Problem

Family: Invite a Non-Practicing Family Member or Neighbor to Church and Breakfast

### **Comfort the Sorrowful**

Child: Pet –Therapy? Try Child Therapy. Lonely Elderly Love to See Kids.

Family: Do an Anonymous Act of Kindness for Someone

### **Bear Wrongs Patiently**

Child: Review the Ten Commandments: “Write” *Their* Sin of Offense and Then *Your* Sins

Family: Attend Confessions Together and Offer For Your Enemies

### **Forgive all Injuries**

Child: Pray for Those Who Hurt You to Grow in Holiness

Family: Have a Mass Said for All Those Who Have Hurt You

### **Pray for the Living and The Dead**

Child: Have a Prayer Album of Family and Friends to Pray For

Family: Do a Holy Hour (or any amount of time) praying in the Chapel With Jesus for All

# **The Corporal Works of Mercy**

## **Give Food to the Hungry**

Child: Share Lunch Money with Someone Who Forgot Theirs

Family: Purchase \$5 McDonald's Cards and Give Spontaneously to Those in Need

## **Give Drink to the Thirsty**

Child: Share an Extra Sports Drink for Someone on the Team that Needs One

Family: Buy an Extra Bottle of Water and Give Spontaneously to Those in Need

## **Clothe the Naked**

Child: Let Sibling/Friend Borrow Clothes or Share Gym Shirt with One Who Forgot It

Family: Purchase Dollar Store Gloves and Give Spontaneously to Those in Need

## **Visit the Imprisoned**

Child: Pray for Someone Who is Grounded

Family: Donate Christmas Cards or Other Collection for Juvenile Delinquent Homes

For Younger Ones: Assist an Elderly Person "Imprisoned" by Their Disability

## **Shelter the Homeless**

Child: Having Overnight Guests? Let the Visitor Have Your Room or Favorite Chair

Family: Someone With Renovating Problems? Let Them Stay With You.

## **Visit the Sick**

Child: Make a Carry-All Basket for Someone Sick in the Family: Include Tissues, Rx, Clicker, Magazines, Water etc...

Family: Make a Similar Basket or Buy Socks/Slippers and Deliver to the Hospital

## **Bury the Dead**

Child: Make the Sign of the Cross when Passing a Cemetery

Family: Visit a Cemetery to Clean a Headstone, Trim the Grass, and Place a Flower

**Want to expand and join the parish in reaching out to our local community?**

**Contact Barry O'Donnell at 630-615-7613.**

#	Spiritual Work of Mercy	Accomplished By Doing	<input checked="" type="checkbox"/>
1			
2			
3			
4			
5			
6			
7			

#	Corporal Work of Mercy	Accomplished By Doing	<input checked="" type="checkbox"/>
1			
2			
3			
4			
5			
6			
7			

# PRAYER IDEAS

## The Family that Prays Together Stays Together

Set Your Phone Alarm to Remind You to Stop and Pray for Your Child

Say Meal Time Prayers Together, Even in Restaurants

Have A Holy Water Font By Your Door to Bless Yourselves Before Leaving the House

Make a Cross on Your Child's Head When Saying Good Night or Good Bye to Them

Stop in the Chapel to Visit Jesus for 5 Minutes When Passing By the Church

Need Rest Stops on a Vacation? GPS a Church. It's Cleaner, Safer, and Has Jesus.

Traveling and Need to Find a Mass? Go to [Masstimes.org](http://Masstimes.org)

Keep a Crucifix in Plain Sight Somewhere in the Home- Gazing on Jesus' Love is Prayer Too.

Say a Decade of the Rosary (or more) Together as a Family.

Need Motivation? Make a Decade Rosary on the Table Out of Mini and Regular M&M's.

Let the Children Eat Each "Bead" After it is Prayed.

Visit a Cemetery Together and Pray For Loved Ones of the Family

Have a Wall of Pictures of Loved Ones Who Have Passed to Remember to Pray for Them

Invite a Priest Over for Dinner and to Bless Your Home

Have a Prayer Board with Pictures Or Names of Those You are Praying For

Have a Prayer Bucket with Popsicle Sticks Labeled with a Saint Quote, Prayer, Virtue, or Person to Pray for. Have Each Family Pick a Stick to Focus on For the Day.

Finding Little Time to Pray? Pray in the Car Together. Use a Guided Prayer on CD.

Don't Forget Your Guardian Angels: Ask Them to Keep You Safe, and Focused on God's Will

Have a Mercy Night and Attend a Saturday Confession Together

Have the Children Collect the Holy Water in a Holy Water Bottle to Use as Needed

Attend The Holy Sacrifice of the Mass Together as Often as Possible

<b>PRAYER</b>	<b>GRADE</b>	<b>PART</b>	<b>DATE</b>	<b>WHOLE</b>	<b>DATE</b>	
Sign of the Cross	One					
Hail Mary	One					
Meal Time Prayers	One					
Angel of God	One					
Joyful Mysteries	One					
Our Father	Two					
Glory Be	Two					
Act of Contrition	Two					
Basic Mass Responses	Two					
Apostles Creed	Three					
Glorious Mysteries	Three					
Morning Offering	Fourth					
Luminous Mysteries	Fourth					
The Angelus	Fourth					
The Divine Chaplet	Fourth					
Stations of the Cross	Fifth					
St. Michael	Fifth					
Sorrowful Mysteries	Fifth					
Eternal Rest	Fifth					
Hail Holy Queen	Sixth					
Memorare	Sixth					
Divine Praises	Sixth					

# PROGRAM BASICS

## Grades 1-5

These grades meet in the homes of the Catechists that are nearest their subdivision. Classes max at 10 students and meet once a week for one hour and fifteen minutes.

Session times are offered at:

Sunday 4:15-5:30 pm

Tuesday 4:15 pm

Sunday 6:30-7:45 pm

Sunday 6:30-7:45 pm

Classes begin on Sunday, October 4<sup>th</sup> and Tuesday, October 6<sup>th</sup>

The textbooks used are the Finding God Series by Loyola Press.

## Grade 6

Grade six meets in the school in the classrooms for one hour and fifteen minutes.

Their session time is on:

Monday 6:30 – 7:45 pm

Classes begins on Monday, October 5<sup>th</sup>

The textbooks used are the Faith and Life Series by Ignatius Press.

## Sacrament Class

This class is designed for the student above second grade who has received the Sacrament of Baptism in the Catholic Faith but has not yet received the Sacrament of Reconciliation or the Sacrament of Holy Communion. It meets for one hour and fifteen minutes on:

Sunday 10:30-11:45 am

This class may be taken in conjunction with their catechism grade level class.

# TUITION

## Children

First Child ..... \$155 \_\_\_\_\_  
Second Child .....\$120 \_\_\_\_\_  
Third Child .....\$ 90 \_\_\_\_\_  
Fourth Child .....\$60 \_\_\_\_\_

## Sacrament Years

First Holy Eucharist .....\$50 \_\_\_\_\_  
*Received in Second Grade*  
Confirmation .....\$55 \_\_\_\_\_  
*Received Sophomore Year*

## Discounts

Catechist Discount .....\$120 \_\_\_\_\_  
Co-Catechists Discount ..... \$ 60 \_\_\_\_\_

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## Donations

If you would like to donate to help a family in need of tuition assistance please fill out the below and return to the Youth Faith Formation with a check made payable to St. Raphael.

Donating Family: \_\_\_\_\_ Donation Amount: \_\_\_\_\_

For the Family of: (Optional) \_\_\_\_\_

# ELEMENTARY SCHEDULE

## October

**4, 6 First Session**

**18, 19 Session at the Parish**

**25, 27 Session**

## November

**1, 3 Session**

**8, 10 Session**

**15, 17 Session**

**22, 24 Session at the Parish**

**29 No Session**

## December

**4 No Session**

**6, 7 Session**

**13, 15 Session**

**20, 22 Session *Last Session Before Christmas Break***

## January

**3, 5 No Session**

**10, 12 Session**

**17, 19 No Session**

**24, 26 Session**

**31 No Session**

## **February**

**1 No Session**

**7, 9 Session at the Parish**

**14, 16 No Session**

**21, 23 Session**

**28 No Session**

## **March**

**1 No Session**

**6 No Session**

**8 Confessions**    *\*Grades 3-5 4:15 pm & 6:30 pm*

**13, 15 Session**

**20, 22 Session**

**27, 29 No Session**

## **April**

**3, 5 No Session**

**10, 12 Session**

**17, 18 Session**

**24, 26 Session**

## **May**

**1 May Crowning**

**1, 3 Session**

**8, 9 Last Session**

*\*No Session for First and Second Graders*

# SIXTH GRADE SCHEDULE

## October

- 5**    **First Session**
- 12**   **No Session**
- 19**   **Session**
- 26**   **Session**

## November

- 1**    **Work of Mercy** *Naperville Cemetery 1:30-2:30 pm*
- 2**    **No Session**
- 9**    **Session**
- 16**   **Session**
- 23**   **Session**

## December

- 1**    **No Session**
- 7**    **Session**
- 11**   **Retreat**    *Times to be Announced*
- 14**   **Session**
- 21**   **Session**    *Last Session Before Christmas Break*

## January

- 11**   **Session**
- 18**   **No Session**
- 25**   **Session**

## **February**

- 1 No Session**
- 8 Session**
- 15 No Session**
- 22 Session**
- 29 No Session**

## **March**

- 7 No Session**
- 8 Confessions *In the Church 6:30 pm***
- 14 Session**
- 21 Session**
- 28 No Session**

## **April**

- 4 No Session**
- 11 Session**
- 18 Adoration at 40 Hours *Meet in the Classrooms***
- 25 Session**

## **May**

- 2 Harvest Sunday *Times to be Announced***
- 2 No Session**
- 9 Last Session**

# SACRAMENT SCHEDULE

## October

### 30 Parent Meeting

*One Parent Requirement 6:15 pm Meet in Lunch Room*

*If unable to attend contact [msadler@st-raphael.com](mailto:msadler@st-raphael.com).*

## November

### 13 First Confessions

*Student Last Names A-K 7:00 pm Meet in Narthex*

### 14 First Confessions

*Student Last Names L-Z 10:00am Meet in Narthex*

## January

### 29 Communion Retreat for Parent and Child

*Student Last Names A-K 6-8pm Meet in Lunch Room*

### 30 Communion Retreat for Parent and Child

*Student Last names L-Z 10-12pm Meet in Lunch Room*

## April

### 28 Communion Practice with Parent and Child

*Student Last Names A-K 5:30pm Meet in Church*

*Student Last Names L-Z 7:00pm Meet in Church*

### 30 First Communions

*Student Last Names A-K 10:00am Mass 9:30 am Arrival*

*Student Last Names L-Z 1:30 pm Mass 1:00pm Arrival*

# MAGNET SCHEDULE

The above schedules are summarized on a magnet for your convenience. If you did not receive one on distribution day, please make sure that you pick one up in the narthex of the church.

## OUR MISSION

Our mission is to assist the parent, the primary educator, in their goal of raising catholic children bound for heaven through religious education and experience.

The Blessed Sacrament is our central focus in educating the children, as it is the Real Presence of Jesus' Body, Blood, Soul, and Divinity. It is in fact the source and summit of our Faith simply in part because it is Jesus Himself; the Incarnation continued. This commands our greatest reverence, gratitude, and adoration.

As a parent our only real goal is to keep our children holy and bound for heaven. Knowing that this can be accomplished only through Jesus, there can be no better way than through a relationship with His Real Presence in the Eucharist. Through the gift of Himself on Calvary, given to us in the Holy Sacrifice of the Mass, we are redeemed back to the original plan of the Father to live all eternity in union with the Blessed Trinity.

Therefore our primary goal as a Religious Education Program is to aide the parent in developing the child's understanding of the magnitude of the gift of the Eucharist. We hope to expand the students' knowledge and experience that the seven sacraments and the mystical body of Christ (the church) are formed and take shape through the power of the Eucharist.

The YFF program will offer as many opportunities as possible to support the education of your child by you, the primary educator. Please check out our web page for further information.



There's a little Saint in every child!

# ADORATION CHAPEL

**“Let the little children come to Me, and do not prevent them.” Matthew 19:14**

The children are encouraged to come adore Jesus in the chapel the same way as the shepherds came to adore Jesus in the stable. Our God of Love, humbled in the hidden, is recognized by the innocent.



The chapel is located to the left of the narthex before entering the church. This is the location of the tabernacle that houses the precious Body, Blood, Soul and Divinity of Jesus.

Our tabernacle displays the image of a pelican. The pelican is used in Catholic Tradition to represent the Sacrifice of Jesus for us. It has long been a symbol of the atonement and the Redeemer and is often found in Christian murals, frescos, paintings and stained glass. The pelican was believed to wound itself in order to feed its young with its own blood. In the hymn "Adoro Te," St. Thomas Aquinas addresses the Savior with, "Pelican of Mercy, cleanse me in Thy Precious Blood."

In addition to the Tabernacle, the Eucharist is present in Exposition, within our Adoration Chapel on Thursdays 9am – 9pm . It is then that Eucharist is removed from the Tabernacle and placed within the Monstrance to be viewed and adored.

# ATTENDANCE

Attendance is vital to any education program to ensure progress. This is especially important in a weekly religious education program, where what the children learn will have a lifelong and eternal significance for them.

It is asked, for the benefit of the child; the catechist; and the community of children in the class, for your child to attend as regularly as possible. It is asked on the diocesan level that a child miss no more than three classes per year. As a pastoral outreach we will send a courtesy letter after three absences in the event that there is a situation that we can be of assistance with. Attendance is logged at the office quarterly.

If a child will be absent, it is requested the parent inform the catechist via e-mail or text at the earliest convenience possible. If it is an unforeseen absence due to sudden illness or emergency, please note that the catechist will contact the parent via e-mail to check in and relay any significant missed information.

## TARDIES/LATE PICK UPS

Schedules can be very demanding and it is understandable that tardies/late pick-ups may happen. In efforts to keep them at a minimum, we ask that time is taken to pray about the set schedule for the year. Although we hope you will choose our program classes for your child, to share their Faith with others their age, we understand if it is not working. We offer home-schooling as an option. Let us know how we can ease your burden.

## HOMESCHOOLING

Parents are the primary educator for the Faith and we are here to assist them. Homeschooling is sometimes necessary and is available in all grades except the sacrament years, unless there is a unique situation. Please contact [msadler@st-raphael.com](mailto:msadler@st-raphael.com) if you are interested in this option.

Those who homeschool their academics are encouraged to join our classes to experience a spiritual community. If they choose not to join classes, we welcome you to all our grade level events and will cooperate with you in attaining the sacraments for your child(ren).

# **EARLY DISMISSAL**

Due to the disruption , and if in the school – safety reasons, we ask that children are not dismissed early. In the event of an emergency, please contact the catechist before picking up your child. If they are in the school building there will be a sign-out board with the volunteer receptionist at the entrance hall. A hall monitor will send for your child and bring them to you.

# **GUEST REQUESTS**

Guest Requests are available in the back of the handbook for friends/family that would like to join your child's class as a one -time only visitor. The form must be completed in full and received by the teacher before the child may enter the class. A copy will be given to the office by the catechist. If you need more they will be available on our webpage.

# **INCLEMENT WEATHER**

If a parish class or event needs to be cancelled due to inclement weather it will be posted on our website and on emergencyclosings.com. Here you may also sign up to receive their e-mail notifications. The emergency closing center will also broadcast on TV Channels: CBS, NBC, ABC, WGN, WFLD FOX and CLTV as well as Radio, WGN 720 AM and WBBM 780 AM.

# **PROGRESS REPORTS**

Parents will receive class progress reports two times during the year. They will be sent home just before Christmas Break and at the close of the year. These evaluations will allow for detailed communication between catechist and parent regarding student experiences and expectations. These reports will be handed to the parent upon student pick-up.

# **PARK AND PICK UP POLICY**

For all classes held in the building we ask that you park and pick up your child within the building.

# MEDICAL

The Medical Forms received with the Registration Packet are kept with the catechist and Youth Faith Formation Office. It is important that *all* vital medical data be received by the catechist and office. If you would like to add to the form please make sure that inform the catechist, and Faith Formation Office, upon the first day of class and/or when new information is known.

If your child needs to take a medication at the time of class we ask that if possible it be taken just before or just after class. If this is not possible, it is necessary that the Permission to Administer Medication Form, that is attached at the back of the handbook, be completed and returned to the Faith Formation Office before we are able to administer medication. Catechists will then be granted permission. Epi-pens are included in this medication list.

# ALLERGIES

Due to the many serious allergies that students may have, we ask that no food is brought to catechism classes. Catechists may choose to offer allergy-free snacks *after* reviewing class allergies *and* confirming with the parents. No catechism class may serve peanuts or snacks with peanuts in them. Please assist us in keeping our classes safe by keeping close communication with your catechist on your child's allergies.

# CLASSROOM BASICS

## **Weekly Expectations**

Please make sure that your child brings their Faith Formation Book Bag\*, Book, Folder, and Pencil to class each week.

Weekly Communication will be through the students Take Home Folder\*. Catechists may also choose to e-mail weekly updates.

\*Book Bags and Folders were given on Distribution Day. If you did not receive one please make sure that you contact the Youth Faith Formation Office to receive one.

## **Attire**

On classes which include Mass, Confessions, Chapel, or any other event held in the Church or presence of the Eucharist, students are asked to dress modestly and in what would be their Sunday attire. This would include dress shirts and slacks for the gentlemen and dresses, skirts or dress slacks and blouses for the ladies. All events held in the Church, or in the presence of the Eucharist are posted in the yearly schedule so that ample notice is given to prepare for these special days.

All other days follow the dress code for District 203.

## **Building Classes**

Fire, Tornado, and Lock Down Drills will be reviewed in all classes.

School doors will be closed during class times. Please ring the bell for assistance and check in with our receptionist. Class Doors will re-open 5 minutes before classes are dismissed.

Early dismissals must check out at the receptionist's desks.

## **Conduct**

### **A. Classroom**

Keep the fourth commandment by respecting catechists and volunteers.

Bring only your Faith Formation Book Bag with your book, folder, pencil and catechist special requests.

Follow the individual class rules of your catechist.

Do not bring food to class. Water bottles are acceptable.

Keep cell phones in your pocket and on vibrate. Use them only in an emergency.

If in the building, **no child should ever be alone**. Hall monitors and or catechist aides are present for those who need to use the restrooms.

Appropriate language and behavior is expected. Should a catechist need to correct a student more than once within a class, the catechist will inform the parent. If the behavior continues the Director will be informed and a resolution between parent and Director will be made. If there is still a problem, the Director may request a student is Home Schooled.

## **B. Church/Chapel**

Wear modest attire – your Sunday best.

Remain quietly reverent within the church, and remain silent when Jesus is present within the Eucharist. Conversations may be held in the narthex.

No food or drinks should be brought into the church or chapel.

Genuflect towards the tabernacle when entering or exiting the chapel.

Cell phones must be on vibrate and put away.

Participate in the prayers/Mass.

Notify a catechist if you need to use the restroom or do not feel well.

## **C. Parish Premise**

Stay with your catechist when at the parish for a class and follow directives.

Do not run, yell, or horse play.

The parish premise is a drug and weapon free zone. If you see anyone who is acting suspiciously or inappropriately, notify a catechist and/or staff member immediately.

# **SPECIAL EVENTS**

On a few occasions this year, students will be meeting as a group for a session on the parish premise. These classes will meet and close in the school gym. Parents are welcome to join the last 15 minutes of this session. There will be a themed resource sold in the gym at each event.

This is a new implementation to the program, should there be any changes or further details added, updates will be made available via e-mail.

# **FAMILY RESOURCES**

[CatholicIcing.com](http://CatholicIcing.com)

[Cathoicfoodie.com](http://Cathoicfoodie.com)

[Waltzingm.com](http://Waltzingm.com)

[CatholicInspired.com](http://CatholicInspired.com)

[Catholicfamilyfaith.org](http://Catholicfamilyfaith.org)

[Catholicmom.com](http://Catholicmom.com)

[EquippingCatholicFamilies.com](http://EquippingCatholicFamilies.com)

[EWTNkids.com](http://EWTNkids.com)

[Catholicdadsonline.com](http://Catholicdadsonline.com)

I ask Pope Francis about his preferred way to pray...



*"What I really prefer is adoration in the evening, even when I get distracted and think of other things, or even fall asleep praying. In the evening then, between seven and eight o'clock, I stay in front of the Blessed Sacrament for an hour in adoration."*

**Pope Francis,  
A Big Heart Open to God**

Check out [therealpresence.org](http://therealpresence.org) to learn more about The Real Presence of Jesus.



**My Holy Hour Day and Time:**

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# GUEST REQUEST

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## GUEST REQUEST

ENROLLED STUDENT'S NAME: \_\_\_\_\_

CATECHIST: \_\_\_\_\_ SESSION DAY/TIME \_\_\_\_\_

GUEST NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

EMERGENCY CONTACTS: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_

MEDICAL ALERTS: \_\_\_\_\_

I give my child, \_\_\_\_\_, my permission to attend the above catechism class on the day of \_\_\_\_/\_\_\_\_/\_\_\_\_.

PARENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

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## GUEST REQUEST

ENROLLED STUDENT'S NAME: \_\_\_\_\_

CATECHIST: \_\_\_\_\_ SESSION DAY/TIME \_\_\_\_\_

GUEST NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

EMERGENCY CONTACTS: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_

MEDICAL ALERTS: \_\_\_\_\_

I give my child, \_\_\_\_\_, my permission to attend the above catechism class on the day of \_\_\_\_/\_\_\_\_/\_\_\_\_.

PARENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_





## PERMISSION TO ADMINISTER MEDICATION

This form must be returned to \_\_\_\_\_ Office.

**The following information must be completed by the parents:**

Student's Name \_\_\_\_\_ Birth Date:

\_\_\_\_\_

Address \_\_\_\_\_ Home Phone:  
(\_\_\_\_) \_\_\_\_\_

Emergency Phone Numbers:

\_\_\_\_\_

Class Information: Grade: \_\_\_\_\_ Day: \_\_\_\_\_ Time:

\_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Medications the child is taking or may need to take:

\_\_\_\_\_

I hereby confirm my primary responsibility to administer medications to my child. However, in the event that I am unable to do so, I hereby authorize \_\_\_\_\_ Parish and its employees and agents, in my behalf and stead, to administer or attempt to administer to my child (or allow my child to self administer, while under the supervision of the employees or agents of \_\_\_\_\_)

Lawfully prescribed medication in the manner described below. I ACKNOWLEDGE THAT IT MAY BE NECESSARY FOR THE ADMINISTRATION OF MEDICATION TO MY CHILD TO BE PERFORMED BY AN INDIVIDUAL OTHER THAN A NURSE OR HEALTH AIDE, AND SPECIFICALLY CONSENT TO SUCH PRACTICES. I further acknowledge and agree that, when the lawfully prescribed is so administered or attempted to be administered, I waive any claims I might have against \_\_\_\_\_ Parish, its employees and agents and the Catholic Diocese of Joliet, arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify \_\_\_\_\_, its employees and agents, \_\_\_\_\_ Parish and the Catholic Diocese of Joliet, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

Parent Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

**Important Information About Medications**

The medication is to be brought to the Religious Education Program in its original

pharmaceutical container, clearly marked with the child's name, the medication name, and pertinent information. Duplicate prescription bottle can be obtained from your pharmacist. Medication should be dropped off at \_\_\_\_\_ on days the child is present and picked up after class. We will not administer any medication sent in Tupperware, baggies, envelopes, etc.

The parents must report immediately any change in prescription or dosage. New permission forms must be obtained for each charge.

*The Permission to Administer Medication Form will be kept in the Religious Education Office.*

**The following information must be completed by the physician:**

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(\_\_\_\_\_)\_\_\_\_\_

Physician's Address: \_\_\_\_\_  
\_\_\_\_\_

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
\_\_\_\_\_

Name of Medication _____	Dosage _____	
Route of Administration _____	Frequency _____	Times _____
Intended Effect of Medication _____		
Possible Side Effects _____		
Additional Instruction/Comments _____ _____		
Name of Medication _____	Dosage _____	
Route of Administration _____	Frequency _____	Times _____
Intended Effect of Medication _____		
Possible Side Effects _____		
Additional Instruction/Comments _____ _____		

The above medication as prescribed is necessary for this child to receive during Religious Education in order to maintain an optimal state of health.

Physician's Signature \_\_\_\_\_  
Date \_\_\_\_\_

# NOTES

