

QUALITIES OF A CATECHIST

The qualities listed below are fundamental and necessary for a person involved in catechesis at Prince of Peace.

1. The person is a man or woman of faith who *believes deeply* in Jesus and His message as communicated through the Gospel, the teachings and traditions of the Church and the people of God. He/she also has a confident understanding of his/her faith.
2. The person has a *desire to share* his/her faith and to witness this in his/her life.
3. The person is one who *lives* the Catholic Faith.
4. He/she has sensitivity to, understands, and is *comfortable with the young* Christian on his or her level of faith, growth and knowledge.
5. The person has an *enthusiasm* for and joy in *sharing* his/her belief with confidence.
6. The person is willing and *takes* the necessary *time* to prepare for and conduct the sessions as well as commit to an ongoing program of catechist formation.

"It is God's wish
that we grow in our faith"

Mother Teresa

WHO TO CALL ABOUT...

STAFF: Mark Schuetz: Director of Children's Church and Elementary
Email: markdre@princeofpeace.info

Tammy Johnston: Elementary, Virtus and
Reconciliation and
1st Eucharist Coordinator
Email: tammyjohnston@princeofpeace.info

Chris Young: Children's Church Coordinator

Polly Holmes: Director of Junior High Youth Ministry
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Phyllis Mills: Director of Senior High Youth Ministry
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Anita Dresie: Administrative Assistant
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Jean Killeen: Secretary
Email: jkilleen@princeofpeace.info

Please contact Mark, Polly or Phyllis at 829-1147 or 747-7730 regarding any of the following matters or those related to the School of Religion or youth activities.

- *Recruiting catechists
- *Discipline problems
- *Teaching ideas
- *Policies and Procedures
- *Evaluations
- *Parental Concerns
- *Spiritual concerns of students and their families, etc
- *Suggestions for improvements
- *Motivating Students
- *Contact with Parents
- *Catechist Enrichment
- *Subject matter resources
- *Priest Visiting your class

Office related items:

- *Ordering materials and supplies
- *Requesting copies
- *Awards and prizes
- *Requesting Videos, DVDs
- *Student Records
- *Family Records
- *Financial transactions
- *Etc.

POLICIES & PROCEDURES

TUITION:

Tuition fees are waived for children of catechists. An explanation of financial disbursement is provided in the Parent Information Handbook.

TEXTBOOKS:

Preschool students use consumable materials that are sent home weekly.

Elementary students use a textbook that is consumable. These textbooks and folders will be sent home weekly with the children. The Four Pillars of the Catechism of the Catholic Church-Creed, Sacraments, Morality and Prayer are taught and developed every year for Grades K-8. Junior High books are not consumable. These are to be returned to the tub after class.

Students, 3 yr. through Grade 6, are to take home their folder and textbook each week. This allows parents the opportunity to see and discuss the material taught. (There are extra copies of textbooks in the supply tub.)

Junior High students receive a binder and bible that are to be brought to class each week. The Jr. High textbooks will be left in the classroom.

RESOURCES:

Materials located in the Resource Room are available for check-out to catechists, school teachers and parish families. If a checkout card is attached, please complete and leave in the designated box. The video tapes and DVDs are now located in the SOR office. Music tapes and CDs are available in the Children's Church room for checkout. We request that the tapes with seasonal subject material be used only during class time to enable other catechists to use them at their session time.

Additional materials are available from the Resource Center at Savior Pastoral Center, (913) 721-1570, ask for Stacy Niedbalski.

SUBSTITUTES:

If you are in need of a substitute please contact your director at the SOR Office at 829-1147.



DROP-OFF AND PICK-UP:

The safety and well being of each child is of great importance to us. Our policy for the current year is outlined in the Parent Information Handbook. Your cooperation in this matter is appreciated.

Children 3 years – 3rd grade are to be picked up at their classroom. 4th-6th grades are to be dismissed to the North lobby doors. Parents are to come to the North Lobby doors to pick up their child. **They are not to be dismissed to the parking lot.**

Junior High students are dismissed to the North Parking lot and should be picked up there.

BASIC OPERATIONAL GUIDELINES

Procedures

- Plan work by units and then break down into lessons. This will allow you to order materials and resources well in advance.
- VCR, DVD and tape players may be requested or designated on clip board in Resource room or by calling the SOR office 829-1147. The session coordinator will place them in your classroom before class begins and pick them up after class.
- Video/audio cassettes, DVDs, etc. will be placed in your folder. Please place in the “Return” box in the Resource Room when you are through with the materials so staff can check them in and reself.
- The Resource Room is open Monday through Friday from 9:00 a.m. until 3:00 p.m. and during all sessions for your convenience. You may arrange for opening at other times by calling the office.
- Each Catechist will have a **folder** in the file drawers under night and time, then by grade level. **Check this folder before class each week.** There will also be a “message book” on the front table in the Resource Center with last minute information. Please **read** and **sign in with your name** as soon as you arrive each week.

Pick-up & Dismissal of Students

- **Preschool and Kindergarten students:** Will always be brought to and picked up from their classrooms.
- **Elementary & Confirmation Preparation Students:** On the first night of class, all elementary and Confirmation Preparation students and their parents will meet in the church.
- After the first night of class, all elementary and Confirmation Preparation students will meet in the lobby and stand under their grade level sign to wait for their teacher to take them to their classroom.

- **1st – 3rd Grade:** Parents of 1st-3rd grader will need to pick up their child from their classroom each week. No 1st-3rd grader will be dismissed without a parent or older sibling picking them up.
- **3rd – 6th Grade:** Students in 3rd – 6th grade will be dismissed to the north lobby doors. Parents will need to come to these doors to pick-up their child. We will not allow these students out to the parking lot without adult supervision.
- **Confirmation Preparation Students:** Students will dismiss from their classrooms & are to be picked up in the North Parking lot ONLY for safety reasons. Remind students they are not to be picked up in the circle drive.
- **Attendance records:**
 - Are kept in plastic-protectors sheets. Please-please keep this up-to-date. After checking attendance, place sheets on the floor outside your classroom door so the session coordinator can pick them up. The session coordinator will check and return them to your folder. The SOR staff will contact those who have missed two or more classes in row.
 - The extra copies of your class list are for your use at home in calling parents, written communications, etc.
- Turn in any tuition, donation money or permission slips with your attendance sheet.
- Supply boxes, marked S.O.R., are stored in each class space. They contain pencils, scissors, glue, paper, markers, crayons, etc. **Do not use the school teacher's or student's supplies from their desks.** Respect for the property of others is an important Christian value we can emphasize in a positive way for our students!
- Admit to your class **only** those students listed on your roster or students for whom you have received an “add” slip. Please send any other students to the Resource Room or request the assistance of the Session Coordinator or Hall Monitor.

Peanut FREE Snack Suggestions

Below is a list of snacks that are usually peanut free. ALWAYS read the ingredients on each box/package, because ingredients do change. Also, be sure to see that the food was not "manufactured in a factory with peanut products". Thanks!

USUALLY SAFE

Goldfish crackers

Teddy Grahams or graham crackers

Oreos-(not the mint Oreos)

Rice Krispy Treats (original)

Pretzels

Cheez-Its

Fruit Roll Ups/Chews

Smarties

Some slice and bake cookies

(Pillsbury and Nestles are usually good brands)

Skittles

Many dry cereals

Munchie Snack mix

Nutri-Grain Bars (NOT granola bars)

Most microwave popcorn

Fruits and veggies

Any place that has peanuts in any form should be avoided in public places where others with peanut allergies may gather. It is important to remember to clean any surface where peanuts may have been present with a warm, soapy cleanser. Dry sanitizers and disinfectant sprays do not remove the oils.

Hidden source of peanuts

Cross contamination is a problem when trying to avoid peanut proteins. It is common for peanuts to come in contact with other foods during processing and in preparation, even if peanuts are not part of the recipe.

Chocolate manufactures typically produce nut-free products in the same area and equipment as the nut products. These products should be labeled as such and should be avoided as the oils may be contained in the product.

GUIDELINES FOR FAIR USE OF COPYRIGHTED MATERIALS

There are many excellent materials with which to enrich our teaching, beyond the textbook. However, the American Bishops have decreed the practice of making multiple copies of copyrighted material as an act of social injustice toward those who earn their livelihood from writing and composing. Legal experts have determined that these can be used and copied within limits without harm to the authors. Therefore, we shall follow these guidelines:

- I. Single copies by the teacher for research, study or lesson planning (from each source)
 - one chapter of a book
 - one article from newspaper or magazine
 - one short story, essay or poem
 - one chart, graph, cartoon or illustration

- II. Multiple copies for class use
 - only enough copies to be distributed to the class; not to be distributed outside class
 - copies to be recalled and destroyed after class
 - must include notice of copyright act
 - must meet test of:
 - Brevity**--poem of 250 words or two page article or essay of 2500 words or 10% of total publication on chart, picture or illustration

 - Cumulative**—material to be used in one course not more than 1 item from same author, not more than three items for the same collective work or periodical volume, not more than 9 instances of copying for one course in one term

- III. We absolutely may not copy commercial newsletters periodicals published for students, school publications, consumable materials (workbooks, test), or, performance material (plays, music). We may copy words of music which is going to be studied but not performed.

- IV. Obtaining permission to copy is not difficult for non-profit organizations. Please let us know and we will write for permission.

SACRAMENTAL PREPARATION

First Reconciliation (Confession) is celebrated in December of the second grade year. Preparation begins in Grade 1.

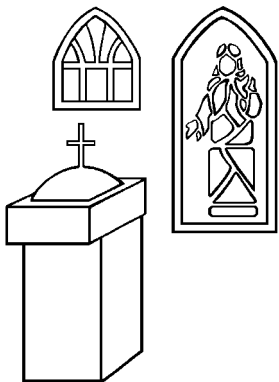
First Eucharist (Communion) is celebrated in April of the second grade year. Preparation begins in Grade 1.

Confirmation in our diocese normally takes place in the spring of the 8th grade year. At Prince of Peace we have a two year Confirmation Preparation Program that may begin with the student's 7th or 8th grade year. For those starting in the 8th grade they will receive the sacrament in the 9th grade. Candidates prepare for the Sacrament of Confirmation by attending weekly classes, a retreat, and completing required service hours over the two year period. A one year intensive program is also available for high school students that need to be confirmed.

In preparation for the reception of sacraments, we need to verify the **baptismal record** of each student. If your child was baptized at Prince of Peace, a note to that effect will be sufficient. If your child was baptized at any church other than Prince of Peace and you do not have a copy of their baptismal record, you will need to send for one immediately if your child anticipates celebrating any sacraments this year.

Parents of students preparing for these Sacraments are asked to attend Parent Sessions in order to fully participate in the preparation of their child. Refer to the calendar at the end of this book for those dates.

RCIC/RCIT is a program for children who have missed receiving any of the following sacraments: Baptism, Reconciliation, Eucharist or Confirmation. This program is also for children who wish to convert to Catholicism.



Prince of Peace School of Religion Curriculum **For 2009/2010**

Three & Four Year Olds

Text: *Stories of God's Love*

Stories of God's Love is the first preschool program following the guidelines for preschool materials developed by the Catechism committee of the USCCB.

Stories of God's Love, written by a team of respected preschool specialists:

- † Presents the Bible as the source for learning about God and God's Son, Jesus.
- † Includes 22 story leaflets and eight seasonal leaflets for each of the two levels-ages 3 and 4, and ages 4 and 5.
- † Meets the needs of both parish and Catholic school programs with separate guides for single-day or multiple-day formats.
- † Helps preschoolers and their families live Christian values day by day.
- † Provides online support for teachers, catechists, children, and parents.

Preparation – Background

Story Leaflets

Age-appropriate Bible stories from the Old and New Testament proclaim God's love. Each is followed the next week with a contemporary story related to the previous lesson's Bible story that connects God's love to every day life.

Seasonal Leaflets

Eight theme, per age level, introduces and explores seasons, holy days, and holidays.

Engaging Activities

A variety of activities captures the children's interest and imagination and integrates what they have learned

Family page

Brings God's love into the home each week as families share, nurture, live, pray, and reflect as a family.

Kindergarten through Sixth Grade

Faith First

Uses a spiral approach to learning our Catholic Faith. The four pillars of the *Catechism of the Catholic Church*—Creed, Sacraments, Morality, and Prayer – are taught and developed on every grade level every year. This ensures that the beliefs of our faith are introduced to and reinforced for the young people as they grow, develop, and mature in their faith.

This educationally sound method means that each student will build upon and reinforce what they have learned previously in other grades. The result is age-appropriate learning on all topics of the faith.

Each text provides:

Doctrine Chapters

In the Faith First doctrine chapters, the students come to understand what we believe as Catholics and how to live out those beliefs in everyday life.

Scripture Chapters

Bible Background: The Scripture story is put into context for the children by teaching about the author, the setting, and the background of the people in the story.

Reading the Word of God: The children read or listen to a story from the Scriptures, followed by a brief summary that recalls what happened in the Scripture story.

Understanding the Word of God: This section explores the meaning of the story and helps the children see how God's love, presence, help and Revelation continue to guide us in our daily lives.

Liturgical Season Lessons

Advent and Christmas: Four lessons help the children joyfully prepare to celebrate the Incarnation and Christ's rebirth in our hearts at Christmas, followed by two lessons on the Christmas season.

Lent: Six lessons guide the children through Lent and help them turn their minds and hearts to God.

The Triduum and the Season of Easter: Together, you and the children journey through Holy Thursday, Good Friday, and the Easter Vigil. Then six lessons celebrate the joy of Christ's Resurrection and conclude with a lesson on the coming of the Holy Spirit at Pentecost.

1st and 2nd Year Confirmation

Students in the junior high grades prepare for the Sacrament of Confirmation. This is an age of rapid growth and change for young people. It is an age when the variety of their gifts and talents, and the life situations and personal needs become more evident. All of this combined with today's rapidly changing culture of the Internet, cell phones and iPods have created a very unique atmosphere for the religious formation of the young church. In a recent document of Catholic Youth Ministry in the United States, our bishops made clear that "There is no longer one way to minister to adolescents." (RTV4)

In response to the Bishops, the young people, and to the present day and age, Prince of Peace SOR offers a variety of opportunities for learning and growth for young adolescents and their families. Classroom learning is combined with service projects, retreats, guest presenters, and experiences with the Church's liturgies and traditions.

The Junior High program uses the series *Faith First* from RCL/Benzinger Publishing. The first year confirmation candidates use the text *Jesus in the New Testament* and focuses on the Gospels and New Testament and how it connects to their lives today. Second year confirmation candidates use *Faith First's Morality: Life is Christ* text as well as other resources to prepare them for the Sacrament of Confirmation.

Guest speakers, service projects, and liturgies round out the journey for our young people toward Confirmation. Speakers will touch on topics such as Confirmation, Chastity and social justice. Service projects help young people to see that they have the power to make a difference. Liturgies such as Stations of the Cross and Examination of Conscience will help students to connect the unique traditions of Church to what is going on in their own lives today.

P.O.P.R.O.C.K.S. (Prince of Peace Outstanding Catholic Kids)

Is a youth group with a mission to bring together students from all the twenty different junior highs & middle schools that attend Prince of Peace Parish. They meet for faith sharing and service projects. Check the website www.princeofpeace.info or the bulletin for more details.

W.O.W. (Word on Wednesday)

Is a youth Bible Study for those 7th grade and older. The group meets on Wednesdays to unpack scripture and relate it to the lives of young people today. Check the website www.princeofpeace.info for more details.

Websites for Teaching Religion

Textbook Publishers: contain teaching activities, family activities.

www.faithfirst.com – resources for Christian Living Publication

www.RCLbenzinger.com – RCL/Benziger Publications

www.goodgroundpress.com –publishers of SPIRIT

www.pauline.org – activities for kids, saint of the day teacher guide

www.smp.org – St. Mary's Press; good information about teaching high school youth.

www.harcourtreligion.com

www.loyolapress.org

www.sadlier.com – also has material for teaching about the missions

www.americancatholicyouth.org – has Youth Update online, questions of the week, great links.

Sites for Catechists:

www.catechist.com

www.4catholiceducators.com

www.biblegateway.com

www.AmericanCatholic.org – has a question of the day, and also a place for asking your own questions.

www.catholiccatechist.org – Chat with other catechist; access teaching ideas for junior/senior high.

http://catholicism.suite101.com/article.cfm/memorization_helps

www.teachingcatholickids.com – activities and ideas for developing faith-filled youngsters.

www.catholicmoms.com – this site is a great resource for meeting other Catholic Mothers and learning more about, as well as encouraging, the Catholic Faith.

<http://www.usccb.org/catechism/text/> - this is the official online version of the Catechism of the Catholic Church.

www.pastoralplanning.com – Has information and ideas for every church program including religious education.

www.mycatholicvoice.com – an online Catholic resource for personal inspiration and community ministry. We offer innovative capabilities for you to explore and share the rich tradition of the Catholic faith, using the latest Internet technologies including podcasts, digital downloads of music, videos, photos and documents. Media items are available from major Catholic publishers as well as user generated content, for free and some for a fee.

www.catholic-forum.com

Saints

www.BridgeBuilding.com – icons and sacred art, saints and prayers, free e-cards.

www.saints.catholic.org

www.catholic.org/saint/patrons.html

www.catholic.org/saint/saints.html

Prayer

www.sacredspace.ie

www.centeringprayer.com – contemplative prayers

www.universalis.com – Liturgy of the Hours

Lectionary

www.creighton.edu/CollaborativeMinistry/daily.html

www.faithfirst.com/html/family/gospRef/gospRef.php

www.faithfirst.com/html/catechist/lectionary/lectionary.html

www.usccb.org/nab/ - this helps you quickly find the lectionary readings for any day for the month, including Sundays. They even include podcasts of the readings.

Peace and Justice

www.ipj-ppj.org – Institute for Justice and Peace; has a peace pledge and many good teaching materials

www.catholicrelief.org

www.pledgepeace.org

www.childrenpartnership.org

Other sites for families

www.st.vollumban.org/missioned - for teaching about the missions

www.simpleliving.org/archives – great information about history of celebrations and alternative ways of celebrating.

The wider church

www.christusrex.org – religious art in Jerusalem and Rome

www.usccb.org – US Catholic Conference of Bishops

<http://www.usccb.org/movies/> - you'll find movie reviews and ratings from the US Bishops website very helpful in choosing movies to recommend or use with your young adolescents.

<http://www.catholicnews.com/index.html> - this is the official place to go for the latest news related to the Catholic Church.

www.vatican.va – the Vatican

www.Masstimes.org – locate parishes and mass times

www.kofc.org – Knights of Columbus

www.sistersofmercy.org

Prince of Peace 2009-2010

School of Religion Calendar

September

20 Classes Begin
 21 Classes Begin
 22 Classes Begin
 23 Classes Begin

October

19 1st Reconciliation 2nd grade
 Parent Mtg. in Church
 7:00 pm
 25 Jr. High - Trick or Treat
 SO Others May Eat
 Food Drive (TOTSOME)

November

1 All Saints Day
 2-4 2nd Grade Students
 Church Tour
 6-7 Jr. High Lock-in
 9-11 2nd Grade Parents
 Church Tour
 25-29 No SOR-
 Thanksgiving break
 29 Advent Begins

December

8 Immaculate Conception
 (Holy Day of Obligation)
 12 1st Reconciliation 2nd Grade
 9:00 am & 11:00 am (SOR)
 13 Children's Church
 Christmas Program
 20-31 No SOR Winter Break
 25 Christmas

January

1-6 No SOR Winter Break
 10 Classes Resume
 18 No SOR MLK Jr. Day

February

7 No Jr. High SOR
 14 No SOR Classes
 15 No SOR-Presidents Day
 17 No SOR-Ash Wednesday
 22 1st Eucharist Parent Mtg.
 Church-7:00 pm 2nd grade
 28 No Children's Church

March*

5-6 Confirmation Retreat
 14-22 No SOR-Spring Break
 23 Classes Resume
 28 Palm Sunday

April*

1 Holy Thursday-Mass
 7:00 pm
 2 Good Friday-Service
 7:00 pm
 3 Easter Vigil-7:00 pm
 4 Easter-No SOR
 19-20 2nd Grade Students
 1st Eucharist Retreats
 5:00-8:00 pm
 24 1st Eucharist Mass (SOR)
 10:00 am & 2:00 pm
 25 1st Eucharist Mass (SOR)
 2:00 pm
 25-28 Last Classes

*Dates Subject to change upon receipt of Confirmation Dates