



Holy Spirit  
CATHOLIC CHURCH

1100 North Sara Road  
P. O. Box 246  
Mustang, OK 73064-0246

RELIGIOUS EDUCATION/YOUTH  
MINISTRY GUIDE  
**2009/2010 SCHOOL YEAR**

**PARISH RELIGIOUS EDUCATION  
MISSION STATEMENT**

**The mission of the Religious Education Program is to provide quality, faith-filled education opportunities to meet the Catholic Christian spiritual and educational development of the entire parish.**

## **RELIGIOUS EDUCATION FOR OUR YOUTH**

The children of our parish need an environment in which to develop and experience our Catholic Christian faith. Parents provide the first and best environment for spiritual growth. We, the Pastor, Director of Religious Education (DRE), and catechists, provide an environment that supports your efforts at home. The catechists, along with their assistants, volunteer their time and talent to teach our children about their faith. They spend considerable time developing their lesson plans and plan activities supporting our Church's efforts in developing our children as followers of the Gospel Life taught to us by Jesus.

We are especially aware of our responsibilities to protect and guard the children placed in our care. We closely follow the mandates from the Archbishop of Oklahoma City concerning our parish providing a safe environment for our children. It is imperative both parents and children make the Pastor and Director of Religious Education aware of any violations concerning the safe environment mandates placed on our catechists, assistants, and other volunteers involved in the youth program. Our annual Safe Environment training mandated by the Archbishop for our children will be conducted by our catechists on Wednesday, November 4<sup>th</sup> and Sunday, November 8<sup>th</sup>. If a parent/guardian does not desire for the child to attend the training he/she should notify the child's catechist or the DRE as soon as possible.

### **REGISTRATION**

Each family must be registered in the parish prior to registering their child(ren) in the parish religious education program. Each child attending religious education classes shall be registered. Registration is normally conducted prior to the end of the previous academic school year. The DRE will ensure each parent/guardian of a child previously registered is contacted to ensure all pertinent data on the registration form is updated. New parishioners are expected to contact the DRE as soon as possible to register their children. Part of the registration form is an emergency contact telephone number. This telephone number will only be used when it is essential to contact the parent/guardian immediately.

### **TUITION**

At the present time, there is no tuition cost for attending religious education at Holy Spirit Catholic Church. The purchase of educational materials is supported through the generous giving of all parishioners during regular Sunday collections and donations. At the beginning of the academic catechetical school year, you may be asked by your child's catechist, to provide general supplies. Special activities outside of the academic classroom will normally require a nominal fee.

## **RELIGIOUS EDUCATION CURRICULUM**

The parish religious education program currently uses the Harcourt Religion Publisher's series, *Call to Faith*, at all grade levels. The first through sixth grade sacramental preparation books for Reconciliation and Eucharist are bilingual. Unless there is a bilingual catechist available, all class sessions are conducted in English.

## **CHRISTIAN BEHAVIOR/ CODE OF CONDUCT**

Respect, cooperation, and participation are an essential part of all parish classes and activities. We are all part of God's family and behavior is a reflection of this belonging. Behaviors which reflect respect for all participants and catechists include:

- **LISTEN** - do not interrupt whomever is talking,
- **PARTICIPATION** - in discussion with respect for others,
- **BE COURTEOUS** - with words, gestures, hands and feet,
- **WALK** - while moving about the classroom and parish facilities, and
- **BRING** - only those items needed for Religious Education class.

Each child is expected to act in a Christian manner during all classes and outside activities. Children who become disrespectful of other children, catechists, or parish property will be directed to the DRE. The DRE shall try to correct the behavior through counseling. If this does not correct the problem, the DRE will direct the child to the Pastor. Regardless, if the child is directed to the DRE or Pastor, the child's parent(s)/guardian(s) shall be contacted as soon as possible and made aware of the situation. If the child's behavior is not corrected in a timely manner, the child may be expelled from the religious education program.

Cell phone and electronic devices shall be turned off prior to the beginning of the academic catechetical session. Students shall not be allowed to use or play with their cell phones or electronic devices during the academic session. If a student is required to make a phone call, he/she will be required to receive permission from the catechist and make their call from the Religious Education office.

## **CLASS SCHEDULES**

During the first class session in September, all parents will receive an academic class schedule for the current catechetical year. All Sunday class sessions start at 9:15 A.M. All Wednesday class sessions start at 7:00 P.M. It is imperative parents ensure their children arrive on time to take advantage of the full session. Parents shall not drop off their children earlier than 15 minutes prior to the beginning of any session or activity. Parents shall also ensure at least

two catechists are present to ensure the Archdiocesan safe environment guidelines are met. It is recommended parents accompany their children to the classroom to become more acquainted with their child(ren)'s catechist(s).

If a child is not picked up within 15 minutes of the end of a class/activity session, the parent/guardian will be contacted utilizing the emergency telephone number listed on the registration form. If more than 30 minutes elapses after the session and no contact has been made by the DRE or Pastor with the child's parent/guardian, the Mustang police and Oklahoma Department of Human Services will be contacted. It is essential a parent contact the DRE if they know they cannot pick up their child in a timely manner.

Regular attendance at catechetical sessions is extremely important. If it is necessary for a child to miss or will be late for a session it is imperative the parent/guardian contact the Religious Education (RE) office as soon as possible. The DRE is to be contacted in person or a message left on the Religious Education office telephone answering machine. The phone number is 376-5633. If no one answers, please leave a message on the recorder. The child's catechist will be notified and materials will be made available for the parent/guardian to cover the missed session. If two or more sessions are missed, the DRE will contact the parent/guardian to determine if there is a problem that can be resolved at the parish level.

A copy of a list of catechists and assistants (Appendix A) and the academic catechetical school year schedule (Appendix B) are located in the back of this document.

#### **FIRE/TORNADO DRILLS**

Safety drills will be conducted one or more times each academic year. The drills will ensure the students know how to properly take shelter or exit the classrooms in case of an emergency.

#### **PARISH FACILITIES SECURITY**

Anytime there are children present everyone involved with the religious education program must stay alert to strange individuals approaching the buildings or children. If any suspicion about an individual or individual activity causes alarm, the Pastor/DRE must be contacted immediately. The Pastor/DRE shall, if necessary, ensure all children are secured in their classrooms and the outside doors are locked. The Pastor/DRE shall contact the Mustang police department as soon as possible to report the individual/activity. The children shall remain in their classrooms until the Pastor/DRE determines it is safe and there is no other threat.

## **MEDICATIONS**

During weekly sessions the DRE, catechists, or assistants WILL NOT supervise the taking of prescription medication, nor will they administer them. If absolutely necessary parents must come to the classroom and dispense any prescription medication to their child. The DRE, catechist, or assistant may supervise the taking of non-prescriptive drugs if authorized on a medical consent form completed at the time of registration.

## **CLASS CANCELLATION**

Whenever public school is cancelled, religious education classes are also cancelled. In addition, there may be occasions during the academic school year inclement weather dictates that classes be cancelled. The decision to cancel a class session will be made by the Pastor and DRE. Notification will be made through the four major television stations in the Oklahoma City area (KFOR Channel 4, KOCO Channel 5, KWTW Channel 9, and KOKH Channel 25).

## **FIELD TRIPS**

All field trips must receive the permission of the Pastor and DRE. Before a field trip may be conducted the required consent forms for the children, volunteer chaperons, drivers, and non-parish members must be completed and submitted to the DRE for approval. Only Safe Environment trained individuals may be approved to accompany the children. This is for the safety of the children and to meet the Archdiocesan guidelines. The required forms are available from the DRE.

## **SPECIAL ACTIVITIES**

Throughout the academic year special activities may be planned for a class or the entire religious education program. Parent(s)/guardian(s) are encouraged to allow their children to participate in these activities. The activities may be at the Church or at other locations. Parent(s)/guardian(s) will be notified well in advance of the activity in order to plan for their child's participation.

As Catholic Christians we need to share in each others journey of faith. All of the special activities are designed for allowing children to grow in their own faith journeys. Allowing your child(ren) to participate in the special activities helps develop a sense of Christian fellowship and share in the faith journey of other youth participants.

## **POLICY ADDITIONS**

Any and all policies developed or revised by the parish Religious Education Department are subject to the approval of the parish Pastoral Council and pastor. Archdiocesan Department

of Education policies will be added in strategic places or as an Appendix to this Religious Education/Youth Ministry Guide. Questions concerning any polices set in this guide should be directed to the DRE in person or call 376-5633. The pastor is the final approving authority for this document.

\_\_\_\_\_/s/\_\_\_\_\_  
Rev. James A. Greiner, Pastor

\_\_\_\_\_/s/\_\_\_\_\_  
Martin Weaver, DRE/YC

\_\_\_\_\_/s/\_\_\_\_\_  
Larry Woods, Pastoral Council Chairperson

## Appendix A

### 2009/2010 STAFF AND FACULTY

Pastor: Father James Greiner

Director of Religious Education/Youth Ministry Coordinator: Martin Weaver

Catechists and Aides:

Pre K and Kindergarten

Melissa Thompson  
Juli Cormack  
Tami McMichael  
Caitlin Prinzo

1<sup>st</sup> Grade

Meghan Laurie  
Carolyn Laurie  
Marcus Neal

2<sup>nd</sup> Grade

Cindy Moss  
Athlea Adkisson

3<sup>rd</sup> Grade

Darlene Childers  
Barbara Paulson  
Lee Le

4<sup>th</sup> Grade

Sam Moss  
Mary Jo Huffer

5<sup>th</sup> Grade

Sam Moss  
Martha Quezada

6<sup>th</sup> Grade

Linda Piel  
Roni Prinzo

7<sup>th</sup> Grade

TBD

8<sup>th</sup> Grade

Michael Thompson  
George Hoebing

9<sup>th</sup> Grade

Tim Laurie  
Marty Martinez

10<sup>th</sup> Grade

Tim Laurie  
Marty Martinez

11<sup>th</sup> Grade

Bobby Maples  
David Paulsen

12<sup>th</sup> Grade

Betty Walters  
Shirley Ramage

## Appendix B

### Religious Education Calendar: 2009 - 2010

First Semester		Second Semester	
SUNDAY SESSIONS	WEDNESDAY SESSIONS	SUNDAY SESSIONS	WEDNESDAY SESSIONS
	9/2 High School Only		1/6
	9/9	1/10	1/13
9/13	9/16	1/17	1/20
9/20	9/23	1/24	1/27
9/27	9/30	1/31	
			2/3
10/4	10/7	2/7	2/10
10/11	<b>10/14 Fall Break No Class</b>	2/14	<b>2/17 Ash Wednesday No Class</b>
<b>10/18 Fall Break No Class</b>	10/21	2/21	2/24
10/25	10/28	2/28	
11/1	11/4		3/3
11/8	11/11	3/7	3/10
11/15	11/18	<b>3/14 Spring Break No Class</b>	<b>3/17 Spring Break No Class</b>
11/22	<b>11/25 Thanksgiving Break No Class</b>	3/21	3/24
<b>11/29 Thanksgiving Break No Class</b>		<b>3/28 Palm Sunday No Class</b>	<b>3/31 Holy Week No Class</b>
	12/2	<b>4/4 Easter No Class</b>	4/7
12/6	12/9	4/11	4/14
12/13	<b>12/16 Class Christmas Party</b>	4/18	4/21
<b>12/20 Class Christmas Party</b>		<b>4/25 End of Year Party</b>	<b>4/28 End of Year Party</b>
		<b>4/25 First Communion</b>	
		5/30 Confirmation	

Dates in bold indicate special dates. Dates italicized indicate no religious education sessions.

*Christmas break begins on December 21<sup>st</sup>. Students return for religious education classes on January 6<sup>th</sup>.*