



2022-2023

RELIGIOUS EDUCATION HANDBOOK

RELIGIOUS EDUCATION OFFICE

3S601 Warren Avenue
Warrenville, IL 60555
630-393-2400

Director of Faith Formation
Craig Mazur X122
craig@st-irene.org

**RE Administrative Assistant
and Parish Registrar**
Julie Duquette X116
julie@st-irene.org

**To report your child/ren's absence from RE class please call or email either
Mr. Mazur or Mrs. Duquette**

Dear Parents,

I am very happy to welcome you to a new year of Religious Education here at St. Irene!

Our goal is to make disciples so that the children and families in our program are on fire with the faith and their love for God! Our hope is that, as they grow in their knowledge of the faith, they will become witnesses by their lives and be bold proclaimers of the Good News of Jesus Christ.

Our catechists and assistants who instruct and hand on the faith are faith-filled Catholics who are eager and excited to share the Good News of the Kingdom of God with your children. They are very passionate about the Catholic faith and proclaim the love of God with great joy and enthusiasm.

The Religious Education program exists to assist you as parents in evangelizing and catechizing your children. Your role in your children's faith formation is vital. As the primary religious educators of your children, it is by your practice of the faith and by your example that your children will see how essential God and the faith are in your daily lives. Your teaching, support, example, attitude, and the values you impart, are fundamental for your children. To keep the faith alive at home, it is important to attend Sunday Mass weekly as a family, pray together daily, participate in the sacraments often, and complete any family activities that are provided.

I ask that you read this Family Handbook very carefully. It contains essential program and policy information. It is important that parents understand the handbook contents and are willing to comply with its directives.

If you have a question regarding anything in this handbook please contact me. Also, if you would be interested in assisting the program further in a volunteer capacity, please feel free to contact me. We need many volunteers to make this beautiful ministry of handing on the faith to the children run smoothly and effectively.

Please take a look at our website, www.stirene.org, and look at the Religious Education page to find information about the program. Also, please like the **St. Irene Religious Education** page on **Facebook!**

May the Holy Spirit guide and lead us in a grace-filled year!

In Christ,
Mr. Craig Mazur
Director of Faith Formation

Carrying the message of Christ's love to our children.

PHILOSOPHY

The philosophy of the Religious Education Program of St. Irene Church is based on three key principles:

1. Religious Education is a life-long process of entering into a personal relationship with God and getting to know Him more intimately. We strive to help the children recognize God's unconditional love, compassion, and forgiveness.
2. Religious Education has a threefold mission:
 - a. Through the Word of God, in study and prayer, the children will hear the Good News of Salvation. They will gain a better understanding of Scripture, learn how to apply it in their lives, and be able to proclaim the Good News to others.
 - b. To promote Worship through prayer and an appreciation and growth in the love of the liturgy, the children will realize that worship is central to our lives as Catholics.
 - c. In Service to the church, community, and at home, the children will learn that helping others, especially those who are elderly and poor, are at the heart of living a life in Christ.
3. In providing doctrinal, moral, and liturgical enrichment; as well as formation in the sacramental life and values of the church, we seek to make disciples of Christ, whereby the children will give witness to Christ by leading lives of holiness.

GOALS

The Religious Education Program will strive to:

1. Develop a sense of personal worth as children of God, made in His image and likeness.
2. Develop a sense of community where relationships may be formed and they can genuinely grow in friendship, trust, and prayer.
3. Teach what Jesus taught by remaining faithful to the principle elements of the Christian message for Catechesis and the Church:
 - a. The Mystery of the Holy Trinity
 - b. Creation
 - c. Jesus Christ
 - d. The Holy Spirit
 - e. The Sacraments
 - f. The Life of Grace
 - g. The Moral Life
 - h. Mary and the SaintsAssist students in understanding and remembering:
 - a. the traditional prayers of the Church
 - b. the Beatitudes
 - c. the Ten Commandments
 - d. the Laws of the Church
4. Provide students with experiences of Christian Community:
 - a. to celebrate together the principle events of the liturgical year.
 - b. to promote participation in personal prayers and communal worship.
5. Guide students into commitments of Christian Service:
 - a. in doing service projects.
 - b. to activate Christian concern for issues of life, truth, and justice.

GUIDELINES FOR ST. IRENE RELIGIOUS EDUCATION PROGRAM

Classes in the St. Irene Religious Education Program will be taught in conformity with the teaching of the Church as presented in the General Catechetical Directory, in Sharing the Light of Faith, The National Catechetical Directory of United States, The Catechism of the Catholic Church and in accordance with the policies and guidelines of Religious Education Programs within the Diocese of Joliet.

COMMUNICATION WITH FAMILIES

CHANGE OF INFORMATION

It is the responsibility of the parent to notify the Religious Education Office if you should move or change any of the following information:

- **Phone Numbers: Home Phone, Cell Phone, Work Phone**
- **Address**
- **E-mail Address**
- **Health Status**
- **Marital Status and Custodial Situation**

FLOCKNOTE

News blasts, updates, and flyers will be emailed via Flocknote or hard copies may be sent with the oldest child of the family.

PROGRESS REPORTS

Progress reports will be given to the children in grades 1-8 in January and at the end of the catechetical year. These reports will help parents to keep track of their child's progress within the program and will also contain a record of the child's absences. Content, prayers and beliefs for each grade level are expected to be learned with assistance from our parents.

VOLUNTEERS

All volunteers are a wonderful asset to our program. Please call the Religious Education Office if you are able to give time to help in our program during the year. We count on your presence and your commitment.

All adult volunteers are required to attend a program called Protecting God's Children.

A volunteer background check form will be filled out by each volunteer.

CATECHISTS are the heart and soul of the Religious Education Program. They echo the life and stories about Jesus. Their time spent in preparation and presentation is greatly valued.

SUBSTITUTE CATECHISTS are vital to the program. They are needed to fill in when a catechist cannot come at their scheduled time.

CATECHIST ASSISTANTS, both adult and teen, are the strong right arms to the Catechists. Catechist Assistants are asked to perform many tasks such as taking attendance, listening to traditional prayers, helping children with class work, accompanying children to the office, making copies, helping with dismissal, etc.

OFFICE ASSISTANTS are willing volunteers who offer their time to help in the Religious Education Office. They assist with tasks such as: taking phone messages, collecting attendance sheets, making copies for catechists, preparing mailings and sacramental booklets, newsletters, etc. Other tasks include monitoring the doors, bathrooms, and hallways for security, greeting the children, and helping with dismissal.

The Parish website, www.st-irene.org, has a wealth of updated information for you. We encourage you to refer to it frequently. Here you may access a link to the Religious Education department.

GENERAL INFORMATION

CLASS SCHEDULE

Tuesday 5:30 p.m. – 6:45 p.m. Grades 1 - 8

CONTINUITY

Parents are reminded that their child should be enrolled in the Religious Education Program the **entire eight years**. Acceptance into the Reconciliation, Eucharist, and Confirmation Programs is based upon regular attendance of the student in the Religious Education Program.

EMERGENCY CONTACT

The St. Irene Religious Education **Flocknote** enables the R.E. Office to notify all households and parents by email of an emergency or unplanned event that causes early dismissal or Religious Education cancellation. It will also allow us to send you announcements or reminders throughout the year.

Our office will also activate the Emergency Closing Center with our information.

Parents and Volunteers can receive automatic e-mails on any changes of our schedule. To sign up for this free service, or check status on any closings, please visit the public website at www.emergencyclosings.com.

Automated weather related phone: 847 238.1234
Religious Education Office: 630-393-2400, x122 or 116
Reporting TV Stations: CBS, NBC, ABC, WGN, FOX

Search for St. Irene Religious Education Program (CCD), Warrenville

ENROLLMENT

Enrollment in Religious Education is open to any child of a family seeking Catholic education and Sacramental Preparation. Registration in the parish is encouraged.

You may know neighbors or friends who for various reasons are not enrolled in a Religious Education Program. We ask you to encourage them to contact the Director at 630-393-2400, X122.

The grade level of a student entering the program will be left to the sole discretion of the Faith Formation Director, in dialogue with the parent(s) or guardian.

EXPECTATIONS

It is expected that each family become actively involved in St. Irene Religious Education Program and Parish, as evidence by regularly participating in the Mass and financially supporting the parish, in order to model an active Christian faith and to reinforce the values and attitudes of living that faith. The parent and their child also **agree** to act in accordance with these values and attitudes.

FIRST AID

State law regulates minor injuries to be treated with water, disinfectant and Band-Aids. We follow the rules of universal precaution. The Religious Education Office has available to all catechists a supply of: disinfectant, Band-Aids, rubber gloves and Ziploc bags to dispose of any materials used to clean a wound. If there is a serious injury, we will call 911 and notify parents immediately. Our building is equipped with AEDs (Automatic External Defibrillators).



HOME STUDY

Special arrangements must be made with the Faith Formation Director. It should be noted that even though a family may home school their children, the child must be in attendance in person in a Parish Religious Education Program for two years prior to the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation. For St. Irene Parish, that means the child must be in attendance in our Religious Education Program for Grades 1, 2, 7, and 8. Home Study is not permitted to accommodate schedules or extra-curricular activities.

LOST AND FOUND

If your child loses an article, please check with the Religious Education Office: 630-393-2400, X116.

MEDICATIONS

Except in extraordinary circumstances, which must be approved by the Director of Religious Education, personnel will not maintain, administer or supervise the taking of medication. An exception is made for use of EpiPens, but only with the doctor's authorization. Arrangements must be made each year with the Director.

STUDENT MATERIALS

Children in the program will be given folders in which they can carry their papers, etc. **Please check their folders weekly and remove papers.** Students are given **textbooks** and materials that they are expected to bring to every class. Some teachers may choose to have the children leave their textbooks in the classroom. Students who lose their book (materials) may purchase a replacement from the Religious Education Office. Students will be given backpacks to carry their materials.

TUITION

The tuition for 2022-2023:

\$250.00 for one child
\$330.00 for two children
\$400.00 for three or more children

Sacrament Materials Fees:

\$ 65.00 First Eucharist Program (Grade 2)
\$ 65.00 Confirmation Program (Grade 8)

No child will be denied instruction due to lack of funds. If payment for tuition presents a problem for you, financial arrangements must be made directly with the Director of Religious Education, Craig Mazur, 630-393-2400, X122.

POLICIES

ABSENCES

A student who misses 3 classes will receive a notification from the Religious Education Office. Make-up work will be assigned for any classes beyond the third absence. Please contact the Director ahead of time if you know your child will be missing more than 4 classes.

In the event of an emergency or illness parents are asked to call 630-393-2400, X122 or 116 to inform us of your child/ren's absence.

ABUSED AND NEGLECTED CHILDREN

Religious Education personnel are mandated reporters, and are required by law to follow DCFS guidelines in reporting any suspicions of abuse or neglect.

ATTENDANCE

Attendance is expected for the **full hour and fifteen minutes of class each week.** Every class is important in the student's catechetical formation. The Catechist facilitates the formation of community, proclaims the Word, encourages service, and leads the students in prayer each week. Each class builds upon the preceding class.

ARRIVAL TIME

Students are expected to arrive no more than ten minutes before class time. If you need to drop your child/ren off early, they will need to wait in the RE Office/main lobby area, until their Catechist arrives.

CELL PHONES

Cell phone use is prohibited when Religious Education classes are in session. That means **any** cell phone:

- that rings, or
- is used as a phone or a camera, or
- to text message

may be claimed by the Catechist or the Assistant and sent to the Director's office. The parent will be required to retrieve the cell phone. It will not be returned to the student.



CELL PHONE LAW

Public Act 96-0131 went into effect January 1, 2010. **THIS LAW PROHIBITS ANY DRIVER, REGARDLESS OF AGE, FROM USING A CELL PHONE WHILE OPERATING A MOTOR VEHICLE IN A SCHOOL ZONE.** According to Secretary of State, Jesse White, distracted driving has become a serious problem in both our nation and our state. So please follow the law! There should be no cell phone usage in our parking lot or on Warren Avenue in front of the school building. Keep our children safe!

CUSTODY ISSUES

If parents are divorced or separated, St. Irene Religious Education Program presumes that both parents have access to the children and their records unless one parent provides documentation that he or she has sole custody.

DELAYED PARENTS

If a parent is delayed in picking up their child, for the safety of the child, he/she will wait for pick-up with their catechist or the director in the Religious Education Office.

DISMISSAL

EARLY DISMISSAL:

Requests for early dismissal create a major disturbance to the class. We strongly discourage this – even occasionally. The catechist may not dismiss any student from the classroom.

An Office Assistant will contact the catechist - when the parent arrives - and request that the student be sent to the office. **Parents are to sign the child out and meet their child in the Religious Education Office.**

It is recommended that parents schedule ALL extracurricular activities and appointments at a time that does not present a conflict with your child's Religious Education classes. We do not consider sports activities a valid reason for early dismissal.

DRUG/ ALCOHOL ABUSE POLICY

We will tolerate no possession or use of drugs or alcohol on Parish property. Serious consequences (including possible suspension or expulsion) will be taken should there be any infraction of this policy.

All Religious Education Staff Members, Catechists, and Volunteers shall immediately notify the office in the event that they observe any person in possession of/ or under the influence of drugs/alcohol on school grounds.

FOOD POLICY

Snacks or treats may be provided by the Catechist on occasion. If a student wishes to bring in a treat for the class, it must be approved by the Religious Education office. **Please let us know if your child has any food allergies** that might limit the type of snack provided.

Gum chewing is not permitted in the building at any time.

LATE ARRIVALS (TARDINESS)

Late arrivals are to be discouraged as they are disruptive to the class. Parents are requested to make every effort to have their children arrive on time for class sessions. **All tardy students must enter the building at door #1 facing Warren Ave. and come to the RE office to obtain a tardy slip.**

REGULAR DISMISSAL

Classes will end promptly at 6:45 PM. A student will be released to either parent unless the Religious Education Office has a copy of the court order giving one parent exclusive custody.

SECURITY

When dismissing from the school, we ask that the parents do not enter the building. Please wait outdoors for their child. Dismissal from the school building takes place at Doors #1 and 6 **only**.

In order to safeguard the well-being of our children during class time, our building doors will be locked at the beginning of class each week. Any person having business in the school building during these hours will be asked to come to the Religious Education Office via Door #1 and sign in. All other doors are locked at all times.

WEAPONS POLICY

St. Irene Parish takes seriously the safety and well being of students in our care. We will tolerate no possession of any type of weapon (whether real or make-believe) on parish property. Serious consequences (including possible suspension or expulsion) will be taken should there be any infraction of this policy. All Religious Education Staff members, catechists, and volunteers shall immediately notify the office in the event that they observe any person in possession of a firearm or weapon on school grounds.

DROP-OFF & DISMISSAL PROCEDURES FOR 2022-2023



Parents and guardians are urged to use extreme caution when dropping off or picking up their children. Please follow posted entrance and exit signs to the south parking lot. Religious Education Staff, Catechists, and Assistants will help with drop-off and dismissal.

Please follow the directions given below.

1. Students in 1st – 3rd grade should be dropped off in the parking lot on the south end of the school building. They should enter through door #6 and proceed to their classroom on the lower level.
2. Students in 4th – 8th grade should be dropped off on northbound Warren Avenue, exit their vehicle on the sidewalk side, and enter through Door #1 facing Warren Avenue.
3. If a student in 4th – 8th grades has (a) younger sibling(s) in 1st – 3rd grades, they should be dropped off in the south parking lot, enter through Door #6, bring their younger sibling(s) to class, and proceed upstairs inside the building.

Dismissal from the School Building:

Please park in the south lot and wait for your child(ren) outside. Children will be dismissed from the same doors from which they entered.

Dismissal from Church:

On occasion, we will gather in Church at the end of class time. Parents will be alerted to these dates via Flocknote and invited to join us in Church. At the end of class, students will be dismissed to their parents in Church. You must come into Church to pick up your child. They will not be dismissed outside without a parent present.

SACRAMENTS

Sacraments are sacred moments in a person's life as he/she encounters Jesus Christ. Preparation for the Sacraments are joint efforts on the part of the child, the parents, and the catechist. Class time, parent meetings, parent participation, retreats, and celebration experiences are all necessary ingredients for a meaningful initiation into these sacramental experiences.

Sacraments are typically celebrated in:

Grade 2: First Reconciliation and First Eucharist

Grade 8: Confirmation

First Reconciliation preparation begins in grade one and is further developed in grade two. There will be a group celebration in November for second grade children when the parents, in conjunction with the Pastor and Director, deem the child ready.

First Eucharist preparation begins in grade one and is further developed in grade two. The celebration of this sacrament usually takes place in second grade when the parents, in conjunction with the Pastor and Director, deem the child ready.

Preparation for the initial reception of sacrament(s) by children in grades three through eight will be arranged, using age-appropriate instructional materials and procedures, with the parents by the Director.

Confirmation preparation begins in grade seven (Year I) and continues through grade eight (Year II). The candidate must have completed two consecutive years of Religious Education before they can be confirmed. If they have not taken Year I they will be required to do so.

There must be a desire and commitment to the requirements of the preparation programs and the Catholic faith on the part of the children and families preparing to receive sacraments.



EUCCHARISTIC LITURGY



On the night before He died, Jesus directed us to remember Him by celebrating the Eucharist. It is the most important thing He told us to do. It is a GREAT blessing to be Catholic, that the God of the universe should humble Himself and take on the form of bread and wine, so to be intimately united to us. The Eucharist is the GREATEST gift we will ever receive! What a tremendous grace that we are called to share in this profound mystery of the Eucharistic meal, “the wedding feast of the lamb” (Rev. 19:9).

There is NOTHING more important in our whole life that we will ever do than go to Mass. God is so madly in love with us and longs to be with each one of us. We should have a great desire to want to attend Mass on Sunday, and as often as we can, to be so closely united to Our Lord. Mass is essential to coming to know God and growing in our relationship with Him. Parents, as the primary educators of their children, show by example their commitment to weekly participation in the Sunday Eucharist. May we help our children grow in love of God and the Eucharist by attending Mass on Sunday as a family.

Each week the children in every grade level, 1-8, are expected to fill out a **Mass Reflection** that they can obtain from their catechist. This is a great way for the children to pay attention and participate in the Sunday Liturgy. It provides a wonderful opportunity to discuss the Mass with your children so they will gain a deeper understanding and appreciation for the liturgy.



CLASSROOM BEHAVIOR

CONDUCT

Students in the Religious Education Classes are reminded that the rooms and desks they use for class are shared with other ministry groups and children programs within the parish. All are expected to respect the property of the school and other students. Parents are responsible for any damage to or theft of St. Irene property.

Good conduct, cooperation, attention, and courtesy are expected during class time. Any student who continually fails to cooperate with the Catechist and other students within a class shall be spoken to privately. A parent may be called in if necessary.

The Religious Education program defines serious misconduct as, but not limited to, fighting, stealing, cheating, and possession/use of drugs, weapons, and/or alcohol, disrespect to staff, gang involvement, vandalism, aggressive behavior, swearing, vulgarity, and possession of dangerous items.

OTHER EXPECTATIONS

1. The children will enter and exit school in an appropriate manner.
2. The Catechist must be present in the classroom before the students may enter.
3. Students will take assigned places in the classroom and need permission to leave their seats.
4. Coats and hats are not to be worn during class. There will be a designated place for coats and hats.
5. Modest attire is required. Wearing any of the following: suggestive logo or wording on t-shirts, low-rise jeans that expose underwear, and low-cut tops may result in your child being sent home.
6. Catechists, assistants, and students should display mutual respect.
7. Students will raise their hands and wait for permission before speaking.
8. Textbooks and appropriate materials are required for each class.

HOMEWORK AND THE PARENT'S ROLE

It is our hope and expectation that parents worship with their children at Mass. Parents should be modeling their faith, talking about their faith and values and telling and re-telling stories about Jesus. Parents are asked to review what has been taught in class and help the children with any homework a Catechist may have assigned. Parents are also encouraged to take time to pray with their children and help them learn the traditional prayers.



CURRICULUM

Grades 1 and 3 will be using *Word of Life* published by Augustine Institute/Ignatius Press. Word of Life employs an engaging and relevant kerygmatic catechesis that young learners will enjoy through a blended learning model of textbook and engaging video enhancements. State-of-the-Art digital components that allow young learners and parents to interact with dynamic faith formation materials will be used both in the classroom and at home.

Word of Life uses a teach-the-teacher model that equips teachers to present lessons effectively and themselves to be more deeply formed in the faith as they teach. When teachers and catechists are well-formed and passionate about the content, everyone wins. It is an authentic and comprehensive program for both children and parents, providing complete family faith formation with Word of Life materials and the expansive digital library of Augustine Institute and Ignatius Press.

Grade 2 will be using *Signs of Grace: You are Forgiven* and *You are Loved*, also published by Augustine Institute. This seamlessly integrates into the 1st and 3rd grade curriculum as an age appropriate sacramental preparation program for First Reconciliation and First Eucharist.

You are Forgiven presents the good news of salvation offered to us in Jesus Christ, with a focus on helping children understand intellectually, spiritually, and emotionally that the Sacrament of Reconciliation is a real encounter with Him, and that He desires to forgive and heal us at the deepest levels of our humanity.

You are Loved presents the teachings of the Church on the Sacrament of the Eucharist with a focus on helping the children understand intellectually, spiritually, and emotionally that the Sacrament of First Holy Communion is a real encounter with Jesus Christ who desires to unite Himself to us at the deepest levels of our humanity.

The **Signs of Grace** program uses activities, Scripture, videos, and stories to engage both the mind and the heart so that the child can come to fully understand the gift of grace and mercy offered through the Sacraments.

Grades 4-6 will be using *Spirit of Truth* published by Sophia Institute. Spirit of Truth is designed to help children internalize the Faith and apply it to their own lives, providing ample opportunity for them to reflect on how everything they are learning applies to their own lived experience.

4th Grade focuses on the moral life, our loving response to God's great gift to us, and what it means to be created in the image and likeness of God.

5th Grade provides an in-depth exploration of God's grace in the Sacraments, with a focus on what a Sacrament is and why Jesus instituted them.

6th Grade students spend this year immersed in God's Word in the Sacred Scriptures, and explore how the Bible communicates God's plan of salvation to us.

Confirmation Year I and II (Grades 7 & 8) will be using the **Faith and Life** series by Ignatius Press. The theme of Grade 7 is grace as our link with God, with an emphasis on transmission of grace through the seven sacraments and on God's loving gifts of revelation of Himself through the prophets, the Incarnation and the church. Grade 8 continues with the history of the church--its founding by Christ, its birth in the Holy Spirit, the marks of the church, the fathers and doctors of the church, the saints, and the role of the laity and the magisterium.

Addition Confirmation requirements will be discussed in a separate communication.

Grades 7 & 8 will also be issued a **Youcat**, a youth catechism that is written in language suitable for young people to understand the faith.

MASTERY OF CATHOLIC PRAYERS AND BELIEFS

GRADE LEVEL

PRAYERS / BELIEFS

1st

Sign of the Cross
Glory Be
Our Father
Hail Mary
Grace Before Meals

2nd

Review 1st grade prayers
Morning Offering
Act of Contrition

3rd

Review 1st and 2nd grade prayers
Apostles Creed
Seven Sacraments

4th

Review 1st, 2nd and 3rd grade prayers and beliefs
Ten Commandments
Memorare to the Blessed Virgin

5th

Review 1st, 2nd, 3rd and 4th grade prayers and beliefs
Eight Beatitudes
Prayers of the Mass
Prayer to St. Michael

6th

Review 1, 2, 3, 4, and 5th grades prayers and beliefs
Nicene Creed

7th

Review 1,2,3,4,5,and 6th grades prayers and beliefs
7 Spiritual Works of Mercy
7 Corporal Works of Mercy

8th

Review 1, 2, 3, 4, 5, 6 and 7th grade prayers and beliefs
Gifts of the Holy Spirit
Prayer to the Holy Spirit





**St. Irene Religious Education Office
3S601 Warren Avenue
Warrenville, IL 60555**

2022-2023 Receipt and Acknowledgement

We the _____ family have received and read the St. Irene Religious Education Handbook. We will support the procedures and policies therein.

A copy of the handbook can also be found on the parish web site www.st-irene.org .

Childrens' Name(s): _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

Please sign and return this form to the Religious Edeucation Office by Septemebr 27, 2022.