

# **St. Bernard's Catholic Parish**

## **Family Handbook**

2009 - 2010

*Catechesis*

&

*Proclamation of the Word*

## **Evangelization & Catechesis**

Early Childhood, Elementary  
Middle School, High School

The Sacraments of  
1<sup>st</sup> Reconciliation, 1<sup>st</sup> Holy Communion  
Confirmation

**Sign of the Cross**

In the name of the Father,  
and of the Son,  
and of the Holy Spirit. Amen.

**Grace Before Meals**

Bless us, O Lord and these thy gifts,  
which we are about to receive  
From thy bounty, through Christ our Lord. Amen.

**Hail Mary**

Hail Mary, full of grace, the Lord is with you.  
Blessed are you among women,  
and blessed is the fruit  
of your womb, Jesus.  
Holy Mary, Mother of God,  
pray for us sinners, now,  
and at the hour of our death. Amen

**The Lord's Prayer**

Our Father, who art in heaven,  
hallowed be thy name;  
thy kingdom come;  
thy will be done on earth  
as it is in heaven.  
Give us this day our daily bread;  
and forgive those  
who trespass against us;  
and lead us not into temptation,  
but deliver us from evil. Amen.

**The Seven Sacraments**

Baptism, Eucharist, Confirmation,  
Reconciliation, Holy Orders, Matrimony, Anointing of the Sick

# St. Bernard's Parish Mission Statement

All people who need spiritual, social, intellectual,  
and emotional growth and fulfillment  
shall see St. Bernard's as a community  
that supports and encourages:

Their personal relationship with Jesus Christ.

A sense of belonging to the Roman Catholic family  
and of community with other Christians.

Their efforts toward unity with those  
who do not believe as they do.

Their ministries, both individual and collective,  
to carry on the mission of Jesus Christ.

Their celebration, through worship,  
of the relationship of Jesus to the Father  
shared with them through the Holy Spirit.

As Church, we the Catholic People of  
St. Bernard Parish, of the Diocese of Madison,  
are called by Baptism to live and proclaim the  
Good News of Jesus Christ by,  
Worshiping God in prayer and sacrament,  
Teaching and preaching the Word of God;  
Loving and serving our neighbor.  
Gifted and anointed by the Holy Spirit,  
we commit ourselves to this mission through  
responsible stewardship of our time,  
talent and material resources.

## GOALS OF OUR PROGRAM

- \*To empower people who are young  
to love as disciples of Jesus Christ in our world today
- \*To seek to draw people who are young  
to responsible participation in the life, mission,  
and work of the faith community
- \*To work to foster the total, personal, spiritual growth of each person

*The Catechesis Mission*

The fundamental tasks of Catechesis are:

- ~ Promoting knowledge of the faith
- ~ Liturgical education
- ~ Moral formation
- ~ Provide opportunity for prayer
- ~ Education for community life
- ~ Missionary initiation
- ~ Service to others

### ***Catechesis Responsibility***

Catechesis is a responsibility of the entire Christian community. Christian initiation, indeed, “should not be the work of catechist and priest alone, but of the whole community of the faithful.”  
2nd Vatican Council

### ***Expectation of Students***

Expectations of every student are:

- ~ Attend Sunday Mass every Sunday.
- ~ Be respectful and courteous to catechists and students.
- ~ Listen to Catechists and students.
- ~ Christian conduct is expected at all times.
- ~ Attend all Classes, Masses and one Reconciliation during Advent and Lent.
- ~ Complete assigned work neatly and accurately.
- ~ Arrive to class at the specified times.
- ~ Take proper care of religious books, Bibles and other materials.
- ~ Share God given time and talent with the faith community and community in service to others ~Complete service for every grade
- ~ Keep room, building, and grounds in good condition.

### ***Expectations of Parents***

Expectations of every parent are:

- ~ Attend Mass every Sunday with their children, and Masses offered through Evangelization & Catechesis.
- ~ Complete registration form and permission forms when necessary.
- ~ Prepare and encourage their children to receive the Sacraments.
- ~ Attend Evangelization & Catechesis meetings and functions.
- ~ Have students arrive on time for classes and events. Arrange for return home.
- ~ Volunteer time and talent to strengthen the faith of all St. Bernard’s children.

Parents must help in at least two areas. They must have Protect God’s Children Training, background check and service of receipt agreement.

### **Special Events**

August 24 Protect God's Children Training Session 6:00 PM school building

September 2 Confirmation Preparation Meeting for candidates,  
Parents, sponsors and leaders 7:30 PM school building  
9 Evangelization & Catechesis First class, grades 1-5, 3:30-4:45 PM  
9 Mass 7:30 PM Youth and parents gather with Catechists after Mass  
19 Annual Parish Picnic  
19-20 Catechetical Sunday  
27 1st Reconciliation Preparation Meeting for parents and children  
of 2nd grade - 8:00 AM Mass & Blessing Meeting following

October 4 Early Childhood Sunday Sharing begins during 8:00 AM Mass  
4 Confirmation Commitment Sunday & Reception 8:00 AM Mass  
11 Turkey Dinner No classes for Evangelization & Catechesis  
14 5:15 PM Mass/Family Potluck for grades 1-5 No regular class  
21 Friendship Day Grades 1-5 - Peace  
21 Catechist Inservice Dinner & Dialogue 5:15 PM in the Faculty Room  
24 Catechist Inservice Coffee & Conversation 9:30 AM Faculty Room

November 1 All Saints Day Holy Day of Obligation – Celebrated on Sunday  
11 Class Mass 3:40 PM grades 1-5 Parents are Welcome “Thanksgiving”  
11 Catechist Inservice Dinner and Dialogue 5:15 PM in the Faculty Room  
18 Mass at 7:30 PM “Thanksgiving” Youth and parents are expected to attend.  
25 No class Thanksgiving you are invited to attend Mass in the morning

December 2 Class and Sacrament of Reconciliation, grades 4-5, 3:40 PM in the chapel  
5 First Reconciliation Saturday Morning 10:00 AM 2<sup>nd</sup> grade & parents  
8 Feast of the Immaculate Conception Holy Day of Obligation  
9 Class and Reconciliation grade 3, 3:40 PM in the chapel  
16 Sacrament of Reconciliation for youth and parents of grades 6-11 7:30 PM  
20 Early Childhood visit to Church & Christmas Preparation Activities - In Gym  
24 CHRISTMAS EVE 5:30 PM Children's Christmas Mass  
25 CHRISTMAS - Holy Day of Obligation  
30 No Class

January 1 The Octave Day of Christmas  
The Blessed Virgin Mary, the Mother of God - Holy Day of Obligation  
3 Early Childhood Sunday Sharing 8:00 AM  
13 Retreats for youth  
23 Catechist Inservice Coffee & Conversation 9:30 AM Faculty Room

February 7 First Holy Communion Preparation Mgt. for parents & children

of 2nd grade, 8:00 AM Mass and Blessing followed with required meeting in the school and gym

13 First Holy Communion Retreat 9:00 AM – 12:00 Noon

17 Ash Wednesday Prayer Service Grades 1-5 4:10 PM during class

17 Ash Wednesday Mass at 7:30 for Youth and Parents - Required

27 & 28 Confirmation Retreat

March 10 Class and 1<sup>st</sup> Holy Communion Gathering for parents and children 4:45 PM before 5:15 PM Mass in the 2<sup>nd</sup> grade room, then Soup & Rolls

21 Sunday Early Childhood visit to Church & Preparation for Easter Activities in the Gym

24 Sacrament of Reconciliation for Grades 2, 3, & 5 during Class

24 Sacrament of Reconciliation Grades 6-11, 7:30 PM Parents and youth attend

together

31 No class Holy Week Families go to Holy Week Services

April 4 Easter

7 No Class Easter Break

14 Class

21 No Class Early Release Day

24 First Holy Communion Rehearsal 10:00 in the gym

25 First Holy Communion 8:00 AM Mass meet in the gym at 7:40 AM

28 No Class Mass is at 5:30 PM & Potluck follows. Children, youth and parents are expected to attend. Catechist Appreciation.

May TBA Confirmation Rehearsal

TBA Sacrament of Confirmation

13 The Ascension Holy Day of Obligation.  
Will be celebrated on Sunday

16 Graduation Brunch for High School after the 8:00 AM Mass

June 14 -17 Sports Life Camp

August 15 Feast of the Assumption of Mary Holy Day of Obligation

Please refer to specific schedules for all classes and events.  
Schedule is subject to change.

### **EDUCATION COMMISSION**

The Education Commission is an advisory board to the total Parish Education. Parish Education content and events, new ideas and special concerns are addressed at these meetings.

~To share new ideas, please contact any of the commission members or program coordinators:  
Amy Clark, John Grinwald, Denny Osterhaus, Debbie Schuett, Caryl Getchell, Jeff Allen,  
Father.

~The Education Commission meets the second Tuesday of each month September thru May.

~Anyone interested in becoming a member please contact any member.

### **Evangelization & Catechesis Assistants**

Linda Fairbanks

### **Evangelization & Catechesis Volunteers**

#### Grades 1-5

Nursery -

Office - Barbara Zubke,

Playground - Parents

Refreshment Scheduler – Linette Clifford

#### Grades 6-11

Office - TBA

Attendance Scheduler - TBA

Hall Supervisor - TBA

### **Early Childhood Sunday Sharing Catechist and Assistants**

#### Class for children 3 yrs. old -

TBA/

TBA/

#### Classes for children 4 yrs. old

Jill Marr/

TBA/

#### Classes for children 5 yrs. old

Dawn Keeser/ Chloe Keeser

TBA/

**Substitutes** TBA

### **Evangelization & Catechesis Elementary - Catechists and Assistants**

#### Grade One

Diane Schluter/ Dorothy Pauli

#### Grade Two

Lynn Goetsch/

#### Grade Three

Molly Ruder/ Dani Boyd

#### Grade Four

Mary Korth/Amber Hiller

#### Grade Five

Chris Braunschweig/Robyn Engel

**Substitutes** Lynn Theder

### **Evangelization & Catechesis Catechists and Assistants for Grades 6-10**

#### Grade Six

Karri Preston/Amy Smith

Amy Clark/  
Margie Walsh/ 9:15 AM Sunday

Grade Seven

Janice McGorey/Mary Klavekoske

Sheila Zgonc/TBA

TBA/

Grade Eight

Dede Van Loenen/Doug Seibel

Chris Wieder/TBA

TBA/

Ninth Grade

Heidi Schmidt/Leigh Price

Lori Bocher/KB Bocher

Linda Fairbanks/Tracy Bargo

Jim Romlein/Ben Plummer

Tenth Grade

Michelle McFarland/Pam Sterling

Lisa Harris/ Mary Haenel

Sarah Hesse/Jodi Pozorski

**Substitutes** Anne Gudenkauf, Kathy Chandler

**Confirmation Leaders**

Cathy Egan/Kathy Woodward Peter Kitzhaber/Joan Merritt Virginia Smith/Kurt Meiers

**Confirmation Office Assistant** - Phyllis Heinen-Vogl

More classes are added as more registrations come in.

**Early Childhood Sunday Sharing**

Children who are 3, 4, & 5 years old "I Am Special" Text

Published by Our Sunday Visitor

### **Program Philosophy:**

The philosophy is based on the belief that young children need to develop a positive self-concept. Their ability to know God and their ideas about God are strongly influenced by their ideas about themselves—Children need to feel good about themselves in order to learn to love others as themselves. The program recognizes that children learn by doing.

\*Take-home activities help children develop positive attitudes about themselves, their family, and friends by discovering and learning more about the many gifts, talents, and abilities that God has provided.

### **Objectives:**

~To increase the children's knowledge about God by discovering, learning, and appreciating more about the world around them.

~To increase the children's knowledge and friendship with God's Son, Jesus.

~To increase the children's knowledge and participation in the church's liturgical seasons and to help them prepare for the religious celebrations of Advent, Christmas, Lent and Easter.

~To increase the children's appreciation and celebration of God's love and goodness through Scripture, music and prayer.

~To develop standards of faith from the Diocese of Madison.

### **Requirement for Admission:**

A child must be 3 years old by September 1, to register in the Early Childhood Sunday Sharing. St. Bernard's Policy SB-502

**In addition: A child must have correct hygiene habits.**

## **Evangelization & Catechesis—Grades 1-5 Resource**

“FAITH FIRST” Text

Published by Resources for Christian Living,

More information can be found at [www.relweb.com](http://www.relweb.com) or [www.FaithFirst.com](http://www.FaithFirst.com)

Each grade level will emphasize:

Creed, Worship and Sacraments, Morality, Christian Prayer, Core Scripture, Liturgical Year, Prayer and Practices.

These areas are developed each year so the child can reflect on the meaning of each as he/she grows in learning more about Jesus and the love God has for us.

Classes are held on Wednesdays from 3:30 PM -4:45 PM unless another Evangelization & Catechesis event is being held. Please refer to the specific schedule. The first bell is 3:25 PM. The second bell rings at 3:30 PM.

## **Evangelization & Catechesis-Grades 6-11 Resource**

Grades 6-10 will use “Faith First, Resource for Christian Living” text.

Topics:

Grade 6 – We Believe, Worship, Live, and Pray

Grade 7 – Mystery of God – The Revelation of God, The Gift of Salvation Church and Sacraments – The Church, Worship and Sacraments

Grade 8 – Jesus in the New Testament – Introduction to Scripture and the Gospel  
The Letters and Revelation

Grade 9 – Understanding the Catechism – The Creed, Liturgy and Sacraments – Resources for Christian Living

T3 the Teen Timeline – Bible Adventure – Ascension Press

Grade 10 – Understanding the Catechism – Prayer, Morality Resources for Christian Living  
Theology of the Body – Ascension Press, J&C Evert and Brian Butler

Grade 11 – “Moving In The Spirit” Good Ground Press, text. Sacrament of Confirmation  
Theology of the Body – Ascension Press, J&C Evert and Brian Butler

The grade 9, 10 and 11 are sequential in their approach. In order to enter the 11<sup>th</sup> grade a student must complete Grade 9 and 10. The Confirmation process begins in 9<sup>th</sup> grade.

Youth Ministry is the response of the Christian community to the needs of young people, and the sharing of the unique gifts of young people with the larger community.

The components of Youth Ministry are: Advocacy, Catechesis, Community Life, Evangelization, Justice and Service, Leadership Development, Pastoral Care, Prayer and Worship.

Classes meet on Wednesdays, 7:30-8:45 PM unless another Evangelization & Catechesis event is taking place. Please refer to specific schedules.

### ***“youth planning group”***

The youth planning group provides direction for the youth in fulfilling the goals of Youth Ministry. Please call Mrs. Getchell, 261-2582, for more information. All youth are invited to help with the planning. Two adults are needed to facilitate each group; 6,7,8 grade is one group and 9, 10, and 11 grade is another.

## **SACRAMENTS**

### **First Holy Communion Grade Two**

#### **Dates to Remember & to Attend:**

**Sunday February 7th, 8:00 AM, Mass & Blessing Required Meeting follows in the school for parents and children**

For: Students in 2nd grade and their Parents

Topic: Preparation for First Holy Communion

Location: St. Bernard's Gym – Parents, 2nd Grade Room - Children

Saturday, February 13, 9:00 AM to 12:00, Noon, First Holy Communion Retreat

Wednesday, March 10, 4:45 PM 2<sup>nd</sup> grade room Banners, 5:15 Mass, Soup & Rolls

Saturday, April 24th, 10:00 AM, First Holy Communion Practice

Sunday April 25, 8:00 AM, First Holy Communion Mass and Parish Reception

---

## **The Sacrament of First Reconciliation**

### **Grade Two**

#### **Dates to Remember & to Attend:**

Sunday, September 27, 8:00 AM Mass & Blessing Required Meeting follows in the school for parents and children

For: Students of grade two and their Parents

Topic: Preparation for the Sacrament of 1st Reconciliation

Location: St. Bernard's Gym for the Parents, 2nd Grade Room, for 2nd Graders

Saturday, December 5, 2009, 10:00 AM Sacrament of 1st Reconciliation & Reception

**Grade 6, 7, 8 participation is required for entrance into 9<sup>th</sup> grade**

**Grade 9 and 10 participation is required for Confirmation**

**Confirmation - Grade 11 Confirmation date TBA during the year.**

~Students will meet on Wednesday nights 7:30 -8:45 PM in large and small group meetings. Schedules of the classes will be given to each family.

~Each student is expected to attend Mass every Sunday and Holy Days

Each student is expected to volunteer 20 hours or more of Faith Works and write a reflection. Each student is expected to attend two retreats.

Dates to Remember & to Attend:

Wednesday, September 2nd, 7:30 PM Parent, Sponsor, Candidates

Organizational and Introductory Meeting. Meet the Confirmation Leaders

September 19 5:30 PM Mass and Annual Picnic Participate in hosting events

Sunday October 4, 8:00 AM Mass Commitment Sunday

Saturday and Sunday February 27 and 28, 2009 Confirmation Retreat at Camp

Vista Family Potluck in the gym at Sunday, 5:30 PM required.

Confirmation Practice and Confirmation Date will be announce during the year.

### **The Facts**

**Regular attendance is expected.** When a child is ill, please call the Evangelization & Catechesis Office at 920-261-2582 ext. 18, prior to your child's class time to report his/her absence. The office has an answering machine for messages. If you are planning a trip, please send your child with a note explaining the absence. St. Bernard's Policy SB-5100

**Dropping off and Picking up** Your child is allowed to enter the school building through the parking lot entrance. Playground supervisors will line up elementary students prior to entering the building. Parents of ECE and children in grades 1-5 must pick up their child at the classroom. Please be prompt in picking up your child. If you have a problem please contact the Evangelization & Catechesis Office.

**Support your child's catechist** and be sure your child **arrives on time**. Bells ring at 3:25 and 3:30 PM for the afternoon and 7:30 PM for the evening classes. It is disruptive to have late arrivals St. Bernard's Policy SB-5600 You must come to the classroom to **pick up your child**. If you will be picking up your child early from class due to a family commitment, please call the office prior to the class. You must come to the classroom to pick up your child. Hand written notes are not accepted. If an emergency arises, stop at the office prior to picking up your child. St. Bernard's Policy SB-5100. Times classes end: End of Mass ECE, 4:45PM grades 1-5, 8:45 PM grades 6-11. Parents must come to pick up their children. **Obedience and respect** are expected of all students, parents and catechists regardless of age, at all times. UNDER NO CIRCUMSTANCES is a volunteer catechist expected to handle or tolerate any disobedience or disrespect. St. Bernard's Policy SB-5410 Parents will be called for any disruptions. Parents and children, youth are required to participated in outside reading, liturgy, events and service. Parents must have Protect God's Children Awareness.

**Evangelization & Catechesis Fees** are \$45.00 per child or max of \$120.00 per family when paid before Sept 9, 2009. Fees for 2009-2010 are \$60.00 per child or max of 165.00, after Sept. 9, 2010. Scholarships and payment plans are available. Registration is not completed until volunteer section is completed. Please contact the office before Sept. 9, 2009. Catechist's fees may be waived. St. Bernard's Policy SB-3200

In the **event of school cancellations**, Evangelization & Catechesis classes are also canceled. If weather has deteriorated during the late afternoon for evening classes please listen to WTTN-1580, or WTMJ. Call your child's catechist if in doubt.

Every time your child **leaves the school grounds** during class time or for special events a **permission slip** by a parent or legal guardian must be signed before the event. This applies to all students regardless of age.

Elementary students are given a snack during their class time. Evening classes do not have snacks provided. **Please feed your child accordingly**. Food is not allowed in the evening classes. Check with the Catechist if you wish to bring a treat.

All volunteers must comply with **Protect God's Children and Safe Environment** requirements to volunteer. This includes an awareness training session and background check and signing of Statement of Receipt Agreement. This must be accomplished before volunteering begins.

All students who are in sports, music ministry, youth planning, Mass ministries etc are required to be enrolled and attend Evangelization & Catechesis classes.

Evangelization & Catechesis Office  
261-2582 ext. 18  
or  
261-5133 ext. 18  
[faithformation@stbern.org](mailto:faithformation@stbern.org)

St. Bernard's Rectory  
261-5133

