



**ST. PHILIP THE APOSTLE PARISH
RELIGIOUS EDUCATION OFFICE
1233 W. HOLTZ AVENUE
ADDISON, ILLINOIS 60101
WWW.ST-PHIL.ORG
STPHILIPRE@GMAIL.COM
630.543.1754**

**FAMILY HANDBOOK
2018/2019**

ST. PHILIP THE APOSTLE PARISH RELIGIOUS EDUCATION PROGRAM

1233 W. Holtz Avenue in Addison, IL 60101
 Phone #: 630-543-1754 Fax #: 630-543-4672
www.st-phil.org

RELIGIOUS EDUCATION PERSONNEL

Nancy McKnight, Director
stphilpre@gmail.com

Barbara Nicolai, Administrative Assistant
 Parish Calendar, Website, & Bulletin Editor
bnicolai@st-phil.org

RELIGIOUS EDUCATION OFFICE HOURS (September through April)

Monday, Tuesday, Thursday, Friday (9:00 a.m. to 4:00 p.m.)
 Wednesday (9:00 a.m. to 8:00 p.m.)
 Saturday (8:30 a.m. to noon)
 Closed Sunday

Call 630-543-1754 for May through August office hours.

RELIGIOUS EDUCATION PROGRAM TIMES (September through April)

Saturdays from 9:00 to 10:30 a.m. for Grades K-5
 Wednesdays from 6:30 to 8:00 p.m. for Grades 6-8

ST. PHILIP THE APOSTLE CHURCH MASS SCHEDULE

Monday, Tuesday, Thursday, Friday at 8:00 a.m.
 Communion Service on Wednesday at 8:00 a.m.
 Saturday at 5:00 p.m.
 Sunday at 7:30 a.m., 9:30 a.m., and 11:30 a.m.
 Confession on Saturday from 4:00 to 4:30 p.m.

ST. PHILIP THE APOSTLE PARISH OFFICES

1223 W. Holtz Avenue in Addison, IL 60101

Fax #: 630-543-9858

Phone #: 630-628-0900 (extensions below)

Reverend Steve Bondi, Pastor (x101)

Deacon Phil Heitz, SFO

Deacon Sean McGreal, Pastoral Associate & RCIA (x105)

Carol Schubert, Director of Liturgy (x104)

Steve DiBrito, Business Office Director (x103)

Judy Jaskey, Business Office Administrative Assistant (x102)

Sandi Milazzo & Shar Mirabelli, Parish Administrative Assistants (x100)

St. Vincent de Paul Society (x134)

Bill Wilder, Director of Music (630-543-4015)

ST. PHILIP THE APOSTLE SCHOOL

Julie Noonan, School Principal (630-543-4130)

Joann Wheeler, School Administrative Assistant

IMPORTANT SAFETY INFORMATION

Our parish is committed to the safety of children. As part of this commitment, we have recently developed a Parish Religious Education Emergency Plan. Some highlights of the plan are listed below.

- Each family is asked to complete an emergency contact form. The contact information will be kept on file in the parish office and a copy will be provided to your child's teacher.
- The religious education building will be locked once classes have begun. Adults, other than religious education personnel, may not remain in the hallways while classes are in session. A door monitor will be on duty at Door 1 at all times. Should your child arrive late for class, the door monitor will allow him/her into the building. If you wish to escort your child into the building after classes have begun, you will be accompanied by a hall monitor. All classes will dismiss at Door 2.
- Fire drills will be conducted every year.
- Inclement Weather: If school is canceled or dismissed early due to weather, then religious education classes are also canceled for the day. If it is snowing at 1:00 p.m., or if a weather advisory is in effect at 1:00 p.m., then religious education classes are canceled for the day. Weather-related closures are announced on our parish website at st-phil.org and on WGN TV Channel 9.
- We have established a "lockdown" plan to be implemented in the case of a serious emergency. Should a lockdown become necessary or ordered by public authorities, classrooms will be secured and students will remain in the building until the emergency has passed. Should this occur, you are asked to stay away from the building so as not to impede the emergency response process. Please wait at the Marcus Theater parking lot. Students will be released to you once the situation has been resolved.

Please keep this information for future reference. Should you have questions, or if you would like further information, please call 630-543-1754 or e-mail stphilipre@gmail.com.

ST. PHILIP THE APOSTLE PARISH RELIGIOUS EDUCATION PROGRAM MISSION STATEMENT

The Mission of St. Philip the Apostle Parish Religious Education Program is to communicate Christ and his Gospel message according to the Catholic tradition to the youth and adults of the community, to build a loving faith community, and to commit to the service of those in need.

GOALS

- ◆ To emphasize the importance of faith as a priority in the family reflected in increased involvement in service to others.
- ◆ To provide a shared understanding of the Sunday Gospel and appreciation for the liturgy through use of the Gospel Weekly in class and at home.
- ◆ To provide a deeper understanding, reverence, and reflection on the meaning of the Eucharist for youth and adults.

2018/2019 Theme

This year we have drawn our theme from an address to catechists by Pope Francis in Kampala, Uganda. The title of his message is *“He will give you the Light and Strength you need.”* So often we hear that we should all, *“Let go, and let God.”* We should trust that *“all we have is all we need.”* But, as humans, that is sure difficult to believe! Pope Francis reminds us in his address that indeed, God gives us all that we need. Although he spoke to catechists at this gathering, we must remember that, as parents, we are the first teachers of our children. Here is an excerpt from the address:

Dear Friends,

I know that your work, although rewarding, is not easy. Even when the task seems too much, the resources too few, the obstacles too great, it should never be forgotten that yours is a holy work. The Holy Spirit is present wherever the name of Christ is proclaimed. He is in our midst whenever we lift up our hearts and minds to God in prayer. He will give you the light and strength you need! The message you bring will take root all the more firmly in people’s hearts if you are not only a teacher but also a witness. Your example should speak to everyone of the beauty of prayer, the power of mercy and forgiveness, the joy of sharing in the Eucharist with all our brothers and sisters. May your patron saints obtain for you the grace to be wise teachers, men and women whose every word is filled with grace, convincing witnesses to the splendor of God’s truth and the joy of the Gospel! God bless you!

PROGRAM DESCRIPTION

FINDING GOD: OUR RESPONSE TO GOD’S GIFTS

Know Your Faith. Grow in Faith. Go in Faith

Elementary Faith Formation for Grades K-5

Our faith is meant to be lived out in our homes, at our schools, in our jobs, and in our communities. *Finding God: Our Response to God’s Gifts* is a faith formation program that invites children and their parents into a new way of living in relationship with God, family, community, and the world. This comprehensive program provides **sound doctrine, scripture, tradition, and prayer** through experiential activities that make these essential lessons part of a lifelong practice of faith.

Finding God: Our Response to God’s Gifts is based on a spiral curriculum that integrates the fundamental themes of the Catechism of the Catholic Church with Scripture and Catholic Social Teachings. This program provides lessons in the faith and delivers those lessons in the faith and delivers those lessons through experiential activities that encourage lifelong practice.

JUNIOR HIGH CONFIRMATION PREPARATION FOR GRADES 6-8

Junior High Confirmation Preparation is a special adventure in faith beginning in sixth grade and ending in eighth grade with reception of the Sacrament of Confirmation. There are a series of courses offered each semester that focus on maturing in the Catholic faith.

The sixth and seventh grade courses are a continuation of the *Finding God: Our Response to God's Gifts* curriculum.

The **two eighth grade courses are:** Gifted with the Spirit and Life after Confirmation. Eighth graders also participate in four Gathered in Faith Together (GIFT) Confirmation sessions with their parents or sponsors.

SACRAMENTAL PREPARATION

There is a three-year preparation for the Sacraments of Reconciliation and Eucharist which begins in kindergarten. Kindergarten preparation consists of being comfortable talking about God and creation, knowing we are part of God's family, experiencing the church environment and simple rituals, and beginning to learn basic prayer. Parents, as primary faith examples, are involved at all three levels of preparation through parent meetings, retreat involvement, and classroom visits.

First Reconciliation: The Sacrament of Reconciliation is received in second grade. Your child becomes comfortable saying "I'm sorry" and "thank you" in the family setting as well as in God's family. **Students in Grade 2 in 2018/2019 will participate in their First Reconciliation on Saturday, January 12, at 9:15 a.m.**

First Reconciliation for Third Graders and Up: Older students receive the Sacrament of Reconciliation after proper preparation and with the proper intention. Parents of older students meet with the religious education director to be involved in the at-home preparation. Older students may receive the sacrament on any Saturday from 4:00 to 4:30 p.m. when they have an understanding of the sacrament.

Home study is never allowed in Sacramental years (Grades 2 & 8).

First Eucharist

There are three consecutive years (usually beginning in kindergarten) of preparation for the Sacrament of the Eucharist. Second graders will participate in a group celebration on **Saturday, May 4, 2019, at 11:00 a.m.**

Parents are involved with the First Eucharist preparation. **The Second Grade First Eucharist Parent Preparation meeting will be held Saturday, February 9, at 9:00 a.m. in Room 1.** Second graders and their parents will attend a **Eucharist retreat on Saturday, March 2, from 9:00 a.m. to noon** in the church and gym. An adult needs to be present with the second grader for the retreat. **The First Eucharist practice is Saturday, April 27, from 8:30 to 9:30 a.m.**

Older students (third grade and up) receive the Sacrament when they are properly prepared. They receive individually with their parents at a Sunday liturgy. Parents of older students meet with the religious education director to be involved in the at-home preparation of their child while attending their regular religious education session.

CONFIRMATION

Confirmation is received in eighth grade. The three-year Confirmation preparation begins in Grade 6. Students are expected to: attend Mass each Sunday; attend weekly religion classes; complete the Confirmation assignments; be involved in service to others; and participate in the Gathered in Faith Together (GIFT) sessions with their parents. The **GIFT sessions** are scheduled for the following Wednesdays from **6:30 to 8:00 p.m.:** **October 3, November 7, and December 5.** A fourth session, to be

attended by the candidate and sponsor, will be scheduled.

The Confirmation GIFT sessions are a time for parent and teen to get together to share and strengthen their faith. Through speakers, discussion, prayer, and service, Confirmation will take on a deeper meaning for the young people. Confirmation completes Baptism. The word "Confirmation" means strengthening. The young person becomes strengthened in faith during this preparation time.

The actual date of Confirmation will be announced when we receive word from the bishop. Each family will receive tickets for Confirmation; the candidate and sponsor are the only ones who do not need tickets.

After Confirmation, students still continue to attend religious education classes until the last session on April 10, 2019. This time is important to remember faith formation is a life-long journey.

POLICIES & PROCEDURES

Attendance: Parents are expected to notify the Religious Education Office when a child is absent. Please call 630-543-1754 before class begins. If no one answers, leave a message on the answering machine. **Only two absences per semester are allowed—students with more than two will be placed in home study.** Junior high parents will be called by the office on Wednesday evenings if a child's absence has not been reported.

Arrival/Dismissal: Elementary students in Grades K-5 should enter and exit Door 2 of the school. Parents should drop off students in the south parking lot. Students are expected to be in class at 9:00 a.m. Doors are locked 15 minutes after class begins. Late students will be buzzed in at Door 2. Students are dismissed through Door 2. **Kindergarten and first grade children are picked up by their parents in the classroom.**

Students in Grades 6-8 will enter and exit the building through the main door of the church and school (Door 1). Parents are requested to instruct their child to meet them in either the north or south parking lot. For the safety of the young people, there should be no pick-ups or parking in the circle in the front of the church. The circle will be blocked at dismissal time. **On arrival, students are expected to wait outside the classroom door until the teacher arrives.** Outside doors are locked 15 minutes after class begins. Late students will be buzzed in at the front door. Late students should check-in with the secretary at the office before going to their classroom.

Emergency Early Dismissal: For security reasons, parents or guardians must notify the principal or religious education director when an early dismissal is needed. Parents must go to the office (not the classroom) to pick up their child for early dismissal. The parent must sign the child out at the office at pick-up time. Parents must provide written permission for anyone else to pick up their child. **There are no early dismissals for repeated events such as sports, dance class, or other activities. Students who need a repeated early dismissal should sign up for home study.**

Cancellation of Classes Due to Weather: Religious education classes will be canceled due only to adverse weather conditions. Parents will be notified by phone and e-mail when this happens. News of the weather closing will also be broadcast on the following stations: CBS 2, WGN 9, Fox 32, and CLTV News. **If the public school cancels school because of snow conditions on a Wednesday, there will be no evening religious education classes for Grades 6-8.**

Enrichment Activities: Parents are encouraged to supervise their child's enrichment activities and review the chapter each week. Junior high parents will be given a review of their child's curriculum each semester. Parents should supervise the reading of the religion chapter each week. Family faith conversations are the perfect way to encourage children to grow in their faith. Parents are the primary influence on their children. All students are expected to bring their texts to class each week.

Special Needs: Parents are expected to keep the principal or religious education director updated on any special medical or health situation or learning issues that the volunteer teacher should know about their child. This will help us be more effective.

Medicine: No student is permitted to retain medications of any kind without the permission of the parent and the knowledge of the teacher and religious education officials.

Electronic Devices & Cell Phones: Use of electronic devices or cell phones (including texting) is not permitted in religion class. These items must be turned off and put on their desktop. If the student does not comply, these items will be collected and held by the classroom teacher and returned to the parents only.

Photography Issues: Pictures of all religious education events may be posted on the parish website, parish bulletin boards, Sunday bulletin, or in local or diocesan newspapers. **Parents must notify us if they do not approve the use of their child's photo for the stated reasons.** When this is done, those students cannot be given any active part in an event that will be photographed.

Conduct/Behavior: Students are expected to show RESPECT for each other, for the teachers, for themselves, and for the use of the St. Philip facility. Behavior requiring disciplinary action due to lack of respect for others may include the following:

- Disrespect to adults and/or students in word or action;
- Distracting, disruptive behavior during class time;
- Damaging school property or private property on the school premises (includes contents of student desks);
- Throwing things in or out of class (including snowballs or ice).

Consequences for disregard of the above can be the following:

First episode: A verbal warning will be given by the teacher to correct the behavior.

Second episode: The student will be sent to the Religious Education Office for individualized work until after class when the teacher will talk to the student in private. The student's parents will be called concerning the situation.

Third episode: A meeting will be held with the director, the teacher, the parent, and the child to determine a solution to the situation.

In extreme circumstances because of repeated misbehavior, a student will be removed from the class and will be instructed at home by the parents.

Home study: Home study is provided for those families that cannot fit into the parish class schedules due to sports, other activities, or dismissal from class. Parents will be given materials to work at home with their child, including the use of the Internet. Tuition is the same for regular classes or home study. Parents can meet individually with a staff member for help with the process. Parents should make the appointment to have their child assessed by the RE director after completing one semester of study.

Parish Website: www.st-phil.org is available for information on all aspects of St. Philip the Apostle Parish life. Check in the religious education section for all program forms, current photos, calendars, and any other religious education information.

Catholic Prayer for Catholic Families: Teach your child from the earliest years the basic Catholic prayers. Begin with the Sign of the Cross, the Our Father, and the Hail Mary. Then teach them how to say prayers of thanksgiving to God at meal time and at bedtime. As they grow older, add the Apostles Creed, the Act of Contrition, the Hail Holy Queen, and the Nicene Creed. Teach them the Mysteries of the Rosary which are the basic events in Jesus and his mother's life. Teach your child to talk to God when they are lonely, afraid,

or worried about something. Let them know they are never alone. God is always with them. The basic Catholic prayers are found in the back of each student text. Repetition of these prayers is the best way to learn them. The religion teacher will review the basic Catholic prayers in class each year, but they must first be taught at home.

GRADE	DATE	EVENT / LOCATION	TIME
K-8	09/05/18	RE Family Night / Church & Gym	7:00 to 8:00 p.m.
K-5	09/22/18	Kindergarten & New Parent Orientation / Room 1	9:00 to 10:00 a.m.
8	10/03/18	GIFT I for Parents & Students / Church	6:30 to 8:00 p.m.
6-8	10/17/18	Junior High Marian Crowning	7:30 to 8:00 p.m.
K-5	10/20/18	Elementary Marian Crowning & Rosary / Gym	9:30 to 10:30 a.m.
K-5	10/27/18	All Saints Service / Church	9:45 to 10:30 a.m.
8	11/07/18	GIFT II for Parents & Students / Gym	6:30 to 8:00 p.m.
8	12/05/18	GIFT III for Parents & Students / Gym	6:30 to 8:00 p.m.
K-5	12/08/18	Holy Day of Obligation Mass / Church	9:15 to 10:15 a.m.
K-5	12/15/18	Christmas Pageant / Church	9:30 to 10:30 a.m.
2	01/12/19	First Reconciliation / Church	9:15 to 10:30 a.m.
K-5	01/26/19	Elementary Open House / Church & Room 1	9:00 to 10:30 a.m.
8	TBD	GIFT IV for Sponsors & Students / Gym & Church	6:00 to 9:00 p.m.
8	TBD	Confirmation / Church	TBD
2	02/09/19	First Eucharist Parent Meeting / Church	9:00 to 10:00 a.m.
6	02/20/19	Mother/Daughter Retreat / Room 1	6:30 to 8:00 p.m.
6	02/27/19	Father/Son Retreat / Room 1	6:30 to 8:00 p.m.
2	03/02/19	First Eucharist Retreat / Gym	9:00 a.m. to noon
K-5	03/16/19	St. Joseph Service / Church	10:00 to 10:30 a.m.
6-8	03/20/19	Junior High Living Stations / Church	7:30 to 8:00 p.m.
K-5	03/23/19	Elementary Living Stations / Church	10:00 to 10:30 a.m.
2	04/27/19	First Eucharist Practice / Church	8:30 to 9:30 a.m.
2	05/04/19	First Eucharist Liturgy / Church	11:00 a.m to noon

Religious Education Calendar for 2018/2019
 (Shaded dates are classes; diagonals indicate no classes)

SEPTEMBER 2018						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30						

OCTOBER 2018						
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28	29	30	31			

NOVEMBER 2018						
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DECEMBER 2018						
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30	31					

JANUARY 2019						
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FEBRUARY 2019						
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MARCH 2019						
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24	25	26	27	28	29	30
31						

APRIL 2019						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				