

Office of Faith Formation Staff:

Mrs. Jeanne Martin:

Director of Religious Education

Mrs. Lil Spitery:

Section Head for Pre-School, Kindergarten, Grade 1

Mrs. Karen Sommers:

Section Head for Grade 2,
First Reconciliation and First Communion Coordinator

Mr. Bob Costello:

Section Head for Grades 6, 7, & 8,
Confirmation Coordinator

Mrs. Tabitha Stasie

Confirmation Section Head

Mrs. Susan Wolff:

Secretary

The Office of Faith Formation is open year round.

Secretary Office Hours:

September through May:

Monday through Thursday 9:00 a.m. - 4:00 p.m.
(and during scheduled class hours)

Safety Issues

St. William Parish is in compliance with the Archdiocese of Detroit *Code of Pastoral Conduct For Priests, Deacons, Pastoral Ministers, Administrators, Staff and Volunteers*. The *Code of Conduct for Volunteers* can be found on the Archdiocese of Detroit website at www.AODonline.org. Click on Promise to Protect Pledge to Heal and then on Volunteer Code of Conduct.

Safe Environment Training Program - Circle of Grace:

During the Catechetical year every student in PS through 8th grade will receive one to three sessions on Circle of Grace (Safe Environment Training), as mandated by the Archbishops office in the fall of 2008. **What is Circle of Grace?** Circle of Grace is the love and goodness that surrounds us and all others. It is the recognition that God is with us always and is there to help us in difficult situations. Through the Circle of Grace Program, adults assist children and youth to recognize God's love by understanding that each of us lives and moves within a Circle of Grace. Your Circle of Grace holds your very essence in body, mind, heart, soul, and sexuality. This is taught in a visual and real way. Because this holistic concept includes all senses it allows children and young people to identify uncomfortable situations long before inappropriate touch may occur. The Circle of Grace program teaches children and young people to seek help from a trusted adult, reinforcing God's presence in their real life struggles.

To preview Circle of Grace materials, contact Jeanne Martin in the Religious Education Office.

Guest Visitor Policy:

Religious Education of children is a priority of the Catholic Church. And if you are reading this booklet you too have taken your role as primary educator in the matter of faith of your children seriously in choosing to send your son/daughter to St. William for further education.

When you registered your child in the Religious Education program you trusted that we would provide a safe environment in which to learn. This includes a competent catechist, that has been approved of by Father Michael and the archdiocese.

In order to maintain a safe environment, all our catechists and aides have attended a Protecting God's Children and Called to Serve workshops, completed background checks and have learned the tools necessary to conduct class in a safe environment through Catechist Formation.

The Religious Formation staff is vigilant in not allowing strangers into our building, including the classrooms. In order to keep in line with a safe environment policy our students (as well as day school students) are not allowed to bring friends to class with them. This policy is in place to protect not only our students but the catechists also.

With your help we will continue to bring a quality Religious Education program within a safe environment to all our registered students.

Heelies:

Due to issues of personal safety for all our students, as well as building maintenance, the wearing of heelies (athletic shoes with wheels build into the soles) is prohibited.

Attendance:

Please be sure to call the Office of Faith Formation at 248.624.1371 if your child will be absent from class. For security purposes, we will call any parent whose child is not in class, if that parent has not already called in the absence.

When your child is absent, we ask that you complete any material scheduled for that session before your child returns to his/her class. We ask that you refer to your lesson schedule for assignments for the absent days. Please be aware that we follow the Walled Lake Consolidated School district for snow days only.

Discipline:

When a child is sent to the Office due to behavior problems, please know it is only after the problem could not be resolved in the classroom. The first time a child is sent to the Office, he/she will meet with the Director or the Section Head and the problem will be addressed in a prompt and reasonable manner. The second time a child is sent to the Office, his/her parents will be notified to set up a meeting with the Director or Section Head to discuss the problem. In the event that a child is sent to the Office a third time, the parent will be expected to attend his/her classroom if that child is to return to the classroom.

Home-Schooled Children:

Parents, please contact Jeanne Martin, Director of Religious Education for guidance, direction, parish policies and procedures regarding the religious education of their children.

All families and children participating in the Religious Education Program at St. William parish must follow the same guidelines as children in public or parochial schools.

Sacrament Policy for Children in Religious Education Programming:

The child must be a baptized member of the Church, and the family must be registered at St. William Parish. The family must participate in the life of the our parish, and the children must attend either the parish school or our after school Religious Education Program.

Sacramental preparation for any sacrament does not take place in the classroom. The immediate preparation process for any sacrament is parish wide, un-graded, and family based. There are a series of workshops that are scheduled, and attendance at these workshops is required. Registration for sacramental preparation is done at the beginning of the school year in the Office of Faith Formation.

It is our recommendation that a child has attended some form of Catholic religious formation for at least one year prior to any sacrament.

Canon Law states that children be prepared for the sacrament of Reconciliation prior to the reception of First Eucharist. The Archdiocesan Policy clearly states: "Any variation of this norm occurs only on an individual basis and after deliberate consultation between the Pastor and the parent(s)."

The immediate preparation for First Reconciliation occurs in September and is celebrated at the beginning of Advent. Immediate preparation for First Eucharist begins in January and is celebrated on the first and second Saturdays in May. The immediate preparation for the sacrament of Confirmation takes place throughout the school year, with the date and time of the celebration determined by the confirming Bishop. Archdiocesan Policy states that Confirmation candidates, after completing a program of preparation and the approval of the Pastor, may celebrate the sacrament between the ages of 13 and 15. We ask the Bishop to schedule Confirmation during the Easter season. The Bishop schedules the celebration, in consideration of our parish calendar.

Dates at a Glance

Religious Education classes will begin:
Sunday, September 27, 2009 and Monday, September 28, 2009.

Sunday, January 17 and Monday, January 18, 2010:
NO CLASSES, Home Study Class 14; assignment due upon return.
Martin Luther King Day

Sunday, February 7 and Monday, February 8, 2010
NO CLASSES, Home Study Class 17; assignment due upon return.
Celebrate St. William Weekend

Sacrament Workshops and Celebrations:

Sacrament Parent Meetings:
Sunday, October 4, 2009 - OR - Monday, October 5, 2009

First Reconciliation:
Saturday, October 24, 2009: Workshop I
Saturday, November 7, 2009: Workshop II
Saturday, November 21, 2009: Workshop III
Wednesday, December 2, 2009: First Reconciliation Celebration
Thursday, December 3, 2009: First Reconciliation Celebration

Confirmation:
Saturday, November 21, 2009 - OR - Sunday, November 22, 2009
Saturday, January 16, 2010 - OR - Sunday, January 17, 2010
Saturday, February 20, 2010: Youth to Youth
Saturday, March 20, 2010 - OR - Sunday, March 21, 2010
Sunday, April 18, 2010 - 6:00 p.m. Mass - Followed by Confirmation Rehearsal
Friday, April 23, 2010 - 7:30 p.m. Confirmation Celebration
with Monsignor John Zenz

First Eucharist:
Saturday, January 23, 2010: Workshop I
Saturday, February 13, 2010: Workshop II
Saturday, March 6, 2010: Workshop III
Saturday, March 20, 2010: Share-A-Meal
Saturday, May 1, 2010: First Eucharist Celebration Mass

Parent Notes:

1. Childs Name: _____

Day: _____ Time: _____ Grade: _____

Catechist Name: _____

2. Childs Name: _____

Day: _____ Time: _____ Grade: _____

Catechist Name: _____

3. Childs Name: _____

Day: _____ Time: _____ Grade: _____

Catechist Name: _____

4. Childs Name: _____

Day: _____ Time: _____ Grade: _____

Catechist Name: _____

5. Childs Name: _____

Day: _____ Time: _____ Grade: _____

Catechist Name: _____

September 2009

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
		1	2	3	4	5
6	7 Labor Day	8	9	10	11	12
13	14 7:00-9:00 p.m. Catechist Meeting	15	16	17	18	19
20 Catechetical Sunday 10:15-11:15 a.m. Parent Meeting Activity Center	21	22	23	24	25	26
27 Class 1	28 Class 1	29	30			

October 2009

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
				1	2	3
4 10:15-11:15 a.m. Parent Sacrament Meeting Upper and Lower Zepf Class 2	5 7:15-8:15 p.m. Parent Sacrament Meeting Upper and Lower Zepf Class 2	6	7	8	9	10
11 Class 3	12 Class 3	13	14	15	16	17
18 Circle of Grace Lesson 1 Class 4	19 Circle of Grace Lesson 1 Class 4	20	21	22	23	24 9:00-10:30 a.m. OR 11:00-12:30 p.m. First Reconciliation Workshop I Activity Center
25 Circle of Grace Lesson 2 Class 5	26 Circle of Grace Lesson 2 Class 5	27	28	29	30	31 Halloween Daylight Savings Time

November 2009

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
1 All Saints Day Prayer Service Upper Zepf Class 6	2 All Souls Day Class 6	3	4	5	6	7 9:30-11:00 a.m. OR 11:30-1:00 p.m. First Reconciliation Workshop II Activity Center
8 Class 7	9 Class 7	10	11	12	13	14
15 Class 8	16 Class 8	17	18	19	20	21 9:00-12:00 Noon Confirmation Prep Workshop Upper Zepf 9:30-11:00 a.m. OR 11:30-1:00 p.m. First Reconciliation Workshop III Activity Center
22 Christ The King 1:00-4:00 p.m. Confirmation Prep Workshop Upper Zepf Class 9	23 Class 9	24	25	26 Thanksgiving Day	27	28
29 No Class 1st Sunday of Advent	30 No Class					

December 2009

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
		1	2	3	4	5
			7:00 p.m. First Reconciliation	7:00 p.m. First Reconciliation		
6 2nd Sunday of Advent Advent Prayer in the classroom Class 10	7 St. Nicholas Day Advent Prayer in the classroom Class 10	8 The Immaculate Conception of The Blessed Virgin Mary	9	10	11	12
13 3rd Sunday of Advent Advent Prayer in the classroom Class 11	14 Advent Prayer in the classroom Class 11	15	16	17	18	19
20 No Class	21 No Class	22	23	24	25 Christmas Day	26
27 No Class	28 No Class	29	30	31		

January 2010

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
					1	2
3 Epiphany Prayer Service Upper Zepf Class 12	4 Class 12	5	6 Epiphany	7	8	9
10 Class 13	11 Class 13	12	13	14	15	16 9:00-12:00 Noon Confirmation Prep Workshop Upper Zepf
17 1:00-4:00 p.m. Confirmation Prep Workshop Upper Zepf No Class 14 Home Study; homework assignment due upon return	18 Martin Luther King Day No Class 14 Home Study; homework assignment due upon return	19	20	21	22	23 9:00-10:30 a.m. OR 11:00-12:30 p.m. First Eucharist Workshop I Activity Center
24 Class 15	25 Class 15	26	27	28	29	30
31 Class 16						

February 2010

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
	1 Class 16	2	3	4	5	6
7 No Class 17 Celebrate St. William Weekend Home Study; homework assignment due upon return	8 No Class 17 Celebrate St. William Weekend Home Study; homework assignment due upon return	9	10	11	12	13 9:30-11:00 a.m. OR 11:30-1:00 p.m. First Eucharist Workshop II Activity Center
14 No Class Winter Break	15 No Class Winter Break	16	17 Ash Wednesday	18	19	20 10:00 a.m.- 4:00 p.m. Confirmation Youth to Youth followed by 4:30 p.m. Mass
21 1st Sunday of Lent Lenten Prayer in the classroom Class 18	22 Lenten Prayer in the classroom Class 18	23	24	25	26	27
28 2nd Sunday of Lent Lenten Prayer in the classroom Class 19						

March 2010

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
	1 Lenten Prayer in the classroom Class 19	2	3	4	5	6 9:00-10:30 a.m. OR 11:00-12:30 p.m. First Eucharist Workshop III
7 3rd Sunday of Lent Lenten Prayer in the classroom Class 20	8 Lenten Prayer in the classroom Class 20	9	10	11	12	13
14 4th Sunday of Lent Lenten Prayer in the classroom Class 21	15 Lenten Prayer in the classroom Class 21	16	17	18	19	20 9:00-12:00 Noon Confirmation Prep Workshop Upper Zepf 6:00-7:30 p.m. First Eucharist Share-A-Meal
21 5th Sunday of Lent Lenten Prayer in the classroom 1:00-4:00 p.m. Confirmation Prep Workshop Upper Zepf Class 22	22 Lenten Prayer in the classroom Class 22	23	24	25	26	27
28 - Palm Sunday All Religious Ed Classes will start at 9:00 a.m. in Church for Mass and parents will remain for classes Class 23	29 Holy Week Parents will attend classes with students Class 23	30	31			

April 2010

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
				1 Holy Thursday 7:00 p.m. Mass All First Communion Candidates	2 Good Friday	3
4 Easter Sunday No Class	5 No Class	6	7	8	9	10
11 Class 24	12 Class 24	13	14	15	16	17
18 6:00 p.m. Mass followed by Confirmation Rehearsal Class 25	19 Class 25	20	21	22	23 7:30 p.m. Confirmation Celebration with Monsignor John Zenz	24 9:00-11:00 a.m. Catechist Breakfast
25 Last Class Class 26	26 Last Class Class 26	27	28	29	30	

May 2010

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
						1 11:00 a.m. First Eucharist Celebration Mass
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 Pentecost	24	25	26	27	28	29
30	31					