

Holy Cross Family of Parishes
Holy Trinity Parish
Religious Education Program

Parent/Student Handbook



HOLY TRINITY
CATHOLIC CHURCH

RESOURCES

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HOLY TRINITY CHURCH

116 EAST MAIN STREET + COLDWATER, OHIO 45828

Phone: 419-678-4802 + Fax: 419-678-4803 + coldwatercluster.org

Dear Parents,

On behalf of Father Witt, Fr. Hoying, Fr. Kapolka, Fr. Pasala and all those involved in our parish Religious Education ministries, we would like to welcome you to our Religious Education program! Our parish includes over 1600 families and approximately 800 students enrolled. We at Holy Trinity are one of the largest Religious Education programs in the Archdiocese of Cincinnati.

With the large number of students enrolled, it takes many dedicated people to help pass on our Catholic Faith. We have been blessed with over 75 catechists, classroom helpers, and hall monitors who volunteer many hours of their time and talent.

We want to thank you for enrolling your student(s) into our program and look forward to getting to know your family. May God bless you.

Regards,

Charmaine Bettinger

Charmaine Bettinger
Religious Education Coordinator

MISSION

Holy Trinity Parish Religious Education program is designed to help families grow in their faith as a whole family, not just the students. Working together with our families, we help parents be “the first and foremost educators of their children.” We utilize scripture, prayer, the liturgy, sacraments, and study to educate our families. Through the guidance of the Holy Spirit, we as Holy Trinity Parishioners will share in God’s love and friendship as we gain the confidence necessary to be a witness to others by our God-centered actions and words.

Religious Education Schedule:

High School	Wednesday evening from 8:00 – 9:00pm every week (Sept-April) Release Time during school based on block study hall.
Grades 5-8	Wednesday evening 6:30-7:30pm every week (Sept-April) Release Time during school based on block study hall. Home lessons are available.
Grades 1-4	Wednesdays 3:30-4:30 or 6:30-7:30pm every week (Sept.-April) Required Parent Meeting once a month. Home lessons are available.
Preschool/Kin.	Sundays 8am & 10am Masses. Children’s Liturgy of the Word. Students will be dismissed from church prior to the Liturgy of the word, to the basement. They will return to church during offertory.

ADMISSION POLICIES

- **Statement of Nondiscrimination** -- No student will be discriminated against due to his/her race, sex, national origin, or special needs.
 - Persons with special needs should be provided opportunities to participate in school and/or parish religious education programs to the fullest extent appropriate (Archdiocese of Cincinnati Religious Education Policy #2102.03)
- **Non-custodial Parent Rights**—The Religious Education office needs to be informed by the custodial parent of the rights of the non-custodial parent.

FINANCIAL PROCEDURES

- **Tuition and fees:**
 - **Preschool/Kindergarten** No Charge
 - **Grades 1-12** \$65.00 per child
 - **Family Maximum** \$200.00
- **Optional Programs (not included in the family max.)**
 - **Little Flowers/Blue Knights** \$10/child Family Max \$30
 - **High School Men’s/Ladies Lunch:** \$50/child
- **No family will be turned away due to inability to pay the required fees.** Please contact the Religious Education Office to make arrangements.
- **Discount available** for religion program volunteers. Contact Charmaine Bettinger

ATTENDANCE PROCEDURES

- **Attendance expectations** – Parent/students are expected to attend weekly sessions. Please contact your child’s teacher or the Religious Education office if you or your child cannot attend their scheduled class. If your child(ren) is a part of the release time. The school will contact us regarding excused absences.
- **Attendance and CYO Eligibility** – those students participating in CYO basketball are expected to attend Religious Education classes/small group session as scheduled. An unexcused absence will result in that student being ineligible to play in the next scheduled basketball game.
 - A maximum of 2 absences due to homework/studying and work will be allowed. More than 2 absences will result in being ineligible to play. If a student misses more than 5 classes/sessions during the religion year, that student is no longer eligible to play CYO.
 - Student or parent must notify the Religious Education Office for absence to be excused.
- **Absenteeism** – parents of students will be notified if their child misses more than one class without a phone call.
- **Homework** – catechists have the discretion regarding homework assignments. Students are expected to complete assigned homework.
- **Communication** – Catechists will inform parents of his/her preferred method of communication. The Religious Education office can be contacted via telephone and email. Where possible, and to promote efficient communication with multiple families, email addresses and text phone numbers will be requested on registration forms.
 - **Procedures for filing complaints** – parents who have complaints regarding a particular catechist should attempt to resolve the issue with the catechist. If no resolution is forthcoming, the Religious Education Office should be contacted. If no resolution is forthcoming, the parent may then contact the pastor. All attempts should be first made to resolve any issue with the parties directly involved.

DISCIPLINE

- If a student continually causes a disturbance in class, the catechist will first try to resolve the matter with the individual student.
- If improvement is not forthcoming, the Catechist will inform the parent, the Religious Education Office, and Pastor to ask for their assistance in remedying the situation.
- Parents may be asked to sit in class with their student.
- If the situation persists, the student will be removed from the class, and the parents will be requested to do home instruction for Religious Education.
- The Religious Education Office retains the right to make exceptions to the disciplinary procedures as necessary.
- No child may be disciplined corporally or corrected with abusive language (Policy C.4 in the *Decree on Child Protection*)

CHILD PROTECTION

- The Religious Education Coordinator is required by the Ohio Revised Code and the archdiocesan *Decree on Child Protection* to report suspected or actual child abuse or neglect to the proper authorities.

SACRAMENTAL PREPARATION

- The sacraments of Reconciliation and Eucharist are celebrated for the first time with students in the second grade. Parents are required to attend additional meetings and retreats for each of these sacraments.
- The sacrament of Confirmation is celebrated with students in the 11th grade. The sophomore year is the preparation period for the reception of this sacrament. Parents and students are required to attend additional meetings and retreats for this sacrament.
 - It is important to remember that one's learning with regards to the Catholic faith does not stop once one has been confirmed. In fact, it is when we are being "sent out" to share the Gospel to others. Parents must continue to encourage their children to participate in the Religious Education Program through their senior year.

PENNIES FOR MISSION PROJECT

- Holy Trinity's students have been collecting pennies for the area missionaries since 1983. We collect the money throughout the year. All money collected is then divided among the local families that need assistance, as well as local organization that help those in the area. Since 1983, we have collected and donated over \$100,000. This is not a mandatory project.

OUTSIDE ACTIVITIES RELATED TO PROGRAM

- **Field Trip Procedures** – field trips will generally be limited to students in 6th through 12th grades. Field trips should be educational in nature. A cover letter stating the educational purpose of the trip should accompany each permission slip. The permission form of the Archdiocese of Cincinnati will be utilized for all field trips and must be signed by the parent for a student to participate. No form = no field trip.

SAFETY AND EMERGENCY PROCEDURES

- **Facilities** – religious education classes will be held both on parish grounds (Fr. Yauss Building, Church Basement, and Parish Offices) as well as in the public-school classrooms based on need. Occasionally, classes will participate in activities in the church or at the park.
- **Schedule** – Classes/meetings/sessions will run September through April.
- **Cancellation Policy** -- Religious education classes will be cancelled on a case-by-case basis. We will communicate cancellations via text, email, social media, and local radio stations, (WKKI and WCSM.).
- **Parking/student drop-off & pickup**—Please **drive slowly** around the church and school.
 - **Fr. Yauss**—Please enter the driveway between the church and Fr. Yauss. We ask that you do not stop to drop off your children until you are at the elevator entrance. This will keep traffic moving and prevent a traffic jam on Second street. When you pull out of the parking lot, you must turn right or go straight. **NO LEFT TURN**. For pick-up, we ask that you park in the parking lot. Again, do not wait in the driveway, as this causes a traffic jam.
 - **Coldwater Middle School**—Please drop-off/pick-up your child(ren) using the West Doors on Market Street. (Other doors will be locked, except in case of emergency You may park in the parking lot South of the school (Rusty parking lot) PLEASE DO NOT park on Market Street, in the Methodist Church parking lot or in the parking lot West of the school (religion staff will be parking there). Parents of 1st graders, we ask that you walk your child into the school and come into the school to get your child at the end of the parent session.
- **Release time procedures:**
 - High school students will walk to the church grounds and report directly to their classroom. Students will be released from church grounds in time for their next scheduled class.
 - Middle school students are to meet in the Auditoria where church representatives will take attendance and walk the students to the church grounds. Church representatives will walk the students back to school in time for their next scheduled class.
- **Emergency Medical Information** -- Emergency medical information on each student enrolled in the Religious Education program will be obtained via the family registration form. Any necessary information will be given to the catechist.
- **Snacks** -- Occasionally the catechist may provide a snack for the students. Students should not bring snacks in for the class.

POLICY CHANGES

- Parents will be notified in writing when polices are to be added or amended.

Holy Trinity Curriculum

PRESCHOOL/KINDERGARTEN

We will be using the Children's Liturgy of the Word during the 8am & 10am Masses on Sundays September-November & February -April. Students will be dismissed prior to the Liturgy of the Word to the church basement. They will return to church prior to the Liturgy of the Eucharist.

FIRST THROUGH EIGHTH GRADES

We will be using Sophia Institute Spirit of Truth. Based on the Catechism of the Catholic Church the lessons are designed to connect with students of diverse backgrounds and differing familiarity with the Catholic Faith. It emphasizes the importance of students to understand the Faith and is designed to help them apply everything they are learning to their own lives.

FRESHMAN

Our freshman religious education classes focus on Moral Issues and Relationships. We use the program: You: Life, Love and the Theology of the Body.

SOPHOMORE

Our sophomore class is preparing for the reception of the Sacrament of Confirmation by using the Decision Point by Matthew Kelly. Twelve sessions are covered over the year including but not limited to; Life Choices, The Holy Spirit, Prayer, Jesus, Confirmation, etc.

In preparation for Confirmation students will be required to complete various confirmation assignments that will help them grow spiritually in their faith, including choosing their confirmation name, and ministry. They are also required to attend a Confirmation Retreat.

JUNIOR AND SENIOR

Our junior and senior classes have a varied program, focusing on keeping God at the center of their lives and preparing them for their futures as they plan to graduate from high school. A variety of outside speakers and resources are utilized.

Online Resources

- ❑ Lifelongcatechesis.osv.com
 - Readings and background
 - Activity of the week
 - Saint of the week
- ❑ Pillarandfoundation.com
 - Videos
- ❑ Bustedhalo.com
 - Videos
 - Sacraments 101 and 201
 - You Don't Know Jack
 - In 2 Minutes
- ❑ Catechistsjourney.loyolapress.com
 - Webinars
 - Articles
- ❑ Youtube.com
 - Tim Glemkowski “Theology in Minutes”
 - Great video explaining what a “personal relationship with Jesus Christ” is Archbishop Fulton J. Sheen
 - From his tv show
 - From talks given
 - Sophia Sketchpad
 - Great videos explaining confession and Holy Eucharist
 - Fr. Mike Schmitz
- ❑ Jesuitresource.org
 - Printable prayer cards and prayer posters
- ❑ Thereligionteacher.com
 - Activities, lesson plans, worksheets
- ❑ Formed.org
 - Set up an account and use our parish code is 7222be. This is like NETFLIX for catholics.
- ❑ Catholic toolbox
<http://catholicblogger1.blogspot.com>
 - Awesome ideas for games, puzzles, skits, and more.
- ❑ Ascensionpress.com—use my login in to view study's.
 - email:
cbettinger@coldwatercluster.org
 - Password: religion
- ❑ Holyheroes.com
 - Geared towards kids
 - Mass quiz
 - Short videos

There are so many more, just always remember to put “catholic” before anything you search.

PARENT'S PRAYER

God, You are parent to us. You have made us in your image and likeness. Help us to become more like you in our relationships with our children.

God, you are always there for us. Even when we turn away from your love, you stay with us always. Teach us to be good parents.

Help us to be present to our children in good time and in bad times. May we support them and love them as you have loved us—unconditionally.

God, give us the strength and determination to be just and honest in our relationships with our children. Give us the patience and perseverance to face each day, knowing you are with us, as we try to become the parents we must become for our children.

PARENTS CREED

I will teach my child, by my example to actively participate in the liturgy of the Catholic Church by regularly attending and actively participating in Sunday and Holy Day Mass and by regularly receiving the sacraments of my church

I will prepare myself for my role as primary religious educator of my child by attending program, by reading and keeping updated on issues and concerns of my faith, and by prayerful reflection on my role as a Christian parent.

I will help my child understand that religious education and faith development are life-long processes of the utmost importance.

I will do my best to support learning in the religious education program by developing a Christian spiritual life at home. This will include family prayer, sharing, service to others, etc.

I will teach my child that religion is more than their classes each week by becoming involved, to the best of my ability, in the activities of my parish and by living a committed Christian lifestyle.

I will encourage my child to do their homework; to arrive at class on time; to pay attention in class; and to behave in a manner that will not interfere with the teacher's work or classmates' attention.

I will encourage my child by my willing attendance at parent meetings that pertain to their religious education class.

I will support our religious education staff, catechists, and students through prayer and cooperation.