

Updated: October 6, 2016

MEMORANDUM OF UNDERSTANDING
FOR PARENTS OF STUDENTS IN RELIGIOUS EDUCATION CATECHESIS
ST. ROSE OF LIMA CHURCH, ALTOONA, PA.

Parents are the primary educators of their children in matters of faith, prayer, and spiritual development. The Pastor and Staff of St. Rose of Lima Catholic Church are eager to assist all parents with this obligation. We therefore expect all parents with children of school age to reflect on this obligation and commit themselves to the following:

I/We understand that it is my/our duty to see that my/our child (ren):

1. Attend and participate in Masses on all Sundays and Holy Days of Obligation
2. Receive the Sacrament of Reconciliation (confession) frequently
3. Participate in the spiritual retreats as provided for the different grades
4. Participate in the occasional activities of the program of Religious Education
5. Arrive on time for all classes, retreats, etc. and complete all assignments
6. Provide a written excuse to the next scheduled class for any missed classes along with any missing assignments

I/We will encourage my/our children to become involved in parish ministries such as acolyte (altar server), children’s choir, usher, and gift bearer. I/We will – when able – volunteer for the Religious Education Program as a catechist (teacher), aide, room parent or retreat chaperone.

I/We realize the expectation to attend continue is grow in my/our understanding of the Catholic faith. Our parish provides classes for and information about adult faith enrichment.

If a child fails to carry out the above responsibilities, or if a discipline problem interferes with classroom conduct, I/we understand that a meeting of the parent, child, and Pastor may be necessary.

I/We have read the religious education guidelines for St. Rose of Lima Parish. I/We understand I/we have the primary responsibility for the faith formation of the child (ren) named below. I/We also understand that I/we can contact the Director of Sunday School Catechesis, Bernice Shoenfelt, (942-5659), bshoenfelt@stroselima.com and/or my/our child’s/children’s catechist/s if questions or concerns arise about the religious education program or a sacramental process.

Name(s) of Parent or guardian _____ Date _____
 Name of student(s) in program _____ Grade(s) _____

Keep the above portion of this memorandum for your 2016-2017 records. Cut on the above dotted line. Return only the lower portion of this page to the teacher of your oldest child.

ST. ROSE OF LIMA SUNDAY CATECHESIS PROGRAM

Bernice Shoenfelt, Director of Sunday school Catechesis 2016-2017

We owe a debt of gratitude to our catechists. These faith-filled people are committed to giving your child (ren) the best possible religious instruction. They are assisting you in your responsibility to educate your child/children in the ways of faith. Our catechists this year are as follows:

Phone Listing for Teachers, Aides & Substitutes

| | | |
|-------------------|-----------------------|----------|
| Kindergarten | Jennifer Crum – Waite | 312-0936 |
| Kindergarten Aide | Matthew Waite | 312-0936 |

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| Kindergarten Aide | Alexis Yon | 946-7636 |
| Kindergarten HS Aide | Kain Davis | 317-7354 |
| | | |
| | | |
| 1 st Grade | Theresa Link | 695-6306 |
| 2 nd Grade | Jessica Brunner | 932-5979 |
| 3 rd Grade | Tim Link | 695-6306 |
| 4 th Grade | Beth Tully | 944-2853 |
| 5 th Grade | Theresa Funtal | 942-3708 |
| 6 th Grade | Mary Eiman | 941-0176 |
| 7 th Grade | Carole Housum | 695-7249 |
| 8 th Grade | Beth Sanders | 215-6267 |
| 9 th Grade | Richard Tully | 944-2853 |
| 10 th Grade | Yvonne Gibson | 330-2518 |
| 11 th Grade | Father Saylor | 944-8509 |
| | | |
| | | |
| 3 rd Grade Aide/Children RCIC | Diane Macharola | 942-6632 |
| 5 th Grade Aide | Mary Kimmel | 944-0050 |
| 5 th Grade Aide | Brandy Ronan | 944-5836 |
| 5 th Grade HS Aide | Delilah Noel | 515-7010 |
| 9 th Grade Aide | Trish Mc Ginnis | 940-1170 |
| 11 th Grade Aide | David Stein | 942-0445 |
| | | |
| Children RCIC | Bernice Shoefelt | 942-5659 |
| Children RCIC | Sally Lockard | 944-2785 |
| | | |
| Sub | Mary Engelman | 943-3796 |
| Sub | Peach Maschue | 943-7809 |
| Sub | Darlene Crum | 946-5249 |
| Sub for 10 th Grade | Tim Link | 695-6306 |
| | | |
| | | |
| Grade 1-8 -Retreat Leader | Beth Sanders | 215-6267 |
| Personal Service Hours Activities Leader | David Stein | 942-0445 |
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| | | |
| Office Manager | Susan Pohl | 941-8263 |
| DRE | Bernice Shoefelt | 942-5659 |
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NOTE: We encourage our parents to participate in our program. "Room Parents" assist catechists. We invite all parents to become a "Room Parent." Please contact **Bernice Shoefelt at 942-5659 or email bshoefelt@stroselima.com** if you are interested

Tuition

Tuition for the first child of any **family is \$10 per child**. For additional children the total religious education cost for any **family is a maximum of \$20**. If you have special financial consideration and find the tuition burdensome, please contact Father Saylor at 944-8509 or Bernice Shoefelt at 942-5659. Either will honor the confidentiality of your circumstances. Timely registration assists us in ordering books and preparing class rosters and catechetical materials.

Textbooks

Students in grades K through 8 will receive a textbook for their use at the beginning of the year. At the end of the year, this textbook must be returned in the same condition in which it was issued. If a student damages or loses a textbook, it will be necessary for him or her to **pay a replacement fee**. In addition, students in kindergarten as well as grades 9 and 11 will receive additional workbooks and worksheets.

Schedule

Please review the schedule for this year attached to this document. All students receive approximately thirty hours of instructions. In addition, all are expected to be faithful in their attendance at liturgies on Sundays and Holy Days of Obligation.

- Grades K through 9 will meet Sunday mornings from 9:15-10:15. Students should be in their classrooms by 9:10 am.
- Grades 10 and 11 will meet Sunday evening each week, from 6:30-8:00 from September through March. Students should be in their classrooms by 6:25 pm. Grade 10 continues each week to Palm Sunday.
- Retreats for each grade are on the attached schedule. The schedule also states whether the retreat requires parents' participation.

Absenteeism and Tardiness

When a student has more than **two unexcused absences**, he or she is in danger of repeating the same grade level in the following academic year. If your child/ren does miss a class, it is therefore important that you send a note of explanation on the following week. In addition, frequent tardiness represents a serious matter in terms of religious education classes. If a child is tardy, he or she must present a note of explanation to his or her teacher at the next religious education class. **Reception of the sacraments of Reconciliation, First Eucharist (First Holy Communion), and Confirmation will be delayed if the student does not fulfill class attendance requirement.**

Parental Role in Religious Education

To help the members of the Religious Education Apostolate who give so abundantly of their time and talent, each parent should do the following:

- Assure the regular attendance of his or her child/ren at religious education classes, and grade retreats.
- Show his/her active interest in the progress and achievements of the child/children.
- Give proper attention to weekly homework.
- Provide his or her family with a good spiritual example at home. This example should include serious commitment to weekend Masses, regular Reconciliation, and liturgical prayers.
- Continue the formation of own faith through spiritual reading, personal study, and participation in adult faith enrichment classes.

Sacramental Life

During the year, St. Rose of Lima Parish will offer opportunities for students in the Religious Education Program to participate in the sacramental life of the Church. These opportunities include the following:

- The second Sunday of each month will be Religious Education Sunday, except the months of September, November, January, April, and May this year. On this day, students from various classes will fulfill the ministerial roles at the 8:00 AM Sunday Mass.

We will be asking the children, for the different ministries two weeks ahead of time. Therefore, they can practice the week before, during class time.

They minister.

- Twice during the year the students will have the opportunity to avail themselves of the Sacrament of Reconciliation.
- Students are encouraged to become part of the liturgical ministry to the parish. Opportunities exist for altar servers, children's choir, cantors, and, after Confirmation, for Eucharistic ministers and lector

FIRST RECONCILIATION AND FIRST EUCHARIST

REQUIREMENTS AND IMPORTANT DATES FOR FIRST EUCHARIST

Those who wish to make their first Communion in the second grade must meet the following requirements:

- 1) Faithful attendance at religious education or Catholic school religion classes for two (2) years
- 2) Participate in ALL retreat experiences
- 3) Faithful attendance at weekly Mass
- 4) Attendance at both Eucharist rehearsals

This schedule applies to both public school and Catholic school students and their parents.

Parent Meetings

All parents of First Penance/Eucharist students need to attend the meetings for First Reconciliation and First Eucharist. These meetings are on **December 4, 2016 and February 19, 2017 respectively. Time for meetings is 9:15-10:15 AM in the parish social hall.**

IMPORTANT DATES FOR FIRST RECONCILIATION AND FIRST EUCHARIST DURING GRADE 2 SCHOOL YEAR

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| October 1, 2016 10:30AM – 12:00PM | Second Grade Retreat | Students Only |
| December 4, 2016 9:15AM – 10:15 AM | Parent Meeting | Parents only (suggested) Topic: First Reconciliation Social Hall |
| DECEMBER 19, 2016 6:45PM — 8:00 PM | First Reconciliation | Parents, Students, Family Members, and Godparents Saint Rose Church |
| February 19, 2017 9:15AM – 10:15 AM | Parents Meeting Topic: First Eucharist | Parents only (suggested) Saint Rose Church Social Hall |
| April 20, 2017 4:15 - 5:30 PM | First Practice for First Eucharist | Parents and Students Saint Rose Church |
| April 27, 2017 4:15PM - 5:30 PM | Second Practice for First Eucharist | Parents & Students Saint Rose Church |
| MAY 7, 2017 12:00 – 2:00PM | First Eucharist Mass St. Rose Lima Church | Parents, Students, Family Members, and Godparent |
| MAY 14, 2017 8:00 AM Mass | May Crowning Reception follows | Parents, Students, and Family Members Saint Rose Church and Social H |

Confirmation Requirements

Candidates for Confirmation, normally celebrated in the junior year of high school, must meet the following requirements.

- 1) Faithful attendance at religious education or Catholic school religion classes for grades nine (9), ten (10) & eleven (11)
- 2) Faithful attendance at weekly Mass
- 3) Participate in ALL retreat experiences
- 4) Complete service hours in the community and/or church- **15HRS INDIVIDUAL each year**
- 5) Complete Group Service Projects –**Mandatory-AT least two a year**

- 6) **Complete all Confirmation Sessions, for BG and Public School, to be held at St. Rose Lima Church-Mandatory**
- 7) Meeting with your sponsor
- 8) Attendance at Confirmation Rehearsal and Confirmation liturgy
- 9) Mystagogy I & 2- For all that were confirmed in **April**. This is BG and Public School Students

This schedule applies to for all Confirmation candidates, their parents, and sponsors, public school and BG

Parent Meeting

All Parents of Confirmation Candidates in grades 9, 10 & 11 must attend this meeting for Confirmation. This meeting is **Sunday, September 25, 2016 from 9:15 until 10:15 AM in our parish social hall**. This meeting will give us the opportunity to review all Confirmation requirements and to deal with questions about the Confirmation process. It is vital that parents of students in the public schools as well as Bishop Guilfoyle High School attend this meeting.

Grades 9, 10 11 have sessions including BG as well as Public Schools. These sessions will be at St. Rose Lima Church, from 6:30 – 8:00 PM for 10 and 11 grades. Grade 9 sessions will be 9:15 – 10:15 AM. If Students do not attended sessions

here, they must be attended at another church. Please call Bernice Shoenfelt, if you need another church in the diocese to attend.

IMPORTANT DATES FOR CONFIRMATION DURING THIS SCHOOL YEAR

IMPORTANT DATE FOR FRESHMEN:

| | | |
|--|--------------------|---|
| October 2, 2016 9:15 – 10:15AM | Session 1 | 9th Grade -Students Public Schools & BG St. Rose Lima School- Mandatory |
| February 5, 2017 9:15 – 10:15AM | Session 2 | Students Public Schools & BG St. Rose Lima School - Mandatory |
| Retreat November 5, 2016 8:00AM – 12:00PM | | Baptism Retreat Confirmation Candidates and Sponsor or Parent St. Rose Maria Center Altoona – Mandatory |
| Rite of Blessing November 6, 2016 | 8:00AM Mass | 9th Graders from BG and Public School Line up in school hallway by 7:45AM - procession in With Father, with Parent or Sponsor |

IMPORTANT DATES FOR SOPHOMORES:

| | | |
|---|---|---|
| October 9, 2016 6:30 – 8:00PM | Session 1 | Students Public Schools & BG St Rose Lima School-Mandatory |
| Retreat November 5, 2016 12:00 - 6:00 PM | Gifts of the Spirit & Parables Retreat | Confirmation Candidates and Parent(s) St Rose Maria Center Altoona Candidates and Sponsor or Parent Mandatory-includes Mass as part of retreat |
| November 20, 2016 8:00AM Mass | Rite of Commitment | Parents and Confirmation Candidates St. Rose Lima Church-line up in school hallway At 7:45AM to line up to process in with Father |
| February 12, 2017 | Session 2 | Students Public Schools/ BG |

6:30-8:00PM

St. Rose Lima School-Mandatory

IMPORTANT DATES FOR JUNIORS

October 9, 2016

6:30PM – 8:00PM Session 1

**Confirmation Candidates Public Schools/BG
St. Rose Lima Church- Mandatory**

Retreat

**November 12, 2016 Christian Story
9:00AM - 5:00PM Retreat**

**Confirmation Candidates and Parent(s)
St. Rose Maria Center Altoona
Candidate & Sponsor or Parent
Mandatory-Mass included**

**December 4, 2016 Session 2
6:30PM – 8:00PM**

**Confirmation Candidates-Public Schools/BG
St. Rose Lima School- Mandatory**

**February 12, 2017 Session 3
6:30PM – 8:00PM**

**Confirmation Candidates-Public Schools/BG
St. Rose Lima School-Mandatory**

Rite of Sending

March 26, 2017

8:00 AM Mass Rite of Sending

**Parents/Sponsors and Confirmation Candidates
Group Photograph after mass
Reception Saint Rose Social Hall immediately
Following mass and Picture**

**April 18, 2017 Confirmation Rehearsal
6:15 — 7:15 PM**

**Parents/Sponsors and Confirmation Candidates
Cathedral of the Blessed Sacrament**

**April 19, 2017 Mass of Confirmation
5:45 — 8:00PM**

**Parents, Student & Sponsor
Cathedral of the Blessed Sacrament**

**April 23, 2017 Mystagogy
6:30 – 8:00PM**

**Confirmed Students BG and Public School
St. Rose Lima School-Mandatory**

**April 30, 2017 Mystagogy
6:30 – 8:00PM**

**Confirmed Students-BG and Public School
Rectory dining room with Father Saylor and
Christian Band
Mandatory**

