

**Continuing Catholic Formation (CCF) /
IGNITE Youth Group
Parent/Youth Handbook
2024-2025**

**Sacred Heart Parish, Flatonia
Saints Cyril & Methodius Parish, Cistern
Roman Catholic Diocesan Church of
Victoria in Texas
P.O. Box 186
516 S Faires St Flatonia, TX 78941-0186**

361-865-3568

Website: shsscm.org

Email: ccf@shsscm.org

WELCOME TO CCF / IGNITE Youth Group

The purpose and mission of the Continuing Catholic Formation (CCF) & IGNITE Youth Programs for our two parishes is to call all the members of our Catholic communities into a communal encounter with Jesus through the Church, give them additional discipleship formation and help them make a permanent commitment to live as Jesus taught us to live.

We believe that growth in faith is a lifelong journey undertaken in community and guided by the Spirit. We also believe that the family is the primary community in which faith is shared and nurtured. The whole Church community, beginning at the parish level, puts itself at the service of the family to help form young Catholics. The formal religious formation in our parishes is intended to support the family and the Church community in this mission. One of the goals of our Continuing Catholic Formation Program is active development that translates into active faith.

Before we are called to develop our faith, we are called to worship. Our faith formation finds its source and summit in the Sunday Eucharist. Therefore, all parents are called to attend Sunday Mass with their children, and then to participate in activities planned for the catechetical year. Parents are also encouraged to take this time of faith development by attending adult sessions offered in our parishes and diocese. The parents' example will show their children that we never stop growing and developing our faith. There is no graduation from religious formation.

This handbook is provided to give parents important information about our CCF / IGNITE Youth Program. We ask that all parents read it carefully and review it with their children.

If there are any questions or anyone would like to volunteer, please contact a child's catechist or the CCF Coordinator. We look forward to a faith filled and exciting year.

God bless you always,

Samuel Owusu, Pastor

Brenda Romero, CCF Coordinator

PARENTS' RESPONSIBILITIES

Parents are the primary catechists or teachers of the faith. We are here to assist parents with their children's faith development. Therefore, parents are called to:

- Keep holy the Lord's Day primarily by participating in the Sunday Eucharist. Our usual Sunday Mass schedule is as follows: Sacred Heart Church - Saturday 5:00 PM and Sunday 9:30 AM; Saints Cyril & Methodius Church – Sunday 8:00 AM.
- Pray daily with their children.
- Attend family activities scheduled.
- Participate in Lenten celebrations.
- Help with parish activities such as picnics, posadas and other social or fundraising events, extra activities, church or outdoor decorations, CCF-Youth Christmas pageant, etc.
- Participate in any family activity that is sent home with your child(ren).

Registration

A Baptismal Certificate is required for all students enrolled in the program. If your child was baptized at Sacred Heart Parish, Flatonia or Saints Cyril & Methodius Parish, Cistern the information is in the sacramental registers in the Parish Office. Contact the Parish Office to have the baptismal information entered on your child's permanent CCF record. All others baptized in a Parish other than Sacred Heart Parish, Flatonia or Saints Cyril & Methodius Parish, Cistern are asked to submit a copy of their Baptismal Certificate, if you have not already done so. Newly registered students should turn in a copy of their certificate when registering. You may also have the Baptismal Certificate emailed to ccf@shscm.org.

All students and their families should be registered members of one of our two parishes. To register with our parish, please contact the church office and complete the Family Registration Form. We encourage you to attend Mass, give financial support to the Parish and be active, participating members of the Parish.

Fees

Tuition is \$20.00 for the first child in a family and \$10.00 for each additional child in a family (Max of \$40 per family). Fees are due at the time of registration. Partial payments may be made if needed. Fees can be waived in all or part if there is a need. No student will be denied religious formation due to lack of money. Catechist, catechist aides and other volunteers will have their fees waived.

Attendance

Each child is to attend CCF sessions regularly unless a legitimate reason dictates otherwise. If your child will be missing from class, please call the office or let the catechist/CCF Coordinator know. Reasons for absences could be a child is ill, death in the family, or weather/road conditions which make traveling dangerous.

Sacrament Preparation

(First Communion -2nd grade / Confirmation-9th grade)

The beginning of any Sacrament Preparation program is Evangelization, introducing students to the person of Jesus Christ and creating opportunities for them to encounter Christ in their daily life. Evangelization is rooted in the presentation of the Gospel message. All Sacrament Preparation programs should present the Gospel message to students and relate the Church's teachings to that message.

Parents are the primary catechists of their children. Catechists will partner with parents in the formation of their children's faith. It is the responsibility of parents to teach their children the traditional Catholic Prayers. Catechists will provide parents with the "Prayers to Be Learned" prayer book and reinforce prayers during catechetical sessions.

- At a minimum, students needing to complete their sacrament must participate in **TWO** consecutive years of faith formation culminating in the reception of the sacrament.
- Students may not miss more than 4 days of CCF sessions. Extenuating circumstances such as illness, bad weather days, death in the family, etc. will not be counted against the child.
- If the student misses more than 4 days, the child will **NOT** be able to complete sacrament.
- Students must attend all mandatory retreats or events assigned by catechist
- Students must complete all required church volunteer hours assigned by catechist
- Students and parents must attend all required meetings set up by Father Samuel.
- Students older than 9th Grade, will need to speak with CCF Coordinator and Father Samuel.

Health Concerns and Medication

Diocesan policy states that no catechist or other personnel in the program may administer medication to students. However, in cases of great need, medication will be distributed with the signed permission of the parents of the child. As a matter of policy please do not allow any child to bring either prescription or non-prescription medication on parish grounds. Please let us know of any medical condition that might warrant a need for extra caution or supervision. All information will remain confidential.

In case a child becomes ill during class time the office will notify the parents or guardian for the child to be picked up. If a parent cannot be contacted, persons listed for emergency contact will be notified. **Please let us know if your contact information changes.**

Dress Code

Students should show respect for their surroundings, the church, the parish grounds and CCF buildings by wearing appropriate clothing.

- **No hats or caps worn inside buildings.**
- **Students should dress in a way appropriate for visiting church and sharing with peers.**

SAFE ENVIRONMENT TRAINING

Diocesan policy is that every adult volunteer or staff on parish grounds working with children at any time is required to take the Safe Environment Training class and have a clear background check. No adult is allowed to work with children in any form without this program being completed within 90 days of the beginning of volunteering. Please check with the office if you need to attend this workshop. Parents are welcome to visit the classroom at any time, but they may not be left alone with the students without this training.

Unfortunately, many children have experienced both physical and sexual abuse. Catechists have a moral and legal obligation to take action should they become aware of a situation involving a child. Any case of abuse or suspected abuse must be reported to local or state law enforcement agencies or the Texas Department of Human Services. If you have any questions about reporting a suspected case of abuse or neglect, contact the office. If there is suspected abuse, the Diocese of Victoria has procedures to follow. Please contact the office.

FIRE SAFETY AND DISASTER PREPARATION

Each catechist, aide and classroom will have an evacuation site and procedure to follow. All children are expected to follow the teacher and adult instructions.

Drop Off/Pick Up of Youth- WEDNESDAY SESSIONS

Traffic and parking present a real danger to children. Please, always follow carefully the following guidelines:

- All children should be dropped off in front of the church to attend 6PM mass (Faires Street, NO PARKING)
- Students driving themselves to and from CCF sessions should use extreme caution. If unsafe driving is observed the parent will be called and the student will not be allowed to bring his/her car for the remainder of the year.
- Students driving themselves and Catechists/ Volunteers should ONLY park in the church parking lot.
- No Parking allowed in front of the church (Faires Street)
- Pick up of students will be on 3rd Street (Westside of the CCF building)

DISMISSAL PROCEDURES

The following route should be used for pick up for every session.

Remain in cars- do not park and walk up to pick up your child. This is a safety issue.

Drive behind the Church property and pull up to the curb by the pavilion. We will safely bring your child/children to your car.



Blue and BLACK ARROWS- Route to be used for picking up students

Green- Pick up location- students will be waiting under pavilion

Yellow Color- Be cautious of the busy highway! And please do not block traffic!

Orange- Church parking lot (student and catechist parking)

This handbook is primarily a means of communication. It is meant to provide you, the parent/guardian, with helpful information. Sacred Heart Parish, Flatonia and Saints Cyril & Methodius Parish reserve the right to amend this handbook as necessary at any time.

Arrivals and Tardiness

Class begins promptly at 6PM with Mass in the Church. After Mass, children will be escorted to their classroom. Please refer to the calendar that has been given to each family. Arriving late causes a disruption in classes. Youth are not to be dropped off more than five minutes early or allowed to arrive early by walking. **THERE IS NO ADULT SUPERVISION before class/Mass starts.** This is for the safety of children and teenagers. All youth should go directly to the church when they arrive.

Dismissal

CCF sessions end at **7:45 PM** and IGNITE Youth Group sessions end at **8:00PM**. Children are not allowed to leave the classroom until dismissed by a catechist or the pastor. Please inform the catechist if a child or children are going home with a teenage driver. **If there is an emergency that causes you to be late, please call the office.** We will have hall monitors and safety patrol on the premises. If a child will be arriving late or leaving early, please check in at the Church Office to sign in/sign out child.

Severe Weather

If weather is a concern due to ice on the road or other severe weather, CCF / IGNITE sessions may be cancelled. If you have any questions about cancellation, please call the office (361.865.3568). **Do not leave your child if you have any doubt about classes being held! If you do not see lights in the classrooms or cars, PLEASE DO NOT LEAVE YOUR CHILD.**

After Children Arrive/During Sessions: We will not dismiss early unless there is an immediate and severe threat. In the case of such an emergency parents may pick up their children early. Call the office to see if the sessions will end early, children will remain in the classrooms for pickup by parents or guardians; they will not be dismissed from the room without contact with a parent or guardian.

In case of cancellation of classes, or the delay/early release of classes, a message via **Flocknote** will be sent out to all parents. Please be sure you are registered to receive messages via **Flocknote**

FLOCKNOTE INSTRUCTIONS

<https://flatoniasacredheart.flocknote.com/register>

We will use Flocknote messaging app to communicate with you via texts and/or email.

Right to Amend

SACRED HEART CCF DISCIPLINE PLAN

Virtuous Behavior

As we are made in the image and likeness of God, we all deserve to be treated with love and respect; therefore, classroom behavior by all should exemplify virtuous living. We are called to react towards one-another with love, respect, patience, humility, fairness, and modesty. Each student is asked to be attentive by listening and participating in classroom activity while being both courteous and polite. Likewise, catechists should strive to model virtuous behavior

In order to guarantee all children receive the formation environment they deserve; we are observing the following **Discipline Plan**. All children are expected to comply and obey all rules. We believe that children should behave appropriately in class and on parish grounds.

- Remain on sidewalks, no running. Be respectful of the flowerbeds, trees and plant life.
- Be in class on time and go directly to the classroom after arriving.
- Be respectful of all catechists, aides, adult helpers and children.
- Follow the direction of all catechists, aides and adult volunteers at all times.
- Only one person speaks, catechist or student, at all times.
- Hands should be raised before speaking and the child or teenager should wait to be called.
- Learn all required materials.
- No tobacco products of any kind; no weapons, alcohol or drugs at any time anywhere.
- No toys, footballs, basketballs or hand games. All toys will be taken to the office and returned to the parent only.
- Cell phones must be turned off. If a child is found using a cell phone during a CCF / IGNITE session, the cell phone will be taken to the office and will be returned to the parent only.
- Children are expected to get a drink of water and use restrooms before class if needed.
- No fighting of any kind (verbal or physical).

If a Child or Teenager Chooses to Break a Rule:

1ST Incident – verbal warning/incident report filled out by a teacher or volunteer adult. The child will be reminded of expected behavior as stated in this handbook.

2nd Incident – a phone call will be made to the parents, or a letter will be provided to the parents; and an incident report will be filled out. A visit with either the CCF coordinator or Father Samuel will also occur.

3rd Incident – Any student who continues the behavior at **ANY TIME** after the second warning, will be sent to the office and a parent will be called and the child will be sent home. In order for the child to return to the next CCF session, a parent will be required to sit in the next session with their child.

ALL INCIDENT REPORTS THAT ARE FILED WILL BE KEPT IN THE CHILD'S PERMANENT RECORD.

Incidents beyond the 3rd Incident can result in parents being asked to provide for the faith formation of their child at home.

Revised 09/04/2024

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

View Online

I acknowledge that I have elected to read the 2024-2025 CCF Parent/Student Handbook as posted on the SHSSCM website.

Reconozco que he elegido leer el Manual para padres y estudiantes de CCF 2024-2025 publicado en el sitio web de SHSSCM.

Date

Children's Name & Grades

Parent/Guardian Signature

OR

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

Hard Copy

I acknowledge that I would like to receive a copy of the 2024-2025 CCF Parent/Student Handbook.

Reconozco que me gustaría recibir una copia del Manual para padres y estudiantes de CCF 2024-2025.

Date

Children's Name & Grades

Parent/Guardian Signature