

*St. James the Less Faith Formation*  
*2021-22*



*Welcome!*

We are blessed to be chosen for your place of religious formation.

Our hope for everyone is a personal relationship with  
Jesus Christ and an understanding of His message to the world.

Through the cooperative effort of parents,  
catechists, and students, our children and families  
will grow in their love for God  
and knowledge of their Catholic faith.

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*9640 Kennedy Avenue, Highland, In 46322*  
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## INDEX

Welcome.....	1
Parent Involvement.....	1
<u>Formation Programs:</u>	
Traditional.....	2
Family.....	2
Sacramental Preparation.....	2
Reconciliation Requirements.....	2
Eucharist Requirements.....	3
Confirmation Requirements.....	3
Community Service .....	3
RCIA.....	4
Youth Ministry.....	4
Adult Formation.....	4
Special Events.....	4
<u>Program Information:</u>	
Registration.....	5
Schedule.....	5
Tuition.....	5
<u>Policies &amp; Procedures:</u>	
Aides.....	6
Attendance.....	6
Celebrations.....	7
Class Cancellation.....	7
Communication.....	7
Custody Policy.....	7
Discipline.....	7
Discrimination Clause.....	7
Dress Code.....	8
Electronics.....	8
Email.....	8
Faculty.....	8
Health Problems/Medication.....	8
Homework.....	8
New Students.....	9
Non-Parishioners.....	9
Parking Lot Safety.....	9
Prayers.....	9
Text Messaging.....	9
<u>Volunteer Opportunities.....</u>	10
<u>Website Information.....</u>	11
<u>Office Hours &amp; Staff Information.....</u>	12

## WELCOME TO OUR PROGRAM

Dear Families of St. James the Less Faith Formation,

When children are Baptized, the parents and godparents make a promise to raise the children in the practice of the Catholic Faith. Fulfilling this promise involves several different things from the parents/godparents. Firstly, practicing the faith yourself so that you provide an example of faith which the child can imitate is of great importance. Secondly, teaching your children about God and Catholic belief is a necessary step in fulfilling this Baptismal promise as they grow older.

Registering your children in our Parish's Faith Formation Program to have them continue to learn about the Catholic Faith and to complete their Sacraments of Initiation helps in fulfilling this baptismal promise of handing on the Faith to your children. Thank you parents for making good on this responsibility of raising your children in the Catholic Faith. I am sure you will find that our program will help your entire family grow in their relationship with God and with the Church. Be assured of my prayers for all of you.

God Bless,  
Fr. Gregory Bim-Merle

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Thank you for bringing your child to our Faith Formation Program.

The goal of our program is to not only hand on the teachings of the Catholic faith as taught by Jesus Christ, but also to teach for understanding and growth in a personal relationship with Him.

We are looking forward to this year ahead and are excited to accompany your child on this journey of faith.

In Christ,  
*Emilija Lapas*  
Director of Religious Education

## PARENT INVOLVEMENT

Sacramental Rites of Marriage and Baptism, the Church clearly affirms that parents bear the responsibility to teach and practice the faith with their children. Parents are the most influential factor in a child's faith formation. Parents teach by their words, actions, attitudes and example. Prayer and participation in weekend worship is necessary for children to grasp the essentials of our faith.

All families registered in our Faith Formation program are expected to regularly participate in Saturday/Sunday liturgy (Mass) and, as their schedules allow, other parish activities.

## FORMATION PROGRAMS

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• **TRADITIONAL (Grades K-8):** This program offers a traditional classroom approach to teaching the essentials of the faith. It is taught by a Catechist with the use of a textbook and bible. Our textbook series is Faith and Life by Ignatius Press. Each grade level presents the story of salvation history; through this love story students encounter Jesus Christ as their Lord and Savior. As children are introduced to and revisit concepts and vocabulary from one year to the next, their knowledge and experience both broaden and deepen. This program provides lessons in the faith and delivers those lessons through experiential activities that encourage lifelong practice. These classes meet once a week for 1½ hours on Mondays at 5:30.

• **FAMILY (Grades K-8):** The "Family" option will allow you, the parent, to be the primary teacher. In this option you will work at home with your child during the month. Once a month, all the families in this program will meet together after 9 AM Mass. This will be the only form of home schooling that will be offered. **To become a part of the Family option, the family will need to meet with the director before admittance is granted.**

• **SACRAMENTAL PREPARATION (for the above two programs)**—Preparation begins with the Baptism of your child. As you are teaching prayers, attending Mass and modeling your Christian values, your child is preparing for the sacraments. Immediate preparation for the sacraments will happen as follows: Reconciliation (Confession) in 2nd grade, Eucharist (Communion) in 3rd grade, and Confirmation in 8th grade. These sessions will be held on Tuesday evenings, 5:30-7 pm, in the second semester.

**Sacramental preparation is a special time and should be given the time and emphasis that it deserves. It is required that at least one parent attend each sacramental preparation meeting for which your child is enrolled. It is important you are aware of the proper format so that you can help reinforce the child's preparation at home.**

### Reconciliation Requirements

- ▶ At least one year of prior faith formation
- ▶ Have received the Sacrament of Baptism
- ▶ Regular attendance at weekend Mass
- ▶ Parent Meeting
- ▶ Attendance at regular Faith Formation classes
- ▶ Attendance at second semester Sacrament classes
- ▶ "Meet the Priest" question/answer session
- ▶ Reconciliation practice
- ▶ First Reconciliation

*NOTE: If your child has not made their First Reconciliation and is past second grade, please call the director at 924-4220.*

## FORMATION PROGRAMS

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• **SACRAMENTAL PREPARATION**—con't.

### Eucharist Requirements

- ▶ At least one year of prior faith formation
- ▶ Have received the Sacraments of Baptism and Reconciliation
- ▶ Regular attendance at weekend Mass
- ▶ Parent Meeting
- ▶ Attendance at regular Faith Formation classes
- ▶ Attendance at second semester Sacrament classes
- ▶ First Communion Practice
- ▶ First Communion

*NOTE: If your child has not made their First Communion and is past third grade, please call the director at 924-4220.*

### Confirmation Requirements

Two-year program, beginning in 7th grade and completion in 8th grade

- ▶ Have received the Sacraments of Baptism, Reconciliation, and Eucharist
- ▶ Regular attendance at weekend Mass
- ▶ Attendance at regular Faith Formation classes
- ▶ Attendance at second semester Sacrament classes
- ▶ Complete community service as described below

### These additional requirements are for eighth grade only:

- ▶ Parent/Student Meeting
- ▶ Attend Confirmation Retreat
- ▶ Complete & turn in required documents
- ▶ Confirmation Practice
- ▶ Sacrament of Confirmation

### Community Service for 7th & 8th Grade

Service is an important way to help us understand how Jesus wants us to live. When we are a help to someone else, there is something that happens inside of us that lets us know we have shown a little of Jesus to others.

We are asking 7th and 8th graders to take part in the "Giving and Growing" service project program. This program consists of five sessions. The first will be a talk and discussion on the importance of works of charity as Christians. The next three will be service projects done together. The fifth session will be a time to discuss and share personal experiences from the service projects. It is important to attend these sessions as they are a requirement for the Confirmation program.

*NOTE: If your child has not made their Confirmation and is past eighth grade—or—if you are an adult, have received your other sacraments, and wish to receive the sacrament of Confirmation, please call the director at 924-4220.*

## FORMATION PROGRAMS

• **RCIA**—Rite of Christian Initiation of Adults. This process is for children over 7 who have not been baptized and/or for children older than 3rd grade who have not received their sacraments of Reconciliation or Eucharist, or had any formal instruction. Please call the Director or email [emily@stjameshighland.org](mailto:emily@stjameshighland.org) with any questions.

• **YOUTH MINISTRY**—We would like to have two levels of Youth Ministry here at St. James; consisting of high school students and middle school students in grades 6-8. We are looking for adult leaders to fill these positions. Please contact Emilija Lapas at 924-4220 if you think you might want to fill one of these areas.

• **ADULT FORMATION**—The General Directory for Catechesis, which is a publication from the Vatican through the bishops, instructs us that Adult Faith Formation is to be a primary focus in each church. It is the ongoing formation that enables the adults to be a better example for the children as well as for others in the community. It is the basis for all other catechesis in the parish. We will be presenting different opportunities for Adult Formation throughout the year, which will be offered & detailed in our parish bulletin.

• **SPECIAL EVENTS**—Watch the “Faith Formation News” bulletin board and our parish bulletin for information.

## PROGRAM INFORMATION

• **REGISTRATION**—Please register in person **when registration is offered** (second to last class of the year). We need to know the number of students participating as soon as possible in order to be able to order books, place catechists, and get ready for fall.

There will be no registrations or changes accepted the first week of classes. Any changes may only be made in emergency situations; extra-curricular activities are not considered emergencies.

• **SCHEDULE**—While we believe it is important for students to be involved in extra curricular activities (sports, scouts, lessons, etc.), we also believe it is important to be present at formation classes for the entire 1½ hour class time. **IF YOUR CHILD/REN WILL MISS MORE THAN 15 MINUTES OF CLASS TIME, WE ASK THAT YOU DO NOT BRING THEM, BUT INSTEAD MAKE ARRANGEMENTS TO GET THE HOMEWORK ASSIGNMENT FOR THAT DAY (see “HOMEWORK” policy on page 8).**

Our schedule is as follows:

Traditional Classes  
Monday - 5:30-7:00 pm, weekly

Family Program—after the 9 am Mass  
2nd Sunday of Month

***Faith Formation is in session from September through May.  
Check email or texts for class closings due to severe weather.***

**TUITION— By 8/31/21:  
\$ 90.00 for 1 student  
\$140.00 for 2 students  
\$170.00 for 3 or more**

**As of 9/1/21:  
\$100.00 for 1 student  
\$160.00 for 2 students  
\$200.00 for 3 or more**

A payment plan is offered, if needed, and the first payment is due at registration. All other payments are due on the 15th of the month, September through March.

*Non-parishioner tuition is twice the above rate, with half due at registration to reserve a spot. (Non-parishioners, see policy on pg. 9)*

## POLICIES & PROCEDURES

• **AIDES**—For the safety and well-being of adults and children, it is highly recommended and preferred that there be 2 “adults” in each classroom. The aides may be teens or adults; 1 person all year or signed up on a rotating basis.

• **ATTENDANCE**—It is extremely important that children attend each session. One lesson builds upon the next, thereby expanding knowledge and aiding faith development. Please follow the listed attendance procedures:

- (1) ABSENCE: **All absences should be reported to the Faith Formation Office ASAP, preferably no later than 2:00 pm,** and will require make-up (see **HOMEWORK policy on page 8**). IF AN ABSENCE IS NOT REPORTED, PARENTS WILL BE CONTACTED TO ENSURE THE CHILD IS SAFE.

**FUTURE ABSENCES MAY BE REPORTED IN ADVANCE.** IN FACT, THAT IS PREFERRED. If an appointment or vacation is scheduled, reporting it as soon as possible allows us to have everything documented & ready before class day.

- (2) ARRIVAL: All students are to enter the building through the main doors of the church no earlier than 10 minutes before class time for safety reasons. Students are to **check in with the adult/director in the vestibule** to make sure their catechist has arrived and to be made aware of any changes.
- (3) DISMISSAL: Parents of children Kindergarten through 3rd grade are requested to come into the vestibule to pick them up. Fourth grade and older will be dismissed from their rooms and proceed to their rides. If you are carpooling, please make sure that all children know who is picking them up. **PLEASE BE PROMPT WHEN PICKING UP YOUR CHILD.** They become distressed being the last one picked up. If you won't make it in time, please call us so we can keep them in the office and assure them someone is on the way.
- (4) LATE ARRIVALS/EARLY DEPARTURES **ARE STRONGLY DISCOURAGED, UNLESS IT IS AN EMERGENCY.** They are very disruptive to the class, and the child misses out on the opening or closing parts of the lesson. It is for this reason we have set up the homework policy (page 8).

For those families who decide it is absolutely necessary for their child to arrive late or depart early, you must notify the Faith Formation office beforehand. For early departures, a parent/guardian must come in and sign them out. If the student will miss more than 15 minutes, homework will be given.

- (5) LATE PASS: **Any child who is tardy** (after 5:35 pm) **must stop in the office for a “Late Pass”** in order to be admitted to class. If they are late, they most likely have been marked absent. If they don't stop for a late pass, we don't know they are here.

## POLICIES & PROCEDURES, con't.

• **CELEBRATIONS**—The Catechist has the right to decide whether or not they will have a Christmas celebration as a class and whether or not they will have an end-of-the-year party. If they decide to have one and ask you to send something, please be attentive to the items that are requested. He/she will make a list of items desired based on the allergies or health conditions of the youth in Faith Formation.

**BIRTHDAYS—Optional**—If your child would like to celebrate a birthday with his/her class by bringing in treats, please check with their Catechist so they can inform you of any allergies and so arrangements can be made to have the treats in a non-carpeted area.

• **CLASS CANCELLATION**—Cancellations due to weather or other circumstances will be sent by text (with your permission) or by email.

• **COMMUNICATION**—Communication between parents and the Faith Formation Office is very important in order for our program to run smoothly. We do our best to inform you of everything that is happening. **See EMAIL on page 8. We also ask that any problems or concerns be directed to our office. If we do not know the problem, we cannot provide a solution.**

• **CUSTODY POLICY**—In the event of a separation or divorce of parents, it will be assumed that both parents have access to the child. If this is not the case, a copy of a court order stating otherwise must be provided.

• **DISCIPLINE**—Your child is expected to conduct him or herself in a manner which shows respect for his/her trained catechist and staff, fellow students and the property he/she uses.

- a) If your child exhibits uncontrollable behavior, he/she will be removed from class to spend time in the Faith Formation office.
- b) If this situation occurs twice and it appears that we have an unchanging behavioral problem, the child will not be readmitted to class until a conference with the parent, child and Director takes place to determine what would be the best learning environment for the child.

Students are **PROHIBITED** from bringing in any item that does **NOT** pertain to Faith Formation class. This includes toys, phones, or any other electronics. See page 8.

• **DISCRIMINATION CLAUSE**—Saint James Faith Formation does not discriminate against any individual on the basis of race, sex, age, national origin, or physical/mental disabilities. We are willing to assist parents in any special needs situation. If we are not prepared to handle the need adequately, we will direct parents to programs within the Diocese of Gary addressing those needs.

## POLICIES & PROCEDURES, con't.

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- **DRESS CODE**—It is expected that children and adults will dress appropriately, reflecting good taste and proper modesty while attending sessions, prayer services in Church, and any other Church-related activities. **PLEASE FOLLOW THE DRESS CODE IMPLEMENTED BY YOUR SCHOOL.**

Students referred to the office for a dress code violation will be asked to fix the problem. They may be supplied with alternate, acceptable clothing to wear for class. If the problem cannot be resolved, parents will be contacted & asked to bring a change of clothing to the church.

- **ELECTRONICS**—All electronic devices should be left at home, unless otherwise requested by the Catechist. The office phone is available if someone needs to call home.

- **EMAIL**—We use email for our main method of communication. **THEREFORE, IT IS IMPORTANT TO PROVIDE US WITH AN EMAIL ADDRESS if you have one. All emails are sent by "blind carbon copy" (no one will be able to see your email address). This information will not be shared with anyone.** To contact us by email, please do not use the church's general email (stjames4220@sbcglobal.net). That one is not checked on a daily basis. Please contact Emilija at [ecalapas@stjameshighland.org](mailto:ecalapas@stjameshighland.org) or Lori at [loriv@stjameshighland.org](mailto:loriv@stjameshighland.org).

- **FACULTY**—All Catechists have completed a criminal background check and have completed or are in the process of completing the required Diocesan, "Protecting God's Children" program. They are also working towards or have attained Basic Formation status under the Diocesan policy on religious education certification. Catechists are instructed in such areas as theology, the Bible, discipline and teaching techniques.

- **HEALTH PROBLEMS/MEDICATION**—It is the parents' responsibility to give notice of any health problem or special need that may exist. We will NOT dispense medication to any student. If a child requires medication during class time, the parents must come to the office and dispense the medication themselves. Do not send medication with the child instructing them to take it when needed. Any special situations will be addressed on an individual basis.

- **HOMEWORK—HANDLED BY THE FAITH FORMATION OFFICE, NOT THE CATECHIST. All homework will be emailed unless requested otherwise.** This means you will need to print it out for the student to complete and return to us. When the homework is completed (preferably by the time they return), we are asking that the child return it to the Faith Formation Office. **Homework will be checked and returned to students as excused. If a child reaches 3 absences without homework turned in, parents will be contacted. Failure to turn in homework may require a meeting with the director for an evaluation to ensure knowledge of subject matter missed.** We will be keeping a record of homework turned in. By having this plan in effect, we will be helping your child stay current with the others in class and not be confused when they return. Many times previous lessons are reviewed in order to set the theme for the new lesson.

## POLICIES & PROCEDURES, con't.

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- **NEW STUDENTS**—Those students who are new or transferring from another program must provide records of any sacraments they have received (Baptism, Reconciliation, Eucharist, Confirmation) **unless** received at St. James. A transfer form is needed from any program previously attended. This will keep our records up-to-date and accurate.

NO SACRAMENT MAY BE RECEIVED WITHOUT A BAPTISMAL CERTIFICATE ON FILE AT ST. JAMES. If you have the original at home, we can make a copy for our files. If you do not have a copy at home, this can be obtained by calling the parish of Baptism. They can mail or fax it to us.

- **NON-PARISHIONERS**—We need a letter from your parish pastor giving you permission to attend our program. If it is a sacrament year (generally 2nd, 3rd or 8th grade), we also need permission for your child to receive sacraments here. This may mean that you will be getting a second letter from your pastor. **The child cannot begin classes until we receive the pastor's letter.** Enrollment for non-parishioners is based on availability. Non-parishioners can register at our registration time but will be placed after parishioner's children are placed. The tuition is twice the parishioner rate.

If you decide after placing your family in St. James the Less Faith Formation Program that you want to become a member of the parish, the expectation is that you will be an active participating parishioner, using your time, talent & gift in order to support St. James Parish.

- **PARKING LOT SAFETY**—For the safety of everyone, please drive slow, be careful, and use extra caution when driving or walking in the church parking lot. **It is expected you will obey the stop sign, 15 mph speed limit, and any directions given by our on duty parking lot personnel.**

- **PRAYERS**—In the child's folder, there will be a list of Prayers and Beliefs & Practices that are important for them to know. The "Our Catholic Faith" page outlines the grades that the children will be introduced to the prayers and when each prayer is to be learned about/memorized (those with an asterisk\*). In the classrooms, the Catechists will be testing the children on the required prayers. At home, we are asking parents to reinforce what Catechists have done by saying the prayers often with their children.

- **TEXT MESSAGING**—Providing we have your permission (signed & dated form), we will be using text messaging in case of emergencies, class cancellations, and for other pertinent reminders. At registration, we ask for the Text Message Permission Form to be signed and dated as to whether or not you would like to use this form of communication for the above mentioned reasons. **REMEMBER:** Please inform us if you switch cell phone companies. Our text messaging system requires the correct company in order for it to work.

## VOLUNTEER OPPORTUNITIES

Volunteers are the heart and soul of the Faith Formation program. Their service is essential to passing on the Catholic Faith to the youth of our parish. In addition to adult volunteers, we welcome high school students needing community service.

We have a number of volunteer opportunities available, including the following:

**Catechists**  
**Substitute Catechists**  
**Classroom Aides**  
**Hall Monitors**  
**Parking Lot Monitors**

All volunteers (18 years & older) are required by the Diocese to complete VIRTUS TRAINING, beginning with a 3-hour workshop on "Protecting God's Children."

**PLEASE CONSIDER HELPING—IT CAN'T HAPPEN WITHOUT YOU!**



## WEBSITE INFORMATION

**Church website: [www.stjameshighland.org](http://www.stjameshighland.org)**

**Touch Faith Formation to show drop down menu & then click on link.**

Faith Formation **Office Hours. Class Times, & Staff Email** on Faith Formation home page.

Current available links:

### **Staff/Hours/Contact**

### **Adult Formation**

### **Calendar**

### **Confirmation** —Confirmation Requirements for 7th & 8th graders

Community Service for 7th & 8th graders

Choosing Your Sponsor

Sponsor Eligibility Certificate

Saint Report

Patron Saint Listing

Patron Saints by Month

I Believe

### **Handbook**

### **Ongoing Donations**

### **Prayers/Beliefs & Practices**

### **Programs Offered**

### **RCIA**

### **Registration**

### **Sacraments** —Sacramental Preparation

Reconciliation Requirements

Eucharist Requirements

Confirmation Requirements for 7th & 8th graders

### **Volunteers**

