



ST. GABRIEL  
THE ARCHANGEL  
*Catholic Community*

**PARENT HANDBOOK**  
**CFC/Christian Formation Center**  
**900 Geiger St.**  
**Neenah, WI 54956**  
**920-725-0660**

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**2022-2023**

## **Religious Education Covenant Partnership**

*When your child was baptized, he or she began an intimate relationship with Jesus. Your child became one of Jesus' disciples and a member of the community of believers we call Church. At Baptism you, together with the parish community, assumed the awesome responsibility and privilege, to nurture and support your child's growth in discipleship. This shared responsibility continues through each stage of your child's faith formation as he or she enters more fully into the Church's life and mission. Thus, we ask that you as parent enter into a covenant partnership with St. Gabriel the Archangel Parish and the Christian Formation Center.*

*Each grade level includes a goal to be achieved for that year and several core focus areas to aid in achieving the goal. These goals and focus areas act as building blocks to the healthy faith development of your child as a disciple of Jesus. Each of the goals and focus areas are grouped according to task rather than topic. The tasks may be in the areas of knowledge, attitudes, behaviors, skills, and experiences. These tasks or competencies are specific enough to be assessed during and following the religious education program each year, though we recognize that "progress" from a faith standpoint is usually a very individual matter.*

*In addition to the CFC tasks, we ask parents and guardians to carry out in the home their responsibilities, which are identified in this handbook. These tasks have one goal in mind: **That the children discover that each person is special; made in the image and likeness of God, and that all life is a gift from God, who loves us and has a unique plan and purpose for each of us. In so doing, the children mature as disciples of Jesus.***

***For this reason we, the parents/guardians enter into this covenant partnership, pledging ourselves:***

*to model the faith we seek to share with our children;*

*to participate regularly in the Eucharist and other parish celebrations with our children;*

*to provide opportunities in the home for our children to experience family prayer, the celebration of religious and family traditions and works of care and service to others;*

*to insure that our children regularly attend classes and other catechetical activities scheduled for them;*

*to participate in the parent sessions as outlined and scheduled;*

*to cooperate with our children's catechists and maintain open communication with them*

**ST. GABRIEL THE ARCHANGEL PARISH  
MISSION STATEMENT**

***"St. Gabriel the Archangel is a welcoming Catholic community of disciples who encounter Jesus, joyfully and compassionately serving God's people."***

The purpose of the Christian Formation Center of St. Gabriel the Archangel Parish is to continue the ministry and message of Jesus Christ. By helping young people and families come to know Jesus better, we are more effective in bringing the Gospel – the Good News – of Jesus to those around us. We encounter Jesus in a variety of ways: in Scripture, in the Church and the Sacraments, and in our lived experience.

We recognize that the family, in all its diversity, plays THE PRIMARY role in the faith formation of children. Our role is to partner with the family to see that each child in our care is educated about and immersed in his or her Catholic Faith.

We believe that parents, catechists, the pastor and parish staff are all vital to the process of catechesis and nurturing of faith in our young people. Through teaching and example, we can help cultivate the gifts, talents and skills necessary for them to share, in word and action, their faith with the global community around them.

**OFFICE HOURS**

The CFC office is located in the Parish/School building. We are the first door on the left as you enter from the West Parking Lot.

Our office hours are:

*Monday	8:00 a.m. - 6:00 p.m.
Tuesday	8:00 a.m. - 3:00 p.m.
*Wednesday	8:00 a.m. - 8:00 p.m.
Thursday	8:00 a.m. - 3:00 p.m.

\* During scheduled classes, otherwise until 3:00 p.m.

**The CFC Phone number is 725-0660 FAX is 722-2566**

**Christian Formation Center Team**

Jenny Schneider	Coordinator of Grades 1-6, 1 <sup>st</sup> Reconciliation and 1 <sup>st</sup> Eucharist jschneider@smcatholicschools.org
Meredith Lauer	Coordinator of Grades 7-12, Confirmation, and Youth Ministry mlauer@smcatholicschools.org

## **SACRAMENT PREPARATION PROGRAMS**

### **FIRST EUCHARIST**

Children in Second Grade and older who have not received Communion and have been baptized are eligible for First Eucharist, provided they have at least one year of faith formation. The preparation program begins in **January** with a meeting for parents. The textbook will be distributed, as well as a handbook for parents to help families prepare for the celebration. The children are prepared at home and in CFC sessions. Families will select a Mass time on a designated weekend to celebrate the sacrament. It is expected that children will have completed Grade 1 (or at least one year, if an older student) in CFC, Catholic School or another setting prior to beginning preparation for First Eucharist. This gives the child better grounding in and knowledge of the faith, learning and memorization of prayers, etc.

### **FIRST RECONCILIATION**

The practice in the Diocese of Green Bay is to prepare for the Sacrament of Reconciliation (Confession) prior to receiving First Communion. This means that most children will prepare in Grade 2. The preparation program begins in **September** with a meeting for parents. We use the textbook, [Reconciliation: Pardon and Peace](#) from RCL Benziger. A handbook is given out to help families prepare for the celebration. The children are prepared at home and in CFC sessions. Please consult the calendar for dates of meetings and the celebration of First Reconciliation.

### **CONFIRMATION**

Juniors and seniors in high school, who have not been confirmed, and have been baptized and received their First Communion, are eligible to participate in the preparation program. All students **MUST** have participated in prior religious education training (Grades 9 & 10) or have made up for that training. Candidates select a sponsor who works with them throughout the final stages of the preparation process. Candidates wPlease consult the calendar for dates of meetings and Confirmation liturgy.

**NOTE:** Any child who has not received these sacraments at the customary times (Grade 2 for First Eucharist, and First Reconciliation, and Grade 11 for Confirmation) may do so by contacting Jennifer Schneider in the CFC office. All children must be baptized before receiving any of the above-mentioned sacraments. For Baptism preparation of older children please contact the Parish Office (722-4914).

## **CFC FAMILY EVENTS**

It is essential for the children to have family support in their religious education training. This support comes in many forms. Family prayer plays a primary role in the family's activities. Your weekly attendance at Mass, and your participation in other parish celebrations also help support your child's faith formation. Each year the CFC program identifies family activities that are part of the CFC calendar. Your attendance at these events is expected, as they are an integral part of the ministry of the Christian Formation Center—it's not just about classes.

### **CFC KICKOFF**

The CFC will begin its 2022-2023 program year with a Kick-off Mass. The evening will consist of Mass and ice cream treats. This event will give parents and children an opportunity to visit and meet other families and the CFC team. Our Kick Off will be held September 14 at 6 PM.

### **LENTEN/ADVENT SERVICE PROJECTS**

Every year the CFC program identifies community and world needs and invites CFC families to participate in service projects to address those needs. The projects run through the specific Liturgical season and will begin with a family program.

### **FAMILY ADVENT ACTIVITY**

The CFC office plans a special event to help families and all parish members get the most out of the Church's "New Year", the season of Advent. It is a time rich in symbolism and spiritual growth, and we will explore the deep meaning of this Advent experience on Wednesday, November 30 at 6 PM

### **FAMILY LENTEN ACTIVITY**

The CFC Team organizes a family activity related to Lent, which reminds us all of the significance of this sacred season. We also explain the Lenten Service Project at that time. The Family Session will be on Ash Wednesday, February 22 at 5:30 pm and will end in time for your family to attend 6:30 PM Mass and receive ashes.

## **YOUTH MINISTRY**

Youth Ministry at St. Gabriel Parish is coordinated out of the Christian Formation Center, but any activities are intended for all the youth of the parish, regardless of school affiliation. Most events and activities are geared toward young people from Grades 6-12. Some portions of the programming may be exclusively for middle school or high school students.

Many of the youth activities sponsored by the parish will require permission forms and a fee. In this way the costs are covered primarily by those who attend. Anyone interested in helping as a chaperone, or in promoting greater participation in youth ministry at St. Gabriel, should contact Meredith Lauer, Parish Youth Minister at [mlauer@smcatholicschools.org](mailto:mlauer@smcatholicschools.org) or 725-0660.

Further information is often available on the bulletin board outside the CFC office or on the parish website, [www.stgabrielparish.com](http://www.stgabrielparish.com)

## **PROGRAM PROCEDURES**

### **SUPERVISION & SECURITY**

Students will be supervised during all class times by an adult volunteer or member of the CFC staff. **Children are not to be dropped off more than 15 minutes before class, and must be picked up promptly after class.** Please contact the CFC office if your child will be early or late for drop off or pick up. We are not responsible for students outside of class times. We suggest younger children be escorted to/from their classroom by parents or an older sibling.

Our building security includes an electronic entry system and camera access. We know you understand the reasons for these measures, and we depend upon all parents and families to help safeguard the security of our children. We ask for your patience, your awareness of those around you, and your cooperation in not propping open doors or other actions that undermine our building safety. Please communicate any concerns to Jenny Schneider in the CFC Office.

### **ATTENDANCE**

Students are expected to attend scheduled classes consistently to be given credit for that year. Make-up work can be arranged with the program coordinator for the child's grade level. Students should be in their classroom a couple of minutes before classes begin but should **NOT** enter the classroom if the teacher is not there yet. If students will be absent from class, parents or guardians are asked to contact the CFC office before or during class time (725-0660).

## **TEXTBOOK POLICY**

Textbooks are on a book rental system. Texts can be taken home after every class but remain the property of the CFC program. All textbooks are to be returned at the end of the school year. A charge of \$20-\$25 will be assessed for a lost or damaged book. Students in the EDGE and LIFE programs (Grades 7-10) are using consumable materials, which are theirs to keep unless otherwise specified.

## **BEHAVIOR EXPECTATIONS**

Our Religious Education Program takes place in a Catholic Christian setting. We strive to not only teach about the Christian way of life and values, but also to help our students live them. We expect consideration and respect for teachers, other students, and parish property from all children involved in our program. Teachers will explain classroom and program expectations at the beginning of the school year.

## **SMOKING ON SCHOOL PREMISES**

St. Gabriel Parish and School is a smoke-free, tobacco-free facility. No smoking by anyone is allowed on parish/school premises at any time. Any smoking shall be reported to the Director of the CFC program who has authority to take appropriate action.

## **ALCOHOL & OTHER DRUGS OR WEAPONS**

Any use or possession of alcohol, non-prescription drugs, or weapons is strictly prohibited while on parish & school grounds or during any CFC sponsored event. It should be understood by parents, students, employees and volunteer staff that all violations of CFC, municipal, state, or federal rules will be enforced by the CFC staff.

# **TUITION, FEES AND FUND-RAISING**

## **TUITION**

The majority of the budget for the CFC Program is subsidized by the parish. We ask that you, as parish members, help supplement the cost of tuition through your parish dues. Parents are asked to pay 25% of the total cost of the program with the parish paying the remaining 75%. The budget includes textbooks, teaching supplies, office supplies, audio-visual materials, teacher training, capital outlay, salaries for CFC staff, plus 15% of the operating cost of the building.

**Tuition is \$140.00 per child for parish members with a maximum of \$420.00 per family.**

We ask that all tuition be paid by the end of April 2022. Anyone needing more time, or assistance with payment, please contact Jenny Schneider at the CFC office (725-0660). Any requests for exemptions will be held in the strictest confidence.

## **SACRAMENTAL FEE**

There is an additional fee for each child receiving a sacrament. The fees are \$30 for First Eucharist and Confirmation, and \$25 for First Reconciliation. These fees help defray extra expenses for these activities (retreat, etc.).

## **FUND-RAISING**

CFC may perform some fundraising activities for the support of catechetical ministry at St. Gabriel Parish, or

individual students may raise money to make it possible to attend service trips or youth conferences.

### **\$CRIP**

Families can receive **credit toward tuition** for every Scrip purchase. It is now possible to buy all your Scrip online, and there are many merchants for whom you can print out the certificates at home or send them to your phone! For those who have never used \$scrip, they are gift cards/certificates to hundreds of businesses (grocery, dept. stores, hardware, entertainment, restaurants, etc.) The businesses donate a portion back to the organization selling the certificates. It's as easy as cash, it helps pay your tuition, and supports the parish as well! **PLEASE** be sure to have your purchase designated CFC in order to receive your tuition credit. Questions? Contact the CFC office at 725-0660 for forms. Specific questions about the SCRIP Program should be directed to SMCS high school (722-7796). As long as you have a child/ren in the program, your SCRIP credit will carry from year to year. Any remaining SCRIP credit will be applied to a general tuition assistance program.

**Please note that the percentage listed next to the business on the order form IS NOT the percentage you receive for tuition credit. Administration and other fees are taken out before credits are calculated.**

### **PROCEDURE FOR WITHDRAWAL**

Please contact the CFC office as soon as you know you will be leaving the program for any reason. We will follow the schedule below for refunds on tuition if proper advance notification is given:

Before 1st Class	Full refund of tuition/Sacrament Fees
Before January 1	Half of tuition refunded
After January 1	No Refund

### **SCHEDULING**

Classes are available for students at the following times:

**Grades 1-6** on Monday from 4:30-5:30 p.m. or Wednesday from 4:30-5:30 p.m. or 6:30-7:30 p.m.

**Grades 7-8** Wednesday from 5:30-7:00 pm. Both grades will be combined.

**Grade 9-10** Sunday evenings 2 times/month from 6-7:30 pm. Both grades will be combined.

### **ENTRANCE AND DISMISSAL**

Students in Grades 1-6 are asked to enter and exit through the West doors (Green Bay Road parking lot) of the school building. Grades 7-11 programs enter and leave through doors between the church and Stingle Hall (drive-up/drop-off carport area for church).

### **CANCELLING CLASSES**

If the NEENAH public schools are cancelled for the day or let out early due to weather, CFC classes for that evening will be cancelled. If CFC classes are to be cancelled (without Neenah Public Schools cancelling), we will try to make that decision by 2 p.m. before school is out and ask school officials to announce it in school. We will also attempt to send notifications via e-mail and Channel 2 (WBAY) TV. If there is still any question, please contact the CFC Office and the announcement should be on the voicemail message. As always, we ask you, as a parent to be the judge of driving in hazardous weather.

Grades 9 and 10 participants will be emailed with cancellations.

### **HOME STUDY**

Home study for Religious Education classes is available for families who cannot attend regular CFC classes. This option is available upon request and acceptance by the CFC staff. A contract for home study must be filled out and returned to the CFC Office. Children in the home study program must meet with a CFC staff person on a regular basis. Families are expected to attend all family events listed in this handbook. Regular tuition & fees

apply.

### **SAFE ENVIRONMENT POLICIES**

Staff & Volunteers—as part of the nationwide effort to maintain safe environments for children/young people and vulnerable adults involved in our Catholic parishes, schools, and programs, a specialized training program is offered through the Diocese of Green Bay. All employees, all clergy, and those volunteers in contact with children and young people are required to participate in a VIRTUS *Protecting God's Children* Adult Awareness Session. Furthermore, the comprehensive measures being taken to create a safer environment include an on-line application process, checking of references, and criminal background screenings.

Children & Youth—during the course of the program year, parents can expect that their children will have the equivalent of at least one hour of instructional time devoted to protective behaviors for themselves. While some of the material is similar to what is mandated and offered in the public school setting, the content also emphasizes our dignity as children of God, and a Catholic Christian understanding of healthy relationships.

For more information about these efforts, you can visit the Diocese of Green Bay's web site at [www.gbdioc.org](http://www.gbdioc.org) and click on the "Protecting Our Children" tab, or contact Jenny Schneider, CFC Coordinator and parish co-LoSEC (Local Safe Environment Coordinator).

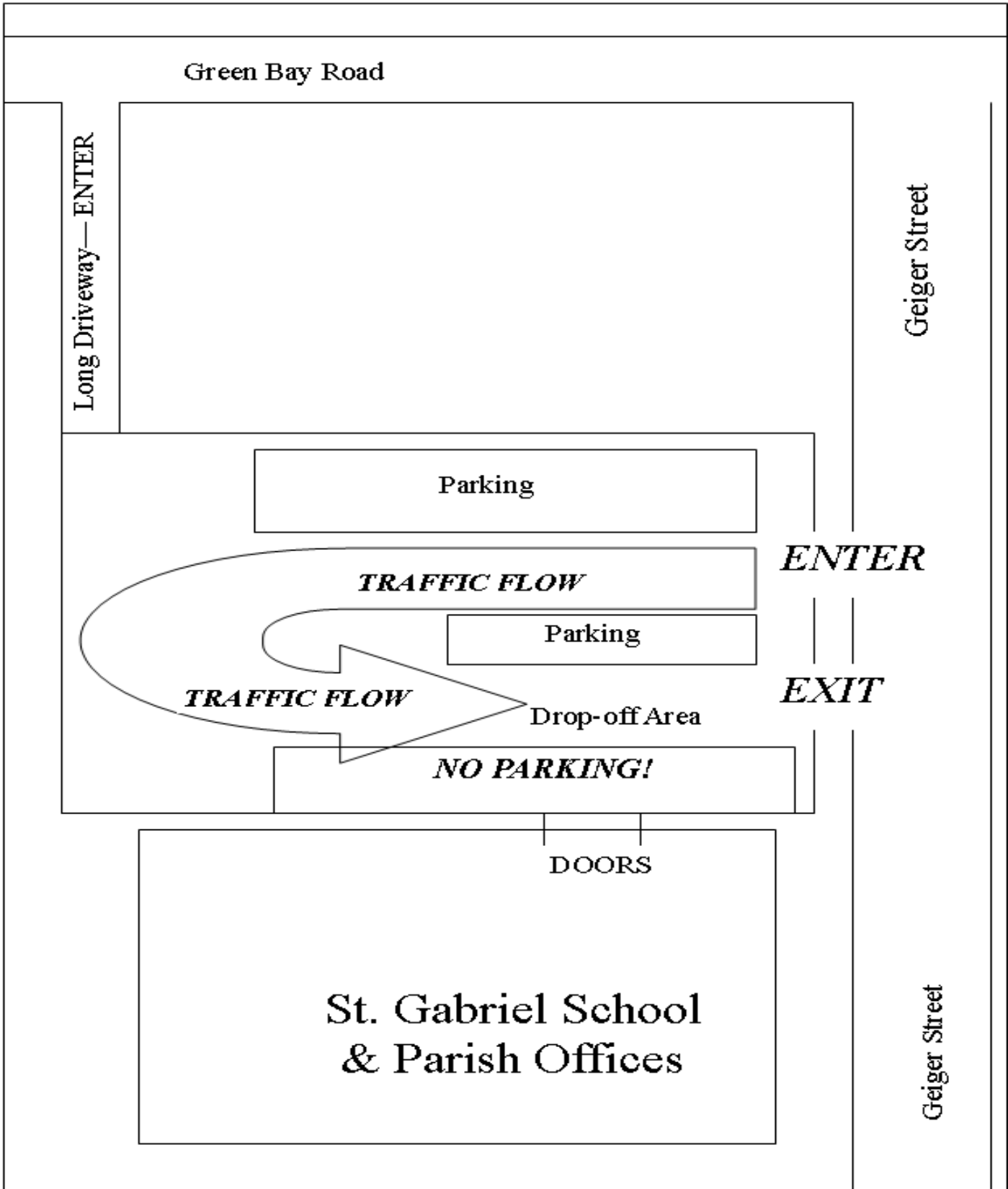
### **PARKING**

Please read the following information on Parking Lot Safety and look at the map very carefully. All drivers and children are asked to be especially vigilant, so as to avoid any accidents. Also, please do not block the entrance to the parking lot or school. This is a fire lane.



# **PARKING LOT**

## **SAFETY**



Green Bay Road

Long Driveway—ENTER

Geiger Street

Parking

*TRAFFIC FLOW*

*ENTER*

Parking

*TRAFFIC FLOW*

*EXIT*

Drop-off Area

*NO PARKING!*

DOORS

St. Gabriel School  
& Parish Offices

Geiger Street

The safety of our children is a primary concern for parents and teachers alike. During the course of our classes, we have *several hundred* people going in and out of our building and the parking lot. It is essential that we all cooperate to make this process safe and orderly. ***PLEASE*** take a moment to read and abide by the following guidelines for **anyone** doing drop-off or pick-up of a CFC student.

1. There is *NO PARKING* in the area in front of the school doors. If you are parking your car, please do so in the painted lines further away from the doors.
2. ENTER the parking lot ONLY from the long drive on Green Bay Road, or via the lot entrance from Geiger Street. Follow the 'One Way' signs.
3. EXIT the parking lot ONLY via the drive onto Geiger Street.
4. ALWAYS be attentive for any pedestrians making their way to and from the building and vehicles. This will be especially critical during the fall and winter afternoons/evenings when it gets dark earlier, and/or the parking lot is slippery.
5. DO NOT allow your children to RUN freely/unattended through the parking lot. Remind one another every week to be careful when getting to and from class.
6. Communicate any safety questions or concerns to Jenny Schneider, CFC Coordinator, at 725-0660 or [jschneider@smcatholicschools.org](mailto:jschneider@smcatholicschools.org). Thank you for your cooperation!

**Year Content for Grades 1-11**  
**Text for Grades 1, 3-6 *We Believe* published by Sadlier**  
**No texts for Grades 7-11**

## **Grade 1**

**Goals:** That the child discovers that each person is called through Baptism to be a disciple of Jesus and a member of God's family, recognizes that God is Creator of all, learns about Jesus and how to live as Jesus did, and experiences the Church as God's Family.

### **Parents' Responsibilities**

1. Teach your child these prayers:
  - Sign of the Cross
  - Hail Mary
  - Lord's Prayer (Our Father)
  - Glory Be
2. Pray spontaneously as a family at meals and/or bedtime, birthdays, etc.
3. Attend weekend Mass, and celebrate Sundays and special family and church feasts (Advent/Christmas & Lent/Easter).
4. Read/tell Bible stories and listen to the children re-tell them.

## **Grade 2**

**Texts used are for Sacramental preparation.**

**Goals:** That the child discovers that each person is called as a disciple of Jesus to love, forgive and serve others, understands that Jesus is the fullest expression we have of how much God loves us, understands that Baptism and Eucharist are two of the Church's Sacraments of Initiation and discovers that forgiveness and reconciliation are important parts of the Church's life.

### **Parents' Responsibilities**

1. Attend weekend Mass and participate actively with your child.
2. Participate in the parish's preparation for First Reconciliation and First Communion
3. Participate in the retreat for First Reconciliation and the parent/child meeting for First Communion
4. Celebrate your child's First Reconciliation and First Communion
5. Read/tell the story of the Last Supper
6. Review prayers listed under Grade 1 Parent Responsibilities

## **Grade 3**

**Goals:** That the child learns that disciples live, celebrate and serve within the People of God, deepens his or her understanding of the Trinity, realizes that he or she is called to follow Jesus as a member of the Catholic Church.

### **Parents' Responsibilities**

1. Help your child experience and observe the work of parish ministers.
2. Involve your child in a shared service activity.
3. Attend Sunday Mass and actively participate with your children.
4. Attend Reconciliation with your child.
5. Read and tell Bible stories and listen to your child share these stories in his/her own words.
6. Review the prayers listed under the Grade 1 Parent Responsibilities and The Apostle's Creed

## **Grade 4**

**Goal:** That the child becomes a disciple of Jesus Christ, learns how God's law leads us to happiness, prays with heart and mind open to what Jesus asks, celebrates the liturgical year by learning about it and celebrating it in Sunday Mass and the sacraments, chooses to follow a well-formed conscience, shares his/her love of God and others by living the commandments and lives out the virtues of faith, hope and charity each day.

### **Parents' Responsibilities**

1. Spend time praying and reading from the Bible
2. Go over the Ten Commandments and Beatitudes with your child
3. Attend Weekend Mass
4. Invite your child to lead family meal prayer
5. Apply principles of good stewardship to the care of the earth and its resources
6. Review and recite the prayers listed above.

## **Grade 5**

**Goal:** That the child becomes a disciple of Jesus Christ, learns that we meet Jesus in the sacraments, prays as Jesus taught us to pray, celebrates that Jesus is present in the sacraments, learns to love the Mass chooses to love and serve as Jesus did, shares in the Church's mission by giving witness to their faith and lives out the sacraments by being faithful and inviting others to follow Jesus.

### **Parents' Responsibilities**

1. Help your child understand and memorize the Nicene Creed.
2. Attend weekend Mass and other liturgical celebrations.
3. Take an active part in the sacraments of our Church.
4. Discuss issues of peace and justice with your child.
5. Continue to pray with your child.

## **Grade 6**

**Goal:** That the youth become familiar with the Old Testament (Hebrew Scriptures) and their importance in the life of discipleship and in the life of the community of disciples and the church, understand that the Old Testament is foundational to Christian tradition, enter more fully into the Liturgy of the Word at Mass and relate the message and moral values proclaimed by the prophets with those proclaimed by Jesus.

### **Parents' Responsibilities**

1. Participate in the celebration of the Mass with your son/daughter each week.
2. Assist your son/daughter in identifying the possible forces of violence, oppression and injustice in the Fox Valley area and discuss ways the family can help oppose these forces.
3. Read or pray from the Bible occasionally in a family setting.
4. Participate with your child in a communal reconciliation service in the parish
5. Include prayer as a part of your daily lives.

## **Grade 7/8**

### **EDGE**

**Goal:** To help teens have a personal encounter and develop a relationship with Jesus Christ. Students will participate in rotating semesters with subjects including the Creed, Morality, Sacraments, and the Liturgy.

### **Parents' Responsibilities**

1. Participate in the Mass on Weekends and Holy Days with your child.
2. Include prayer for and with your children as part of your daily life.
3. Increase your child's awareness of conflicts in the community or world and how these situations might be addressed from a Gospel perspective.
4. Talk to your child about how faith relates to every day life.

## **Grades 9/10**

### **High School Ministry**

**Goals:** Following the directives of the Green Bay diocese, we will follow the curriculum guides in order to help teens come to an understanding of the fullness of faith, which ultimately is rooted in a personal relationship with Jesus Christ. The teens will be able to integrate the teachings of Scripture & Church into their life decisions, grow in their understanding of Jesus as the Jesus of History and the Lord of Faith, can name and describe the main qualities and virtues of Jesus as revealed by His words and actions, recorded in the Gospels, apply the example of Jesus in a personal effort to be more responsive to the needs of those around them, understand the nature of faith as a personal relationship with God, through their baptism as disciples of Jesus. We will also share issues of morality and identity as a disciple of Christ through various resources, including Theology of the Body. Additionally, sophomores will take a deeper look at the Mass through a series entitled, *Altaration*.

### **Parents' Responsibilities**

1. Participate in the weekend Mass and Holy Day Liturgies with your children.
2. Engage in discussion that examines the problems facing society and our role as Catholics in helping to resolve them. In the process, help your child identify ways in which he or she can serve the parish and the community.
3. Participate with your child in the parish Reconciliation Services and Service Projects during Advent and Lent in addition to parent designated classes throughout the course of the year.
4. Engage in family prayer.

## **Confirmation**

### High School Ministry

The goal of our Confirmation preparation program is to equip students to be disciples of Jesus Christ through prayer, active participation in the sacraments, and service and foster a desire to know Jesus and love Jesus better throughout their lives. With guidance from the Diocese of Green Bay and a wide range of curriculum materials, students will learn how to apply Catholic teaching to every day life and live in the joy of the Gospel.

All Confirmation students are required to attend a Confirmation retreat, scheduled by the Faith Formation office. If the student is unable to attend the scheduled retreat, we will work together to find a suitable alternative. Additionally, students will need a Confirmation Sponsor. As defined by Canon Law, a Confirmation sponsor must be more than 16 years of age, a confirmed, practicing Catholic, and cannot be the candidate's parent. Students will be asked to work closely with their sponsor throughout their time of preparation, and sponsors will be required to attend the Confirmation Mass. Opportunities through the year will be available for parents and/or sponsors to attend classes with their candidate.

The date for the Confirmation Mass is set by the Diocese of Green Bay, and is usually available in August. St. Gabriel will celebrate the Confirmation Mass with area parishes, as directed by the Bishop. The Bishop or the Abbot of St. Norbert Abbey will be the Celebrant of the Mass.

For additional information about the Sacrament of Confirmation, please contact Meredith Lauer at [mlauer@smcatholicschools.org](mailto:mlauer@smcatholicschools.org) or 920-725-0660.