

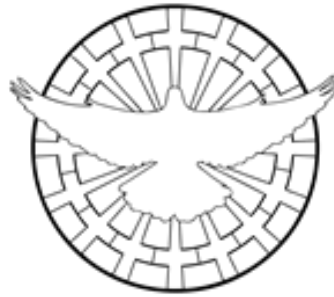
# Holy Spirit Parish

Office of Lifelong Faith Formation



2017-2018

Family Handbook



August, 2017

Dear Families:

Welcome back to another year of Faith Formation!

Please take a moment to review the academic calendar, and perhaps add some of the dates for special programs and/or Masses to your family calendar. Hopefully this booklet will answer many of your **Office of Lifelong Faith Formation** questions, but please feel free to contact me with any additional questions, or concerns.

We all know that parents are the primary educators of their children. It is the role of the parish to support parents in this essential responsibility. The primary means of support is through the celebration of weekly Mass. The community comes together to nurture one another and to be nourished by Jesus Christ through his Word and his Body. Mass is the most important part of your child's faith development. For children preparing for the Sacraments of Reconciliation, Confirmation, and Eucharist, weekly Mass is an essential component of their Sacrament preparation. The whole purpose of these Sacraments is to prepare your child to join with the parish community in sharing the Eucharist each week. Involving your child in children's Liturgy of the Word, or having them assist at Mass, will help your child strengthen a sense of belonging and ownership in the Mass. It will assist her/him to better understand who Jesus is, and what Jesus has called us all to do. Nurturing our children's friendship with Jesus is the ultimate aim of Faith Formation. During the academic year, the 9AM Mass at St. Mary's, and the 10AM Mass at St. Martha will be designated as "hands-on" Masses, where children are encouraged to help out with the various Mass roles like greeting, collecting, altar serving and gift bearing. ☺

There are many volunteer opportunities in Faith Formation, and our programs are dependent upon everyone's willingness to help out. Please pray with your family about how you can contribute to the youth faith formation endeavors in our parish, and kindly complete both sides of the Registration and Contribution Form accordingly.

Finally, the only certainty in life is change, so please consult the weekly parish bulletin, e-mails, and handouts that your child brings home, to stay updated on any changes in the information presented in this handbook. In attempting to be good stewards of our earth and parish resources, the **Office of Lifelong Faith Formation** will communicate primarily through e-mail. Please ensure that we have your current e-mail address throughout the year.

It is truly a blessing to serve the families of Holy Spirit parish, to work with the remarkable group of catechists that have been called by the Holy Spirit to share faith with our children, and to journey in faith with your children. I look forward to a fantastic year with each of you!!!

In Christ,  
Carolyn F. Houston, Director  
Office of Lifelong Faith Formation

# Liturgy of the Word for Children 2017-2018

**Liturgy of the Word for Children is not a class, rather it is a worship experience for the children at their level.**

- During 9am Mass at St. Mary and the 10am Mass at St. Martha each Sunday.
- Follows the same holiday/cancellation schedule as Youth Faith Formation
- Two age groups:                   4-5 year-olds                   6-7 year-olds
- Children join a Minister of the Word during Mass after the opening prayer and return before the Liturgy of the Eucharist.
- With the Minister of the Word, children hear the Word of God for that Sunday in a manner in which they can understand and respond to.

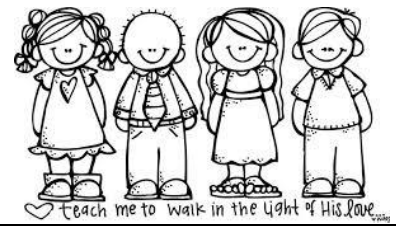





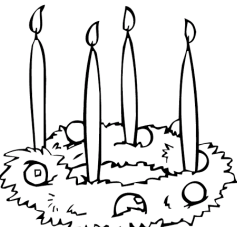


## Family “Mass Class” Liturgies




Participation in weekly Mass is an essential component to the faith formation program at Holy Spirit Parish. It is hoped that our children will take leadership roles within our liturgical celebrations by participating as musicians, servers, lectors, greeters, ushers, etc . . . . Active participation in the Liturgy gives children a sense of ownership in their parish. During the academic year, the 9am Mass at St. Mary’s and the 10am Mass at St. Martha will attempt to utilize children for various necessary Mass “roles” (ministries) before seeking adult volunteers.

Twice a year we have Family Mass. These Masses are an opportunity for all of the families involved in Faith Formation to celebrate together at one church site. **Our Family Mass for the 2017-2018 academic year are scheduled for November 5<sup>th</sup> at 10am at St. Martha, and April 29<sup>th</sup> at St. Mary’s. Both Masses will TAKE THE PLACE of classes for children (and families!!!) at BOTH sites those Sundays (and following Monday classes).** Please plan to have your family attend these Masses, and watch for the notices regarding any additional special liturgies throughout the academic year. It is said . . . the family that prays together, stays together . . . ☺

# Holy Spirit Parish Youth Faith Formation 2017/2018 Academic Year Calendar



SEPTEMBER	OCTOBER	NOVEMBER
<p><b><u>For BOTH sites</u></b></p> <p><b><u>St. Martha</u></b> 17 Commissioning of Catechists, 10am Mass 24 Classes begin 9am</p> <p><b><u>St. Mary</u></b> 24 Commissioning of Catechists, 9am Mass 24 Sunday classes begin 10am 25 Monday classes begin 3:45pm</p> 	<p><b><u>For BOTH sites</u></b></p> <p><b><u>St. Martha</u></b> 1 Classes 8 No classes 15 Classes 22 Classes 22 Sacram. Prep. Year 2 Parent Mtg 9:10am 29 Classes 29 Sacram. Prep. Year 1 Parent Mtg. 9:10am</p> <p><b><u>St. Mary</u></b> 1/2 Classes 8/9 No classes 15/16 Classes 15 Sacram. Prep. Parent Mtg for Year 1 AND Year 2 children 10:10am 22/23 Classes 29/30 Classes</p> 	<p><b><u>For BOTH sites</u></b> 5 Family Mass at St. Martha 10am on Sunday November 5<sup>th</sup> INSTEAD of Sunday &amp; Monday classes at BOTH sites</p> <p><b><u>St. Martha</u></b> 5 Family Mass (see above) 12 No Classes (Parish Fair!) 19 Classes (Circle of Grace) 26 No classes – Happy Thanksgiving</p> <p><b><u>St. Mary</u></b> 5/6 Family Mass Class (see above) 12/13 No Classes (Parish Fair) 19/20 Classes (Circle of Grace) 26/27 No classes- Happy Thanksgiving</p> 
<p><b>DECEMBER</b></p> <p><b><u>For BOTH sites</u></b> 3 St. Nicholas celebration during the 10am Mass in Kennebunk! 9 1st Reconciliation 10:30am @ St. Mary's 10 St. Nicholas celebration during the 9am Mass in Wells!</p>  <p><b><u>St. Martha</u></b> 3 Classes (Circle of Grace) 10 Classes 14 Gospel Presentation rehearsal – 6-7pm 17 Classes 21 Gospel Presentation rehearsal – 6-7pm 24 Blessed Christmas! (no classes)</p> <p><b><u>St. Mary</u></b> 3/4 Classes (Circle of Grace) 10/11 Classes 15 Gospel Presentation rehearsal – 6- 7pm 17/18 Classes 22 Gospel Presentation rehearsal – 6-7pm 24/25 Blessed Christmas! (no classes)</p>	<p><b>JANUARY</b></p> <p><b><u>For BOTH sites</u></b> 6 Parent &amp; Child Sacram. Prep. Session 2A, 9-noon at St. Mary's for parents and children from BOTH church sites 7 3<sup>rd</sup>-4<sup>th</sup> Grade FaithBreak retreat at St. Mary's, 10am – 1pm (lunch is included) INSTEAD of classes for 3<sup>rd</sup> &amp; 4<sup>th</sup> graders at BOTH sites/session</p>  <p><b><u>St. Martha</u></b> 6 Sacram. Prep. Session 2A (see above) 7 Classes 7 3<sup>rd</sup>-4<sup>th</sup> Grade FaithBreak (see above) 14 No Classes 21 Classes 28 Classes</p> <p><b><u>St. Mary</u></b> 6 Sacram. Prep. Session 2A (see above) 7/8 Classes 7 3<sup>rd</sup>-4<sup>th</sup> Grade FaithBreak (see above) 14/15 No Classes 21/22 Classes 28/29 Classes</p>	<p><b>FEBRUARY</b></p> <p><b><u>For BOTH sites</u></b> 11 Parent &amp; Child Sacram. Prep. Session 1A, 1-3pm at St. Martha for parents and children of BOTH church sites 25 5<sup>th</sup> /6<sup>th</sup> Grade Faith Break Retreat at St. Martha, 9am – 1pm (lunch included) INSTEAD of classes for 5<sup>th</sup> &amp; 6<sup>th</sup> graders at BOTH sites/sessions</p>  <p><b><u>St. Martha</u></b> 4 Classes 11 Classes 11 Sacram. Prep. Session 1A (see above) 18 No classes– February vacation! 25 Classes 25 5<sup>th</sup> /6<sup>th</sup> Grade Faith Break Retreat (see above)</p> <p><b><u>St. Mary</u></b> 4/5 Classes 11/12 Classes 11 Sacram. Prep. Session 1A (see above) 18/19 No classes– February vacation! 25/26 Classes 25 5<sup>th</sup> /6<sup>th</sup> Grade Faith Break Retreat (see above)</p>

<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>
<p><b>Both sites</b>  <b>4</b> Middle School Rally, 9am-4pm for 7<sup>th</sup> &amp; 8<sup>th</sup> graders (and interested parents) of BOTH church sites  <b>11</b> Parent &amp; Child Sacram. Prep. Session 2B, 1-4pm at St. Martha for parents and children of BOTH church sites  <b>23</b> Live Stations of the Cross – St. Mary’s 6:30pm</p>  <p><b>St. Martha</b>  <b>4</b> Classes  <b>4</b> Middle School Rally (see above)  <b>11</b> Classes  <b>11</b> Parent &amp; Child Sacram. Prep. Session (see above)  <b>18</b> Classes  <b>25</b> Classes (Palm Sunday)</p> <p><b>St. Mary</b>  <b>4</b> Middle School Rally (see above)  <b>4/5</b> Classes  <b>11/12</b> Classes  <b>11</b> Parent &amp; Child Sacram. Prep. Session (see above)  <b>18/19</b> Classes  <b>25/26</b> Classes (Palm Sunday)</p>	<p><b>Both sites</b>  <b>1</b> Happy Easter!!  <b>13-15</b> Diocesan Youth Convention - high school – Portland, ME  <b>28</b> Parent &amp; Child Sacram. Prep. Session 1B, 9-11am at St. Marys for parents and children of BOTH church sites  <b>29</b> Family Mass at St. Mary’s 9am on Sunday April 29<sup>th</sup> INSTEAD of Sunday &amp; Monday classes at both sites</p>  <p><b>St. Martha</b>  <b>1</b> Happy Easter!! (No Classes)  <b>8</b> Classes  <b>15</b> April vacation (No Classes)  <b>22</b> Classes  <b>28</b> Parent &amp; Child Sacram. Prep. Session 1B (see above)  <b>29</b> Family Mass (see above)</p> <p><b>St. Mary</b>  <b>1/2</b> Happy Easter!! (No Classes)  <b>8/9</b> Classes  <b>15/16</b> April vacation (No Classes)  <b>22/23</b> Classes  <b>28</b> Parent &amp; Child Sacram. Prep. Session 1B (see above)  <b>29/30</b> Family Mass (see above)</p>	<p><b>Both sites</b></p>  <p><b>St. Martha</b>  <b>6</b> Classes  <b>13</b> No Classes - Happy Mother’s Day  <b>20</b> Last Class</p> <p><b>St. Mary</b>  <b>6/7</b> Classes  <b>13/14</b> No Classes – Happy Mother’s Day  <b>20/21</b> Last Class</p>

**Contact Information:**

**Holy Spirit Parish**

Parish Website

Parish Facebook page

Parish Youth Ministry Facebook Page

[www.holyspiritme.org](http://www.holyspiritme.org)

[https://www.facebook.com/holyspiritmaine/?ref=br\\_rs](https://www.facebook.com/holyspiritmaine/?ref=br_rs)

<https://www.facebook.com/groups/1384459468466455/>

Office of Lifelong Faith Formation

Carolyn Houston, Director

churchlady5605@gmail.com

**St. Martha**

30 Portland Road

Kennebunk, ME 04043-0510

985-6252

**St. Mary**

236 Eldridge Road

Wells, ME 04090

646-5605



# 2017-2018 Youth Confirmation, Eucharist and Reconciliation Preparation

*“Through the sacraments, our children encounter Jesus who, in His mercy, desires to walk with them throughout their lives. We want this encounter to be a true experience of grace, and one which provides a foundation for a life of faith.” Bishop Robert P. Deeley, June 2015*

Parents of children in need of Baptismal preparation should contact Carolyn Houston as soon as possible.

Over the past few years, our diocese has implemented a uniform approach to preparing children to receive the sacraments. This approach involves parents as well as the children, and hopes to foster a partnership among parents, faith formation coordinators, and our catechists. This method consists of a two-year preparation period. The first (called Year 1) includes children in first or second grade and will focus on the child and parents’ relationship with God and the Church. The second (called Year 2) includes children in second or third grade. It will focus on each of the three sacraments and what children need to know so their hearts are fully prepared to receive them. Children will prepare via weekly Sunday (or Monday) classes, with the use of their “Be My Disciple” and “Together in Jesus” resources, as well as through several parent-child retreat experiences.

For children beginning their preparation as 3<sup>rd</sup> – 8<sup>th</sup> graders, their preparation will include weekly attendance in their age-appropriate Faith Formation classes, a supplemental class that will meet once a month in addition to their regular Faith Formation class, home study, and parent-child catechetical sessions as well. A schedule for the older children will be determined once the numbers and ages of those children are determined, with a first meeting to be held in November.

A schedule for the younger (1<sup>st</sup> – 3<sup>rd</sup> grades) children is as follows:



## Year One (children in 1<sup>st</sup> or 2<sup>nd</sup> grades)

### Year One Schedule

@ St. Martha Site

@ St. Mary Site

1. **Important** Parent Overview Meeting      10/29 @ 9:10am      **OR**      10/15 @ 10:10am

(Parent’s only – it is assumed that parents will attend the meeting where their child attends FF unless Carolyn Houston is notified)

2. Parent & Child Sacramental Prep Session 1A      2/11 @ 1-3pm for  
parents and children  
of BOTH church sites
3. Parent & Child Sacramental Prep Session 1B      4/28 @ 9-11am for  
parents and children  
of BOTH church sites

While parents have the option of attending either parent meeting, parents and child(ren) are expected to attend BOTH Sacramental Prep sessions 1A and 1B. If a family has a scheduling conflict with either/both Prep sessions, they should contact Carolyn Houston as soon as possible to arrange to make-up the Prep session at another parish.



# HOLY SPIRIT PARISH YOUTH FAITH FORMATION PROGRAMS AND POLICIES 2017/2018

Classes begin September 24/25, and continue through May 20/21. The availability of each class/session is dependent upon whether or not a volunteer has come forward to lead that particular class/session.

## K through 6

- St. Mary site – Sundays at 10am
- St. Martha site – Sundays at 9am.
- A Monday session from 3:45 – 4:45pm at St. Mary's may be offered if there is enough interest.
  - Children will be using a catechetical program that focuses on being a disciple of Jesus with an emphasis on the Sacraments and symbols of the Church.
  - Children will meet with others in their grade to discuss, learn about, and experience those things that make us Catholic Christians.
  - As with any other educational endeavor in which your children participate, there may be activities for completion at home.

## Grades 7 and 8 – Junior High School Faith Formation & Youth Ministry

- St. Mary site - Sundays at 10am
- St. Martha site - Sundays at 9am
  - In addition to religious education, the Junior High program also encourages participation in community service, group discussions and events, diocesan activities, and retreats

## Grades 9-12 - High School Faith Formation & Youth Ministry

- Sundays at 10am - Class is a combined parish group from both church sites, and will meet at St. Mary's for the first half of the year, and at St. Martha for the second half of the year.
- A more detailed schedule is provided directly to families of high school students during the parent and teen meeting and luncheon on October 1<sup>st</sup> at noon
  - In addition to religious education, students are expected to participate in some or all of the following: community service, group discussions and events, diocesan events, and retreats

## Children with Special Needs

- Adaptive materials and catechetical settings will be arranged based on the needs of the child(ren).

## Parish Youth Faith Formation Policies

- Weekly attendance at Mass is an essential component of ALL of the Faith Formation programs.
- All parents are requested to read through the youth **Faith Formation Family Handbook**, and to return the **Parent Acknowledgement Form** to the parish office (or to your child's catechist).
- **Attendance** – If your child will be absent, please advise the catechist, and make up the missed topic.
- For our children in K-3, a parent must do pick-up unless a **signed note is provided before class**. Children in grades 4-8 should not leave the building without a parent present.
- **Children who are preparing for any of the Sacraments are expected to participate in all sessions. Absences should be excused, and missed work made up at home. No more than three absences will be considered acceptable.**
- **Cancellation** – Cancellations due to inclement weather may be posted on WGME, WCSH &/or WMTW cancellation websites & broadcasts. Monday class will be cancelled if school/after-school activities are cancelled by the Wells-Ogunquit School District due to inclement weather.
- **Books/Folders/Notices** – Books, folders and/or notices may be sent home with your child for family activity and/or information. Kindly check with your child after class each week.
- **Withdrawing** – Please advise the parish if you are moving, or withdrawing your child from Faith Formation classes.
- **In order to save on parish resources, e-mail will be the primary means of communication.** Families are requested to update the parish on any **address, telephone or e-mail** changes throughout the academic year.



# Parent/Family Acknowledgement Form 2017-2018



This handbook is meant to provide the families of Holy Spirit Parish with helpful information on how our parish intends to assist you with faith formation. The one certainty in life is change, and while we would certainly prefer that the schedule as written in this handbook remains the same, there is the possibility of changes needing to be made as the academic year progresses. Parents will be notified, in writing, if changes are made to any procedures or information contained in this booklet.

This is to acknowledge that I/we have received the Holy Spirit Parish Faith Formation handbook. We understand and agree to cooperate with the parish policies set forth in the handbook.

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Signed (parent) Date

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Signed (parent) Date

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Signed (student) Date

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Signed (student) Date

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Signed (student) Date

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Signed (student) Date

\*If you have more than four students in your family (☺), please feel free to use the reverse side of this form!

**Please sign this form and return it to the parish office, put it in the collection basket as Mass, or leave it with your child's catechist ☺**



# Holy Spirit Parish Youth Faith Formation Registration & Contribution Form – Page Two

**“MANY HANDS MAKE LIGHT WORK.” FOR THE BENEFIT OF ALL OF OUR CHILDREN,  
PLEASE FIND SOMETHING ON THIS LIST THAT YOU CAN HELP OUT WITH:**

## **CHILDREN’S LITURGY OF THE WORD**

- Minister of the Word** – circle age group preferred:      4 & 5yrs      6 & 7yrs  
Responsible for one block of 4 Sundays - assisting children in understanding the Sunday readings

## **GRADES PreK-6 FAITH FORMATION**

- Faith Sharer/Catechist** – Grade level \_\_\_\_\_  
Academic year - leads a group of children in exploring and furthering their Catholic faith
- Asst. Faith Sharer/Catechist** – Grade level \_\_\_\_\_  
Academic year - assists the Faith Sharer/Catechist
- Faith Tech.** works one-on-one with a child with special needs
- Substitute Catechist** (on list for catechists to call in the event catechist plans an absence)

## **SACRAMENTAL PREPARATION**

- Assist** with the Sacramental celebrations & retreats
- Assist** with receptions following celebrations/retreats
- Working with a small group of children studying to become Catholic

## **SPIRITUALITY**

- Youth retreat planning committee      (please specify age group) \_\_\_\_\_

## **JR. HIGH FAITH FORMATION & YOUTH MINISTRY**

- Serve on Sunday faith building team as a co-catechist
- Serve on projects/activities team planning parish events for Jr. High teens
- Chaperone diocesan and/or parish events

## **SR. HIGH FAITH FORMATION & YOUTH MINISTRY**

- Serve on Sunday faith building team as a co-catechist
- Serve on projects/activities team planning parish and community events for Sr. High teens
- Chaperone diocesan and/or parish events

## **CLERICAL / MISCELLANEOUS HELP**

- organizing supplies       cutting materials       cooking
- telephone calls       card writing       preparing craft projects
- sewing       send reminder emails
- sign language       Other (please explain) \_\_\_\_\_



## **SUGGESTED DONATION FOR TEXTS/MATERIALS for the ENTIRE academic year:**

<b>Catechists/Assistants</b>	<b>No Donation</b>
<b>Budget Envelope Users</b>	<b>\$20 /child or \$60/family</b>
<b>All Others:</b>	<b>\$30 /child or \$90/family</b>

**TOTAL DONATION:** \_\_\_\_\_

**For parents registering children for youth faith formation:**

**I request permission for my child(ren) to attend faith formation at Holy Spirit Parish. I have read the Faith Formation policies, and I agree to read the 2017-2018 Faith Formation Family Handbook. I understand it is my family’s responsibility to abide by the parish’s policies, and to provide assistance to the parish faith formation program.**

\_\_\_\_\_  
**Parent(s) Signature**

\_\_\_\_\_  
**Date**