

# Faith Formation Handbook



**2019-2020**

*St. Barnabas Catholic Church  
109 Crescent Hill Drive  
Arden, NC 28704  
[saintbarnabasarden.org](http://saintbarnabasarden.org)*



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## MISSION AND VISIONING STATEMENTS

***“St. Barnabas Roman Catholic parish, a welcoming and diverse Eucharistic community of faith and stewardship, empowered by the Holy Spirit and in response to Christ’s call to love and serve one another, seeks to bring all people to the knowledge of and union with God our Father.”***



***The catechetical mission of  
St. Barnabas Youth Ministry:***

***“Guiding each other into a Christ-centered life.”***



## Our Philosophy on Faith Formation

*"The role of parents in education is of such importance that it is almost impossible to provide an adequate substitute."*<sup>29</sup>

CCC #2221b

The purpose of each human life is to find joy in doing the will of God. The process of being formed to the will of God is called ***discipleship***. We are all called to holiness of life as disciples. To that end, no one has a greater power, right or duty than parents in forming their children to be disciples. Our task at St. Barnabas is to assist you, through both supporting the formation you are giving your children at home, and by empowering you to feel confident in how to live out your calling as Catholic parents.

Every aspect of faith formation here at St. Barnabas is geared towards this mission: to help you as parents to live your call to discipleship in your home with your own children. Home is where we are *"guiding each other into a Christ-centered life."*

**St. Barnabas Roman Catholic Church**  
**Catechetical Leadership**  
**Parish Office: 684-6098**  
**Parish Office Hours: 9:30 A.M. – 4:00 P.M.**

**Main Catechist:**

Father Adrian Porras x 1301

**Permanent Deacons:**

Reverend Mr. Michael Stout x 1373

*(Prison Ministry; Small Faith Communities)*

Reverend Mr. Rudy Triana

*(Hispanic Ministry)*

Reverend Mr. Frank Moyer

*(Baptism Preparation, RCIA)* x 1321

**Director of Religious Education and Youth Ministry:**

Mr. Simeon Willis` x 1303

*(Children's and Youth's Religious Education Programs, Campus and Young Adult Ministries, Confirmation Preparation, Adult Enrichment, Bible Study, RCIA, Reconciliation and Eucharist Preparation, Library Resources, Catechist Training)*

## **Parental Stewardship**

Stewardship is a recognition of and working with the generosity of God. As Catholics, we realize that everything we are able to do, and everything we have are gifts of God's Providence, and therefore we should use our talents and abilities and material possessions the way God would want us to. This is being a good steward.

St. Barnabas Parish recognizes that all of us are called to be good stewards, as we have all been blessed by God. Therefore as an important part of our faith formation program, we are requiring families to be engaged in giving back to God in some small way. The goal is to help us all to be moving toward greater holiness of life, union with God and His will for our lives, not to be a burden. By participating in the life of the parish outside of Mass and class, parents are giving a holistic view of Catholicism to their children. Practicing stewardship at the parish gives life to each family and to the parish.

You may choose from any of the Parental Stewardship options on the registration form. If you have questions about what any of them mean, or what you would be asked to do, please contact Simeon Willis or Wanda Cruz. We will help you find the right fit for your family.

## **Preparation for the Sacraments (Reconciliation, Holy Communion & Confirmation)**

### **GENERAL REQUIREMENTS**

1. Families of children and youth preparing to celebrate a sacrament must be registered and active in the parish community.
2. For the sacraments of First Reconciliation, First Holy Communion, and Confirmation the child or youth must have attended formal religious education classes with regular attendance for two years prior to receiving the Sacraments.
3. A copy of the Baptismal Certificate for the child preparing for these sacraments is required before preparation begins.

### **FIRST RECONCILIATION**

Children aged seven or older, are invited to prepare for the Sacrament of Reconciliation. Second graders prepare in the fall ***preceding First Holy Communion***. Older children are prepared in the summer following their second year of catechesis. Parents and children are required to attend preparation classes in addition to home study and regular religion classes and to participate in the “Good Shepherd Retreat”. Contact Simeon Willis for more details.

### **FIRST EUCHARIST**

Children, aged seven or older ***and having previously celebrated First Reconciliation***, are invited to prepare for the Sacrament of First Holy Communion. Second graders prepare in the spring. Older children prepare in the summer after celebrating First Reconciliation. Parents and children are required to attend preparation classes in addition to home study and regular religion classes and to participate in the “Jesus Day Retreat”. Contact Simeon Willis for more details.

## **CONFIRMATION:**

Preparation for the Sacrament of Confirmation begins in the fall. Candidates must be:

- At least 13 years old,
- Active in their sacramental faith lives
- Knowledgeable about the Catholic faith, and
- Active in stewardship (giving service to others)

In **addition** to regular formal catechetical classes, candidates are expected to:

- Participate in the orientation and monthly Confirmation classes in addition to regular religious education classes
- Pass a test with an 85% or higher on the basics of Catholicism
- Interview with the Director of Youth Ministry or Pastor
- Complete the assignments of the *Dynamic Catholic* Confirmation program: Decision Point.
- Research and write a report on a Confirmation saint
- Attend one Diocesan event or retreat

An orientation held at 10 a.m. on Sunday, September 8th for parents and confirmandi gives further details.

## **RITE OF CHRISTIAN INITIATION FOR CHILDREN:**

Un-catechized children or youth are welcome to prepare for receiving the Sacraments with the Church at any time. Contact the pastor for more details.



## **Religious Education for Children**

**Kindergarten through 6<sup>th</sup> Grade**

**Sundays, 9:45 - 10:45 A.M.**

**Catechesis of the Good Shepherd:** Kindergarteners, Sundays at 9:45 a.m.

### **First through Sixth Grades:**

**Textbook Series** - Ignatius Press, *Faith and Life*, a content-based catechesis, which follows Salvation History. Lost or damaged books can be replaced for \$15.00.

**A Class Syllabus** will be distributed to each student at the start of the year. This syllabus includes the lesson for each week and homework assignments.

**Homework** is given as preparation for each lesson or as a review of the lesson. Completed assignments are checked and recorded by the catechist or the assistant. Parents are encouraged to work with their children in reviewing, memorizing vocabulary, or completing other activities assigned by the catechist to reinforce the lessons taught.

**Assessment Tests** will be given to the children after the end of each unit, sometimes as homework. Parents are asked to go over the graded test with their children and correct any incorrect answers.

**Mid and End of Year** reports will be sent home with the children in January and May. These reports will give the parents a picture of how their children are doing at their religious studies as well as update parents on their children's attendance.

**Parent Volunteers** are always needed. Parents will be asked to volunteer as an assistant in the classrooms of their children at least once a year. This gives the catechist much needed help, allows the parent to observe the classroom environment, and promotes the safety of our children. All volunteers working with children are obligated to have participated in *Protecting God's Children*, a workshop designed to give adults the means to prevent child sexual abuse.

## **Youth Ministry** **Grades 7th through 12th**

### **Catechesis:**

**Middle School and High School Youth Nights:** Sundays, 6:30 -8:15 P.M. These evenings provide an opportunity for fun fellowship, prayer, and catechesis in a comfortable environment.

### **High School Ministry Curriculum:**

Material discussed during youth ministry draws largely from the *Didache Series*, Midwestern Theological Forum. No text is assigned in high school but youth are encouraged to pick up a book to use at home. Replacement cost for lost or damaged texts is \$50.00.

### **Middle School Ministry Curriculum:**

***Chosen DVD*** program from Ascension Press.

***Theology of the Body for Teens: Middle School Edition DVD*** program from Ascension Press

**Parent Volunteers** are always needed. Parents can volunteer as an assistant in the classrooms of their children, to bring snacks for youth nights, help with fundraisers, or chaperone/ drive for a youth activity. All volunteers working with children are obligated to have participated in Protecting God's Children, a workshop designed to give adults the means to prevent child sexual abuse, and clear a background check.

### **The Role of Parents (in general):**

The Catechism of the Catholic Church says that parents are the first (in importance) teachers of their children. Therefore, the more involved you are in the parish and your own faith life, the easier it is for your teen(s) to do the same. Here are a few concrete ways YOU can tend to the needs of your teen:

- Go to Mass every Sunday without exception, and Confession regularly. Pray at home on your own and as a family.
- Discuss your faith openly, including what you are learning. Share the weekly discussion points from youth group.

**Diocesan and Other Major Youth Events:**

**Eucharistic Congress in Charlotte, September 6-7, 2019.**

**The National March for Life in Washington, D.C., January 23-25, 2020.** Come be energized in a shared pilgrimage for the most vulnerable in society, and be empowered for service on the local level with your friends.

**Bishop's Lenten Pilgrimage to Belmont Abbey Saturday, April 13, 2019.** This is open to grades 6-12, and is required for all those wishing to be Confirmed. Come listen to great talks, pray, sing, and meet the bishop!

**Diocesan Youth Conference, April 4, 2020.** High school youth from the whole diocese share with each other a dynamic experience with Christ.

**Totus Tuus (vacation Bible school).** Every June or July, a team of four college students run a program focused on Marian devotion, Eucharistic Adoration, vocational discernment, catechesis and fun. Specific dates TBD.

**MoC Summer Mission Trip.** Every July we share in the life of the Missionaries of Charity in running a camp for refugee children, and to serve the homeless in the downtown Charlotte area. Rising 10-12th grades only.

**Quo Vadis Days, and Duc In Altum.** Every summer, teens (guys and girls) have a week to explore what it would be like to be priest or religious. Guys attend Quo Vadis, and Girls Duc In Altum. Dates TBA.



## **CODE OF HONOR FOR YOUTH**

As youth of the Roman Catholic Church and of St. Barnabas Parish, we pledge to honor our Lord, Jesus Christ and one another in our study, prayer, service, and play.

### **We honor Christ and each other in the way we dress.**

- *We consider neat and clean jeans, slacks, skirts, dresses, blouses, sweaters, and t-shirts or sweatshirts that do not promote alcohol, sex, tobacco, drugs, profanity, death themes or violence appropriate clothing to wear during youth programs.*

### **We honor Christ and each other with our attention.**

- *We look for ways to include others who feel nervous, alone or excluded and welcome them as Christ.*
- *We leave cell phones turned off or at home during Youth Ministry sessions, starting as soon as we enter the St. Barnabas Church property.*

### **We honor Christ and each other by creating a welcoming and safe environment.**

- *We follow all policies that assure our safety and well-being.*
- *We keep all parish, vicariate, and Diocesan events and activities tobacco, drug, and alcohol free. The use of these substances by minors is illegal and will be met with the appropriate consequences.*

### **We honor Christ and each other by treating everyone and everything with reverence and respect.**

- *We pray with reverence even if the prayer or music is not "our style".*
- *We speak and listen with consideration and kindness promoting learning and friendship.*
- *We emphasize friendships rather than dating relationships, refraining from public displays of physical affection (e.g. kissing, clinging, overly long hugs, or hand holding...).*
- *We introduce friends who join us as guests to the Director of Youth Ministry and the catechist before classes begin. No one among us should be a stranger!*
- *We expect our guests to follow our code of honor.*
- *We keep our building and its grounds clean and use equipment and furnishings in the manner for which they were designed, (e.g. we do not sit on tables).*

## Attendance Policy

It is a privilege to learn Christ's teaching and enter into discipleship with Him. Attendance in religious education classes is essential for growth and pride in our Catholic Faith. Therefore, we look forward to and expect perfect attendance from all of our children and youth in their particular religious education program.

**Attendance Records** are kept by the DRE. These records are used to evaluate sacramental readiness and, if the family should move, follow the student to a new parish program for their files.

**Tardiness** is always detrimental to the learning environment. While we do not regard late arrival as an absence, it does negatively affect the child's advantage in learning and sets a poor example. If a student is more than five minutes late inform the Director of Religious Education, Director of Youth Ministry or their assistants so that the attendance records can be corrected. Three tardies is equivalent to an absence.

**Excuses:** We do not require written excuses for a student's absence. We do not accept family sacramental celebrations, field trips with other church denominations or school groups, religious plays or concerts as replacements for scheduled catechetical classes.



## **Registration and Safety Procedures**

**Registration** for Religious Education and Youth Ministry normally occurs in July. New family registrations are by appointment with the Director of Religious Education and Youth Ministry prior to the start of classes and as required to accommodate new families throughout the year.

### **Registration Fees**

Religious Education and Youth Ministry: \$50.00 per child., with a maximum per family of \$130.00.

**Faith Formation and Youth Ministry Calendars** are published on the parish web site. Parents may also request a calendar by e-mailing the DRE/DYM. Calendars are subject to change. Consult the bulletin for schedule changes and additions.

**Snow Days** are announced via the parish answering machine, 684-6098. Wait until the machine begins with the greeting then press 5. Cancellations are announced by 8:00 A.M. for Sunday mornings and by 3:00 P.M. for any evening events.

### **Arrival and Departure**

1. For their safety, children in grades K through 6 must be escorted to and from their classrooms by a parent. Please be prompt when picking up your children. Catechists will not release children to older siblings without the approval of the DRE/DYM.

**2. Written permission is required if a child or youth will be leaving class early or riding home with another family or an adult other than the parents. This includes car-pooling arrangements.**

3. If older youth are transporting siblings they are to pick up their siblings and all walk to their cars together. Teen drivers are not permitted to give rides to youth other than their siblings.

**Friends** are always welcome but must be introduced as a guest to the Director of Religious Education and Youth Ministry and to the student's catechist. This helps us to know who belongs and who does not.

**Fire Drills** are held annually. We follow the same routine that the children and youth do in school. If you are in the building during a fire alarm, leave by the appropriate exits in a serious manner. This ensures your safety and provides an example for our students. Catechists will get students out of the building. **Parents are not to come to the classrooms** during a fire alarm; they are to leave the building by the nearest exit.

**Code Red Procedure:** In the event of an active shooter or other severe crisis situation, we ask that parents please cooperate with our procedure to minimize harm. Unlike schools, there are no unused classrooms and there are no locks. Therefore, in a code red, our children cannot shelter in place safely. Instead we will follow the same procedure as the fire alarm: Catechists will get students out of the building. **Parents are not to come to the classrooms** during a code red; they are to leave the building by the nearest safe exit.

**Disclosure of Health Information** about your child is important to us, especially if your child or teen has food allergies, is on long term medication, or has specific needs due to physical, emotional, or learning disabilities. This information will assist us in providing your child with a safe and successful catechetical experience.

**Protecting God's Children** is a Diocesan sponsored program that trains and educates adults on the means to protect our children from child sexual abuse. Attending this three-hour workshop is a requirement for all parish volunteers working with children and youth. We strongly recommend that **parents** plan to participate in this worthwhile program. Call the DRE/DYM for more information.



# CIRCLE OF GRACE

June. 28, 2017

Dear Parent,

As you know, the parish community of St. Barnabas has been committed for over 17 years to provide the necessary information on preventing child sexual abuse to staff, parents and volunteers. We are now continuing that effort by providing a similar program for children and youth called *Circle of Grace*. This program is being provided by the diocese of Charlotte and is supported and mandated by Bishop Jugis.

*Circle of Grace* provides our children and youth essential knowledge and skills to protect themselves that are grounded in the richness of our faith based on understanding every human being's right to dignity and respect. That dignity and respect are ours solely on the basis that we are created and loved by God.

Adults assist children and young people to recognize God's love by helping them to understand that each of us lives and moves in a *Circle of Grace*. The children are encouraged to imagine a circle around them, a space indicated by how far their hands can reach above their heads, and extending in front, beside, behind and below them. This circle contains all of who they are, mind and body, soul and senses. It also includes a loving God who desires to be in relationship with them. Only healthy things, people and relationships that are good for them belong in the *Circle of Grace*.

It is never too early to help children and young people understand how very special they are and how relationships in life are called to be sacred. Understanding this can help them to protect the special person they are and to be respectful of others.

*Circle of Grace* goes beyond just protection by helping children and young people understand the sacredness of who they are and how to seek help through their relationships with trusted adults.

As a parent you are in a unique position to support and reinforce the lessons presented in this program. *Circle of Grace* lessons will be presented in grades 1-6 during several Sundays in February. Keep an eye out for letters from your children's catechists that will let you know the content of lessons presented and how you can continue the discussions at home. Also, please feel free to contact me or Sheryl Peyton, Director of Religious Education, if you have questions or want more information.

Thank you for your care and support in this very important aspect of keeping all our children safe.

Sincerely Yours in Christ,  
Fr. Adrian Porras

## **Reporting Ministry-Related Sexual Abuse**

All cases of alleged, known or suspected ministry related sexual abuse of a minor must be reported to the proper civil authority. Any person having actual knowledge of, or reasonable cause to suspect an incident of ministry related sexual abuse by any church personnel of the Diocese of Charlotte is to immediately report the incident to the Chancery, unless to do so would violate the Sacrament of Penance. The Chancery will then report the incident to the proper civil authority.

After notifying the proper civil authority, the Chancery will immediately notify the Assistance Coordinator, the Promoter of Justice, and the Review Board. Following this, the individual reporting the incident to the Chancery will be notified of the particulars regarding the filing of the incident with civil authority. This reporting requirement is not intended to supersede the right of a victim or witness to individually make a report to public authorities, but is to ensure proper, complete and timely reporting to the proper civil authority. At the time of reporting, the diocese will request to be kept informed as to the progress of that authority's investigation. Should an individual choose to make a report to civil authorities, the requirement to make a report to the Chancery is not removed.

You may make a report of sexual misconduct by calling the Chancery at 704-370-6299, or by writing to:

Chancellor  
Diocese of Charlotte  
PO Box 36776  
Charlotte, NC 28236

At the time of reporting an incident of alleged sexual misconduct to the Chancery, the person making the report will be asked to complete the diocesan form, [\*Report of Suspected Ministry Related Sexual Misconduct by Church Personnel\*](#).

## **Campus and Young Adult Ministries**

### **Campus Ministry**

This ministry involves youth between the ages of seventeen and twenty-five. Typically young people of this age are in college. We encourage any college student to become involved with the Campus Ministry offered at the learning institution he or she is attending. Please leave your college address at the Parish office so we can continue to send literature and updates on parish events.

If the young person is commuting to an institution of higher learning or is already in the work force we encourage him or her to participate in the parish as a young adult member as well as Campus Ministry.



## **Adult Continuing Religious Education**

Every adult, regardless of age, is encouraged to continue growing and learning about our Faith. To assist the adults of St. Barnabas, the parish catechetical leaders provide a variety of offerings throughout the year. There is no charge other than the occasional need to pay for a text. These costs are generally nominal.

**RCIA** – Anyone interested becoming Catholic or in refreshing his or her knowledge of Catholic basics is invited to attend these sessions, Thursdays, September through March, 6:00 – 7:30 p.m. Contact the pastor or DRE for more information.

**Friday Morning Adult Education Class** meets Fridays from 10-11:30 A.M., from September through May. Topics change every year and tend to be offered in 6-8 week periods. For more information consult the bulletin or contact Simeon Willis, DRE/DYM.

**Sunday Mornings:** As schedules allow, we try to have two series of classes between the Masses featuring our pastor as teacher. Please refer to the weekly bulletins for more information.

## Rite of Christian Initiation of Adults

The Rite of Christian Initiation of Adults, designed to answer the questions of adults thinking of converting to Catholicism, begins with *Inquiry* sessions held in August and September. Should the adult wish to continue learning more, he or she participates in a ***Rite of Acceptance***.

This period of inquiry is followed by the ***catechumenate***, an intensive year of study of the Roman Catholic faith. A sponsor, a practicing Roman Catholic, accompanies the *catechumen* (one who has not been baptized a Christian) or *candidate* (one who is a baptized Christian) at these sessions. The sponsor prays for and with the catechumen or candidate, answers questions and is present throughout the process.

At the beginning of Lent those catechumen and candidates who wish to be in full communion with the Roman Catholic Church participate in the ***Rite of Sending*** before leaving to be presented to the Bishop. The Bishop welcomes the catechumen and candidates in the ***Rite of the Elect***.

The *Elect* continue their studies and enter into a time of reflective prayer. The *Elect* also participate in ***The Scrutinies***, prayers said over them by the priest, the third, fourth, and fifth Sundays of Lent.

During Holy Week the *Elect* participate in a retreat or day of reflection. The *Elect* are brought into full communion with the Roman Catholic Church during the Easter Vigil, celebrated the Saturday evening before Easter Sunday. At this time those previously not baptized will be baptized. All will be Confirmed and join the Church for the first time in Holy Communion. The newly confirmed are now called *Neophytes*.

The *Neophytes* complete the process by participating in *Mystagogia*, a short period of reflection, prayer and thanksgiving for the many blessings and graces given them.

***Contact Simeon Willis, DRE/DYM for more information.***

## Useful Links for Parents:

- **Domestic Church:** find more info about what you can do to build a home centered on Christ and watch your marriage and family flower in joy! <https://www.domesticchurchfamilies.com/the-7-promises>
- **Holy Heroes:** Live the Church's seasons at home and have fun doing it! <https://www.holyheroes.com/Holy-Heroes-Advent-Adventure-s/48.htm>
- **3 Minute (daily) Retreat:** Having trouble making the time to pray? Do this daily! It takes three minutes and its on your phone! <https://www.loyolapress.com/3-minute-retreats-daily-online-prayer>
- **Lectio Divina for Kids:** <https://teachingcatholickids.com/lectio-divina-for-kids/>
- **Catholic Mom:** Needs encouragement and ideas as a mom? <http://catholicmom.com/>
- **EpicPew:** Catholic info, funny videos, quizzes): <https://epicpew.com/>
- **Busted Halo:** <https://bustedhalo.com/>
- **Movie Night?** <https://formed.org/>
- **Catholic News:** well researched, faithful: <http://www.ncregister.com/>

**The Parish Library** is located on the east side of the social hall and is run by volunteers. It contains a wide variety of religion resources for children and youth as well as Church Documents, Papal Encyclicals, Catholic publications and audio-visuals.

**Internet Sites** we recommend are:

Vatican – <http://www.vatican.va>

Catholic News Service – <http://catholicnews.com>

Diocese of Charlotte – <http://www.charlottediocese.org>

EWTN – <http://www.ewtn.com>

# **Learning Order of Catholic Prayers, Practices and Facts**

## **Grade One**

1. The Sign of the Cross
2. Our Father
3. Hail Mary

## **Grade Two**

1. How to Genuflect (on the right knee)
2. The Mass Responses
3. Actions During Mass
4. Act of Contrition
5. The Glory Be
6. The Ten Commandments (in order)
7. The Seven Sacraments

## **Grades Three and Four**

1. The Apostles' Creed
2. How to Pray the Rosary
3. Grace Before Meals
4. Grace After Meals
5. Psalm 23

## **Grades Five and Six**

1. An Act of Love
2. An Act of Hope
3. An Act of Faith
4. The Memorare
5. Psalm 100

## **Grades Seven and Eight**

- 1. The Precepts of the Church**
2. The Prayer for the Poor Souls (Prayer for the Dead)
3. The Theological & Cardinal Virtues
4. The Beatitudes
5. The Holy Days of Obligation
6. Marks of the True Church

