



# **Families Learning Together**

Religious Education

## ***FLT Policies***

**St. Michael Catholic Community  
40501 Hayes Rd.  
Sterling Heights, MI 48313**

FLT Office: 586.247.0098  
Parish Office: 586.247.0020

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

## **FLT Policies—2016/2017**

FLT, Families Learning Together, Religious Education is rooted in Vatican II theology. According to the Second Vatican Council, the aim of Religious Education is to “make all persons’ faith become living, conscious and active.” The Council also acknowledged parents as the first and foremost educators of their children. It is within the family that children first come to know God, the meaning of celebrating a meal, forgiveness, healing and commitment. Therefore, the major thrust of our Religious Education program is to support, as well as augment, the role of parents in their very important mission.

### **We Believe**

- ✦ We believe that the purpose of our catechetical ministry is to proclaim the message of Jesus; to encourage service to the church, the community, and the family; to foster a sense of unity and to build up the Kingdom of God.
- ✦ We believe that you have entrusted your children to us to assist you in teaching and deepening the faith you have given them.
- ✦ We believe that, with your cooperation (attending parent meetings, celebrating the Eucharist (attending weekly mass) and the Sacraments together, and reinforcing Christian values in the home) we can assist you in helping your child grow in their faith.
- ✦ We believe that catechesis in the faith allows us to become firmly rooted in our faith tradition and more aware of how God acts in our lives.
- ✦ Therefore, we will work with parents/guardians as they teach and encourage their children to gradually accept responsibility for their own Faith development.

### **Our Mission**

St. Michael’s FLT, Religious Education, Program recognizes Christian growth as part of a total community interaction. Christian faith, as a way of life, grows and is strengthened in the worship celebration, through service to others, through peer-group experiences, in the relationships found within the family and in all aspects of daily life. Therefore, St. Michael’s Religious Education Program is rooted in the community so that faith will grow and develop in that context.

St. Michael FLT seeks to evangelize children from pre-kindergarten through grade 8 by proclaiming the Good News through regular instruction, prayer, and sacraments. Our ministry is accomplished in partnership with the parents who are the primary educators of their children. Together we will proclaim the Good News, lead students in prayer, and motivate them to do Christian service.

## **FLT Office Hours (Summer Hours May Vary)**

Monday-Thursday	8am-3:30pm and before all FLT Classes
Friday-Saturday-Sunday	Closed

*During Religious Education office hours, please use the East Entrance (closest to Hayes Rd.).*

After hours, for your convenience, you may leave a voicemail at 586.247.0098. Please leave your phone number, a brief message, and the best time to reach you. We will make every effort to return your call in a timely manner.

## **Parish Office Hours**

Sunday	9am-1pm
Monday-Thursday	9am-7pm (5pm in summer)
Friday	9am-5pm
Saturday	3pm-6pm

## **Visit Us Online**

Stay in touch with your parish family by visiting the parish website often at <http://stmichaelcc.org/>. You can also reach us by emailing [parish@stmichaelcc.org](mailto:parish@stmichaelcc.org).

## **People You Should Know**

### ***Religious Education Staff:***

586.247.0098

Claudia Welbes	Coordinator FLT/Youth Ministry
Kathy Chadick	FLT Administrative Assistant

### ***Parish Staff:***

586.247.0020

Fr. Michael Quaine	Pastor
Fr. Tim Galos	Associate Pastor
Laurie Hall	Pastoral Associate
Barb Robinson	Director of Music
Franz Hoeffler	Deacon
Michelle Hayes	Christian Service

## **Catechetical Staff**

Catechists are:

- ✦ Faith-filled women and men of the parish community who have a deep love for God and God's people.
- ✦ Active in our faith community.
- ✦ Enthusiastic about our faith.
- ✦ Flexible...allowing the Holy Spirit to guide them.
- ✦ People who are committed to serving our children.
- ✦ Patient and willing to help students and parents grow in their love for God.
- ✦ People of prayer.
- ✦ Joyous, positive, and have a great sense of humor.
- ✦ Team players—they are always willing to learn from others.

## **Becoming a Catechist**

Please remember, in order to offer classes, we are dependent on the members of our community saying “yes” to the opportunity to share the faith with the children of St. Michael. If you are a faith-filled person, you love children, and you are willing to grow and learn more about our Catholic religion, you are invited to become a catechist. Call the FLT office for more information, 586-247-0098. Background checks are required.

## **More Volunteer Opportunities**

- ✦ Building Supervisor
- ✦ Substitute Catechist
- ✦ Catechist Aide
- ✦ Sunday school leader or aide
- ✦ Children's Liturgy of the Word leader (CLW)
- ✦ Family Service planner
- ✦ Middle School activity planner
- ✦ Education Commission member
- ✦ General help as needed

## **Sacramental Preparation**

If you are interested in preparing your child to receive a sacrament you must be a member of St. Michael Catholic Community, your child must be baptized (proof of baptism is required), and your child must be enrolled in the FLT program.

You and your child will have the opportunity to participate in classroom work, grade level workshops, and family experiences. Each sacrament has individual requirements that are meant to enrich the child and the family as you prepare to celebrate the sacraments.

### **Reconciliation**

The Sacrament of Reconciliation takes place in grade 2 prior to the reception of First Eucharist. The bulk of the preparation will take place during FLT classes, however the family assists in the preparation with materials that will be provided by the FLT office. There will be a Reconciliation workshop that parents must attend with their children.

### **First Eucharist**

First Eucharist takes place in grade 2. While the majority of the preparation will take place during FLT classes, the program also provides for the involvement of the priest, catechist, parents, children. Opportunities for faith sharing will take place at home and there will be a First Eucharist workshop that parents must attend with their children. We expect you to attend weekly Mass with your child so they may become familiar with the structure thereby allowing them to participate more fully in the Liturgy. This will help them greatly as they prepare for their First Eucharist.

### **Confirmation**

In truth, the formation for the Sacrament of Confirmation begins in grade 1, continues through elementary and middle school, culminating with more intense preparation during grades 7 & 8. Confirmation takes place during the 8th grade year. Candidates for Confirmation, their families, and their sponsors study the faith by involvement and participation in FLT classes, workshops, special Liturgies, and Christian service/social justice opportunities.

Prior to reception of the sacrament, candidates review basic information and prayers as well as participate in a Reconciliation Service and a Confirmation Retreat. Candidates for Confirmation may be interviewed at the discretion of the Director.

## **FLT (Religious Education) Parent Expectations**

- ✦ *Parents are expected to pray with their children, attend Mass every Sunday, and receive the sacraments as a family. Your active participation in the life of the church will communicate to your children the importance of your faith.*
- ✦ *Parents are expected to review their child's take-home folder every week and engage their children in a discussion of the material presented in class. Remember, you are the primary catechist and it is important to live, model, and talk about your faith. This will be an invaluable experience for them and for you.*
- ✦ *Parents are expected to read all correspondence sent home. This is one of the ways for us to keep in touch.*
- ✦ *Parents are expected to check their email often for communiques from the FLT office.*
- ✦ *Parents are expected to sign up for the free texting service "Remind". "Remind" is a communication tool that helps teachers connect instantly with students and parents.*
- ✦ *Parents are expected to review any pertinent information on the TV monitors in the Youth Center Gathering Space.*
- ✦ *Parents are expected to keep the FLT calendar in the home for quick reference to session dates, workshops, special events, etc. Please check the parish bulletin every week for any updated information.*

## **FLT (Religious Education) Class Policies**

- ✦ *Students are expected to come to all classes, workshops, and special events on time and prepared to participate in the sessions.*
- ✦ *If your child will be absent, please call the catechist.*
- ✦ **On ARRIVAL all students ALONG WITH PARENT/GUARDIAN or ADULT DRIVER go directly in to the CHURCH, and take a seat together. Students will go to classrooms after the Gospel reading ritual.**
- ✦ **Please make sure your child is picked up promptly. CHILDREN WILL NOT BE RELEASED TO THE PARKING LOT, parents/guardians must come into the Fr. Larry Jackson Youth Center gathering area for pick up.**
- ✦ *Please remind your child to be respectful in class both of property and other people.*

***Please notify the FLT office regarding any special needs  
pertaining to your child. (586.247.0098)***

## Discipline

There is a close connection between discipline and personal growth. We expect the best from your children and encourage them to act in that spirit in this and every environment in which they find themselves. In the event of a problem, you will be contacted.

Since good behavior, cooperation, attention, and courtesy are expected from every child, the

- ✦ 1st offense will have the catechist speak privately with the child.
- ✦ 2nd offense the catechist will speak the Director of Religious Education and the parents will be notified.
- ✦ 3rd offense the Director of Religious Education, catechist, parents, and child will have a conference about the situation.

If the child continues to be disruptive, the FLT office will recommend that the parents work with the child on a one-to-one basis at home for the remainder of the year.

***NO CELL PHONES, IPODS, OR OTHER SUCH DEVICES ARE ALLOWED IN THE CLASSROOM SESSIONS; IF FOUND, PARENTS WILL NEED TO PICK UP THESE ITEMS FROM THE CATECHIST AFTER THE SESSION.***

## Arrival Time

We ask that you arrive *no more than 15 minutes* ahead of your session time—*a parent must accompany the child into the building*. Upon arrival, please proceed directly into the worship space where we will have our opening prayer/activity. Following this, the catechist will escort the children to the classroom.

## Dismissal

All children will be dismissed from the Youth Center gathering space. *Parents must come into the building to pick up their child*. This policy is for safety reasons.

## Class Cancellation/Emergency Closing

Class cancellation will not be issued from the St. Michael FLT office. If possible, we will send a *Remind* text message.

In general:

- ✦ If Utica and/or Chippewa Valley schools are cancelled or dismissed early due to weather, FLT classes are cancelled.
- ✦ If there is inclement weather, but school has not been cancelled or dismissed early, use your discretion regarding bringing your child to class.
- ✦ If classes are cancelled in one school for a specific building problem, FLT classes are not cancelled.
- ✦ If a catechist is absent, we will make every effort to secure a guest teacher. If this is not possible, you will be notified via Remind that class will not meet.

**IN THE CASE OF CANCELLATION, CLASSES WILL NOT BE MADE UP. YOU ARE EXPECTED TO SHARE THE APPROPRIATE LESSON WITH YOUR CHILD. YOUR CHILD'S CATECHIST WILL GIVE YOU SPECIFIC INFORMATION.**

## Keeping in Touch

Please look for information sent home for your use in your child's folder. You will be kept informed about up-coming events in the parish, religious opportunities and parent meetings through notes and newsletters sent home. You will also be kept informed through *Remind* text messages and information on the monitor in the Youth Center gathering space. Please take the time to read this important source of information regarding the FLT program.





## **Policies and Information**

### **Non-Discrimination Policy**

The St. Michael FLT (Religious Education) program does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, height, weight, genetic information, marital or other legally protected status.

### **Enrollment Policies**

Enrollment in the FLT (Religious Education) program is open to children whose family is registered in St. Michael Catholic Community. The grade level of a child entering the FLT program is left to the discretion of the Director and in dialogue with the parents/guardians.

### **Parish Subsidy**

St. Michael Catholic Community is able to subsidize the FLT (Religious Education) program through the generous offerings of the parishioners. We are grateful to our parishioners for their continued support of our program.

### **Registration Fees/Tuition**

Tuition and fees are the responsibility of the parent/guardian. We make every attempt to keep our fees as reasonable as practicable. This being said, no child will be turned away from the FLT (Religious Education) program due to lack of ability to pay the fees. Fees are due at the time of registration or in full by the first day of classes. There will be some additional fees incurred by those who are preparing for the Sacraments in grade 2 and grade 8. Financial arrangements may be made if there is a need.

### **Class Size/Class Times**

We make every effort to maintain smaller class sizes of between 10-12 students. Classes take place on Mondays at 4:30pm & 6pm and on Tuesdays at 4:30pm. We can not guarantee first choice of day/time/catechist. You may wish to become a catechist to help maintain our goal of small class size; if so please call the FLT (Religious Education) office at 586.247.0098