



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

FLT Policies

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-Wednesday 9am-5pm
Thursday 9am-7pm
Friday 9am-2pm
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.

People You Should Know

Religious Education Staff:

586.247.0098

Claudia Welbes
Kathy Chadick

Coordinator FLT/Youth Ministry
FLT Administrative Assistant

Parish Staff:

586.247.0020

Fr. Michael Quaine
Fr. Tim Galos
Don Daher
Franz Hoffer
Michelle Hayes

Pastor
Associate Pastor
Director of Music
Deacon
Christian Service

Formation Offerings

TRADITIONAL SCHOOL YEAR CLASSES

Students in grades 1-5 may be registered for our traditional school year classes. Dependent on class/catechist availability, parents can register their child/ren for either a Monday 4:30pm-5:45pm class, a Monday 6:00pm-7:15pm class or a Tuesday 4:30pm-5:45pm class. Classes meet weekly October through mid-May.

Students in grades 6-7 may be registered for our traditional school year classes. Dependent on class/catechist availability, parents can register their child/ren for the Monday 6:00pm-7:15pm class. Classes meet weekly October through mid-May.

HOME STUDY PROGRAM

Parents may register children in grades 1-7 our Home Study Program. Many parents prefer to share faith with their children on a one-to-one basis. We are happy to provide you with the opportunity to do so. The textbook must be completed and returned before registering the following year. Children in Home Study are required to take part in all the large group activities for their grade level. Families in Home Study are required to do a Family Service Project together during the school year.

INTENSIVE SUMMER FORMATION PROGRAM GRADES 6 & 7

Students going into grade 6 or 7 may qualify for the Intensive Summer Formation classes. These classes meet every afternoon for 3.5 hours generally during the last two weeks of June. Registrations include a contract (an agreement of acceptance of requirements) which must be signed and returned prior to the start of class. **YOU MUST BE REGISTERED IN THE PARISH BEFORE FEBRUARY 1 TO QUALIFY FOR THE SUMMER PROGRAM.** You must commit to attending all scheduled classes plus all workshops etc. during the school year.

INTENSIVE SUMMER FORMATION PROGRAM GRADES 8 (Direct Confirmation Preparation)

Students going into grade 8 may qualify for the Intensive Summer Confirmation Prep classes. These classes meet every morning for 3.5 hours generally during the last two weeks of June. Registrations include a contract (an agreement of acceptance of requirements) which must be signed and returned prior to the start of class. ***Please note: there is no home study or traditional year program for Confirmation Preparation.***

SUNDAY SCHOOL

Parents may register children aged 4 & 5 for the Sunday School Program. Children meet with a catechist during the 9:45am Mass on Sundays from October through mid-May.

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)

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 FLT office at 586.247.0020.*
- ✦ **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)***

Attendance

Regular weekly attendance at all class sessions is expected and should be the norm for all our faith formation students. If your child will be absent from class, please call the FLT office (586.247.0098) at least one hour before the scheduled class and leave the child's name, the catechist's name and reason for absence. All makeup work is required for missed classes. It is up to the parents and students to ask their catechist what they missed and turn it in the next class. If a child misses 3 or more classes, a short conference may be arranged with the parents and the FLT Director.

Released-Time for Religious Education

Michigan State Law provides up to 120 minutes per week of released-time for religious instruction. It is the responsibility of parents to inform your child's coach or athletic director about his/her schedule for religious education attendance. Protection from religious discrimination is our right as citizens. Upon request of a parent, the FLT director will provide you with a letter verifying your child's attendance at religious education.

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.

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 with 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 OR ELECTRONICS ARE ALLOWED IN THE CLASSROOM SESSIONS; IF FOUND, PARENTS WILL NEED TO PICK UP THESE ITEMS FROM THE CATECHIST AFTER THE SESSION.

Sacramental Preparation & Continuity in Attendance

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.

Sacramental Preparation at St. Michael requires a commitment to the process of preparation from both parent and child. Faith Formation is lifelong. Children need to be enrolled in the FLT program every year and not be removed after the celebration of a sacrament. Every child is expected to faithfully participate in each grade without skipping any grade. Our program is designed to build on and deepen the teachings of the previous grade.

Please note that beginning in 2019-2020 Reconciliation and Eucharist formation will be a 2 year program that will begin in Grade 1 and culminate at the end of Grade 2.

Also beginning in the summer of 2020, Confirmation formation will be a 3 year program that will begin in Grade 6 and culminate with the reception of Confirmation in Grade 8.

Students entering 2nd (First Reconciliation/Communion) and 8th (Confirmation) grades must have attended FLT classes for the years prior to receiving their sacraments. Students will be placed in a grade according to the level needed for proper formation.

Reconciliation

The Sacrament of Reconciliation takes place in grade 2 prior to the reception of First Eucharist. Preparation for the reception for this Sacrament begins in grade 1. 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.



Sacramental Preparation & Continuity in Attendance—Continued

First Eucharist



First Eucharist takes place in grade 2. Preparation for the reception for this Sacrament begins in grade 1. While the majority of the preparation will take place during FLT classes, the program also provides for the involvement of the priest, catechist, parents, and 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

Please note: Beginning in the summer of 2020, Confirmation formation will be a 3 year program that will begin in Grade 6 and culminate with the reception of Confirmation in Grade 8.



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 6, 7 & 8. The reception of the Sacrament of 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. Direct preparation for Confirmation begins the summer after the 7th grade.

Confirmation Requirements

- ✦ Completion of formation in grades 6, 7, & 8 (Confirmation preparation is a 3 year program)
- ✦ Attendance at all meetings and workshops (Confirmation Enrollment, Retreat, Reconciliation workshop, Reconciliation Service, Sponsor Day/Rehearsal)
- ✦ Attendance for all days and time of the Intensive Summer Program for Confirmation. Students may not miss any days. All appointments should be scheduled outside of class-time.
- ✦ Completion of all on-line modules of Confirmation Formation
- ✦ Completion of a Class Service Project as well as a Family Service Project
- ✦ Further details will be outlined at the Confirmation Enrollment session generally held in June.

Candidates for Confirmation may be interviewed at the discretion of the Director.

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 may 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.