



**Sj** **St. Joseph**  
Catholic Faith Community

**HANDBOOK 2018-2019**

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## Emergency Class Cancellation

The best and fastest way for you to know if classes are canceled is to sign up for notifications from remind.com. We will send out a notification via remind.com if classes are canceled. Sign up for all of the programs that your family will be attending.

### **Sign up for remind.com using the below information:**

*Generations of Faith including Sunday Edge:*

Push Notification\*: **rmd.at/stjcfm**

Text: **@stjcfm to 81010.**

If you're having trouble, try texting @stjcfm to (262)671-1656.

Email: Go to **rmd.at/stjcfm** on a desktop computer to sign up.

*Wednesday Edge:*

Push Notification\*: **rmd.at/edgewed**

Text: **@edgewed to 81010.**

If you're having trouble, try texting @edgewed to (262)671-1656.

Email: Go to **rmd.at/edgewed** on a desktop computer to sign up.

*Life Teen:*

Push Notification\*: **rmd.at/stjlifetn**

Text: **@stjlifetn to 81010.**

If you're having trouble, try texting @stjlifetn to (262)671-1656.

Email: Go to **rmd.at/stjlifetn** on a desktop computer to sign up.

*Confirmation:*

Push Notification\*: **rmd.at/stjoeconf**

Text: **@stjoeconf to 81010.**

If you're having trouble, try texting @stjoeconf to (262)671-1656.

Email: Go to **rmd.at/stjoeconf** on a desktop computer to sign up.

\*Push Notification Instructions: On your iPhone or Android phone open your web browser and type in the link for the program you want notifications for (see above). Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

**If you don't sign up for remind.com**, you can watch one of the local stations or check their websites for class cancellations due to weather. When the school has been closed early or for the entire day, CFM classes will be canceled. The CFM staff may or may not be available to answer the phone in the event of a cancellation. The CFM office has an answering machine that will be updated with a message for class cancellations. The CFM office phone number is **(262)662-3317**.

**St. Joseph CFM Office**

Phone: (262)662-3317  
Address: S89 W22650 Milwaukee Ave.  
Big Bend, WI 53103  
Website: stjoesbb.com/parish/cfm

**Staff:**

Annie Collins: x22, acollins@stjoesbb.com  
Director of Child and Family Ministry  
(Generations of Faith, K4-Fifth Grade)  
First Reconciliation—First Communion

Lori Labadie: x21, llabadie@stjoesbb.com  
Director of Youth and Young Adult Ministry  
(Sixth through Twelfth Grades and Young Adults)  
Edge, Life Teen, Confirmation, Mission Trips

Lindsey Mushall & Susie Feuerstein:  
cfm@stjoesbb.com  
CFM Administrative Assistants

**CFM Office Hours:**

Tuesday, Thursday, and Friday: 9 am-4 pm  
Wednesday: Noon-6 pm  
There are other times we will be in the office,  
but these are the definite office hours.

**Calendars are available online and at the  
CFM Office**

**Parish Mass Schedule:**

- Saturday at 5 pm
- Sunday at 8:30 am and 10:30 am
- Second & Fourth Sunday, during the CFM year,  
Life Teen Mass at 5:30 pm (for exceptions see  
calendar)

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**PARISH MISSION STATEMENT**

**To make Disciples of all people  
by fostering a relationship with  
Christ through the Sacraments,  
formation, and fellowship.**

Dear Families of St. Joseph Catholic Faith Community,

Christian Formation Ministry (CFM) assists you, the families, with religious education of the youth of our parish. While parents are the primary educators of their children, the entire community of St. Joseph shares the responsibility to foster faith development and a sense of belonging. CFM, in an effort to encourage walking with Jesus as true disciples, offers a portion of what youth need for healthy relationships with God and each other. As Catholics, the journey of walking with Jesus starts and is fulfilled in knowledge of scriptures and a complete prayer and sacramental life.

Sacraments are outward signs, given by Christ, to communicate grace. CFM prepares the youth of our parish for the sacraments of Reconciliation, Eucharist and Confirmation. We offer classes for K4 through adult. CFM also offers retreats, mission trips, service projects, social activities, and Life Teen Masses. In addition, CFM partners with various ministries in our church to uphold and further the mission of our parish.

We encourage and challenge you to help with that mission by taking an active part in serving your family's needs, our community and society. CFM only exists with the service of dedicated catechists, volunteers and supportive parents and parish members. If you are interested in serving with CFM, we offer training and support for teaching and volunteering. We thank you for your "yes" to God's call to serve.

This handbook describes what CFM offers to fulfill its mission. It also outlines policies and expectations for your benefit. Please take time to read through the handbook and contact the CFM office with any questions.

Thanks for your commitment to walk with Jesus!

**PROGRAM SCHEDULE**

September-May

**Generations of Faith** meets 8:30 am-10:15 pm on the first and third Sundays of the month

**PROGRAM MATERIALS**

K4-Fifth Grade: Children will focus on learning about their Catholic faith and learning to be guided by God.

**Awaken** Curriculum will be used for the K4-Fifth grade classes. We will also participate in service projects and special events throughout the year.

**First Reconciliation and First Communion**

Completion is mandatory for reception of First Eucharist. All second grade students and parents coordinated through Child Ministry. Rite celebrated at a special Reconciliation service in December.

**Please note that First Communion candidates must have completed at least their first grade year of religious education classes.** First Communicants and their parents must attend the First Eucharist Retreat and complete and turn in all preparation materials prior to receiving First Eucharist.

We use “Blessed” by Dynamic Catholic for First Reconciliation and First Communion preparation.

**Generations of Faith**

Generations of Faith will meet on the first and third Sundays of the month, September through May for **all** Parish Families. See the calendar for changes in this schedule in April and May.

It all begins with a light breakfast (free will offering) at 8:30 am, followed by age-level classes. Adults meet together while the kids are at their classes.

Generations of Faith will end at 10:15 am. Just in time for everyone to make it to Mass at 10:30 am!

**Grade Level Liturgies**

All parish children K4 through Grade 5: Each class is scheduled for Liturgy during the 10:30 am Sunday Mass once during the year.

**Vine and Branches (Special Needs)**

Jesus calls us to live in Him, to realize our full potential as members of the Christian Community.

Vine and Branches Special Religious Education Program answers that call by providing a program of Faith development and religious education to persons with disabilities.

Children (ages 7 and up) and adults who have any type of Special Needs are invited to join us.

Vine and Branches meets 16 times a year at St. Leonard Parish, Muskego. St. Joseph is a member parish of the Vine and Branches program and pays a stipend, therefore no individual tuition is charged.

*Call Annie Collins at the CFM office for information.*

Phone: (262)662-3317 ext. 22 or

Email: [acollins@stjoesbb.com](mailto:acollins@stjoesbb.com)

**CURRICULUM PERSONS WITH SPECIAL NEEDS**

**Middle School**  
**(Sixth, Seventh, and Eighth Grades)**

Edge is a program that teaches our Catholic faith in a way middle school youth can hear and respond to the challenges of the gospel.

There are two options for Edge (only option one is available for sixth and seventh grade):

1. During Generations of Faith on the first and third Sunday of the month, mid-September through May. Youth can enjoy a light breakfast from 8:30-9:00 am and then head to Edge from 9-10:15 am. Just in time for everyone to make it to 10:30 am Mass!

2. The first and third Wednesday of the month mid-September through May from 6:30-8:00 pm. (This is available for eighth grade only.)

In keeping with healthy ministry, youth ministry also offers enrichments for service, social activities, and spiritual growth. The activities include mission trips, service projects, a lock-in, open gyms, Bible studies, youth rallies, and Life Teen Masses

**High School Youth (Ninth-Twelfth grades)**

Life Teen is held on the second and fourth Sundays of the month mid-September through April. Because we know everyone leads busy lives, we allow you to miss two Life Nights during the year. Make-up work will be sent to you and it will be due at the following Life Night.

Each Life Teen starts with a Life Teen Mass with upbeat, awesome music. Mass attendance is required. After Mass, a Life Night for the teens starts. Life Nights are a time to be with friends to learn, experience and talk about God. The message will fulfill what the church yearns to pass on to the next generation with media, interaction, prayer, and fun for youth.

**Ninth and Tenth Grade Retreat**

Ninth and tenth graders are to attend at least one Catholic retreat, youth rally, or mission trip through St. Joseph some time during their ninth or tenth grade year.



**Confirmation****(Eleventh or Twelfth Grade)**

Confirmation, as a sacrament, is the discovering, using and then sealing the gifts that the Holy Spirit has given each person through Baptism.

The Confirmation process uses a variety of sources. Confirmation explores the person's faith life and challenges them to fulfill their call to live the Christian life. Confirmation emphasizes our Catholic faith life and interaction within small group sessions.

Confirmation meets at the same time as Life Teen and Mass attendance is required. They also meet on other designated days. Because we know everyone leads busy lives, we allow you to miss two Confirmation sessions during the year. Make-up work will be sent to you and it will be due at the following Confirmation session.

Confirmand will have a beginning-of-the-year interview with their small group leader. At the interview they will receive information that they will need for the year. There will also be a mid-year interview and an end-of-the-year interview with their small group leader.

Confirmation is typically celebrated in May or June.

**Confirmation Retreat**

Confirmand will attend our Confirmation Retreat in January. If you cannot attend our entire retreat you will need to find a different two-night Confirmation retreat to attend. Contact Lori at (262)662-3317 or at [llabadie@stjoesbb.com](mailto:llabadie@stjoesbb.com) for help with this.

**Confirmation Service Hours**

Confirmand will complete 20 hours of service broken down as follows: five during Saturday evening or Sunday morning Mass, five within the parish community, five outside of the parish community, and five of their choosing.

**Confirmation Sponsors**

Sponsors must be a confirmed and practicing Catholic, that is at least 16 years old, attends Sunday Mass and actively practices their faith. The sponsor cannot be the parent of the candidate. It is important that the confirmation candidate feels comfortable talking about prayer, God, church and faith with their sponsor.

# POLICIES

## Abuse

Pursuant to state law, CFM volunteers, catechists and staff are required to report suspected child abuse. CFM will follow diocesan policy and procedures on such matters.

All staff members and catechists are required to have a criminal background check. In addition, anyone over the age of 18 and out of high school that is working with children or youth must attend a training “Safeguarding All of God’s Family” session and hold to a code of ethics for minor’s safety. In addition, CFM is held accountable through moral and legal duty to comply with the law to ensure the welfare of the youth.

## Arrival and Dismissal

Generations of Faith will meet in the Parish Hall at 8:30 am for a light breakfast and social time. Then each family member will go to a different area for their age session. At 10:15 am, everyone will head to 10:30 am Mass together.

Wednesday Edge meets in the Mark Room from 6:30-8:00 pm. Enter through the double doors to the to the left of the main church entrance and go right in the first hallway. The Mark Room is the third door on the left.

Life Teen and Confirmation begin with the Life Teen Mass at 5:30 pm and then have a snack and chat time in the Parish Hall. After snack and chat Confirmation meets in the Day Chapel and Life Teen meets in the Gym, with some exceptions.

## Athletics

Students currently enrolled in the CFM program are eligible to participate in St. Joseph Athletics. All players will be expected to sign an athletic contract. Students who choose to join athletic teams must remain in good standing (both classroom participation and attendance at CFM and Mass are considerations, with no more than two absences per year). Home-schooling of CFM is not an option for those participating in St. Joseph Athletics. Disciplinary action may be taken (with respect to team participation) should students not remain in good standing.

**CFM will adhere to all parish and archdiocesan guidelines and policies for athletics.** Please refer to those policies and the athletic director for details and interpretation of athletic policy. The spirit of the athletic policy is not to hinder students from participating, but to ensure that there is a healthy balance in all areas of the young person’s life.

**Attendance and Tardiness**

Everyone is expected to participate in all sessions listed on the calendar. Since we know that everyone leads busy lives, we allow you to miss two times during the year.

Attendance will be taken each session. If your child or youth cannot attend for any reason, **PLEASE CALL THE CFM OFFICE BEFORE CLASS AT (262) 662-3317.**

Thanks for your cooperation.

K4 through fifth grade students arriving later than the five minutes after class time must be taken to their classroom by a parent/guardian. The Edge, Life Teen, and Confirmation students should head straight to their session/Mass no matter when they arrive.

**Dress Code**

Appropriate dress is mandatory for all activities. If at any time there is a question of appropriate dress consult with the Youth or Child Minister.

***Here are some basic guidelines:***

- No undergarments may be visible at any time.
- No midriffs, low necklines, spaghetti straps, short shorts or short skirts.
- Refrain from profane t-shirts, graphic pictures in any way demeaning to God, yourself or the opposite sex.
- A verbal warning is first. Followed by a parent call. If the violations persist, clothing will be made available through Good Will or the Salvation Army for the duration of our time together.

**Emergency Class Cancellation**

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**Friends**

CFM welcomes any friends that come to class with any student registered for class. Please have them bring appropriate emergency contact information with them. Friends will be expected to behave in an appropriate and Christian manner. If they will be attending more than two sessions they will be asked to register for CFM.

**Fire Safety and Disaster Preparation**

CFM has a disaster and fire safety plan in the event of an emergency. All young people are made aware of disaster plans and maps in each classroom. In the event of an emergency, the CFM office will contact the local authorities with vital information and follow the procedures set in place by those agencies. The CFM office will make every effort through emergency contacts and local authorities to inform parents of the emergency, any important instructions and well-being of their youth.

**Health Concerns and Medications**

Parents should make CFM Directors aware of any health concerns and medications as a part of registration. All concerns are strictly confidential. Any special arrangements necessary to accommodate unique needs will be made in cooperation with parents in preparation of the coming events and classes. Please be sure to let us know if your child has a learning disability or ADD/ADHD as this helps us with working with them.

CFM staff, catechists and volunteers are not trained to administer or dispense any medications to young people. However, in cases of great need, special instruction can be given in accordance with professional educational standards. Medication may be administered with proper labeling by a certified instructor only in cases of great need.

The CFM directors should be made aware of any medical condition that develops during the course of a year as well. CFM cannot be responsible for any person's well-being if not properly informed of a medical condition.

**Misconduct Policies**

Each person will be responsible for his/her actions. Our staff and volunteers are prepared to handle behavior issues.

There are three steps of discipline. A verbal warning followed by time apart from the group, followed by a call home and public apology to volunteer and group involved. After those measures are taken without improvement, the individual may be asked not to return.

## Off-Campus Activities

The contact for off-campus activities is Lori Labadie, the Director of Youth and Young Adult Ministry. To reach Lori, during an off-campus activity, please call her on her cell phone at (262)613-8452.

## Registering for Off-Campus Activities

- Flyers with permission slips will be made available for all off-campus youth activities.
- As a part of the flyer and permission slip: explanation of activities, the contact person, the date, time, place, the mode of transportation, a liability release form, additional fees, emergency contact and the date when to return the form by will be included.
- To register, simply fill out the permission slip and return by the date listed on the permission slip.
- All field trips, mission trips, service projects, retreats, youth rallies, and enrichments away from the parish grounds will need a permission slip completed in full with any payment and signed by a parent or legal guardian in a timely manner. Sometimes there are multiple forms that are needed by the host of the event.

## Volunteering

We need your help to drive, chaperone and promote events for all activities. Effective ministry depends upon a wide array of opportunities to experience a relationship with God.

## Driver Policy

1. No 10-15 passenger vans, except to transport cargo.
2. The vehicle must have a valid and current registration and a valid and current license plate. The vehicle must be in good operating condition and have all safety equipment as required by law.
3. Driver must be 23 years of age or older.
4. Must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to safely drive the vehicle.
5. Must complete Employee/Volunteer Driver Information Sheet every three years.
6. Must complete the on-line video, "Defensive Driving Curriculum" available from the CMG Connect Online Training Hub link on Catholic Mutual's home page at [www.catholicmutual.org](http://www.catholicmutual.org) every three years.
7. Personal vehicle must be insured for the following minimum limits: **\$100,000 per person and \$300,000 per accident.**

## Registration

Registration for CFM has the following policies:

### Registration schedule

- Families are encouraged to register their children when Christian education is not part of their schools' curriculum.
- Catholic school families are always welcome to register for CFM.
- All youth ages K4 through senior in high school are encouraged to participate in CFM classes and activities.
- Registration for CFM classes begins in summer. A late fee may be applied to tuition prices after September 3.
- Faith formation opportunities are available for young adults and adults.
- Classes begin mid-September and continue through May. ***A calendar will be given out to each family and made available at the CFM office for every age level. The information is also available on the parish calendar at [stjoesbb.com/parish/calendar/index.php](http://stjoesbb.com/parish/calendar/index.php).***

### Forms

- Registration forms require family information with specific information for each child enrolling in CFM. Also included are any special education needs each child has. This will help us provide the best faith formation for your child.
- Registration requires a one time copy of a baptismal certificate, as well as a sacramental and parish history for each child.
- Registration forms also include vital emergency contact information and a parental consent to transfer a child for emergency treatment.
- A photo release is included on the registration form.
- An acknowledgement of reading this handbook is on the registration form.

**Tuition and Fees**

Tuition fees are as follows for parishioners:

Registration Fee Generations of Faith .....	\$110 per student
Registration Fee Youth Ministry .....	\$110 per student
Registration Fee St. Joseph School Student	\$0
1st Eucharist Retreat .....	\$35 (due Sep. 13)
Ninth and Tenth Grade Retreat.....	\$100 (due Nov. 12)
Confirmation Retreat .....	\$170 (due Jan. 14)
Family Maximum .....	\$330 (does not include retreat fees)

- You may pay online, mail, or drop-off your payment.
- If you cannot pay in full, call the CFM office at 262-662-3317 to make payment arrangements.
- Financial assistance is available. Fill out the Family Financial Need form and return it with your registration form. It is available online and was in the registration packet that was mailed out.
- Tuition fees are used to help in all areas of religious education — books, supplies, visual aids, multi-media tools, teacher support materials, and CFM staff salaries. Registration fees may be used to help support special events, trips, retreats, special speakers, priest stipends, ceremony aids like candles and office supplies and to subsidize any refreshments.
- Tuition fees cannot be refunded due to the purchase of materials and supplies.

**Retreat Fees**

- A retreat fee of \$170 will be applied for Confirmation, and is due on a specified date before the retreat. A two-night retreat is required for Confirmation.
- A retreat fee and other special events fee may be necessary to pay for admission and help with transportation costs for various activities.
- A retreat fee of \$35 will apply for First Eucharist.
- The Ninth and Tenth Grade Retreat fee is \$100 and is listed so that you know in advance the fee amount. This is not a fee that is assessed every year. Only pay this fee if your teen will be attending the Ninth and Tenth Grade Retreat this year.
- Financial assistance and payment plans are also available for retreat fees. Please contact the CFM office with your questions and needs.



**K4 through Twelfth Grade**

- ***Fully, consciously, actively participate in Mass every weekend and on holy days of obligation.***
- Behave in a Christian manner at all times showing respect and being cooperative with all persons.
- Attend regularly and actively participate in meetings/sessions, activities and discussions.
- All youth should comply with the following code of behavior:
  1. Respect for God.
  2. Respect yourself.
  3. Respect for others and other's property
  4. No carrying or use of tobacco, alcohol or illegal drugs before, during or after all activities.
  5. No weapons (anything used intended to harm) on the premises.
  6. Adhere to all policies including attendance, dress code and conduct.
- Failure or lapse of judgment will result in disciplinary action. Disciplinary actions could include a parent conference or a call to the authorities.

**Parents**

- ***Fully, consciously, actively participate in Mass every Sunday and on holy days of obligation.***
- Behave in a Christian manner at all times.
- ***Help your child's faith grow at home and by ensuring that they are at Mass, religious education, and other activities that are offered.***
- Talk to your children about what they learned here.
- Attend all parent required sessions

**Young Adults**

- ***Fully, consciously, actively participate in Mass every Sunday and on holy days of obligation.***
- Behave in a Christian manner at all times.
- Participate in young adults activities offered at St. Joseph and throughout the Archdiocese of Milwaukee.

# EXPECTATIONS

## Catechists, Core Leaders and Volunteers

- ***Fully, consciously, actively participate in Mass every weekend and on holy days of obligation.***
- Provide a loving, Christian atmosphere within the learning environment so that children will be able to grow in their faith.
- Teach the Church's teaching at all times.
- Catechists should prepare and teach the designated curriculum.
- Be a Christian role model.
- Catechists should communicate regularly with CFM staff and involve parents in the faith development of their youth.
- Attend beginning-of-the-year meeting.
- Help with the planning of Generations of Faith, Edge, Life Teen, and Confirmation sessions.

## Religious Education Directors and Staff

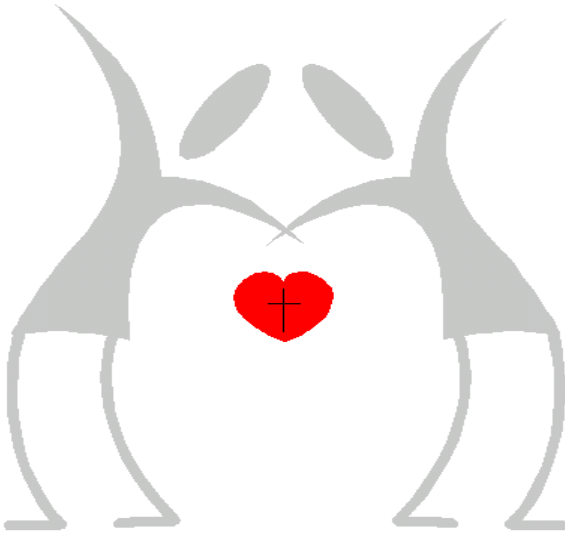
- ***Fully, consciously, actively participate in Mass every weekend and on holy days of obligation.***
- Communicate regularly with parents and catechists.
- Be a Christian role model with an active faith and prayer life.
- Respond to parents and catechists with informed, caring and timely decisions.
- Hold youth, catechists, core leaders, and volunteers accountable for expectations.
- Staff members are held accountable through the parish community, the pastor and archdiocesan guidelines.

### **Final thoughts...**

Please actively participate and live the Christian life to the fullest. We all are gifted with so much, if we share what we have been given in a Spirit of love we cannot fail. Together with Christ we are a community and church.

***It is so important to be practicing our faith*** and passing it on to our children. They are always watching us and following our lead. ***Let's work together to lead them to Christ!***

Thank you for reading this handbook and for your dedication for all you do to love as Christ has loved us.



We reserve the right to amend this handbook. This is primarily a means of communication to serve as an aid to understanding and fulfilling the CFM and parish mission.



**St. Joseph**  
Christian Formation Ministry