

St. Joseph Youth Ministry Policies and Requirements

Updated August 2008

Attendance Requirements: 6th Grade-Confirmation

1. A **parent must call (262) 662-3317 if his/her child will be absent from class. This is the only way a student will be excused from a class.** Excessive excused absences are not acceptable and will be handled on a case-by-case basis.
2. **Students will be allowed to miss two unexcused classes per CFM year.** After a student has missed two unexcused classes, a letter will be sent to the parent(s) stating that if the student misses a third class the student will be considered withdrawn from the program with no refund. Reinstatement into the program will be on a case-by-case basis.
3. **Students will be required to make up any missed class prior to the next class. If the make up assignment is not completed, then the class will not be excused, even with a parent phone call for the absence.** The assignment information will be mailed or emailed to the student and will usually be a two-page paper on the topic of the missed class using both the Catechism of the Catholic Church and the Bible as references, using one quote from each source. (Papers must be typed, double spaced, 12 pt. Times New Roman.) *The assignment can be mailed to St. Joseph CFM, Attention: Lori, S89 W22650 Milwaukee Ave., Big Bend, WI 53103 or handed in to Lori at the beginning of the next class.*
4. It is important for students to be at the ENTIRE class. Therefore, they should arrive on time, and not leave early, except in dire circumstances.
5. If, on a rare occasion, a student does need to leave class early, **he/she must have a note from his/her parent stating the time he/she will be leaving and the reason.** The note must be turned in to the Director of Youth Ministry or other designated adult prior to class. (This is for all ages, whether they drive themselves to class or not.)

Additional Attendance Requirements: High School – Prior to Confirmation Year

1. To register for the Confirmation year, **a student must attend two years of Life Teen prior to their Confirmation year.** This does not apply to students that attend a Catholic high school. (This will go into effect for teens entering 9th grade in 2008-2009 school year. For teens that are in 10th, 11th, and 12th grade in the 2008-2009 school year, the old policy of one year prior to the confirmation year is in effect.)
2. To register for the Confirmation year, **a student must have attended one approved retreat, youth rally, youth Bible study, or mission's trip while in high school.** . This does not apply to students that attend a Catholic High School.

Mass Attendance: High School

1. **MASS ATTENDANCE ON LIFE TEEN NIGHTS IS A REQUIRED PART OF CLASS. If a student is absent from Mass, he/she will be counted as absent from class, unless a parent informs the office of the reason the student will miss/missed Mass.**
2. **MASS ATTENDANCE AS PART OF ADDITIONAL CLASSES FOR CONFIRMATION CANDIDATES IS A REQUIRED PART OF CLASS. If a student is absent from Mass, he/she will be counted as absent from class, unless a parent informs the office of the reason the student will miss/has missed Mass.** (Students will be notified of any additional classes well in advance of the date of the class.)

Additional Requirements: Confirmation Year

1. Confirmation students **must attend the St. Joseph Parish Confirmation Retreat.** In rare circumstances, if it is not possible for a student to attend our parish retreat the Director of Youth Ministry will work with families to find a different Confirmation retreat for the student to attend. ***If the student fails to attend a Confirmation Retreat, they will not be confirmed.*** (All Confirmation students in the Archdiocese of Milwaukee are expected to attend a Confirmation Retreat.)
2. **Confirmation students are to attend all additional classes beyond the 2nd and 4th Sunday of the month.** These classes will be on the Confirmation calendar and in their Confirmation Handbook. If for some reason a class needs to be added during the year, e.g. due to a snow day, then ample notice will be given prior to the class.
3. Confirmation students are **strongly encouraged** to attend the Holy Thursday Mass, Good Friday Service, and the Easter Vigil Mass.
4. Confirmation students and their sponsors are to attend the Candidate/Sponsor meeting that is scheduled in the fall or early winter. If their sponsor is not available, then a parent should attend in the sponsors place.
5. Confirmation students will have two interviews during the year: one at the beginning of the year, and one at the end of the year. Their leader will call and set up the times. Parents and/or sponsors are welcome to attend the beginning-of-the-year interview with the student. Details about the Confirmation year and what is expected of each candidate are explained and in the Confirmation Handbook that is given at the beginning-of-the-year interview.
6. Confirmation students are expected to meet **ALL** of the requirements spelled out in the Confirmation Handbook that they will receive at the beginning of the year. **There are many things that need to be completed prior to the end-of-year interview, e.g. Confirmation questions contained in the handbook, letter to the (Arch)bishop, service hours, sponsor meetings, sponsor recommendation letter.**

Behavior Policy During MASS: 6th Grade-High School

1. **While in church, students must be reverent, and aware of their surroundings at all times.** Horseplay, text messaging, and talking during Mass is not only disrespectful to those around them, but also disrespectful to Jesus Christ.
2. Life Teen Mass will begin promptly at 5:30 p.m. **High school students are to be in their seats in church by 5:25 p.m.**
3. **During Mass students are expected to:**
 - **Fully, consciously, actively participate in Mass, i.e. praying, singing, and worshiping with the entire faith community.**
 - Be respectful to those around them.
 - Sit, stand, and kneel at the appropriate times.
4. **The following behavior will be NOT ALLOWED at Mass:**
 - Talking and/or laughing with friends
 - Pushing, poking, or distracting others
 - Use of electronics, i.e. cell phones, iPods, MP3 players
 - Climbing over pews
 - Gum

- Food or beverage
- Drugs, alcohol, tobacco
- Firearms/weapons
- Swearing and/or obscene language
- Sitting when should be kneeling
- Hoods or hats on heads
- Inappropriate clothing (short shorts, low-cut shirts, midriff showing, underwear showing, profanity on clothing, etc.)
- Squeezing more people in a pew than the pew is made for.
- Talking back/being disrespectful to an adult

5. **The following are the CONSEQUENCES for poor behavior during Mass:**

- Student will be given one warning.
- The student's name will be written down when the warning is issued.
- If the student misbehaves a second time, he/she will be pulled from Mass and will call his/her parents to come and pick him/her up.
- **ZERO TOLERANCE POLICY: If a student's behavior is extremely offensive, i.e. swearing, violence, threats, drugs, weapons, he/she will be pulled from Mass without warning and will call his/her parent to come and pick him/her up.**
- Parents must come inside and speak with the Director of Youth Ministry, or other designated adult, and their child before the student can leave.
- Any student pulled from Mass will be considered absent from class.
- Any student pulled from Mass, will be **required to make up the work from the missed class, write a reflection paper on the readings of the Mass and a paper on why we, as Catholics, consider the Mass the source and summit of our faith. The student must quote one biblical reference and one catechetical reference in his/her paper.** These papers are to be turned in prior to the next Mass/class.
- If a student is pulled from Mass for talking, laughing, and/or horseplay with friends, **he/she will not be permitted to sit with his/her friends at future Masses.**

6. To facilitate a sense of community at Mass, **everyone will sit in the center two sections of the church**, unless otherwise directed, with the exception of altar servers and the choir.

Behavior Policy During Class: 6th Grade-High School

1. **During class students are expected to:**

- Be respectful to those around them
- Participate in icebreakers/games.
- Watch and listen attentively to talks, videos, skits, etc.
- **Fully** participate in **their** small group.
- Keep their area clean – all garbage is to be thrown away.

2. **The following behavior is NOT ALLOWED during class.**

- Talking and/or laughing with friends
- Pushing, poking, or distracting others
- Use of electronics, i.e. cell phones, iPods, MP3 players
- Swearing and/or obscene language and/or drawings/writing
- Hoods or hats on heads
- Inappropriate clothing (short shorts, low-cut shirts, midriff showing, underwear showing, profanity on clothing, etc.)
- Talking back to adults
- Being disrespectful to others

- Intentional misuse of snacks, beverages and/or containers, i.e. intentionally crinkling and/or making noises with snack wrappers, water bottles, soda cans, shooting water bottle caps, poking holes in water bottles and/or water bottle caps, vandalism to church property. **(Snack will be discontinued for the remainder of the year if this rule is broken.)**
- Attending a different group than student is assigned to (unless otherwise directed). A student that attends a different small group than he/she is assigned to will be asked to go to his/her small group. **If on future weeks he/she attends a different small group than he/she is assigned to, he/she will be counted absent from class.**
- Drugs, alcohol, tobacco
- Firearms/weapons

3. **Following are the CONSEQUENCES for poor behavior during class:**

- Student will be given one warning.
- The student's name will be written down when the warning is issued.
- If the student misbehaves a second time, he/she will be separated from the rest of the group and **will stay and help clean up after class.**
- If the student misbehaves a third time, he/she will be pulled from class and will call his/her parents to come and pick him/her up.
- Parents must come inside and speak with the Director of Youth Ministry, or other designated adult, and their child before the student can leave.
- **Any student pulled from class will be considered absent from class and will be required to make up the work from the missed class.**
- If a student is pulled from class for talking, laughing, and/or horseplay with friends, **he/she will not be permitted to sit next to his/her friends at future classes.**
- **ZERO TOLERANCE POLICY: If a student's behavior is extremely offensive, i.e. swearing, violence, threats, drugs, weapons, he/she will be pulled from class without warning and will call his/her parent to come and pick him/her up.**

Respect of Church Property: 6th Grade-High School

1. ALL snack wrappers, water bottles, soda cans, etc. are to be thrown away prior to leaving the building. **If garbage is found on the church property inside and/or outside of the church/school (other than in a garbage can/bag) then snacks will be discontinued for the remainder of the year.**
2. The bathrooms are to remain clean at all times.
3. Small group areas are to be returned to the condition they were in, or better.
4. Graffiti on pews, chairs, tables, desks, walls, bathroom stalls, etc. is not allowed.

Behavior During Open Gym on Edge Nights: 6th-8th Grades

1. No horseplay/rough-housing will be allowed.
2. No swearing will be allowed.
3. Students that arrive prior to 6:25 p.m. must report to the gym and remain there until they are brought to the Parish Hall for class. They are not allowed to walk the hallways prior to class.
4. Students are to listen to and respect the adult(s) in charge in the gym.
5. All sports equipment is expected to be returned in the condition that it was received.
6. Misbehavior during Open Gym will result in loss of Open Gym privileges for that student for the remainder of the year.

Behavior Policy During Retreats, Lock-ins, etc.: 6th Grade-High School

4. During retreats, students are expected to:

- Be respectful to those around them
- Participate in icebreakers/games.
- Watch and listen attentively to talks, videos, skits, etc.
- **Fully** participate in **their** small group.
- Keep their area clean – all garbage is to be thrown away.
- Be in an area supervised by an adult, whether inside or outside.

5. The following behavior is NOT ALLOWED:

- Talking and/or laughing with friends during retreat sessions.
- Pushing, poking, or distracting others during retreat sessions.
- Use of electronics, i.e. cell phones, iPods, MP3 players
- Swearing and/or obscene language and/or drawings/writing
- Hoods or hats on heads during retreat sessions.
- Inappropriate clothing (short shorts, low-cut shirts, midriff showing, underwear showing, profanity on clothing, etc.)
- Talking back to adults
- Being disrespectful to others
- Food or beverages outside of activity room.
- Boys in girl's dorm
- Girls in boy's dorm
- Drugs, alcohol, tobacco
- Firearms/weapons

6. Following are the CONSEQUENCES for poor behavior during class:

- Student will be given one warning.
- The student's name will be written down when the warning is issued.
- If the student misbehaves a second time, he/she will be separated from the rest of the group.
- If the student misbehaves a third time, he/she will be pulled from the retreat and will call his/her parents to come and pick him/her up.
- Parents must come inside and speak with the Director of Youth Ministry, or other designated adult, and their child before the student can leave.
- If a student is sent home from the retreat, the retreat will not count as an attended retreat.
- **ZERO TOLERANCE POLICY: If a student's behavior is extremely offensive, i.e. swearing, violence, threats, drugs, weapons, he/she will be pulled from the retreat without warning and will call his/her parent to come and pick him/her up.**

Service Hour Requirements: 6th-High School

1. 6th-8th Grades: 5 service hours per year
2. Life Teen (prior to Confirmation year): 10 service hours per year
3. Confirmation Year: 20 service hours (as spelled out in Confirmation Handbook)

Following are the CONSEQUENCES for not completing service hours:

1. **6th Grade-Life Teen:** Service hours must be completed each year in order to register for Confirmation year.
2. **Confirmation:** If service hours are not completed then the Confirmation candidate will be asked to wait to be confirmed until the service hours have been completed. This may cause him/her to have to wait until the following year.

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Please Read the Following Statement and Sign Below

1. I/we have reviewed and agree to the policies and requirements found online at www.stjoesbb.com/parish/cfm/youth/policiesandrequirements.php.
2. I/we understand that if an unusual circumstance arises, we can contact the Director of Youth Ministry at (262)662-3317 and discuss the matter.
3. I/we understand that exceptions to the above agreement will be handled on a case-by-case basis.
4. If my child will be absent from class, I will call the CFM office at 262-662-3317 to notify them of the absence.

Name(s) of Child(ren) in the Youth Ministry Program

_____	_____
_____	_____

Sign below

Parent or Guardian Signature

Parent or Guardian Signature

Date

Sign and Return this page to:

**St. Joseph CFM
Attention: Director of Youth Ministry
W227 S8930 St. Joseph Drive
Big Bend, WI 53103**

Or – Have your student turn it in at the beginning of the next class.

Thank you!