



2022-2023 PRAYER AND SACRAMENTS

CALENDAR

Family Formation Sessions will take place virtually.

Families will attend via Zoom

11:15 am – approx. 12:30 pm on the following dates

September 25

October 23

November 20

December 11

January 22

February 19

March 19

April 23

PLEASE NOTE: Parents and students in 5th-High School will attend the first part of the session and be joined by the younger children for the breakout session.

Catechist/Facilitator Training Dates

11:15 am via Zoom

September 18 for September

October 16 for October

November 13 for November

January 15 for January

February 12 for February

March 12 for March

April 16 for April

Penny's cell – 815-278-6901

2500 Arbeiter Road - Joliet, IL 60431
Telephone: (815) 609-8077 Fax: (815) 609-8078
Penny's cell: 815-278-6901
Email: pgiunta@sfxjoliet.org
website: sfx-religious-ed.org



Dear Catechist,

As a facilitator, do you think of yourself as a Catechist? Well, you are! You have embarked on an experience that will bring people closer to Christ. In these challenging times of social distancing, you have consented to take a part in this uncharted territory to make the mystery of Jesus and his Church come alive through virtual means. Not an easy task, but the one that is laid before us.

In the Book of Esther, we read the story of a beautiful Hebrew woman who must be brave enough to make a difference for her people. God placed her in a situation where she would be his instrument to save them. Her uncle appropriately encouraged her to go forward without fear: “Who knows if perhaps you have come to the kingdom for such a time as this.”

Thank you so much for accepting God’s call to walk this Catholic journey during “such a time as this”! As a Catechist, you will experience many grace-filled moments when you see God at work in the lives of his people as well as your own. Our goal is to help families not just understand the faith but develop a relationship with Christ and with each other. What an awesome opportunity!

This manual has been compiled to outline the policies that address many aspects of the program. Please familiarize yourself with these guidelines and feel free to make any suggestions that will increase our ability to reach the children and their families whom Our Lord has entrusted to us.

May God bless our efforts as we seek to do His holy will.

Sincerely,
Penny Giunta
Director of Family Faith Formation



St. Francis Xavier Parish
Generations of Faith
Religious Education

2022-23

Catechist Handbook

It helps now and then, to step back and take the long view.
The Kingdom is not only beyond our efforts, it is beyond our vision.
We accomplish in our lifetime only a tiny fraction of the magnificent enterprise
that is God's work. Nothing we do is complete,
which is another way of saying that the Kingdom always lies beyond us.

This is what we are about:
We plant seeds that will one day grow.
We water seeds already planted, knowing that they hold future promise.
We lay foundations that will need further development.
We provide yeast that produces effects beyond our capabilities.

We cannot do everything, and there is a sense of liberation in that.
This enables us to do something, and to do it very well.
It may be incomplete, but it is a beginning, a step along the way,
And an opportunity for God's grace to enter and do the rest.

We may never see the end results,
But that is the difference between the Master Builder and the worker.
We are workers, not master builders, ministers, not messiahs.
We are prophets of a future not our own. AMEN

Monsignor Oscar Romero



Catechesis is a lifelong process. As the gift of faith unfolds in our lives, we should gladly accept the responsibility to nurture that faith. We accomplish this by building a Church community that promotes knowledge, understanding and reflection. Catechesis is the point of convergence between faith and our lives. We cannot tell a story we have not heard, enter a mystery we have not encountered, nor renew a world we have not accepted as our own. In accepting the challenge to pass on the message of salvation, we should recognize ourselves as a pilgrim people. We are at the crossroads of a faith journey, looking forward that we might follow the Lord sincerely, and lead others on their way to salvation by word and example ... (from the Christian Education document of the Joliet Diocesan Synod, 1989)

General Procedures:

- A few days before the Zoom session, you will receive an email containing the Zoom invite. Please try to join the session at 11:00 so you can ask any questions before the session begins.
- If you find that you will not be able to attend the monthly Zoom session for which you signed up, call Penny's cell (815-278-6901) so we can arrange for a sub for you.
- The Zoom session will begin at 11:15 am with an opening presentation followed by the showing of a segment of "Altaration" and sometimes segments of "Chosen", both published by Ascension.
- After the video, we'll take a 5-minute break, and then you'll go to a breakout room for 20-30 minutes where you will be joined by a number of families. At this time the younger children will join the rest of their family and remain for the balance of the session.
 - In advance, you will be assigned a color for the group you'll be leading. On the home page of the website, you can see who will be assigned that same color. They will be in your group.
 - You will be given a power point presentation to use when facilitating the lesson. This year we will be using props again to help the families understand and remember the concepts. These props will also be a way of engaging the younger children. The goal of the breakout sessions is to encourage the families to work together and talk to each other about the concepts. This will help them when they do the home lessons later in the month. Occasionally, a review game will be provided where parents and their children will compete to answer the questions.
- When the session is almost over, you will receive a message that the breakout session will be ending in a designated number of seconds. So, you should quickly summarize and give final instructions.
- Everyone will return to the large group for closing reminders and a short prayer.
- Training sessions via Zoom are scheduled monthly from 11:15 am-12:30 pm. **It is very important that you try to attend.** These sessions will be held 1-2 weeks before Family Formation Zoom sessions and will give you an opportunity to try out the resources you'll use with the families. The meetings will also offer spiritual enrichment and social interaction with the other Catechists. It's possible that these training sessions will last less than 1½ hours.
- Catechists are required to have a Virtus account where their compliance documents are recorded. These documents consist of a certificate showing your completion of a Protecting God's Children seminar, a record of your background check, and a confirmation that you have completed all the necessary forms required by the USCCB. If you have not taken the PGC seminar, it is available online when you set up your account on virtus.org.
- The diocese requires that every Catechist completes a minimum of 6 hours of Continuing Education each year. This minimum requirement will be fulfilled by attending the training sessions. Additional opportunities may be offered by the parish for ongoing formation. **At the end of the year, each Catechist must submit a record of their Continuing Education, using the diocesan forms on this website.** The parish is required to submit these forms to the diocese.

*The lesson plans supplied for the Zoom breakout sessions are meant to guide you in presenting specific concepts to your group. If you have other ideas, you are free to use them, as long as:

- They accomplish the objectives.
- They remain true to the teachings of the Catholic Church.

If you vary the lesson plan, please check with the DRE before using another resource.

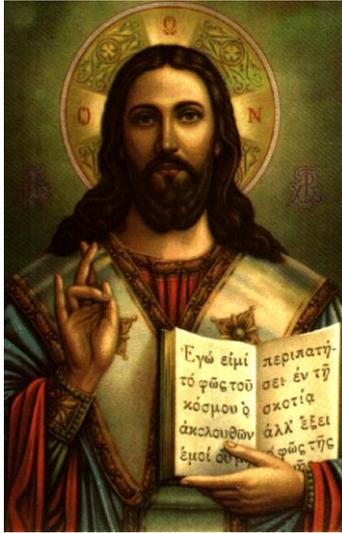


Table of Contents

Arrival and Dismissal	1
Attendance	1
Communication	1
Competency	1
Curriculum	1, 2
Group Management	2
Family Guidelines	2
Role of the Catechist	2, 3
Safe Environment	3, 4

Arrival and Dismissal:

Please arrive for the Zoom session by 11 am so you can be checked in and given any last minute directions. Please stay for the entire session to get the full benefit of the teaching that will be presented. This will add hours to your continuing ed as well.

Attendance:

We're counting on YOU!

If, for some reason you are unable to attend the Zoom session, please call Penny's cell number (**815-278-6901**) as soon as possible so we can arrange for someone else to lead the breakout group.

Communications:

If at any time you are having difficulty with a situation, whether it is a concept that's being taught, the virtual model itself, or the technology, please contact Penny as soon as possible so we can try to resolve the issue.

Competency:

The diocese requires a minimum of 6 hours of continuing education each year for all Catechists, to prepare them to adequately pass on the faith.

Through the material taught at the training sessions, as well as the material taught in the Zoom session, each Catechist is able to fulfill this requirement. However, Catechists are encouraged to go beyond the minimum requirement. Our faith is so rich! Every endeavor to learn more will be a blessing to you and also to those you minister to as a Catechist.

Several excellent on-line programs are available. These are just two of them:

www.mycatholicfaithdelivered.com

www.newmanconnection.com

Parish Missions and other parish presentations will also add to Catechist competency and should be attended whenever possible, even virtually. As baptized Catholics, we are commissioned by Christ to spread the Good News to the ends of the earth – we want to have the best preparation possible to do this.

It is imperative that Catechists attend ALL Catechist Training Sessions to the best of their ability, so they are well prepared to facilitate.

After Catechists attend a training session or other continuing education event, they must complete a **“Catechist Record of Formation”** and add the information to the **“Parish Catechist Annual Formation Log”** (These are found in the Appendix on the website.) At the end of the year, these documents will need to be submitted to the office so a report can be made to the diocese.

Curriculum:

The theme this year will be “Prayer and Sacraments”. Each month, when parents, 5th-8th Graders and High School Confirmation students come for the Zoom session, they will view a segment of “Altaration”, a series on the Mass. Occasionally, they will also view a portion of “Chosen”. Both series are published by Ascension. Younger children will join the session after the break. A pre-recorded video presentation that includes information about the same topics covered by their parents and older siblings will be on the website for PK-K. However, if parents choose to include their PK-K in the Zoom breakout, they are free to do so. The monthly goals are:

September: To help the families learn that God is worthy of our devotion and wants a relationship with us. We participate in that relationship through prayer

October: To help the families learn that the Body, Blood, Soul, and Divinity of Jesus, present in the sacrament of Eucharist, is the source and summit of all prayer

November: To learn about the Introductory Rites of the Mass and see the connection to the sacraments of Baptism and Reconciliation

December: We'll have a Nativity pageant this month – either on site or over Zoom depending on Covid. Families will learn through their home lessons that the Incarnation – when God became Man – was the pivotal moment in history that changed our destiny for all time.

January: To learn the importance of Scripture in the Mass – the Liturgy of the Word - and its connection to Confirmation, which empowers us to go out and spread the Good News

February: To learn the significance of the Liturgy of the Eucharist, when Christ is made truly present to us on the altar

March: To understand the importance of being sent forth at the closing rite of the Mass; To see its correlation to being sent home at the end of our life with the sacrament of Anointing of the Sick

April: To develop an appreciation for the many ways to pray using sacramentals in the Catholic Church

The learning will continue when parents lead two home lessons. All homework will be done electronically and submitted to us online.

Catechists will receive a power point for each month's breakout session. The lesson will be discussed at the monthly training sessions, so you will have a chance at that time to ask questions or make suggestions.

When facilitating, if a question arises that you do not know how to answer, always admit that and promise to have us get back to them with an answer. Please be sure to write down the question and give it to Penny so she can either get back to the family individually or address it at the next Zoom session if it seems that the whole group would benefit from the answer.

Group Management:

All families should remain muted for the main Zoom session. However, when the breakout sessions take place, it might be best for them to stay unmuted but be reminded to raise their hand (either physically or electronically) if they would like to speak so the conversation does not get out of hand.

Family Guidelines:

A pamphlet outlining the program procedures is provided in the family startup materials and also online. You can find that document under the "More" tab; "Parent Handbook and Calendar".

Role of the Catechist:

1. Community Builder

Catechists help each family member feel like a valued member of the group. They encourage them to respect the feelings and experiences of one another.

They create an open and prayerful environment by listening and encouraging all to participate in the group.

2. Teacher

Catechists pass on the deposit of faith. Lessons are provided, but it is up to us to find the moments to follow God's lead in discussing topics, answering questions, and helping family members to incorporate the knowledge into their everyday lives.

3. Role Model

Catechists lead by example. A Catechist is someone who is in relationship with the Lord, desires to grow in faith, and is committed to spreading and defending the faith. Catechists are called to model what it means to be a person of faith in their own lives. Respect for the Church and the Sacraments as well as a sincere desire to show their love for God should be evident.

4. Communicator

As with all Baptized Christians, Catechists are called to be communicators of the Gospel through word and deed. The program implemented at St. Francis Xavier values the parents as the primary Catechists for their children. It is therefore the Catechist's responsibility to respect parental involvement and encourage family participation whenever they can.

Safe Environment Procedures:

As a Catechist/Facilitator, you will need to set up a Virtus account and complete some requirements as part of the Diocese of Joliet Safe Environment program. Please do the following:

Go to virtusonline.org

Click "FIRST-TIME REGISTRANT"

Click "Begin the registration process."

Select "Joliet, IL (Diocese)" in the "Select your organization" dropdown list.

Create a username and password, and continue entering the requested information.

Virtus will direct you to complete the following:

- **Policy Regarding Sexual Abuse of Minors and Vulnerable Adults (revised 2021) Form**
- **Standards of Behavior (revised 2021) Form**
- **Name-Based Background Check Release Form** - Please note that if you are prompted to provide your social security number, please type in 999 99 9999.
- **Protecting God's Children Training** – This training is online, and your account will not be activated until the PGC training is completed. If you have already completed this training, you can enter the date and location where you took the class.
- **Volunteer Application** – Please send a picture or scan of the completed form to Tammy Daugherty, SFX Business Manager, at tdaugherty@sfxjoliet.org.
- **Acknowledgement of Mandated Reporter Status Form and Mandated Reporter Training** - You will find the training here:
https://mr.dcfstraining.org/UserAuth/Login/loginPage.action?request_locale=en

When you have completed the mandated reporter training, please send a copy of your certificate to Tammy Daugherty, SFX Business Manager, at tdaugherty@sfxjoliet.org.

- Thank you for completing these tasks and for your dedication to working with the children in our FCFF program!
- In the Appendix you will find a **Code of Conduct** that Virtus prescribes for all who interact with children. Please read this and consider the ways you can observe these directives for the safety of all.
- For future reference, anytime students need to be transported to or from an event, parents/guardians are expected to drive their own children, unless there are enough students to warrant the rental of a bus. If parents delegate to a Catechist the responsibility of driving their children, a **Driver Information Form** (found in the Appendix on the website) must be completed by the Catechist and given to the Director to be kept on file. *Catechists are never to drive students unless another adult is present in the car and the Religious Ed. Director is aware of the situation.*