



Christ the Servant Parish

8700 Havens Drive,
Woodridge, IL 60517

**Parent Handbook
2022-2023**

Christ the Servant Catholic Church

Handbook for Families with Children Enrolled in Religious Formation Classes 2022-2023



8700 Havens Drive,
Woodridge, IL 60517
www.ctswoodridge.org

PARISH MISSION STATEMENT

Christ the Servant Parish is a welcoming Catholic faith community gathered together to gratefully share and live the Eucharist, the inspiration of the Gospel, the presence of the Holy Spirit, and to follow Christ's example in service of others.

RELIGIOUS FORMATION COMMISSION MISSION STATEMENT

We are dedicated to bringing God's Reign to this world by developing disciples of Jesus Christ who will continue to grow in their own faith as they spread the Good News to others through their words and example.

Welcome to Christ the Servants Religious Formation classes!

We are excited to assist and accompany your family on their journey of faith here in our parish. The instruction that we provide for your children is intended to add a community dimension and to extend your resources in order to help you foster spiritual growth within your family life. The Religious Formation program partners with families in the passing on of the Catholic faith with a formalized, systematic program based on your child's developmental level for 1st grade through 8th grade. Although religious formation is received primarily through the family, our classes will provide religious instruction, preparation for sacraments and added experiences and enrichment to foster spiritual growth and understanding.



The Religious Formation Office is concerned with equipping your child with the skills to develop a personal and grace filled relationship with Jesus. But parents need to help to prepares their child by spending time participating in weekly Mass, by praying, by studying the Scriptures, by living out Jesus' commands and by loving service to others. Also, parents are needed to help by looking through the textbooks, watching required videos and participating in planned events together (promise to make them fun!). Yes, this is a big job, but it is also a wonderful adventure with God as our guide. The blessings are countless and eternal!!!

Our Catholic faith is lived out each day in our homes, our communities, our schools, our work and in our play. Our faith is at the core of who we are and, even more, *who we will become!*

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Please Read This Handbook.

May its message serve as a reminder that the Word of the Lord is entrusted to us to be shared with all God's people, especially the children. Certainly, the family is the first model of faith formation. In everyday family life, children hear and observe what it means to be a follower of Jesus. We are here to serve you and walk with you on the journey of passing on our Catholic faith.

Classes Begin - September 13/14, 2022

Parent are invited to an Opening Prayer Service September 13th and 14th, all parents, students, and catechists will meet for a prayer service with Fr. Bob Duda, asking for God's help and blessings for this coming school year. The prayer service will be followed by hospitality.



DAY/TIME CHOICES BY GRADE LEVEL	
Online classes are available for all grades	
Kindergarten	Tues 4:45-6:00 pm
Grade 1	Tues 4:45-6:00 pm Wed 4:45-6:00 pm Wed 6:30-7:45 pm
 Grade 2	Tues 4:45-6:00 pm Wed 4:45-6:00 pm Wed 6:30-7:45 pm
Grade 3	Tues 4:45-6:00 pm Wed 4:45-6:00 pm
Grade 4	Tues 4:45-6:00 pm Wed 4:45-6:00 pm
Grade 5	Tues 6:30-7:45 pm Wed 4:45-6:00 pm Wed 6:30-7:45 pm
Grade 6	Tues 6:30-7:45 pm Wed 4:45-6:00 pm Wed 6:30-7:45 pm
Grade 7	Tues 6:30-7:45 pm Wed 6:30-7:45 pm
Confirmation Sessions:	Tues 4:45-6:00 pm Wed 6:30-7:45 pm



AS CATHOLICS, WE ARE EXPECTED TO ATTEND MASS EVERY SUNDAY. JUST AS WE NEED TO EAT EVERY DAY, SO DO WE NEED TO FEED OURSELVES SPIRITUAL AT LEAST ONCE A WEEK. RELIGIOUS EDUCATION CLASSES CANNOT FED US THE WAY THAT JESUS DOES AT THE MASS. RELIGION CLASS CANNOT TAKE THE PLACE OF OUR SUNDAY OBLIGATION BUT HELPS US TO GROW IN OUR UNDERSTANDING OF GOD AND HIS CHURCH.

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TUITION AND REGISTRATION PROCEDURES

Those registering for religious formation classes must meet these criteria:

- The family must be **registered as parishioners** of Christ the Servant. If your family is not registered, please contact the parish office to sign up as parishioners.
- Please be sure to **fully fill out all forms**.
 - Registration Form (2 pages)
 - Medical Permission Form
 - Diocese of Joliet Permission Form
 - "Sharing of Gifts" Form (2 pages)
- A copy of each child's **baptismal certificate** needs to be on file at the parish or included with your registration.
- Tuition & fees or payment agreement is expected at time of registration.

Regular Tuition (for the 2022-23 year):

- Per Child: \$175.00

Sacramental Fees (for the 2021-2022 year):

- Reconciliation/Eucharist (Grade 2): \$100.00
- Confirmation (Grade 8): \$100.00

While paying tuition and fees in full at the time of registration is preferred and helpful to the parish, we will accept a payment agreement. Payments may be made by credit card by clicking the "Donation" icon on the parish web-site: www.ctswoodridge.org. Then select the "Religious Formation" button.

A family **will not be turned away because of an inability to pay** for Religion classes . If you have a need for tuition assistance, please contact the Religious Formation Director, Christine Goba at 630-910-0770.

If your family is new to the Religious Formation program, we are excited to have you join us and we welcome you to our program. Please contact the Religious Formation Director, Christine Goba. 630-910-0770 so we can help your family get registered and to personally welcome you to our program.

Enrollment for the upcoming school year begins in June. Registration forms are available in the Narthex and on the parish website. Registration Forms will also be emailed to the parents of students registered the previous year. While best efforts are made to honor class placement requests, class sizes are limited, and placement will be made on a first completed registration, first placed basis.



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SACRAMENTS

Christ the Servant Church and Religious Faith Formation is genuinely happy to be able work with your family to prepare and receive the Sacraments. The Sacraments are God's great gift to mankind and so there is great joy in being able to share this wonderful gift and work of God with your family. The seven sacraments touch all the stages and all the important moments of Christian life: "they give birth and increase, healing and mission to the Christian's life of faith. There is thus a certain resemblance between the stages of natural life and the stages of the spiritual life." (St Thomas Aquinas)

The purpose of Sacraments is to sanctify or make holy, to build up the Body of Christ and, to give worship to God.

Sacrament Preparation

The Diocese of Joliet requires that children complete a minimum of two consecutive years of religious formation before receiving sacraments. Typically, in 2nd grade, our children receive the Sacrament of Reconciliation in the late fall and the Sacrament of Eucharist in the spring. (Children must have participated in RF in first and second grade or two other consecutive years of preparation). Preparation for the sacrament of Confirmation, which will be conferred at the end of 8th grade according to the Bishop's schedule begins in 6th and 7th grade. (Full participation in RF in 7th and 8th grade is the minimum enrollment required.)

The Sacrament of Reconciliation

In 2nd grade, our children receive the Sacrament of Reconciliation in the winter. Sacramental preparation for the Sacrament of Reconciliation includes a required parent & child workshop "Forgiveness Day" in the Fall. Also, parents will receive weekly shared family activities and prayers to prepare their child. These activities and events are a planned part of the curriculum and contain content not covered in classes. Parents are needed to participate together with their child's Catechist and staff to help make receiving this sacrament a grace filled event for your child.

- ✚ Children must have participated in RF in first and second grade or two other consecutive years.



The sacraments are efficacious signs of grace, instituted by Christ and entrusted to the Church, by which the sacraments are celebrated signify and make present the graces proper to each sacrament. They bear fruit in those who receive them with the required dispositions. (CCC 1131)



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The Sacrament of Eucharist

In 2nd grade, our children receive the Sacrament of Eucharist in the spring. Sacramental preparation for the Sacrament of the Eucharist includes a required parent & child Eucharist retreat (typically in February). Parents will also, receive weekly shared family activities and prayers to prepare their child. These events and activities are a planned part of the curriculum and contain content not covered in classes. Parents are needed to participate together with their child's Catechist and staff to help make receiving this sacrament a grace filled event for your child.



- ✚ Children must have participated in RF in first and second grade or two other consecutive years.

Fully entering into the presence of Jesus is a lifelong process of receiving Holy Communion with an open heart. "If you have received worthily, you are what you have received." (St. Augustine, Sermon 227)

The Sacrament of Confirmation

In 6th & 7th grades, our youth have the opportunity to begin preparation for the sacrament of Confirmation, which will be **conferred at the end of 8th grade** according to the Bishop's schedule. During these years, the emphases will be on the Kerygma, the nature and reality of God, the Bible, find true happiness and sacraments, as well as on prayer, encountering God and finding one's personal mission.

Confirmation students will be participating in classes, service projects, saint party, Confirmation Retreat, Lenten mission, pizza party. These events are a planned part of the curriculum and contain content not covered in classes. Participation in these events will help to make receiving this sacrament a grace filled event for your child. Confirmandi will also be responsible for completing various classwork including a saint project, service reflection, and a letter to the pastor. Confirmation is a sacrament which requires the student to make a personal choice to be Catholic.



All parish requirements must be completed, and the students must have been enrolled in Religious Formation on a regular basis in previous years to be eligible to celebrate the sacrament of Confirmation as per the requirements of the Diocese of Joliet.

"Like Baptism which it completes, Confirmation is given only once, for it too imprints on the soul an indelible spiritual mark, the 'Character,' which is the sign that Jesus Christ has marked a Christian with the seal of his Spirit by clothing him with power from on high so that he may be his witness." (Council of Trent, Lk 24:48-49)

- ✚ Children must have participated in RF in seventh and eighth grade which is the minimum preparation time.

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COMMUNICATION WITH FAMILIES

Channels of Communication

- Flocknote – is the main way we communicate with parents and families throughout the year. By signing up for Flocknote you are simply signing up to receive important Religious Formation updates. It is how the Religious Formation team will be able to communicate with you throughout the school year. To sign up for Flocknote you can simply search “Flocknote find my parish” into Google or your preferred search engine. Once you open the Flocknote website, simply type in the area code for Christ the Servant (60517). From there you will be prompted to fill in your name, the email address that you would like to be contacted on, and a reachable phone number. After completing the form, Flocknote will provide you with a series of possible email lists that you might want to sign up for. Please select whichever is applicable to you, either “RF PARENT” or “Catechist,” and then click “next.” After you verify your email, you should be signed up and be able to receive important updates.
- E-mail – Christ the Servant Religious Formation Director Christine Goba’s email is cgoba@rcdoj.org.
- Phone – Christ the Servant Religious Formation phone number is 630-910-0770 x 103
- Facebook – Christ the Servant Religious Formation has a page on Facebook. “Like” this page by searching for “[Christ the Servant - Religious Formation](#)” with the hyphen after Christ the Servant. This page is meant to keep parents and parishioners informed, which we will use for emergency closings, meeting reminders, and general updates etc.
- YouTube channels – “[Christ the Servant - Religious Formation](#)” and “[christtheservant](#)”

Weather and Other Emergency Closings

Emergency Closings - In case of an emergency including hazardous winter road conditions, extreme cold, or tornados, Religious Education classes may be cancelled. If a class is cancelled due to an emergency a message will be sent out through Flocknote and a notice may be posted on Facebook at [Christ the Servant - Religious Formation](#) page. You may also call 630-910-0770 x103.



Snow Day

Change of Information

Please notify the Religious Formation office if you should move or change any of your phone numbers and email address, including your emergency contact number and email address.

Custody Issues

It is the responsibility of the parents to inform us of a change in status of the marital situation or a custodial situation. Normally, it is presumed that both parents have equal access to a child. If this is not the case, the custodial parent must inform the RF Director in writing, and with adequate documented evidence, that the other parent cannot have unlimited access to the child.



News and Newsletters

A parent newsletter will be emailed through Flocknote. Important information about the RF program may be emailed, mailed, or given to the children during class time, throughout the year. Please check your child’s folder after each session for any such communications.

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Students with Special Needs

We **welcome all of our children** and try our best to accommodate children with special needs. We ask that parents share any insights about their child that might be helpful for us to offer the best possible experience for all our children.

Communication is vital to our being able to tailor our program to a child's particular circumstances. Please contact The Religious Formation office, 630-910-0770 x103, to make arrangement for a child with special needs.



Parent Concerns

The Religious Formation office number is 630-910-0770 x103. If you have any questions or concerns, please call.

POLICIES AND OTHER IMPORTANT INFORMATION

Abused and Neglected Children

CTS Religious Formation personnel are required by law to conform to the *Abused and Neglected Child Reporting Act (P.A. 81-1007)*. Personnel working with your children have been provided with this information.

Allergies

Parents of in order to safeguard our children's health, children with life-threatening allergies should:

- Provide the RF director with all medical documentation as requested, including the **Medication/Treatment Authorization Form** and **emergency information specific to the needs of the student** which should include steps to ensure reliable, **prompt access to an epinephrine auto-injector**.
- **Be accessible** by phone or text to review or contribute emergency orders.
- **Educate the student** regarding prevention and management of allergic exposure.
- Determine the level of self-care allowed based on the student's knowledge, developmental level, and abilities.

Attendance & Absences

Attendance is expected for the full class each session, but arrangements can be made for children to be dropped off late or picked up early for important reasons. A written note or email requesting a child to leave early or to come late must be sent to the RF director. For safety reasons the child must be signed in or out by a parent or guardian at the desk in the narthex.

If a child misses more than four classes for grades 1st-7th (or misses three classes for 8th grade), the student will be expected to make up the classwork at home and the parent must supervise and sign that the student completed the missed work. (Many eLearning options are available to easily make up lessons)

RF welcomes all children and wishes to share the beauty of the Catholic Faith and the love of Jesus Christ with them and their families. RF understands how difficult modern family life can be and will try to help and accommodate families in obtaining religious formation. If a child is



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unable to attend class for an extend period of time for reasons, such as, sports, band or illness then home instruction or eLearning can be made available, however a parent or guardian must oversee and sign that the student completed the work. Registration is required. Contact us so we can help you obtain the education your child needs for life.

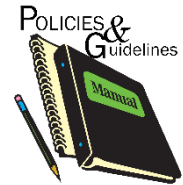


Cell Phone Policy

If your child carries a cell phone, **it must be on silence mode during class time and be kept in a jacket pocket or purse. Failure to comply may result in disciplinary action.**

Conduct and Student Guidelines

Christ the Servant Church strives to instill strong moral values and high standards of excellence in our students. We address these values and standards in a number of ways. We also strive to keep all students safe while attending classes or other events. To help with this, we ask all our students to adhere to the following guidelines:



- Once parents drop off students, they should go directly into the building.
- Students should never leave the property until they are picked up again after dismissal.
- Going to the bathroom or getting a drink of water should be done before or after class unless it is an emergency.
- Good conduct, cooperation, attention, and courtesy are expected from all students.
- Showing respect for other participants, catechists, church property and church staff.
- **Serious misconduct includes fighting, stealing, cheating, and possession/use of drugs, weapons and/or alcohol, gang involvement, vandalism, aggressive behavior or threats will result in expulsion.**

Discipline Issues

Our catechists, and aides are volunteers. While most are not professionally trained teachers, they deserve our utmost respect and courtesy. Students likewise deserve to be treated with respect and courtesy. Coming to class is a privilege. Behavior, representing the Christian ideals of our parish, is expected at all times. Problems in the classroom will first be handled by the Catechist or aide. If the behavior problem persists, the RF Director, parents, and child (when appropriate) will be asked to become involved in correcting the situation. Any student who continually fails to cooperate with the catechist and other students shall be subject to disciplinary action which may include:

- Sending the student to the RF Director's office
- Placing the student in independent or small group study.
- Calling the student's parents for a conference with the RF Director
- Independent study with RF Director or staff
- Requiring parents to attend classes with the student
- Homeschooling
- Expulsion from the program

Please remember that catechists are unpaid volunteers and are not specifically trained to handle classroom problems.

Fire Alarm

Everyone must exit the building when the fire alarm sounds. Students should stay together with their class. If a student is not with their class when an alarm sounds, they should exit immediately and go to their classes designated meeting place on the grass to find their class.



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Food

There are some children with life-threatening allergies, so every effort must be made to keep our children safe. Because of this we ask parents to coordinate with their child's catechist and RF Director before allowing your child to bring food into the building. Snacks should be in sealed packages and may be allowed to be brought from home and consumed only with parent permission. Simple **peanut free snacks** maybe shared with classes if they are coordinated with your child's catechist and within all food safety guidelines. For safe snack ideas:

<https://jillcastle.com/childhood-nutrition/25-shelf-stable-food-allergy-friendly-snacks-school/> and <https://www.holleygrainger.com/nut-free-snacks/>



Medications

We cannot store, nor dispense, medications to any child.

Security Issues

- Volunteers will be given a name badge to wear at all times while in the building for security and safety reasons.
- All classroom visitors must report to the office prior to any class visitation.
- Access - In order to continue to provide a secure environment for the students, all doors will be locked at all times and accessibility will be only through the main Church doors by ring the doorbell.
- Volunteers are stationed in the church building during every class. They are responsible for monitoring access to the classrooms during class time.

Service Projects

In order to nurture an attitude of service as one of the cornerstones of living a Catholic life, students in **6th & 7th grades** will be expected to complete two service projects during the year. To get credit for the projects, they need to complete a **Service Project Report Form** which includes a reflection on how their work puts their faith into action.



As part of the **Confirmation preparation** the Confirmandi are required to complete a set number of service hours and to complete the **Service Hour Reflection Form**. Service hours are completed by a combination of individual service projects and group service projects.

Special Needs

We welcome all of our children and try our best to accommodate children with special needs. We ask that parents share any insights about their child that might be helpful for us to offer the best possible experience for all our children. In the space provided on the registration form, indicate any special needs your child may have regarding health concerns, allergies, hearing or visual impairments, educational needs, etc. Communication is vital to our being able to tailor our program to a child's particular circumstances. Please feel free to contact the RF Director office 630-910-0770 x103 to discuss your child's special needs.

Visitors

Visitors are welcomed but for the safety of all, we ask that you contact the Director and your child's Catechist **PRIOR** to your visit. This applies to both a visiting student and adult. Please call the RF Director at 630-910-0770x103. Visitations contingent on COVID-19 current restrictions.



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Volunteers

Volunteers are essential to running a successful RF program. Please call the RF Director if you are able to give time to help during the year.

All catechists and other adults who work with children are required to attend a program called *Protecting God's Children* and fill out a background check release form.



COMPLIANCE WITH THE DIOCESE OF JOLIET

So that Christ the Servant is in compliance with the Diocese of Joliet and the USCCB's Charter for the Protection of Children and Young People **we ask all families to refer to these documents:**



Diocese of Joliet

- Revised Diocese of Joliet Pastoral Policy Regarding Sexual Abuse of Minors
<http://www.dioceseofjoliet.org/siteimages/chancerytribunal/OYCP/PolicyRegardingSexualAbuseofMinors2013.pdf>
- Diocese of Joliet Standards of Behavior for Those Working with Minors
http://www.dioceseofjoliet.org/siteimages/reo/Safe_Environment/Parent_Guide_to_Preventing_Child_Sexual_Abuse_rev_8.25.14.pdf
- Parent Guide to Understanding and Preventing Child Sexual Abuse Brochure
http://www.dioceseofjoliet.org/siteimages/reo/Safe_Environment/Parent_Guide_to_Preventing_Child_Sexual_Abuse_rev_8.25.14.pdf
- Internet Safety for Teens
http://www.dioceseofjoliet.org/siteimages/reo/Safe_Environment/Internet_Safety_Brochurer_rev_July_2014.pdf

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EXPECTATIONS FOR PARENTS

Our Lives are a gift from God and so too the lives of our children. Our children have been entrusted to our care by God who truly is our Father and Creator. He entrusted each parent through His loving providence in the raising of His beloved child. We read in *Amoris Laetitia: On Love in the Family*, “the family is the setting in which a new life is not only born but also welcomed as a gift of God. Each new life ‘allows us to appreciate the utterly gratuitous dimension of love, which never ceases to amaze...The gift of a new child, entrusted by the Lord to a father and a mother, begins with acceptance, continues with lifelong protection and has as its final goal the joy of eternal life. Yes, every parent is entrusted with the duty of teaching their child to know and love God, which is the “ultimate fulfillment of each human person.”



Religious Formation begins with the family. The parish experience, for children, is an extension of the religious formation that is received in the family. As such, parents should practice their faith with their families. Parents should:

- Worship with your children weekly at Mass. (If you feel you don't get anything out of Mass call Religious Formation, we have some ideas that might help you get more out of Mass.)
- Help your children learn their prayers. Pray with your children.
- Make sure your children are prepared for class and that they bring their books, folders and RF bags to class.
- Review what has been sent home from class and help children with any homework assignments.
- Make sure that religious formation classes are a priority for the whole family. (Your family is a priority to us!)
- Talk to your children about your own faith and values. (Studies show this has the biggest impact on your kids!)
- Be examples of Christian service in the parish and the community.
- Be responsible stewards in sharing of time, gifts and talents.

Yes, raising a Catholic family is a big job, but it is also a wonderful adventure with God as our guide. The blessings are countless and eternal!!!



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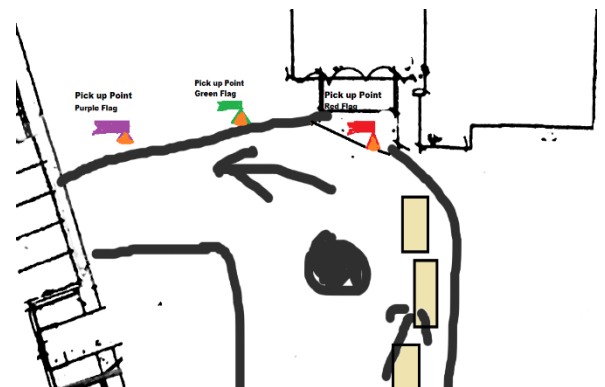
CHILD PICK UP AND TRAFFIC PLAN Afternoons

General Instructions

Please be prompt in picking up your child at the conclusion of the class.

Afternoon classes Will be picked up curbside at the main door.

- The first car in the pick-up line should wait (a few car-lengths back) until the children are dismissed before approaching the loading area at the church entrance.
- Please stay in your car and your child's teacher will be called and they will send your child to meet you at a designated space marked by a traffic cone with a green, red, or purple flag.
- BE AWARE OF OTHER CARS GOING TO OR LEAVING THE CONES!
- Your child will meet your car at a designated cone.
- **LEAVE ONLY** by going straight to stop sign and turning **LEFT ONLY** into the old parking lot!



Please Note – If you come to the door to pick-up your child, please park in the old parking lot, so that you do not have to cross the car pick-up line with your child.

LEAVE the old parking lot by going around the **outer** perimeter of the old parking lot to avoid children and cars crossing.



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CHILD PICK UP AND TRAFFIC PLAN Evenings Grades 5-8

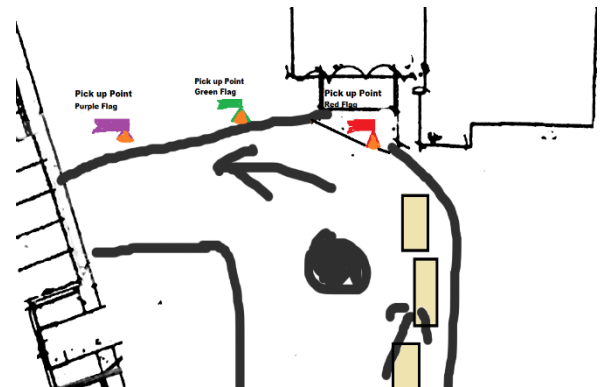
General Instructions

Please be prompt in picking up your child at the conclusion of the class.

Evenings Grades 1-2 Parents are asked to park and meet their child at their classroom. They will be dismissed before the older grades.

Evening classes grades 5-8 Will be picked up curbside at the main door.

- Please stay in your car and your child's teacher will escort their class to the
- **BE AWARE OF OTHER CARS GOING TO OR LEAVING THE CONES!**
- Your child will meet your car at a designated cone.
- **LEAVE ONLY** by going straight to stop sign and turning **LEFT ONLY** into the old parking lot!



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CHILD PICK UP AND TRAFFIC PLAN Evenings Grades 1-2

Parents are asked to park and meet their 1 or 2 grader at their classroom. They will be dismissed at 7:40, before the older grades.

If a parent is unable to meet their 1 or 2 grader at their child's classroom:

- Parents should park their car in the old parking lot in front of bike racks and garden.
- Please stay in your car and your child will be escorted by their Catechist down the sidewalk in front of your parked cars.
- **Wait for ALL kids** to get into their cars before proceeding to leave.
- **Leave** the old parking lot by going around the **outer perimeter of the old parking lot** to avoid children and cars crossing.



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Religious Faith Formation

Parent Handbook

2020-2002

