

Holy Cross Catholic Church



Confraternity of Christian Doctrine

Parent ✦ Student Handbook

PREFACE

This booklet explains the general policies and procedural operations of Holy Cross Confraternity of Christian Doctrine (CCD) Religious Education Program. Policy statements are necessarily general and the administration reserves the right to make specific applications as circumstances arise. We ask that you read this booklet carefully and keep it for reference during the school year. The topics are arranged in alphabetical order.

PHILOSOPHY

The Holy Cross CCD Program's purpose is to provide teaching in the doctrines, traditions and practices of our Catholic faith. We help our young people better understand their Catholic faith through experiences of prayer, liturgy, Scripture, Commandments, Sacraments, community building, and service that in turn encourages active participation in their faith journeys.

Holy Cross CCD strives, along with the parents, to teach their children the Catholic faith.

Holy Cross CCD teachers try to set a good example of the love of Jesus Christ and their fellow man in helping set the tone of the religious education classes.

MISSION STATEMENT

Holy Cross CCD Program is a co-educational program. Grade one (1) through eight (8), which, as a vital part of the Holy Cross community, seeks to assist parents in their role as the primary religion educators of their children.

Through the program offered, the Catechists and Teachers strive to challenge each student to reach full potential through spiritual, moral, and intellectual development, so they may become an intelligent and compassionate person who incorporates Catholic Christian values into everyday living.

PARENT'S RESPONSIBILITIES

Parents are the primary educators of their children. CCD classes are only a small part of your child's Catholic education. A parent's attitude concerning respect for authority, as well as an appreciation of the efforts and good judgment of the teacher is reflected in the attitude of the child. To demonstrate their responsibilities the parent shall:

1. Accompany their children to Mass on Sundays and Holy days. (*See addendum for mass times and list of Holy Days of Obligation.*) Sign in on the mass attendance sheet in the front of the church.
2. Teach their children how to act at Mass, i.e. when to genuflect, sit, stand, kneel, follow the Missalette, when and how to respond, etc.
3. There will be homework for the children. The primary homework will be to memorize the prayers assigned by the teacher(s). As a parent, you should also practice saying these prayers with your child at home. Praying with the children before meals or at bedtime is an easy way to ensure the prayers are being practiced.
4. Notify the child's teacher and the Director of Religious Education of any special needs, including attention deficit disorder, autism, restroom issues, and any food allergies. From time to time, teachers may bring snacks or treats for the children, so it is very important we know about any allergies.
5. Ensure the children are on time and in their assigned places every week. *In an effort to ease the congestion during drop-off and pick-up times, we will have students whose last names begin A to M use the front entrance of the school; students whose last names begin N through Z will use the back door and parking lot of the school.* Please be aware in all areas to ensure the safety of the students and staff.
6. Following each class, talk to their children about what was discussed in class. Did they bring any completed work home from class? Was there homework assigned? Discuss the lessons and what was learned in class.
7. Understand that communications with teachers is recommended and welcome.
8. Contact Brian Corrigan, Director of Religious Education at 815.538.6151 with any questions about the responsibilities or any other information contained in this handbook. (Calling the child's teacher is also an acceptable means to communicate any concerns or questions about a specific class.)
9. ****Sign pages 24 & 25 of this document and return to the Holy Cross Parish Office before classes begin.**

STUDENT'S RESPONSIBILITIES

Students must be responsible for their actions. To do this, the students shall:

1. Treat others as you want to be treated. Jesus Himself said, "Whatever you do for these least brothers of mine, you do it also for me." (Matt. 25:40)
2. Respect Holy Cross School property.
3. Be respectful of Holy Cross School student's property. Please don't open desks or handle other students' property; refrain from writing on desktops, etc.
4. Handle the CCD text books with care so they can be used for many years to come. Please don't write in the text books. Treat the Activity Books with care. If the activity book has been taken home, it must be brought back to class the next week.
5. Come to class prepared; ensure any assignments are complete and ready to turn in; pay attention and participate in class and be ready to answer any questions.
6. There is to be no cell phone use in class **unless specifically instructed by the teacher.**
7. Seating may be assigned. Please remember where you sit so the teacher can begin class on time.

ABSENTEEISM

Students in the CCD program are expected to be present unless illness prevents it. Each time a student misses a class an excuse must be signed and dated by the parents stating the reason for the absence. Parents should call the parish office (815.538.6151) on Wednesday during the day from 8:30 a.m. to 3:30 p.m. or the school (815.539.7003) after 5:30 p.m. if your child will not attend class. Students may be allowed up to four (4) excused absences per school year.

Unfortunately, after school athletic and other extracurricular events are not excusable reasons for absence. It is our position that there is really nothing more important than the state of a person's soul and preparing the youngest members of our parish family to understand and live the faith should be, and is the highest priority.

ADMISSION POLICY

All children of Mendota and surrounding communities are eligible to attend the Holy Cross CCD Program. Children must attend religious classes with us for two (2) consecutive years before receiving First Communion, First Reconciliation, or Confirmation.

ARRIVAL AND DISMISSAL

Classes for grades 1-8 will begin at 6 p.m. and dismiss at 7:30 p.m. It is very important that the children arrive early so that classes begin on time. Students will not arrive before 5:45 p.m.

****See note No. 5 under "Parent's Responsibilities" for information on which school entrance doors are to be used.***

CARE OF SCHOOL PROPERTY

The abuse or destruction of property by any student, whether it belongs to others, the school or themselves, shall not be tolerated. If this occurs, the student will be responsible for repairing the damage; if a text or activity book is lost or destroyed the student will be responsible for the cost of replacing the book.

CATHOLIC EDUCATION POLICIES

Holy Cross CCD follows and abides by the all the Catholic Education Policies and Norms established by the Roman Catholic Church and the Catholic Diocese of Peoria in Illinois.

COMMUNICATIONS

If a problem or question concerning a child should arise, parents should contact the teacher, and/or the Director of Religious Education.

STUDENT DRUG ABUSE POLICY

Direct involvement or participation in the consumption, use/misuse, sale or gift of alcoholic beverages, marijuana, look alike/counterfeit drugs, prescription/nonprescription drugs other controlled substances, at any time on the school property, is a violation of program policy and will be subject to the following disciplinary actions:

- 1) Direct involvement or participation in consuming or use/misuse of any of the above mentioned substances could result in one of the following:
 - a) Notification of parents/guardians and other proper authorities.
 - b) Suspension up to four (4) classes.
 - c) A hearing to determine expulsion.
- 2) Selling or distribution of any of the above mentioned substances will result in the following three (3) procedures:
 - a) Notification of parents/guardians and other proper authorities.
 - b) Immediate suspension for four (4) classes.
 - c) A hearing to determine expulsion.

THE EDUCATION COMMISSION

The Education Commission is an integral part of the religion program. The membership, functions and duties are outlined in the Commission's constitution which is available to interested parents/guardians. The Commission meets in open meetings on the Fourth Thursday of each month to legislate policy regarding education in our parish. It is necessary to contact the chairperson, pastor or principal ten (10) days prior to the meeting to place an item on the agenda. Nominations for the Commission are accepted in February.

EMERGENCY CLOSING

If there is a cancellation of classes because of the weather on Wednesday evening, a text message will be sent out via the Parish's Flocknote communication system. Additionally, when time allows, the schools will be called so that they can announce it. Anytime the public schools dismiss school early because of weather on Wednesday there will be no classes that night.

** If you have not yet signed up for Flocknote, you are encouraged to do so. The Flocknote system can be accessed via the internet at <https://new.flocknote.com/HolyCrossCatholicChurch1> or simply by texting HCCC1 to 84576. Once you have created your account you can select any group for which you would like to receive information. Specifically for the CCD program, you should choose the "CCD Information & Updates" group.

ENVELOPE SYSTEM

When sending money or messages for any reason please enclose them in a sealed envelope with the student's name on it, the amount of money enclosed and what it is for.

FEES

The fee for classes will be \$125.00 for one child, \$200.00 for two and \$250.00 for three or more.

GANG POLICY

"Gang" as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by the Holy Cross Education Commission. The Commission is aware that the presence of gangs and gang activity interferes with the required appropriate discipline in the program. Gangs also foster anti-social behaviors, attitudes and practices which may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to a gang or secret society while attending religion classes.

Unsanctioned activities include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership.
2. Participating in and/or inciting physical violence.
3. Extorting or soliciting money and/or services; requesting any person to pay for protection, insurance, or payment of dues.
4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person or living creature.
5. Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang or secret society.
6. Using any communication, verbal or nonverbal (gestures, handshakes etc.), suggesting or showing membership in, or affiliation with a gang or secret society.
7. Engaging in any activity or omission intended to promote or further the interests of any gang or gang activity or society including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to "represent" or act like a member of a gang or secret society.

8. Any act or activity which violates any law or any policy of the Holy Cross CCD Program when such act or activity is taken to further the interests of a gang or secret society.

Disciplinary action could result in one or more of the following:

1. Warning
2. Notification of Parents/Guardians
3. Parent/Guardians Conferences
4. Suspension up to ten (10) classes
5. Police Referral
6. Expulsion warning and/or hearing to determine expulsion.

PARENT-STUDENT HANDBOOK

Each family is to keep a copy of the Parent-Student Handbook and refer to it as needed.

PRAYER

By the time the child is enrolled in the first grade she/he should have learned from their home environment the importance of prayer in daily life.

In religion class, children are taught the necessity to pray well; opportunities are provided in each class to pray formal (memorized) prayers or to pray spontaneously.

A list of prayers which we encourage the children to memorize is listed below.

Grade 1:	Sign of the Cross, Hail Mary, Our Father, Angel of God
Grade 2:	Grace before Meals, Glory Be, Act of Contrition
Grade 3:	Apostle's Creed, Joyful and Luminous Mysteries of the Rosary
Grade 4:	Fatima Prayer, Hail Holy Queen, Sorrowful and Glorious Mysteries of the Rosary
Grade 5:	Memorare, Morning Offering, The Angelus
Grade 6:	Acts of Faith, Hope, and Love/Charity, Prayer for the Faithful Departed
Grade 7:	Prayer to Saint Joseph, Regina Caeli
Grade 8:	Prayer to Saint Michael, Come Holy Spirit,

**** See Addendum 2 for Prayers – p. 19 (and following)***

RELIGIOUS OBLIGATIONS

The parents/guardians of our students are the first teachers in the ways of the Catholic Traditions. They who send their children to Holy Cross's CCD Program are required to practice their faith along with their children. This means that they and their children must attend Mass on Saturday evening or Sunday.

Seasonal Penance Services are held throughout the year. It is hoped that the practice of receiving the Sacrament of Penance frequently will be part of the student's life during the summer vacation and after graduation from elementary school.

SACRAMENTAL PREPARATION

Parents with children preparing for First Penance and First Holy Communion are expected to attend a parent meeting for the Sacraments. It is very important that Sacramental preparation is a family experience.

The Sacrament of Confirmation will be received in the fall of freshman year.

Students need to be in religion classes for **2 YEARS** before they can receive First Communion or Confirmation. They also are allowed to miss only **2 CLASSES** during preparation for Confirmation. Parents need to be involved in their preparation.

STUDENT HARASSMENT POLICY

We strive to provide for the needs of children and adults in a caring and supportive Christian environment. When this trust is broken the gospel calls us to search out the truth in order for justice to take place so dignity and respect may be restored.

These behaviors include:

1. Unwelcome verbal, physical, or sexual advances.
2. Unwanted requests of the victim.
3. Unwanted verbal comments of a sexual nature.
4. Unwanted verbal, physical, or sexual conduct on the part of the person harassing.

WHAT TO DO IF YOU ARE BEING HARASSED

1. Student should tell the harasser what their feelings are and ask the harasser to stop. This can also be done in a written form such as a note. If this is too difficult to do alone, the student should seek help from a teacher, parent, friend, and/or director.
2. If the behavior is repeated or is a major offense, report it to a teacher or the Director of Religious Education. Reporting sexual or other harassment will not affect grades or assignments. Both the reporter and the accused have the right to confidentiality.
3. After an investigation that proves the report true, the harasser will be subject to the discipline code, which includes suspension, expulsion and/or police involvement. An adult will be subject to legal charges.

SUPERVISION

The students are supervised by an adult from the time of their arrival until all students are picked up after religion class. No student may leave the school grounds during religion class unless they have a note from parents and permission from the Director of Religious Education.

WEAPONS POLICY

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Possession, distribution, use, purchase, or sale of an explosive, firearms, or any other object that can reasonably be considered a weapon shall be prohibited in school buildings, or on school grounds.

Students found in possession, distribution, use, purchase, or sale of any explosive, firearms, or any object that can be reasonably considered a weapon could result in one or more of the following:

1. Notification of parents and other proper authorities
2. Immediate suspension pending a hearing to determine expulsion.

CONFLICT RESOLUTION (LOCAL & DIOCESAN PROCESS)

INTRODUCTION: The purpose of the following process is to provide a structured forum for the resolution of conflicts, disputes and disagreements which arise between any person and/or group in conflict with function in the religious educational ministry of the Church in the Diocese of Peoria. This process will take effect after issues have been fully presented, discussed and acted upon at the local level. This process is not intended to limit the right of any person or group experiencing agents at the local level. In fact, it is encouraged that issues be resolved at this level.

GENERAL PRINCIPLES

- 1) Any claim by any person or group of an alleged violation, or misapplication of applicable policies, contracts or agreements by a person, group or institution functioning in the religious education ministry of the Church of the Dioceses of Peoria shall be deemed a conflict for the purpose of this process.
- 2) Petitioner is any person who presents a conflict for resolution and is personally affected by the conflict.
- 3) Respondent is any necessary party to whom the conflict resolution is directed.
- 4) Time limits are set for each step in the conflict resolution as directed.
- 5) The failure of the petitioner to act within the time limits will act as a bar to future appeals and a respondent's failure to give a decision within the time limits shall permit the petitioner to proceed to the next step. Time limits may be extended by mutual consent.
- 6) At any stage of the process either the Bishop or his delegate may appoint a representative to act in his place,

- 7) Neither the presenter nor the respondent shall be represented by an attorney.
- 8) The Bishop or his delegate may intervene at any point in the conflict resolution process and their decision will be binding.
- 9) All formal documents, communications and records relating to all proceedings and the decisions made shall be kept confidential and placed in the files of the participants.

LOCAL CONFLICT RESOLUTION PROCESS: The primary purpose is to secure at the lowest possible administrative level, equitable solutions to conflicts affecting the Religion Program/Parish which may arise from time to time.

- 1) The presenter and respondent shall meet informally within ten (10) days of the conflict to attempt to obtain a solution. If a solution is not obtained through informal effects, the conflict must be presented to and remedy sought.
- 2) Within ten (10) days upon receipt of the formal written presentation of the conflict, the administrator will review the issue and respond in writing to the petitioner.
- 3) If the conflict is not resolved, the petitioner notifies the administrator of the intent to proceed to the next step and forwards a copy of the written presentation to the chairperson of the local Commission.
- 4) Within ten (10) days upon the receipt of the written presentation, the chairperson shall appoint a Conflict Resolution Committee, name a presiding officer who shall preside at all the meetings and set a formal meeting date.
- 5) The procedure for a formal meeting shall be as follows:
 - a) Before the first speaker is recognized, the presiding officer may set time limits for speakers if determined to be necessary.
 - b) A written record of the proceedings shall be kept.
 - c) The petitioner may make a statement, either orally or in writing, relating to the problem.
 - d) The respondent may make a statement in response to the petitioner.
 - e) The petitioner may give other evidence, either documentary or from witnesses, that may be present.
 - f) The respondent may present evidence, either documentary or from witnesses, and may question the petitioner.
 - g) Members of the Conflict Resolution Committee may question the parties and witnesses, may question the respondent.
 - h) All statements, evidence and questions must relate to the specific conflict. Either the petitioner or the respondent may object to questions, evidence or statements on the ground of irrelevancy. The presiding officer shall rule on objections, after consulting with the other members of the Conflict Resolution Committee.

The Committee shall adopt additional procedural and administrative rules as deemed necessary.

- 6) Within ten (10) days of the conclusion of the formal meeting, the Conflict Resolution Committee shall meet to determine what action should be taken. The presiding officer will present a written recommendation to the Pastor.
- 7) Within ten (10) days the Pastor decides whether or not to implement the committee's recommendation.

- 8) In the event either party is not satisfied with the decision of the Pastor, The Diocesan Conflict Resolution Process will be used.

DIOCESAN CONFLICT RESOLUTION PROCESS: In the event negotiations and other procedures at the religion education level fail to resolve the conflict in a manner satisfactory to the parties, the conflict resolution process will proceed as follows:

1. The petitioner shall present a written request for conflict resolution within ten (10) days after the local efforts has ended. The request shall be directed to the Director of Religious Education for the Dioceses of Peoria and contain a statement of the facts; the nature of the controversy, the issue to be presented, the remedy sought, and the decision made at the local level. If the foregoing prerequisite has not been met, the Director shall notify all necessary parties that further action at a lower level is needed.
2. If local efforts have been exhausted and a conflict still exists between the two parties, the director will convene the process of conciliation. In the conciliation process the various parties of the conflict will be invited by the conciliator to clarify the issue individually.
3. If the conciliator's efforts do not result in the withdrawal of the conflict, then the petitioner will be asked to submit in writing within ten (10) days, the issue in question to the Diocesan Commission on Education Chairperson.
4. At this point in the process, upon request, the Director will forward all documentation to the Diocesan Commission on Education chairperson.
5. If the Diocesan Commission on Education Conflict Resolution Committee decides to consider the conflict, the commission chairperson shall notify within ten (10) days the petitioner and respondent in writing of the time and place of the Conflict Resolution meeting so that the conflict may be presented.
6. At such meeting the petitioner shall present the issue to be resolved, the remedy sought and any relevant information concerning the conflict. The respondent shall have the opportunity to present any relevant information.

Before the first speaker is recognized, the Bishop or his delegate may set time limits for speakers if this is determined to be necessary. Additional information or testimony may be requested by the Conflict resolution Committee. All statements and questions must relate to the specific conflict. The Committee chairperson shall rule on objections.

7. A written record of the proceeding shall be made.
8. At the close of the meeting, the Committee will take the conflict under advisement and make a recommendation in writing to the Bishop or his delegate within ten (10) days of the recommendation from the Committee.
9. The Bishop or his delegate will notify the Petitioner and Respondent in writing of his decision within ten (10) days of the recommendation from the Committee.

THE EDUCATION COMMISSION'S ROLE IN RESOLUTION OF CONFLICTS:

The Education Commission may take the following action with respect to said conflict:

1. Refuse to hear said conflict.
2. Conduct a meeting on said conflict before the Commission in executive session at which time the Commission may affirm, modify, or direct the Director.

DISCIPLINE

Discipline is strongly related to our Christian values. We understand that in all education, the principles for discipline are set at home. Because we are a Christian community, we still continue to foster discipline and do not tolerate lack of respect toward God, self, persons in authority, and classmates in the Holy Cross CCD Program; nor will we tolerate abuse of property or school rules.

Every child is to be treated as an individual and accorded the dignity of a child of God. The teacher's own poise, refinement, and discernment give him/her the ability to create a social atmosphere conducive to proper student conduct, to handle disorders in terms of their causes, to know when and where it is the last resort.

In guiding the student's growth in Christian attitudes, values, and behavior, it is well to emphasize the positive rather than the negative.

The following procedures for handling unacceptable discipline are to be avoided.

1. All forms of corporal punishment.
2. Personal indignities such as striking, sarcasm, ridicule, name calling, nagging, and comparing.
3. Indiscriminate punishment of all students for the misconduct of some.

SEVERE DISCIPLINE PROBLEMS

When a discipline problem in class becomes serious the following guidelines will be used:

1. Teacher will send the student to the office, and depending upon the severity of the problem, the student may sit in "Time Out" for a period of time designated by the classroom teacher OR the parent/guardians may be called to come and pick-up the student.
2. The parents/guardians will be asked to sit in the next class.
3. If the problem continues there will be a meeting with the director, student, parents/guardians, and pastor to decide if the student will stay with the program.

PERMANENT DISMISSAL OF STUDENTS

This procedure for permanent dismissal of students from the Holy Cross CCD Program has been designated in accordance with the principles of justice and mercy, church law, diocesan educational policy and administrative civil law where it applies, and local educational policy and administrative regulations.

The procedures consist of three main parts:

2. Notifications of Dismissal.
3. Meeting with the director with the student and parents/guardians.
4. An opportunity for recourse with a disciplinary committee of the Education Commission.

1) Notification of Dismissal

When the director believes there is a reason for the permanent dismissal of a student, that student, (depending on age) and the parents/guardians are informed, verbally, in person or by phone. Written notification should follow:

- a) Reasons for considered dismissal;
- b) Copy of dismissal procedures including the right to recourse process;
- c) Possible dates and times for a hearing;
- d) Forms on which parents can indicate which date and time is convenient for them. This form is to be signed and returned to the Director of Religious Education's office as soon as possible, usually not longer than two (2) working days after it has been received.

2) Meeting of student, parent/guardian with the director.

The purpose of this meeting is to give the student and his/her parents/guardians a chance to ask questions about the reason for dismissal, to present their accounts of the situation and/or respond to reason given for dismissal.

The director presides at this meeting with student and parents/guardians to be present. Teacher or staff members, if involved may also be in attendance. In some instances the pastor will be present.

The meeting should be kept as informal as possible. Tapes or verbatim records are not encouraged at this level. As soon as possible, usually no longer than twenty-four (24) hours, the student, parents/guardians are informed of the decision.

If the decision is for permanent dismissal the parents/guardians should be given the opportunity to withdraw the student.

The Five Precepts of the Catholic Church

[For all Catholics to know]

The Church's Precepts are Laws of the Church which remind us Catholics of the absolute minimum and core responsibilities in order to remain "*in good standing with the Church*," as "practicing Catholics." Hopefully, we carry these out whole-heartedly, embracing the gift of our Catholic Faith and seeing the reasonableness and applicability of them. Also, it is hoped that we will go *beyond* these minimums and embrace the "spirit" of each of them and all the things the Precepts imply, to help us live a fruitful Catholic Christian life. [See *Catechism of the Catholic Church (CCC 2030-2051)*]

Why is it that the Church can come up with laws for her members? Because she, as the Bride of Christ, established by Christ upon St. Peter and the other Apostles, has been designated and given the divine authority by Christ to sanctify, govern, and teach the whole world the Good News (Gospel) of Salvation. [See: Matt. Chapters 16 & 18]

The Five Precepts of the Church are:

- I. Attend Mass every Sunday and Holy Day of Obligation, and rest from servile work.
- II. Confess one's sins at least once a year.
- III. Receive the Sacrament of the Eucharist at least once during the Easter season.
- IV. Observe the days of fasting and abstinence established by the Church.
- V. Support the mission of the Church, materially and spiritually.

An Explanation of the Five Precepts of the Catholic Church

- I. (Attending Mass, etc.)
 - * Going to mass on Sundays and Holy Days of Obligation is the most important event of our week. God wills that we worship Him together each Sabbath, especially since God has established us as a BODY of believers, within a COMMUNITY and said, "Keep holy the Sabbath."
[Third Commandment]
 - * The precept of the Church specifies the law of the Lord more precisely: "On Sundays and other holy days of obligation the faithful are bound to participate in the Mass." "The precept of participating in the Mass is satisfied by assistance at a Mass which is celebrated anywhere in a Catholic rite either on the holy day or on the evening of the preceding day."
[CCC 2180]
 - * "Those who deliberately fail in this weekly obligation commit a grave sin." [CCC 2181]
 - * However, when a serious reason arises (sickness, emergency, etc.) a Catholic may be excused from this obligation.
 - * While at mass, the person should partake in the mass parts, listen well and be focused on God.
 - * Unnecessary servile work is to be avoided. Also, unnecessary shopping should be avoided.
- II. (Celebrating God's Mercy in the Sacrament of Confession)
 - * We should regularly celebrate the Sacrament of Penance (monthly is the recommendation of the Church, or whenever it is necessary), but at the very minimum, once yearly.

- * We should have adequate preparation for this Sacrament, just as with the other Sacraments.

III. (Receiving Holy Communion)

- * We should always be mindful, that at mass, we are receiving *Jesus*, and always give profound thanks to him, receiving Holy Communion at least one time per year; however, each time we attend mass, it's recommended that we receive, when we are in a state of grace.
- * If a Catholic is in a state of mortal sin, he must not receive Holy Communion; He should first go to the Sacrament of Confession.

IV. (Observing Days of Fasting and Abstinence)

- * Every Friday of Lent and Ash Wednesday, Catholics are morally obliged to abstain from eating meat. Also, on Ash Wednesday and Good Friday, Catholics are obliged to *fast* ~ that is, they must have only one main meatless meal, with up to two additional meatless meals taken whereby the amount of food may not exceed the amount of food of the main meal. Additionally, fasting means there is to be no eating between meals.
- * All Catholics are morally required to make some type of penance each and every Friday of the year.

V. (Supporting the Mission of the Church)

- * Ultimately, the "mission of the Church" is to carry on the eternal salvation that Jesus Christ won for us by dying on the Cross and rising from the Tomb. The word "Mass" is derived from the word "mission," and so at each and every mass we attend, we are called to a personal mission to continue the message of the salvation won for us, and to encourage and support others to do the same.
- * Catholics are also morally obliged to pray for the spiritual well-being of the Church, and are earnestly recommended to pray for the intentions of the Holy Father on a regular basis.
- * Catholics are to support the Church financially through a tithe (10% of one's annual income) or a lesser amount, according to each one's ability to contribute. Praying and tithing/giving are both biblically-based actions.
- * Additional aspects of this particular precept are:
 - Being registered in a Catholic parish
 - This precept implies that we live out the *other* Sacraments of the Church we have received.
 - Baptism, Confirmation, and Holy Eucharist are the three "Sacraments of Initiation" and thus a person is a full member of the Catholic Church only after receiving all three of these Sacraments.
 - **N.B.:** In order to be a godparent or Confirmation sponsor, one must have received all three of the "Sacraments of Initiation" and be at least 16 years of age at the time the Sacrament is administered.
 - This precept also implies that all Catholics have a serious obligation to first KNOW their Catholic Faith, since it is imperative to know it in order to share it, pass it on to their children, defend it, promote

it, and live it out daily. Catholics are obliged to educate their children as well, and are most certainly the first educators of their children in the Catholic Faith. [See: Wedding vows as well as the promises made by parents at the time of their child's Baptism.] Others in the Church are all *secondary* teachers. The *Catechism of the Catholic Church* (CCC) and the Bible are the two primary sources of information for educating oneself in Catholic doctrines.

- * This precept also implies that Catholics must be married in and through the Catholic Church [See CCC 1601-1666]. FYI: Priests and others are often working with couples to prepare and convalidate their marriage in the Church, i.e. have their marriage "blessed;" sometimes this first requires a declaration of nullity (annulment) if there was a previous marriage.

In conclusion, it has always been and always will be the perspective of the Church that these precepts are not a goal, but rather, a simple reminder of the absolute minimum required for a Catholic's day-to-day life.

ADDENDUM 1

MASS TIMES:

Holy Cross Parish

Saturday: 4 p.m. English; 7 p.m. Spanish

Confession from 3:00 p.m. to 3:45 p.m.

Sunday: 6:30 a.m. English; 8:30 a.m. English; 10:30 a.m. English;

12:00 Noon Spanish

Monday – 8:00 a.m. (No 8 a.m. Mass when there is a funeral on Monday)

Tuesday– 7:00 a.m. (*also 11:30 a.m. **Tuesdays** at OSF Saint Paul Medical Center*)

Wednesday thru Friday – 7:00 a.m. & 8:00 a.m.

Saturday: 7 a.m. Holy Hour with Exposition of the Blessed Sacrament;

8 a.m. Mass

Confession is available one half hour prior to every mass or by appointment.

Ss. Peter & Paul

Sunday: 9:00 a.m.

Holy Days of Obligation

† January 1st – Solemnity of Mary, the Mother of God

† Easter Sunday

† Ascension Thursday (40th day of Easter season – moved to Sunday in most dioceses in the United States)

† August 15th – Assumption of the Blessed Virgin Mary

† November 1st – All Saints Day

† December 8th – Immaculate Conception of Mary

† December 25th – Christmas, the Nativity of our Lord

ADDENDUM 2

PRAYER:

GRADE 1:

SIGN OF THE CROSS

In the name of the Father
and of the Son
and of the Holy Spirit
Amen.

OUR FATHER (THE LORD'S PRAYER)

Our Father, who art in heaven,
Hallowed be Thy name.
Thy kingdom come, Thy will be done
on earth as it is in heaven.
Give us this day our daily bread
and forgive us our trespasses
as we forgive those who trespass against us.
Lead us not into temptation,
but deliver us from evil.
Amen.

GRADE 2:

GLORY BE

Glory be to the Father,
And to the Son,
And to the holy Spirit.
As it was in the beginning,
is now, and ever shall be,
world without end.
Amen.

GRACE BEFORE MEALS

Bless us, O Lord, and these Thy gifts,
which we are about to receive,
from Thy bounty, through Christ, our Lord.
Amen.

HAIL MARY

Hail Mary, full of grace,
the Lord is with Thee,
Blessed art Thou among women
And Blessed is the Fruit of Thy womb, Jesus
Holy Mary, Mother of God
Pray for us sinners, now and at the hour of our death.
Amen.

ANGEL OF GOD

Angel of God,
my guardian dear,
to whom God's love commits me here,
ever this day,
be at my side,
to light, to guard
to rule and guide.
Amen.

ACT OF CONTRITION

O my God, I am heartily sorry
for having offended Thee, and I detest
all my sins, because of Your just punishments,
but most of all, because they offend You, my God,
who are all good and deserving of all my love.
I firmly resolve, with the help of Thy grace,
to sin no more, and to avoid the near occasion of sin.
Amen.

GRADE 3:

THE APOSTLE'S CREED

I believe in God, the Father Almighty,
Creator of Heaven and earth;
And in Jesus, His only Son Our Lord,
Who was conceived by the Holy Spirit,
born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, died, and was buried.
He descended into Hell; the third day
He rose again from the dead;
He ascended into Heaven,
and is seated at the right hand of God, the Father almighty;
from thence He shall come to judge the living and the dead.
I believe in the Holy Spirit, the holy Catholic Church,

the communion of saints, the forgiveness of sins,
the resurrection of the body and life everlasting.
Amen.

GRADE 4:

PRAYERS OF THE ROSARY

(Guidance can be obtained through the parish office, if needed)

The Fatima Prayer

O my Jesus, forgive us our sins.
Save us from the fires of hell,
lead all souls to heaven,
especially those in most need of thy mercy.

Hail Holy Queen

Hail Holy Queen, Mother of Mercy,
our life, our sweetness, and our hope.
To thee do we cry, poor banished children of Eve;
to thee do we send up our sighs,
mourning and weeping in this valley of tears;
turn, then, most gracious Advocate,
thine eyes of mercy toward us,
and after this, our exile,
show unto us the Blessed Fruit of thy womb, Jesus.
O clement, O loving, O sweet Virgin Mary!
Pray for us, O holy Mother of God,
that we may be made worthy of the promises of Christ.
Amen.

PRAYERS OF THE ROSARY

(Guidance can be obtained through the parish office, if needed)

The Mysteries of the Rosary:

The Joyful Mysteries:

1. The Annunciation
2. The Visitation
3. The Nativity
4. The Presentation of the Lord
5. The Finding of the Child Jesus in the Temple

The Luminous Mysteries

1. The Baptism of Jesus in the Jordan
2. The First Miracle at the Wedding Feast at Cana
3. The Proclamation of the Kingdom
4. The Transfiguration
5. The Institution of the Eucharist at the Last Supper

The Mysteries of the Rosary:

The Sorrowful Mysteries

1. The Agony in the Garden
2. The Scourging at the Pillar
3. The Crowning with Thorns
4. The Carrying of the Cross
5. The Crucifixion and Death of our Lord

The Glorious Mysteries

1. The Resurrection of the Lord
2. The Ascension of the Lord
3. The Descent of the Holy Spirit at Pentecost
4. The Assumption of the Blessed Virgin, Mary
5. The Crowning of Mary as the Queen of Heaven and Earth

GRADE 5:

MEMORARE

Remember, O most gracious Virgin Mary,
that never was it known
that anyone who fled to thy protection,
implored thy help,
or sought thine intercession was left unaided.

Inspired by this confidence, I fly unto thee,
O Virgin of virgins, my mother;
to thee do I come, before thee I stand, sinful and sorrowful.
O Mother of the Word Incarnate,
despise not my petitions,
but in thy mercy hear and answer me.
Amen.

MORNING OFFERING

O Jesus, through the Immaculate Heart of Mary,
I offer you my prayers, works, joys,
sufferings of this day
for all the intentions of your Sacred Heart,
in union with the Holy Sacrifice of the Mass
throughout the world
for the salvation of souls,
the reparation of sins,
the reunion of all Christians,
and in particular, for the intentions of
of the Holy Father this month.
Amen.

THE ANGELUS

The Angel of the Lord declared unto Mary:

And she conceived of the Holy Spirit

(Pray one Hail Mary)

Behold the handmaid of the Lord:

Be it done unto me according to Thy word.

(Pray one Hail Mary)

And the Word was made Flesh:

And dwelt among us.

(Pray one Hail Mary)

Pray for us, O Holy Mother of God:

That we may be made worthy of the promises of Christ.

Let us pray:

Pour forth, we beseech Thee, O Lord,

Thy grace into our hearts;

that we, to whom the Incarnation of Christ,

Thy Son, was made known by the message

of an angel, may by His Passion and Cross

be brought to the glory of His Resurrection,

through the same Christ, our Lord.

~ Amen.

GRADE 6:

ACT OF CHARITY (LOVE)

O Lord God, I love you above all things
and I love my neighbor for your sake
because you are the highest, infinite and perfect
good, worthy of all my love.
In this love I intend to live and die.
Amen.

PRAYERS FOR THE FAITHFUL DEPARTED

Eternal rest grant unto them, O Lord,
and let perpetual light shine upon them.
May the souls of the faithful departed,
through the mercy of God,
rest in peace.
Amen.

ACT OF FAITH

O my God, I firmly believe
that you are one God in three divine Persons,
Father, Son, and Holy Spirit.
I believe that your divine Son became man
and died for our sins and that he will come
to judge the living and the dead.
I believe these and all the truths
which the Holy Catholic Church teaches
because you have revealed them
who are eternal truth and wisdom,
who can neither deceive nor be deceived.
In this faith I intend to live and die.
Amen.

GRADE 7:

PRAYER TO ST. JOSEPH

O St. Joseph, whose protection is so great,
so strong, so prompt before the throne of God.
I place in you all my interests and desires.
O St. Joseph, do assist me by your powerful intercession,
and obtain for me from your divine Son
all spiritual blessings, through Jesus Christ, our Lord,
so that, having engaged here below your heavenly power,
I may offer my thanksgiving and homage
to the most loving of Fathers.
O St. Joseph, I never weary of contemplating you,
and Jesus asleep in your arms;
I dare not approach while He reposes near your heart.
Press Him in my name and kiss His fine head for me
and ask him to return the kiss when I draw my dying breath.
St. Joseph, patron of departing souls, pray for me.

GRADE 8:

PRAYER TO ST. MICHAEL

St, Michael, the Archangel,
defend us in battle.
Be our protection against the wickedness
and snares of the devil.
May God rebuke him, we humbly pray,
and do thou, O Prince of the Heavenly Hosts,
by the power of God,
thrust into hell Satan and all the evil spirits,
who prowl about the world seeking the ruin of souls.
Amen.

ACT OF HOPE

O Lord God,
I hope by your grace for the pardon
of all my sins
and after life here to gain eternal happiness
because you have promised it
Who are infinitely powerful, faithful, kind,
and merciful.
In this hope I intend to live and die.
Amen..

REGINA CÆLI (QUEEN OF HEAVEN)

V. Queen of Heaven, rejoice, alleluia
R. For He whom you did merit to bear, alleluia
V. Has risen, as He said, alleluia
R. Pray for us to God, alleluia
V. Rejoice and be glad, O Virgin Mary, alleluia
R. For the Lord has truly risen, alleluia

Let us pray:

O God, who gave joy to the world through the
resurrection of Thy Son, our Lord Jesus Christ,
grant we beseech Thee, that through the
intercession of the Virgin Mary, His Mother,
we may obtain the joys of everlasting life.
Through the same Christ our Lord,
Amen.

COME, HOLY SPIRIT

Come, Holy Spirit, fill the hearts of Thy faithful
and enkindle in them the fire of Thy love.

V. Send forth Your Spirit and they shall be created.
R. And You shalt renew the face of the earth.

Let us pray: O God, Who did instruct the hearts of
the faithful by the light of the Holy Spirit,
grant us in the same Spirit to be truly wise,
and ever to rejoice in His consolation.
Through Christ our Lord,
Amen..

HOLY CROSS
CONFRATERNITY OF CHRISTIAN DOCTRINE PROGRAM

PARENT/STUDENT HANDBOOK

2019-2020 Declaration to Practice the Catholic Faith

For Catholic Parents & Catholic Students

Of Holy Cross CCD

Print Parent/Guardian name(s) here:

As a member of the Catholic Faith, mindful of the serious moral obligation I have as a member of the Catholic Church and as a parishioner of Holy Cross, or Ss. Peter & Paul, and in order to honor and obey the *Third Commandment* of God and his holy Church, I hereby promise to do my very best to attend Holy Mass every Sunday and on all Holy Days of Obligation. I understand to willfully forego attending Holy Mass is, as it has always been, a grave and mortal sin. Furthermore, I promise to do my very best to assure that my child(ren), for whom I am morally responsible as a parent/guardian, attend Holy Mass on Sundays and Holy Days of Obligation, as well.

[Cf. *Catechism of the Catholic Church* #2181]

I understand that the pastor, Fr. Peter Pilon, rightfully and reasonably expects me and my children to attend, whenever possible, Sundays and Holy Days of Obligation Masses at my parish as a family.

I understand that to fail in these serious moral obligations, I could forego my child(ren)'s privilege of attending the Holy Cross CCD program.

(Signature of Parent/Guardian)

(Signature of Parent/Guardian)

As a student at Holy Cross, Ss. Peter & Paul, I understand that Jesus wants me and expects me to do my best to attend mass every Sunday and Holy Day of Obligation. I also understand to promise my parents/guardians have agreed to above.

(Signature of First Student)

(Signature of Second Student)

(Signature of Third Student)

(Signature of Fourth Student)

The Parent/Student Handbook is intended as a guide for policies and general information which should assist you. These guidelines shall not be construed as a contract.

I acknowledge receipt of the Parent/Student Handbook. I have read the above statement and have read the policies in this manual. I understand the policies and procedures contained herein and shall give my best effort to comply with these policies and procedures.

Parent/Guardian

Date