

St. Francis Xavier Catholic Church

Parish School of Religion

2015 - 2016



Very Reverend Edward J. Chiffriller, SSJ
Pastor

John Young,
Director of Religious Education

Parish Policies For Religious Education

St. Francis Xavier Parish is committed to fostering high quality religious education for all segments of the parish community. In striving to provide a total program of religious education, the parish seeks to guide parishioners to affirm the call of Jesus, to grow in faith and make a sincere commitment to Him. To provide its parishioners with a better understanding of available programs for participants, the following policies are set forth. These policies seek to conform to present Church policies concerning religious education and sacramental preparation.

Parents are the first and foremost catechists of their children. They catechize informally, but powerfully by example and instruction. They communicate values and attitudes by showing love for Christ, His Church and for each other. They reverently receive the Eucharist and live in its spirit, and by fostering justice and love in all their relationships. Their active involvement in the parish, their readiness to seek opportunities to serve others, and their practice of frequent and spontaneous prayer make their professions of faith meaningful. Parents nurture faith in their children by showing the richness and beauty of a lived faith. Parents should frequently be reminded of their obligation to see to it that their children participate in catechetical programs sponsored by the Church.

School of Religious Education Policies

1. All students must be registered on dates assigned for registration. The registration fee should be paid at the time of registration. Birth and Baptism certificates are required.
2. Students should be in class on time. Classes are held every Sunday of every month, 9:30am – 10:45am with the exception of the alternated dates listed in the Parish School of Religion (PSR) yearly calendar, or when announced at Mass or during class.
3. Attendance to all classes is required. All students are allowed 2 absences per semester. **A note explaining the reason for the absence is required.** Students with excessive absences will have to repeat the class.
4. Excessive tardiness may also cause the student to have to repeat the class the following year.
5. Students will be assessed periodically and at the end of the year to determine the student's level of knowledge.
6. There will be a procedure for students who continually disturb the teaching process:
 - a. If a student disturbs the teaching process on any two occasions, the parents or guardians will be notified by a phone call.

b. When a student disturbs the process for a third time, the parent or guardians and student will be asked to appear before the DRE and their teacher. The student will remain out of class until he/she appears before the committee. Written documentation of the disturbances will be presented at the meeting.

7. Parents of students, who for any reason are catechizing at home, will be required to have an interview with the Director of Religious Education (DRE) covering materials in the religious education textbook and or in Church/Christian Doctrine to determine promotion to the next class level in the religious education program.

Receptions of Sacraments are subject to approval of the Pastor.

8. If a student stays out of religion class for a whole year or longer he/she will be placed at the class level where their religious program was stopped.

9. **Dress Code:** Religion classes are held to educate the student in religious matters. Students should come to class suitably dressed. High school students **may not attend** classes in shorts.

10. Students will not be allowed to bring food, drink, gum or snacks into the classrooms or buildings. Snacks brought before class must be finished before classes start.

11. Student will not be allowed to leave the grounds once he/she has arrived for religious classes.
12. The unapproved usage of cell phones, mp3 players, cd players I pads, I pods or any other electronic devices are not allowed and will be confiscated until classes are over. Failure to relinquish electronic devices will result in suspension.
13. Guests are only permitted with prior approval of the DRE.

Amendments to Parish Policies

1. It is mandatory that teachers, staff and volunteers take the Child Protection Workshop given by the Diocese and their certificate be placed on file with the Diocese.
2. Those who wish to teach in the Parish School of Religion (PSR) must begin to work towards Basic Certification.
(Classes are held in the Diocese at the Catholic Life Center)
3. Any student who desires to receive Sacraments at St. Francis Xavier Catholic Church, including those attending Catholic Schools, must attend PSR classes at St. Francis Xavier Church in the Parish School of Religion, and adhere to all parish policies and instructions pertaining to that Sacrament.

4. Confirmation will be held at St. Francis Xavier every two (2) years. The next Confirmation Class will be presented in May 10, 2015 at the 8 am Mass.
5. Youth wishing to receive the Sacrament of Confirmation at St. Francis Xavier must register and complete both Confirmation Class I and Confirmation Class II prior to receiving the Sacrament of Confirmation. These classes will be offered each year through the Parish School of Religion.
6. Weekly attendance to Confirmation Class I and Confirmation Class II is important. Excessive absences and/or lack of class participation may result in dismissal from the class.
7. Weekly attendance at Mass and Holy days of obligation is required.
8. The PSR Registration deadline must be adhered to as the Diocese is required to provide safety training to children of Catholic Schools and Parish Schools of Religion and they must have this information in a timely manner.
9. Parents must attend a meeting at the beginning of the PSR Class year. Date and time will be announced.

St. Francis Xavier Catholic Church
Parish School of Religion
2015 – 2016 Class Schedules

All PSR classes will meet on **Sunday Mornings** from **9:30 A.M. until 10:45 A.M.**

August 2015

- 01 PSR Teacher's Meeting
- 15 Dynamics of Disclosure 10:00 A.M. to 11:30 A.M.
Parish Office
- 16 PSR Classes Begin
- 23 PSR Classes
- 30 PSR Classes

September 2015

- 6 No Class**
- 7 Labor Day**
- 13 PSR Classes – Parents Meeting / Safe Environment
Classes / Registration Ends
- 20 PSR Classes Safe Environment Classes
- 20 Catechetical Sunday “*Safeguarding the Dignity of
Every human Person*” Teachers Commissioned at the
8:00 A.M. Mass
- 27 PSR Classes

October 2014

- 4 PSR Classes
- 11 PSR Classes
- 18 PSR Classes

25 PSR Classes **World Youth Day (6th – 12th Graders)**

November 2015

- 1** No PSR Classes / **All Saints Day**
- 2** **All Souls**
- 08 PSR Classes
- 14 Teachers Meeting / Library 10 A.M.
- 15 PSR Classes / Christmas Program Handouts
- 22 Christ the King PSR Classes – Advent Workshop –
Performance Sign-up - Red Beans and Rice Dinner
- 26 Happy Thanksgiving**
- 29 No PSR Classes / First Sunday of Advent

December 2015

- 6 PSR Classes
- 8 **Solemnity of the Immaculate Conception**
- 13 PSR Classes
- 20 PSR Classes Christmas Rehearsal
- 23 Christmas Final Rehearsal
- 24 Christmas Performance – 5:00 P.M. Mass
- 25 Merry Christmas**
- 27 No PSR Classes

January 2016

- 1 Happy New Year**
- 3 PSR Classes / Epiphany
- 10 PSR Classes
- 17 PSR Classes
- 24 PSR Classes
- 31 PSR Classes / Lenten Workshop / Fund Raiser

February 2016

- 7 No PSR Classes
- 9 Mardi Gras
- 10 Ash Wednesday
- 14 PSR Classes / First Sunday of Lent / St. Valentine
- 21 PSR Classes
- 28 PSR Classes

March 2016

- 6 PSR Classes
- 13 PSR Classes
- 20 PSR Classes / Palm Sunday**
- 25 Good Friday / Live Stations**
- 27 No PSR Classes Easter Sunday**

April 2016

- 3 PSR Classes**
- 9 Confirmation Retreat
- 10 PSR Classes / Confirmation 8 A.M. Mass**
- 17 PSR Classes / World Day of Prayer**
- 24 PSR Classes /**
- 30 First Reconciliation and First Communion Retreat

May 2016

- 01 No PSR Classes / First Communion**
- 08 No PSR Classes / Mother's Day**
- 15 Last Class**

June 2016 **Vacation Bible School June 27 – July 1 2016**
Deep Sea Discovery

Guidelines for First Reconciliation & First Eucharist

Eligibility

1. Applicant must be a baptized Catholic and the family registered in St. Francis Xavier Parish.
2. Applicant must be a practicing member of St. Francis Xavier Catholic Church. “Practicing” means regularly attends Mass on Sunday and Holydays.
3. Applicant must be in second grade or 7 years of age or older.
4. Applicant must have participated in and successfully completed a Religious Education Program (i.e. Parish School of Religion) for one year prior to application. Applicant must be participating in a Religious Education Program at the time of application and while participating in the Sacramental Programs.
5. A child will not be allowed in the program once classes have begun, unless transferring from another parish.

Preparation

1. Introductory meeting for parents the first week in February.
2. Students must attend classes and mandatory retreats.
3. Parents are to attend requested classes/reflections/meetings etc.
4. Morning of reflection/practice prior to the reception of the Sacrament for Candidates and parents.

First Eucharist

Preparation

1. Introductory meeting for parents the first week in March.
2. Baptismal certificates are required at registration.
3. Candidates are to attend instructional classes and retreats when announced.
4. Parents are to attend requested classes/reflections/meetings etc.
5. Rite of Enrollment which will be held on a Sunday during an 8:00 A. M. Liturgy, at which time the candidates will be presented to the parish.
6. Candidates must be gift bearers at their assigned Mass during Lent.
7. Morning of reflection/ practice prior to the reception of the Sacrament for Candidates and parents.
8. Fee of \$30.00 is to be paid to the instructor by March 16, 2013. Checks are to be made out to St. Francis Xavier. The fee will cover: Prayer books, Rosary, Scapular, Pin, Candles and Certificates. Dress code and other requirements will be given at introductory meeting.

Guidelines for Young Adult Confirmation

Eligibility

1. Applicant must be a baptized Catholic and the family registered in St. Francis Xavier Parish.
2. Applicant must be a practicing member of St. Francis Xavier Catholic Church. “Practicing” means regularly

attends Mass on Sundays, Holydays, and regularly participates in the Sacraments of Reconciliation and Eucharist.

3. Applicant must be at least sixteen years old. Applicants 19 years old or older will be referred to the Adult Program.
4. Applicant must have participated in and successfully completed Confirmation Class I and Confirmation Class II through the St. Francis Xavier Parish School of Religion. All applicants, regardless of school grade level, will be placed in Confirmation Class I. Both class levels (I and II) must be completed prior to the Sacrament of Confirmation. Preparing to receive the Sacrament of Confirmation is a two year process.

Preparation

Students will receive guidance in completing the preparation (listed below) for the Sacrament of Confirmation in Confirmation Class II.

1. All potential candidates must submit a letter of request outlining eligibility to the pastor and Confirmation.
2. Parents and Candidates must attend an informational meeting. ATTENDANCE IS MANDATORY.
3. A personal interview with the Pastor and/or DRE.
4. Twenty Service Hours which are broken down as follows:
Community - 10 hrs. Church - 5 hrs. Home - 5 hrs.
5. Attend the offered retreat.
6. Attend regularly the instructional classes (Confirmation I and II) offered by the Parish School of Religion at St. Francis Xavier Church.
7. Candidates are encouraged to participate in a ministry i.e., Lector, Server, Usher or Choir.

8. Participation in the rite of Choice and Rite of Enrollment.

Absences could result in deferment of the Candidate for Sacramental Preparation.

Please note that the Bishop will celebrate Confirmation in our parish on April 10, 2016 for the current Confirmation II class. The next Confirmation will be celebrated on May 4, 2017 at Immaculate Conception joining with St. Paul. Youth currently participating in the St. Francis Xavier Parish School of Religion (PSR) will enter Confirmation Class I after completing the 9th grade class.

Guidelines for Baptism

Sacrament of Baptism

1. Baptismal preparation class is held on the Thursday before Baptism at 6:00 p.m.
2. Baptism is celebrated on the 4th Sunday of every month or by special arrangements of the Celebrant.
3. There can only be one male and one female God parent, of which one must be Catholic.
4. The Catholic sponsor must have proof or a letter from their Parish stating that they are a practicing Catholic and must have proof of baptism.
5. Non-Catholics cannot serve as a godparent. They are allowed to be a witness to the baptism only.

Guidelines for RCIA

RCIA

RCIA classes begin in September. Classes will be held on Tuesday evenings from 6:00 p.m. until 7:00 p.m. Anyone interested in becoming Catholic and joining St. Francis Xavier Catholic Church, or, are already Catholic and have questions or want to learn more about the Catholic Church, can make an appointment with Fr. Edward Chiffriller, Pastor, or John Young, Director of Religious Education. Father Ed. may be reached at the Parish Office 383-3479 and email stfranpastor@bellsouth.net. Mr. Young may be reached at the Office of Religious Education on Sundays from 9:30 a.m. till 10:45 a.m., Mondays thru Fridays from 8:00 a.m. till 2:00 p.m. Phone 334-0272 or email stfranxavierccd@bellsouth.net

St. Francis Xavier Catholic Church Parish School of Religion Teachers and Staff

Baptism

Fr. Edward Chiffriller, SSJ

Baptism Preparation

John Young

First Communion

Sister Edna Mae / Ms. DeGruy

PK/K/First Grade

Sister M. de Monfort / A. Young

Fourth Grade	Lisa Prater
Fifth / Sixth Grade	Michille Dennis / Chavon White
Seventh	James & Kimberly Pappillion
Eight / Ninth	Gaylynne Mack / Mary Marshall
Confirmation Class I	Cynthia B. Stewart
Confirmation Class II	Sister Christa, M.C.
Substitute	Owanda Campbell
RCIA	John & Linda Young
Office	Linda Young

If you wish to become a Catechist (teacher) or volunteer, you must fill out the Catholic Diocese of Baton Rouge Application for Employees & Volunteers. Please note that by completing this application a background check will be performed. All Catechist and volunteers must take the prescribed child protection training. You must earn 80 hours to become certified. Credits are offered throughout the year by attending classes and/or workshops.

St. Francis Xavier Catholic Church
1143 South 11th Street
Baton Rouge, LA 70802

Pastor: Very Rev. Edward J. Chiffriller, SSJ
Parish Secretary: Mrs. Ebony Garnett
Director of Religious Education: John Young, DRE

Communication

Parish Office: 225-383-3479
Fax: 225-388-5458
Office of Religious Education: 225-343-3075

E-Mail: Parish Office
secretary@sfx.bcoxmail.com

Office of Religious Education
sfxpsr@sfxc.brcoxmail.com

**Parish School of Religious Education
Parish Policies
Signature Sheet**

I have received, read and discussed the Parish Policies with my
child/children and we agree to adhere to the policies as they
have been set forth.

Parent's Signature

Date

**Please return to your child's PSR teacher
By August 16, 2015**



St. Francis Xavier