

CCD PARENT/GUARDIAN HANDBOOK 2024-2025

St. Christine Parish
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Welcome to the CCD program at St. Christine Parish. This handbook contains important information regarding the religious education of your child. It outlines the goals and objectives of our program as well as listing the policies and procedures that have been established with the well-being of your child in mind. Please take a few moments to read through this handbook, familiarizing yourself its contents.



What is CCD?

Established in Rome under Pius IV in the 16th Century, the Confraternity of Christian Doctrine (CCD) was made mandatory for all parishes by Pius X in 1905. While most widely known for providing religious instruction for elementary school children who do not attend parochial schools, CCD actually includes catechesis at all stages of life including religious vocation schools, high school and college sessions, and adult theological education.

GOALS AND OBJECTIVES

Program offerings

Religious education for children in Kindergarten through Grade 8 who do not attend parochial school is provided on Sunday mornings from 9:15 am – 10:45 am during the academic year. Classes are held in St. Christine School.

Areas of Study

In keeping with the organization of the *Catechism of the Catholic* we recognize four themes of catechesis: **Creed, Worship, Morality, and Prayer.** The *Curriculum for Religious Education* as published by the Diocese of Youngstown provides a five-category structure for catechetical objectives: **Leading to the Knowledge of the Faith, Initiating into the Celebration of the Mystery, Forming Life in Christ, Teaching Prayer, and Introduction to Community Life.** To assist our catechists in teaching to these objectives we use *We Believe: Living your Catholic Identity* for Kindergarten through Grade 6 and *We Live our Faith: Catholic Identity* for Grades 7 & 8. All materials have been approved for use by the Diocese of Youngstown.

Sacramental Preparation

Preparation for the reception of the first sacraments and confirmation is a fundamental component of our CCD program.

First Penance and First Eucharist are offered beginning in Grade 2 and Confirmation is offered beginning in Grade 8. Registration for sacramental preparation is separate from CCD registration. Once dates and preparation schedules have been finalized, materials for sacramental preparation will be made available.

Please note: The Diocese of Youngstown mandates that for the reception of the Sacraments of First Eucharist and Confirmation, children must be enrolled in religious education (CCD or Catholic School) for **two consecutive years of formation**, inclusive of the sacramental year.

REGISTRATION

Fees

CCD fees for parish members are \$30 per student or \$75 per family for the year. Non-parishioner fees are \$60 per student. These fees are used to cover the cost of instructional materials. Student registration and fees are due **September 8, 2024.** They may be mailed to the parish office, dropped into the collection (please mark CCD fees), or given to a staff member. Online payment through We Share should also be available soon. Families experiencing difficulty in meeting the fee deadline are encouraged to visit with Fr. John Jerek to make alternative arrangements.

Medical Concerns, Medications, and Allergies

As part of the student registration form there is a place to indicate medical issues, medications, and allergies, as well as emergency contact numbers. This form must be on file prior to the start of classes in case of serious illness or accident. Parents must notify the Catechist in writing of any medications that need to be taken during class. Any medication, including over the counter medicines, must be taken under Catechist supervision.

POLICIES AND PROCEDURES

Attendance

Diocesan policy requires participating students in grades K-8 to receive 36 hours of religious education per year. Our program is a nine-year sequential course of study. Any student missing five or more classes may be required to repeat that grade level. Parents of students with special circumstances are asked to contact the faith formation office.

Absence Policy

If your child will miss CCD class for any reason, please contact the faith formation office before or during the class time and leave a message (330.931.7734). As a matter of safety, we will contact the parents of any child who is absent if we have not been notified by class time of the child's absence.

Tardy Students

For the safety of all, the entrance doors to the building will be locked promptly at 9:30 am. Children can exit the building by these doors, but no one will be able to enter. To enter the building after 9:30 am, use the Religious Education door from the lower parking lot.

Liturgy

Sunday Mass is an obligation for all the faithful as worship of God is the primary objective of religion. CCD students and their families are expected to attend and be active participants in Sunday Mass. CCD class time is situated so that families may attend the Saturday 4 pm Mass or Sunday Masses at either 7 am or 11 am.

Children in the fourth grade and higher may minister as Altar Servers. Training for this ministry takes place periodically. Please contact Fr. John Jerek for more information.

Parental Responsibilities

Catechetical programs are not intended to replace the parents as the primary religious educators of their children. Parental involvement is essential to the success of our CCD program. As the primary model of Christian discipleship for your child we ask that you do the following things: a) continue to share your faith with your child through prayer and weekly attendance at Mass, b) make CCD class a priority for your child and discuss at home what they learn in class, and c) take advantage of the opportunities being offered by the parish for your own spiritual growth. Should it be necessary for your student to miss a session, please work with your child to make-up missed work.

Custody Rights

If a limited custody situation exists, please notify Mrs. Roebke. In this situation the child must be picked up by the custodial parent in the classroom following each CCD session.

Discipline

Should a discipline problem occur, the individual catechist will try to resolve the problem with the student. If the objectionable behavior continues then the student will be required to visit with Mrs. Roebke to establish a behavioral plan. If resolution is not possible or if the infraction is of a serious nature, the student will be removed from class until the parent/guardian, child, and catechist can schedule a meeting with Mrs. Roebke to resolve the issue. Unacceptable behaviors for CCD class include, but are not limited to, the following:

- Showing disrespect to adults and peers.
- Damaging any school, public or personal property.
- Using drugs, alcohol or smoking.
- Using obscene language or wearing inappropriate dress.

Furthermore, any behavior that is seen by the staff or catechists as inappropriate or harmful will not be tolerated.

Progress Reports

At the end of each semester progress reports will be sent home. Please review these reports carefully and discuss them with your child.

Diocesan Safe Environment Policy

The safety and well-being of your child is of utmost importance to the diocese and to the parish. To this end, the Diocese of Youngstown has established a Safe Environment Policy to which we at St. Christine Parish and School adhere. You may read the policy at <https://doy.org/safe-environment/>

Emergency Procedures

Included in the catechists' handbook are instructions for handling emergency situations. These are reviewed yearly with each catechist. Copies of these procedures are available upon request.

Arrival and Departure Procedures

All students are to report to their CCD room immediately upon arrival. Should you need to pick up your child before class is dismissed, please provide a written note informing the catechist of the desired dismissal time and then come to the religious education door to meet your child at the appointed time.

Likewise, if a child is to be transported home by someone other than the parent/guardian, a written request must be provided.

Drop off: Student in grades K-4 will enter through the lower lot doors. Students grades 5-8 will enter through the upper lot doors. Further information regarding drop off/pick up will be forth coming.

Students with Special Needs

If your child has special learning needs, please meet with Mrs. Roebke at the beginning of the year. Every effort will be made to accommodate the learning needs of all our students. In the event we are unable to accommodate your child, we will assist you in finding a program better suited to your child's needs.

Communication

Communication is key to your child's success. If you have questions or concerns regarding classroom specifics, please contact the child's catechist following CCD sessions or via Flocknote. Please do not interrupt classes while they are in session. For questions of a more general nature or concerning the program as a whole, please contact Mrs. Roebke.

Cancellation Procedure

Occasionally classes may need to be cancelled due to parish/school activities, maintenance concerns or inclement weather. In bad weather local conditions vary greatly so use your best judgment. In the event that the parish cancels class, catechists will attempt to contact their students to inform them of the cancellation. It is essential that both the faith formation office and your child's catechist have a current phone number and e-mail address at which they can reach you.

CCD CALENDAR OF EVENTS 2024-2025

FALL

September 8 – Catechetical Sunday and CCD Open House
Sunday, 9:00 Mass and reception following in the school.

September 15 – CCD Classes Start
Sundays, 9:15-10:45, St. Christine School

December 1 – NO CCD, Thanksgiving Break

December 4 – Advent Family Night
Wednesday, 6:00-8:00 pm, Parish Center

December 15 – Last CCD of the Semester

SPRING

January 6 – CCD Resumes

January 19 – NO CCD, MLK Weekend

February 16 – NO CCD, Presidents' Weekend

March 23 – NO CCD, Spring Break

March 30 – NO CCD, Spring Break

April 13 – Palm Sunday, Last CCD of the Semester

