

ST. PETER & ST. PAUL CATHOLIC CHURCH

Confirmation Policies & Procedures *2008 - 2009*



**Office of Confirmation & Youth Ministry
9135 Banyan St. ~ Alta Loma, CA 91737**

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August 20, 2008

Dear Confirmation Candidates & Parents,

Welcome!

Preparation for Confirmation should aim at leading the Christian toward a more intimate union with Christ and a more lively familiarity with the Holy Spirit—his actions, his gifts, and his biddings—in order to be more capable of assuming the apostolic responsibilities of Christian life. To this end catechesis for Confirmation should strive to awaken a sense of belonging to the Church of Jesus Christ, the universal Church as well as the parish community. The latter bears special responsibility for the preparation of confirmands. (Catechism of the Catholic Church, 1309)

Thank you for choosing to participate in St. Peter & St. Paul's Parish Confirmation Preparation Program. Your willingness to commit yourself to completing the program and receiving the sacrament of Confirmation conveys to the entire faith community how much you value both your faith and your community. Your faith formation throughout the course of the two year Confirmation preparation will both assist you in identifying the gifts and talents you possess and challenge you to put these gifts and talents to use in our community. You will be invited to take responsibility for your own faith formation as well as to assist others along the same journey.

We recognize that faith formation begins at home with your primary catechist, your parents. I would like to take a moment now to thank the parents who have committed themselves to the spiritual formation of their children and giving this Sacrament true value and importance. Our program is meant to strengthen what you should already be teaching and learning at home. We hope to work hand in hand with you as your child completes his or her initiation into the Body of Christ. Remember, however, that this is just the beginning of a lifelong journey of faith.

Thank you for allowing us to be a part of your journey. We hope you find all the information you need to be familiar with our program in this handbook. We are always available to assist you and answer any questions you might have. Communication is a vital part of our relationship with you. Please feel free to reach us via telephone at 909-987-9312 or email at cym@stpeterstpaul.com. Again, welcome! I look forward to this time as we grow closer to Christ together.

God bless you and your family,

Sandy Arroyo

Confirmation Coordinator
St. Peter & St. Paul Church

I. Registration

Per diocesan policy, all Confirmation programs must be a minimum of 2 years in length. St. Peter & St. Paul Church requires that all students beginning year one be at least sophomores in high school. The candidate will be 16 years of age by April 1st of the year of Confirmation.

In the eyes of our Church, a confirmation candidate is of age to make his or her decision to be a part of this program. The candidate's behavior must demonstrate his or her Catholic beliefs and desire to participate in this program of his or her own free will.

- A. Documents necessary
 - a. All new students wishing to register for year one of the confirmation program must provide the following at time of registration; A copy of the students Baptism Certificate, Family Parish Registration Number and Registration forms.
 - b. Returning students entering year two must provide Registration Forms along with a completed Sponsor Form. Registration & Sponsor forms for year two students will be mailed to year one students a month prior to the end of the first year of Confirmation, For Sponsor requirements, please see section II.
- B. Registration process
 - a. Returning and New students may register for upcoming year on designated registration dates beginning in May.
 - b. Registrations end in mid-June and open again in July for late registration.
- C. Fees & Payment
 - a. Registration fee is \$60 per child
 - i. A late fee of \$30 is added for all students registering after the July. deadline registrations are closed
 - b. A retreat fee is assessed for students at time of retreat.
 - c. Registration fees may be paid via cash or check
 - d. Registration fees may be waived if a child's parent volunteers as a catechist for confirmation.
- D. Changing class date/time
 - a. No changes may be made to the schedule in the first two weeks of class.
 - i. Thereafter, changes may be made at the discretion of the Coordinator and according to classroom size.
- E. Refunds of fees paid
 - a. Refunds will not be given after classes begin.
 - i. \$25 processing fee will be assessed for refunds given prior to the start of class.

II. Program Requirements & Attendance

- A. Classes - Will be held every Monday for Confirmation Year I or Wednesday for Confirmation Year II, at the time that your son/daughter chose; either 6:00PM or 7:30PM.
 - 1. Session 1 goes from 6:00-7:15PM
 - 2. Session 2 goes from 7:30-8:45PM
- B. Absences - Classes begin the second week of September.
 - 1. A total of 3 absences are allowed for the year.
 - 2. When a candidate misses class, he/she will be required to write a one page essay on the topic that was discussed at the class they missed.
 - 3. 3 Tardies = 1 absence
 - 4. Unless there is a serious problem, after 3 absences the year will need to be repeated.
 - 5. Communication is extremely important. If you anticipate a problem with attendance, please contact the confirmation coordinator as soon as possible at 909-987-9312 Ext. 300

- C. Retreat Requirement – Each student has a retreat requirement they must fulfill in order to complete the program.
1. Confirmation year 1 will have a one day retreat scheduled. Confirmation year 2 will have a weekend retreat scheduled. Please consult your student calendar published at the start of the year.
 2. There is a fee attached to the retreats. More information will follow as the time draws near.
 3. The confirmation retreats are mandatory and must be made up by April 1st.
 4. If the student attends a Catholic school retreat, it counts as fulfilling the retreat requirement for the year. Documentation will need to be provided by the school as proof of retreat attendance.
- D. Liturgical Formation & Mass Attendance
1. Regular participation in the liturgical life of the church. Candidates are expected to regularly attend the Sunday Eucharist as well as participate in liturgical celebrations intended to mark the growth and renew the sense of the paschal mystery in the life of the candidate. Your child must attend Mass every weekend in order to fulfill their Sunday obligation. We recommend the LIFE TEEN Mass as it is geared more to that audience.
- E. LIFE TEEN
1. The goal of our LIFE TEEN Youth Ministry is to foster the total personal spiritual growth of each young person. Youth ministry seeks to draw young people to a responsible participation in the life, mission, and the work of the faith community. We are called to bring the teens CLOSER to CHRIST. We accomplish this goal through the following: education, service, worship and social events. Our high school LIFE TEEN Youth Ministry gathers every Sunday immediately after the 5:00 PM Mass approximately 6:30 PM to 8:00 PM. We discuss various topics at each night which help the teens learn the tools needed to face the various issues in their daily lives. The nights are filled with music, awesome talks, small group sessions, and a variety of games and activities which encourage the social and spiritual life of the teens. The teens have the opportunity to be a faith community, growing in the understanding of what it means to be a Catholic youth in the world today.
- F. LIFE Night Requirement – Each student must attend a LIFE Night four times a year, which means they are encouraged to attend the LIFE TEEN Mass and go immediately after to the Life Night in the church hall. Students **must** sign in at LIFE TEEN to receive attendance credit. Missing a required LIFE NIGHT will count as an absence. Failure to sign in equals an absence. Please see the attendance policy in section II.
1. Students will be assigned a Life Night to attend with their small group. A LIFE TEEN schedule will be given at the beginning of the year.
- G. Community Service - Each student must fulfill 15 hours of community service total.
- I. While on earth, Christ taught us the importance of servant leadership. He taught us to serve one another as we would serve Him. Through service, we find not only love for one another but love of Christ. It is one of our goals here at St. Peter & St. Paul to bring our teens closer to Christ. Our Confirmation program is dedicated to this goal. The way in which we offer our teens the opportunity to grow closer to Lord, is by teaching them the importance of following his example of service both within our parish and in the local community.
 - II. Serving with in our parish allows our teens to gain a greater sense of parish life and grow deeper in community. 10 of the 15 service hours must be completed within the parish. This means helping within a parish ministry. Please see the attached list of parish ministries that are open to teen participation. These are only suggestions, not guarantees. It is ultimately the confirmation candidate's responsibility to find a project that is right for him or her. Please remember, you are not limited to the ministries listed. If you are already involved in a parish ministry, please contact our office and verify that our office approves your service project. Call 909-987-9312 X300

- III. The remaining 5 service hours are to be completed outside the parish. Our hope is that our teens may experience the needs of our greater community through this type of service. Hours may be worked at a soup kitchen, convalescent home, school, library... etc.
 - IV. Once hours are completed, a verification of service hours form (e.g. pink form) must be filled out and signed by the supervisor(s) whom you volunteered for. On the back of the "pink form," are some essay questions that need to be answered. Please take your time to pray about the ways in which your service projects have affected your faith life then respond to the essay questions.
 - V. **DUE DATES:** One service hours report is due in December, the second is due in April. **Please see the current class schedule for due dates and times** It does not matter which project is completed first as long as at least one project (completed pink form) is turned in by each due date. *There are no exceptions to these deadlines. Please see section V.B for our policy on missed assignments.*
- H. Saint Report Requirements – For Year 2 students only.
- 1. As part of the confirmation process, each year 2 candidate is asked to research the lives of saints until they find one they most identify with. On the day of the Confirmation ceremony, each candidate is given the name of the saint they have selected. This is a special opportunity for the candidate to establish a relationship with a wonderful saint who can be a prayer partner and intercessor in times of thanksgiving and need. Our office can provide plenty of research materials. We have many books on the lives of the saints. These books are available to you. We can also provide a list of web sites to visit if more resources are needed.
 - 2. Once a Saint is selected, a report must be written and submitted to our office. A worksheet with more information and questions to answer will be assigned as the project time draws near. **Please see the current class schedule for due dates and times.** *There are no exceptions to these deadlines. Please see section V.B for our policy on missed assignments.*
- I. Sponsor Requirements for Year 2 students only.

"Candidates for Confirmation, as for Baptism, fittingly seek the spiritual help of a sponsor. To emphasize the unity of the two sacraments, it is appropriate that this be one of the baptismal godparents." (#1311, Catechism of the Catholic Church)

- 1. According to the Diocese of San Bernardino, a Confirmation Sponsor should be a fully initiated (*received the sacraments of Baptism, Confirmation & Eucharist*), practicing Catholic and at least 18 years of age and out of high school.
- 2. A Sponsor will need to fill out a Sponsor Form which will need to be signed by the Pastor of the sponsor's corresponding parish.
- 3. Sponsors will be required to attend meetings with their Confirmation Candidate. Please consult your student calendar for dates. Please note every effort will be made to keep dates as set but are subject to change.

III Curriculum

- A. Appropriate texts
 - a. Each student will be given a Bible and a Catechism at the start of their first year of Confirmation. If lost, the cost for replacement is \$12.00 for each book. The students will be required to bring both books with them for every class meeting unless specified otherwise by the coordinator.
- B. Textbooks/Program used for Confirmation.
 - a. The curriculum for our confirmation program is compiled from different resources including YMCENTRAL, LIFE TEEN, Renewing the Vision and other supplemental resources.

C. Class sizes

- a. Confirmation class sizes depend on the number of small group leaders we have and will remain open until 3 weeks prior to the start of the year. At this point, students wishing to register late will be placed on a waiting list. In accordance with Diocesan policy, every effort will be made to place every student in a class. However, class size and availability is contingent upon the number of volunteer catechists available. A lack of catechists may prohibit the addition of new/returning students to Confirmation Year I or Year II.

D. Parent & Sponsor Meetings

- a. Parent and/or sponsor meetings are scheduled at that start of the year. Please see student calendars for date and times.
 - i. These meetings are mandatory and are intended to keep parents and sponsors familiarized with our program/ policies and connected to their teens Confirmation and faith journey.
 - ii. We recognize that parents may be in need of support. The Confirmation Office will be offering parent workshops this year on different topics. Topics such as Safe Environment training, teen /parent communication, teen culture, chastity and drug awareness. More information will be mailed as these workshops become available.

IV. Catechists

A. Volunteers must be practicing Catholics, in good standing and frequenting the sacraments.

B. Requirements to be fulfilled by Confirmation volunteers:

- a. Volunteers must be practicing Catholics who are fully initiated into the Faith.
- b. Volunteers must also complete Safe Environment training through the Diocese of San Bernardino prior to officially stepping in to volunteer term.
- c. A background check (fingerprints) is required for all volunteers.
 - i. Results must be cleared before officially stepping in to volunteer term
- d. Volunteers must also attend ongoing in-services, geared to help them grow in their own spiritual formation.
 - i. In-Services vary, but are usually scheduled every three months during the Confirmation year (September thru May).

C. Recruitment strategies for catechists

- a. The goal is to encourage current volunteers to return as catechists.
- b. Our staff is also committed to using ministry fairs, bulletin announcements, Mass announcements, and mailers to advocate more parent volunteers.

D. Training of catechists

- a. Volunteers must attend in-services, which are geared to help them grow in their own spiritual formation and to familiarize them with logistics of their position.
 - i. In-Services vary, but are usually scheduled every three months during the Confirmation year (September thru May).
- b. Volunteers should prepare for each weeks lesson by reviewing the lesson plans provided in the catechist handbook given at the beginning of the year.

E. Causes for removal

- a. Volunteers may be removed from their post if their teachings are not in line with the Catholic Church, if they exhibit inappropriate behavior, or if they fail to attend the required training workshops.
 - i. Other causes are at the discretion of the Coordinator.

F. Supply requests

- a. Volunteers are required to submit, in writing, a supply request to the office staff
 - i. Requests should be made at least one week in advance.

V. Behavior & Discipline

- A. Disrespect towards Catechist and small group leaders will not be tolerated. Teens will have three opportunities to correct their behavior by means of warnings from their small group leader.
 - a. On the third warning, they will meet with the Coordinator.
 - i. At this point, parents will be called to come and pick up their child, and the child will go home with a letter detailing the situation.
 - b. Should the student's behavior remain consistent, we will ask either the child's parent or another guardian to come and sit with them in class thereafter.
- B. Removal of student from program
 - a. A student may be removed from the program or asked to repeat the year if:
 - i. The student fails to meet assignment deadlines, fails to complete required assignments or fails to attend the required retreat.
 - ii. The student has an excessive number of missed classes. A maximum of 3 classes can be missed per year. 3 Tardies = 1 absence
 - iii. The student expresses that he or she does not wish to be confirmed, is not ready to be Confirmed or does not wish to continue in the program.
- C. ZERO TOLERANCE BEHAVIORS
 - a. Any activity involving weapons, drugs, etc. will not be tolerated
 - i. Any violations warrant that a student be dismissed from class, that his/her parents be immediately contacted, and that the student be removed from our program
- D. Dress code
 - a. In order to ensure the safety of all participants and to identify any person that does not belong on the premises while children are present, we ask that students' dress be consistent with the Christian values that we as a community of believers teach, preach and believe.
 - b. Clothing worn should not in any way be offensive to anyone nor should it promote any type of gang relatedness.
 - i. Any violation will be dealt with immediately.
- E. Food and gum
 - a. Food and gum are prohibited in the classroom.
 - b. Students are asked to discard any food or gum prior to entering the classroom.
- F. Personal, technological equipment (cell phones, iPods, and hand-held video games) are not allowed in the classroom.
 - a. Any devices will be taken from the student and returned after class.

VI. Office Procedures

- A. Office Hours
 - a. The Office of Confirmation and Youth Ministry is generally open during regular business hours, 9am to 5pm, Monday through Thursday, and Fridays by appointment only
 - i. Appointments must be made in advance, and are contingent on schedules.
- B. Phone messages/Phone log
 - a. A working phone log is kept in the computer network as voicemails are retrieved
 - b. Voicemail callers receive a return call in a timely manner.
 - i. All responses are logged in phone record document.
- C. Correspondence
 - a. Letters and announcements to parents and volunteers are ongoing, and created on an as-needed basis.
 - b. In an effort to conserve paper & postage, the Office of Confirmation will send updates and reminders via email if an email address is provided at Registration.
- D. Confidentiality is strongly encouraged in all areas of this ministry

E. Grievances

- a. Any comments or concerns regarding our program, volunteers or staff should be directed to the Coordinator of Confirmation / Youth Ministry.
- b. Any comments or concerns regarding the Coordinator of Confirmation/ Youth Minister should be directed the Pastoral Associate.

VII. Health & Safety

A. Procedures for an ill or injured teen.

- a. Should a child be injured or ill while in our care, staff will address the situation
 - i. A First Aid kit is available in the Confirmation Office.
 - ii. Any medicines or prescriptions would be given only with parent permission.
- b. Parents will be contacted and informed of incident involving their child
 - i. Depending on the situation, the student may go home with parent or guardian for further care.

B. Emergency/Natural Disasters

- a. Fire drills and earthquake drills will be instituted in the classroom to inform students of proper responses to natural disasters or other emergencies.
- b. Evacuation procedures are also in place in case of emergency.
 - i. Staff will conduct a practice run-through at least once during the year to inform students of designated areas and procedures for evacuation in case of emergency.

St. Peter & St. Paul Ministry List

Here is a list of ministries to help you find the perfect service project for you. Some of these ministries need help seasonally. Be sure to call the numbers provided and speak to the ministry leaders directly to get more information. Please remember that these are only suggestions. These are only suggestions, not guarantees. It is ultimately the confirmation candidate's responsibility to find a project that is right for him or her. Please remember, you are not limited to the ministries listed. If you are already involved in a parish ministry, please contact our office and verify service project is satisfactory. Call 909-987-9312 X300

Liturgical Ministries

Altar Servers - Mike & Suzi Smith, 899-2339

Help serve at Mass on Sundays. Earn service hours and learn more about our sacred mass. Be front and center as Father celebrates our most precious sacrament.

Art and Environment – James Prescott, 987-9312 X225

Notice how the decor in our church changes every season? It can only happen with help of people like you and me. Help decorate the church at special times of the year and earn service credit at the same time.

Music Ministry -Audrey Donaldson, 987-9312, ext. 227

Do you play an instrument or sing? Why not get service hours credit for it? Sing or play music in a choir.

Filipino Music Ministry - Christina Galit, 618-4204

Do you play an instrument or sing? Why not get service hours credit for it? Sing or play music in a choir.

Children's Choir - Kathy Gricar, 948-2017

Do you play an instrument or sing? Why not get service hours credit for it?

Eucharistic Adoration - Karen Hein, 987-9312, ext. 230

We need people to keep Jesus company on Fridays. Gather some friends or bring your parents and commit to an hour of adoration on Friday's after school.

Ushers/Hospitality – Joe & Yolanda Villegas (909) 596-5518

Help serve at Mass on Sundays. Usher people to pews, pass out bulletins and help with the collection.

Catechetical Ministries

Youth Ministry - Sandy Arroyo, 987-9312, ext. 301

Our office always needs help. Give us a call and we can help you find something to do.

Jr High-EDGE – Amanda Stack, 987-9312, ext. 222

Help lead Jr. High kids closer to Christ. Be a small group leader or help set up for the Edge.

Religious Education - Araceli Esparza, 987-9312, ext. 231

Ever thought it would be fun to help out with the elementary school students? Our religious education program is always in need of classroom helpers.

Rosary Group - Alice Chavez, 987-0812

Praying for others is a service. Commit to the rosary prayer group and make a difference in your life and the lives of others.

Willing Vessels Prayer Group – Lucy Contreras, (909) 980-6010

Praying for others is a service. Commit to the Willing Vessels prayer group and make a difference in your life and the lives of others.

St. Peter & St. Paul School

Pre-School/Kindergarten - Director, Patty Ferrer, 987-7908

The school needs help for their Fall Festival every year. Call their office to find out if there is a way for you to volunteer for them this year.

Service Ministries

Active Older Adults-Chris Roski, 899-1856

Older Adults need to see the presence of our youth. The Active Older Adult ministry may need your help. Give them a call to find out how.

Filipino Community Ministry-Nel Rabe, 215-3000

The Filipino Community is involved in

Mary's Table-Elaine Hein, 980-8666

Help feed the needy. This is a very rewarding ministry to be a part of. Contact Elaine and find out what you need to do to help serve in their soup kitchen.

Respect Life-Kathy Perez, 941-0673

The dignity of life is of utter importance and what better witness to your peers than to get involved with a group dedicated to serving and respecting the right to life for our brothers and sisters of all ages from a baby at conception to natural death.

Rosary Making Group - Mary Catherine Kim, 980-4248

The rosary making group makes thousands of rosaries to spread the Good News of our Lord and the Blessed Mother. Are you creative? This is a great ministry for you.

Sunday Preschool-Marcosa Galit, 980-9423

Preschoolers are amazing little people who need guidance in their faith as well. This rewarding ministry gives you the opportunity to mentor our youngsters by assisting in a classroom on Sundays. Call for more info.

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