

**St. Simon the Apostle
Catholic Church**

**Faith Formation
and
Youth Ministry**

Handbook

2011-2012

TABLE OF CONTENTS

Mission Statement/ Staff Directory.....	3
A Letter from the Coordinator of Religious Education.....	4
Faith Formation Commission	5
Youth Ministry Commission.....	6
Fee Schedule	7
Policies & Procedures	8,9,10
More Faith Formation Opportunities.....	11
Classroom Locations	12
Virtus Training.....	13
Faith Formation Calendar.....	14
Sacramental Calendar.....	15
EDGE Calendar.....	16-17
Life Teen.....	18
Life Teen Calendar.....	19
Confirmation.....	20

MISSION STATEMENT

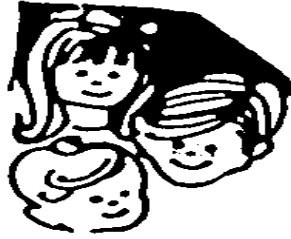
The mission of the Faith Formation programs at St. Simon the Apostle is to foster a lifetime of growth in our Catholic faith through sacraments, religious education and spiritual development.

Rev. 9/2007

Staff Directory

**CALL 826-6000 FOR ASSISTANCE
AND SELECT EXTENSION FOR APPROPRIATE PERSON**

Pastor – Rev. William G. Marks	Ext. 154
Pastoral Associate for Family Life – Mike Braun	Ext. 152
Administrator of Religious Education – Jim Wood	Ext. 180
Youth Minister –	Ext. 151
Faith Formation Ministry Assistant – Judi Sullivan	Ext. 185



A Letter from the Office of Faith Formation

Dear Families:

Our theme for the 2011-2012 year is, "*Blessed are you...for your rewards will be great in heaven.*" We remember the Beatitudes; we remember how Jesus asked us to live our lives; and we remember Jesus' promise that our reward will be great. Young and old come to our church looking for that constant love of God, the God who loves us and who is forgiving. Our theme echoes that constant love of God who seeks us, who wants us to share in His life through Jesus by the power of the Holy Spirit.

As followers of Jesus we are on a journey to be with Him, and by faith we know God is with us through all the changes in our lives - through our celebrations and our sorrows. We are also looking for a community of believers that feel God is worth making time in our lives. Let us all put God in our daily activities such as household chores, driving our children to and from activities, and in our work place. Walk with Him daily.

We are the first educators in our children's lives. We are in fact Catechists for them. May this year be a time for celebrating our faith, praying, and remembering our theme "*Blessed are you...for your rewards will be great in heaven.*" May your families be blessed with God's everlasting love as you witness his love to each other.

In His Peace,

Jim Wood
Administrator of Religious Education

Faith Formation Commission

St. Simon's Faith Formation Commission and the School Commission are concerned with the educational areas of ministry in our parish. The Faith Formation Commission is particularly concerned with these areas of ministry: Sunday Faith Formation, Rite of Christian Initiation of Children, Reconciliation, Eucharist, Children's Liturgy of the Word, and Vacation Bible School. This year the parish discerned three members to the Commission. We welcome any questions or comments you may have. The Faith Formation Commission meets the 2nd Wednesday of the month at 7:00 p.m. in the St. Benedict Room of the Parish Life Center.

Faith Formation Commission

Irene Kovacs - President
Stephen DeFeo - Vice-President
Kelly Fleming – Secretary
Rosie Arroyo
Eric Donnenhoffer
Maggie McCabe
Bruce Timberman

YOUTH MINISTRY MISSION STATEMENT

The Youth Ministry Commission of St. Simon Parish is called to serve as advocates for our youth and their families in our parish community. We will strive to create a welcoming community for all the youth that enter the doors of St. Simon. It is our mission to allow the youth of St. Simon to grow in their faith and become participating members through their involvement with the parish community.

Youth Ministry Components

The Youth Ministry Commission focuses on the spiritual growth of high school youth of the parish with emphasis on the eight (8) components of Youth Ministry, which includes *Advocacy, Catechesis, Justice and Service, Prayer and Worship, Evangelization, Pastoral Care and Community Life*. We are also responsible for sacramental preparation for Confirmation for 10th grade youth.

Francesca Marino – Youth Minister
Jackie Bach – President
Sylvia Brothers – Vice President
Delana Ross – Secretary
Andrew DeFeo – Communications
Megan Greulich – Treasurer
Judy Rail
Ryan Greulich

Youth Commission meetings are the second Tuesday of every month. Please join us or provide us with suggestions, topics, or interests and we would be happy to discuss them at our meeting.

**ST. SIMON FAITH FORMATION and YOUTH MINISTRY
FEE INFORMATION AND SCHEDULE
2011 – 2012**

Preschool through 5th and EDGE 6 - 8th Grade:

YEARLY FEE

1 Child	\$ 70.00
2 Children	\$120.00
3 Children	\$140.00
4 or more Children	\$160.00

*****MAKE CHECKS PAYABLE TO: ST. SIMON CHURCH
NOTE: CATECHISTS RECEIVE A 50% DISCOUNT
ON TOTAL TUITION CHARGE FOR CHILD**

SACRAMENTAL FEES

- ❖ **GRADE 2** First Reconciliation & First Eucharist Combined Fee is:
\$50.00/child

Fee is due at the Family Session on Wednesday, September 14, 2011.

- ❖ **GRADE 10** Confirmation fee is: \$50.00 per child
All paperwork is due in the Youth Ministry Office,
Thursday, September 15, 2011.
THIS INCLUDES COST OF RETREATS

- ❖ **RCIC – Rite of Christian Initiation For Children**

- ❖ This program provides preparation for full initiation into the Catholic faith.
- ❖ Children that need additional catechesis to receive the sacraments must discuss their preparation with the Administrator of Religious Education.

HIGH SCHOOL - YOUTH MINISTRY: THERE IS NO TUITION FEE

- ❖ **SOCIAL EVENTS WILL HAVE FEE PER EVENT**

Your Faith Formation tuition covers manuals, student handbooks and textbooks, resource books, videos, CD's, and supplies.

We thank you for your support!

Policies and Procedures

**CLASSES BEGIN: Sunday, September 11, 2011
and end May 20, 2012**

**3 year olds through 5th Grade meet Sunday Mornings from
10:30 - 11:45 a.m.**

**6th – 8th grade EDGE students meet on Sunday evening 6:30 -8:00 p.m.
EDGE Socials meet once a month on Friday or Saturday evening.
High School - 9 – 12th grade meets twice a month – once on a Sunday
evening from 6:00 – 7:30 p.m. and once on a Saturday night of the
month for the 5:30 p.m. Mass with a Social following.**

▪ **REGISTRATION POLICIES:**

Students must enroll in the Faith Formation in the same grade as they are enrolled in for the year in a Catholic or Non-Catholic school.

▪ **REPORTING ABSENTEES:**

To report absentees for Sunday classes, **Dial 826-6000, Ext. 185 (Judi Sullivan – weekday or Kathy Bahamonde on Sunday a.m.)**

Please leave a message, or send a written excuse to the catechist.

▪ **TARDINESS:**

Please have your child(ren) on time for class. Tardiness of one student is an interruption for the whole class.

▪ **ATTENDANCE:**

All registered students are expected to attend all classes. Students should make up any material missed. If for some reason your child will not be able to attend a significant number of classes, please inform the Office of Faith Formation. We will then notify the catechist so that necessary arrangements can be made for make up.

• **ARRIVAL/DISMISSAL PROCEDURES for the Sunday Morning Classes:**

- a. All students should enter from the front entrance of St. Simon, i.e. the West side doors; the doors that face Oaklandon Road. You may pick up your children from the East side doors by the School entrance. For security purposes, we request that you do not use other doors.
- b. The **students will be asked to stay in the School Lobby Area WITH THEIR PARENTS until about 5 minutes before class begins.** There will be an Office Assistant available in the lobby area to open the hall doors at the appropriate time.

- c. **Parents please escort 3, 4, and 5 year olds and 1st 2nd and 3rd graders to class and then pick them up afterwards in their classrooms. We ask that all other parents remain in the School Lobby Area for the 4th and 5th grades. Catechists will dismiss the students to you.**
NOTE: On the first / and or second Sunday, we encourage all parents to walk your child to their room and meet their catechist.
- d. If you wish to pick up your child before dismissal, please write a note to your child's catechist indicating the time you will be arriving. Please come to the classroom to get your child for an early dismissal.
- e. **Edge** drop off and pick up will be at the East side school doors on Sunday evening. Please drop off by 6:20 pm and pick up same doors at 8:30 pm.

- **VISITORS:**
Policy:

In order to foster a welcoming educational environment and to take advantage of opportunities for evangelization and community building beyond the parish, St. Simon Sunday Faith Formation and Youth Ministry classes will allow children as visitors. These children visitors may be guests of St. Simon Faith Formation and Youth Ministry students or they may also be visitors who are not being hosted by any particular St. Simon student or family and who may wish to inquire about or witness a class.

- **Procedure:**

All children visitors **must** follow **the office procedures** as described below in order to be allowed to enter a classroom. Catechists may deny entrance to guests who do not correctly follow the procedure. They may be referred to the Office of Faith Formation. Concerns or questions should be directed to Jiml Wood, Administrator of Religious Education, or Francesca Marino, Youth Ministry Director.

The procedure is as follows:

All children visitors must sign-in at the Office of Faith Formation prior to entering a classroom. Visiting children **must complete a Visitor Form by an adult** (in most cases the parent of their host). Included in the sign-in information will be the names (both the name of the visitor and of his/her host), address and phone number, emergency contacts, allergies, special medical concerns including medications and what classroom he/she will be visiting. ***This Visitor form will serve as a liability waiver for St. Simon.*** This information will remain on file in the Office of Faith Formation for the entirety of the academic year.

- **PARENT VISITORS:**
You must be Virtus-trained to attend/stay with your child in class.

- **MASS:**

Parents are responsible for their children's attendance at Sunday Mass. Class time does not replace community worship at Mass. Celebrating the Eucharist is an integral part of learning about the liturgy and worship in the Catholic Church. Mass is the center of our faith.

ST. SIMON THE APOSTLE HAS THE FOLLOWING MASS SCHEDULE:

Saturday evening	5:30 PM
Sunday morning:	8:00 AM
	9:15 AM
	11:00 AM

Attendance at the 9:15 a.m. Mass, prior to our Sunday morning program, is suggested. Children’s Liturgy of the Word is offered for children in grades Kindergarten through 3rd during the 9:15 a.m. and 11:00 a.m. Mass.

▪ **PROGRESS REPORTS:**

Progress reports will be sent home two (2) times per year, once in January and the last day of Sunday classes in May. Progress reports were developed to represent the Religion Curriculum Guidelines from the Archdiocese of Indianapolis. The fifteen (15) standards are the same for each grade, while the teachings to implement standards vary for each grade. These standards have been developed around the four pillars of the ***Catechism of the Catholic Church: Creed*** (*What We Believe*), ***Sacraments*** (*How We Celebrate*), ***Christian Living*** (*How We Live*), and ***Prayer*** (*How We Pray*). They provide the instructional framework for the content of our faith.

The ***Catechism of the Catholic Church*** reminds us “*family catechesis precedes, accompanies, and enriches other forms of instruction in the faith. Parents have the mission of teaching their children to pray and to discuss their vocation as children of God*” (CCC 2226). In this light, we are making you aware of these standards through the progress reports and ask you to also participate in teaching these standards to your children.

▪ **DISCIPLINE:**

The catechist handles occasional discipline problems. Should a student display unacceptable behavior, parents may be asked to accompany their child to the next scheduled class. If a problem persists, consultation will be held with the Coordinator of Religious Education and/or Youth Ministry Director, catechist and parent. If the child makes no improvement, the child may be asked not to return to the class for the remainder of the year. This will be brought about for the good of all children in the class.

▪ **ELEVATOR USE:**

Students are requested **not** to use the elevators, unless there is a medical need.

▪ **FAMILY INFORMATION CHANGES:**

If your phone number or address changes, please remember to notify us at 826-6000 Ext. 185. We will then notify the parish for their records also.

▪ **CLOSINGS OR CANCELLATION OF CLASSES:**

In the event of weather conditions which necessitate the cancellation of classes, please watch these television stations: **WISH - TV 8, WRTV - TV 6, WTHR – TV 13, Fox 59** or **Sky Track Weather**. Announcement regarding cancellation of classes will be on the radio and TV by 8:00 a.m. if possible. If cancellations are needed for other emergencies, you will be notified by telephone.

▪ **VOLUNTEERS:**

All of our catechists, aides, office helpers, craft and music helpers are volunteers. Sharing of life experiences and faith journeys with children is an invaluable gift. Please indicate to a catechist or program leader your willingness to share your story.



MORE FAITH FORMATION OPPORTUNITES
FOR CHILDREN/YOUTH

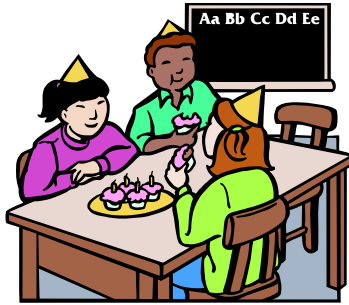
• **CHILDREN’S LITURGY OF THE WORD (CLW):**

CLW is held at the 9:15 and 11:00 a.m. Masses for children in grades, Kindergarten through 2nd. Children’s Liturgy of the Word allows our children to participate in the readings and homily at their level of understanding. CLW is held in the Daily Chapel with a team of two catechists. The children return to Mass during the presentation of the gifts. CLW does not replace Sunday Faith Formation classes.

• **VACATION BIBLE SCHOOL (VBS): Held June 18 – 22, 2012**

VBS is a chance for our children to spend a week learning and hearing the stories of scripture in a fun atmosphere. The program includes music, stories, drama, prayer, crafts and snacks. We are in need of volunteers in all areas of this ministry. If you feel a calling to assist us in this program, please contact the Office of Faith Formation at 826-6000, Ext. 185.

CLASSROOM LOCATIONS



The Sunday Faith Formation Program uses the same classrooms as St. Simon School. These classrooms are located in the **back** of the St. Simon facility, i.e. on the East end (*note that the front entrance to St. Simon Church, facing Oaklandon Rd. is the **West** end door, i.e. the door leading to “St. Simon Street”).

On Sunday mornings families should enter St. Simon through the front (West end doors) and walk down the long corridor called “St. Simon Street” past the Library and Cafeteria, to the back of the facility. Upon arriving at the back-most, Eastern end of the facility, the North and South wings of the school will extend to the left and to the right. The North and South wings have both upstairs and downstairs.

On the Downstairs Level: SUNDAY MORNING: 10:30 – 11:45 A.M.

3 year-olds -	Room 102	1 st Grade -	123
4 year-olds -	Room 101	2 nd Grade -	117
Kindergarten -	Room 105	3 rd Grade -	115

***** Grades 6,7,8 (EDGE PROGRAM) are held in the GYM on SUNDAY EVENINGS 6:30 – 8:00 P.M.**

On the Upstairs Level: SUNDAY MORNING: 10:30 – 11:45 A.M.

4 th Grade -	Room 217
5 th Grade -	Room 219
RCIC class -	Room 215
SPRED class -	Room 214.

SUNDAY EVENING: HIGH SCHOOL - Grades 9 –12 - GYM 6:00 – 7:30 P.M.

***** Also, please note, the back East doors of the St. Simon Facility will be locked on Sunday mornings for security purposes.**

VIRTUS INSTRUCTIONS FOR VOLUNTEERS

VIRTUS Training: The Archdiocese of Indianapolis requires that all volunteers working with children have training in VIRTUS and a background check on file. You will need to update this background check every five years. VIRTUS is an on-going training that requires you to register on their website www.virtus.org <<http://www.virtus.org>> in order to receive monthly training bulletins. VIRTUS will notify you via email when a bulletin needs to be completed. At that time you will need to log on to the VIRTUS website, go to **My Training** link, read the bulletin and simply answer the questions at the end of the bulletin. When doing this you will keep yourself updated and on active status which is a requirement.

On occasion, volunteers who have taken the VIRTUS training have become inactive for different reasons. To determine if you are active/inactive please sign on to www.virtus.org <<http://www.virtus.org>>, go to **My Training**, click on the **Training Compliance link** then click on **My Training Report** and view status.

You cannot volunteer with children at Saint Simon if you not on active status with VIRTUS training or have a background check on file. Please contact Peggy Sullivan, Parish Office, at 826-6000 Ext. 162 or email psullivan@saintsimon.org if you have any questions.

Completed VIRTUS Training but have not registered: If you have had the training but have not registered on VIRTUS, go to www.virtus.org <<http://www.virtus.org>>, select **Registration** and choose **Archdiocese of Indianapolis** and follow the instructions (you must know the parish and correct date of your training).

Registered but have not maintained bulletin updates: For those of you who have already logged in but have not kept up with the training bulletins, you need to go in and complete the 2 bulletins that are required annually for a volunteer to maintain active status. This will update you automatically.

Changed Email or forgotten password: If you have changed your email address or forgotten your password, you can email Cathy Mayer at cmayer@archindy.org with your training date and parish where you had the training or email the **"Help Desk"** on VIRTUS and they can help you. Please allow 14 days for Mrs. Mayer to respond.

FAITH FORMATION CALENDAR

2011-2012

September 11	FIRST DAY OF CLASSES
September 18 – Catechetical Sunday	CLASSES MEET
September 25	CLASSES MEET
October 2	CLASSES MEET
October 9	CLASSES MEET
October 16	CLASSES MEET
October 23	NO CLASSES – Fall Break
October 30	CLASSES MEET
November 6	CLASSES MEET
November 13	CLASSES MEET
November 20	CLASSES MEET
November 27	NO CLASSES – Thanksgiving Break
December 4	CLASSES MEET
December 11	CLASSES MEET
December 18	CLASSES MEET
December 25	NO CLASSES – Christmas Break
January 1, 2012	NO CLASSES – Christmas Break
January 8	CLASSES MEET
January 15	CLASSES MEET
January 22	CLASSES MEET
January 29	CLASSES MEET
February 5	CLASSES MEET
February 12	CLASSES MEET
February 19	CLASSES MEET
February 26	CLASSES MEET
March 4	CLASSES MEET
March 11	CLASSES MEET
March 18	CLASSES MEET
March 25	NO CLASSES – Spring Break
April 1	NO CLASSES – Spring Break
April 8	NO CLASSES - EASTER SUNDAY
April 15	CLASSES MEET
April 22	CLASSES MEET
April 29	CLASSES MEET
May 6	CLASSES MEET
May 13	CLASSES MEET
May 20	CLASSES MEET – LAST CLASS



FIRST RECONCILIATION DATES – 2011

SEPTEMBER 14
Wednesday

First Reconciliation Family Session
6:30 P.M. - 7:30 P.M.

NOVEMBER 10
Wednesday

First Reconciliation Ceremony
6:30 P.M.



FIRST EUCHARIST DATES - 2012

JANUARY 18
Wednesday

First Eucharist Family Session
6:30 P.M. - 7:30 P.M.

MARCH 10
Saturday

First Eucharist “*Super Saturday*”
12:00 P.M. — 3:00 P.m.

MAY 1
Wednesday

First Eucharist Rehearsal - 6:30 P.M.
For the Saturday May 5th Ceremony 3:00 P.M.

MAY 2
Wednesday

First Eucharist Rehearsal - 6:30 P.M.
For the Sunday May 6th Ceremony 2:00 P.M.

MAY 5

First Eucharist Ceremony – 3:00 P.M.
SATURDAY

MAY 6

First Eucharist Ceremony – 2:00 P.M.
SUNDAY



EDGE CALENDAR

2011 - 2012

The Edge is a new Catholic-centered Faith Formation Program aimed at our young adolescents. **The Edge** is designed to meet their educational, spiritual, emotional and social needs.

The Edge creates an environment where the youth are part of a community!!!

The educational piece for the first quarter is focused on the **Aspects of Catholicism**.

These sessions examine and illustrate in a meaningful and exciting way different facets of the teachings of the Catholic Church.

*** *Blue ink indicates Social Event*

DATE	TIME	PLACE	ACTIVITY
SUNDAY, SEPTEMBER 11	6:30 – 8:00 pm	GYM	Educational Night
SUNDAY, SEPTEMBER 18	6:30 - 8:00 pm	GYM	Educational Night
SATURDAY, OCTOBER 1	6:30 – 8:00 pm	HAYRIDE	Piney Acre Farm
SUNDAY, OCTOBER 9	6:30 – 8:00 pm	GYM	Educational Night
SUNDAY, OCTOBER 16	6:30 - 8:00 pm	GYM	Educational Night
FRIDAY, OCTOBER 28	6:30 - 8:00 pm	Sims Ctr.	Friday Night “Fright”
SUNDAY, NOVEMBER 6	6:30 – 8:00 pm	GYM	Educational Night
SATURDAY, NOVEMBER 12	6:30 – 8:00 pm		SNAPPERZ SOCIAL NIGHT
SUNDAY, NOVEMBER 20	6:30 - 8:00 pm	GYM	Educational Night
SUNDAY, DECEMBER 4	6:30 – 8:00 pm	GYM	Educational Night
SUNDAY, DECEMBER 18	6:30 – 8:00 pm	GYM	Educational Night

EDGE CALENDAR JANUARY 2012

DATE	TIME	PLACE	
SUNDAY, JANUARY 8	6:30 – 8:00 pm	GYM	Educational Night
FRIDAY, JANUARY 20	7:00 – 9:00 pm	GYM	MOVIE NIGHT
SUNDAY, JANUARY 22	6:30 – 8:00 pm	GYM	Educational Night
SUNDAY, FEBRUARY 12	6:30 – 8:00 pm	GYM	Educational Night
SATURDAY, FEBRUARY 25	6:30 – 8:00 pm	GYM	RETREAT
SUNDAY, MARCH 4	6:30 – 8:00 pm	GYM	Educational Night
SUNDAY, MARCH 11	6:30 - 8:00 pm	GYM	Educational Night
FRIDAY, MARCH 16	6:30 - 9:00pm	Holy Spirit-Geist PLC	DANCE with HS Geist
SUNDAY, APRIL 15	6:30 – 8:00pm	GYM	Educational Night
FRIDAY, APRIL 20	6:30 – 8:00pm	GYM	LASER TAG
SUNDAY, MAY 6	6:30 – 8:00pm	GYM	Educational Night
SUNDAY, MAY 20	6:30 – 8:00pm	GYM	"OVER THE EDGE" Spring Fling

Rev. 8/23/2011



LIFE TEEN

Focus: 9 – 12th Grade

Life Teen is a Catholic movement for youth that is sweeping the nation and is now at St. Simon parish. Its goal is to empower young people to live as disciples of Jesus Christ. It draws young people to responsible participation in the life, mission, and work of their Catholic faith community. Finally, it fosters the total personal and spiritual growth of all young people.

Life Teen – Offers a Sunday evening class (6:00- 7:30 p.m.) as well as youth social events. No tuition. Fees are charged for socials and retreats.

Call or Email:
Mike Braun, Pastoral Associate for Family Life
826-6000 Ext. 152
mbraun@saintsimon.org

**LIFE TEEN CALENDAR
2011-2012
"THE SQUAD"
EVENTS Calendar**

Month	Day	Time
--Parent meeting starting at 4:30 on September 17th--		
September	17 (SAT)	5:30 Mass & Social
September	23, 24, 25 J fest (Fri, Sat, Sun)	
~~~~~		
October	16 (Sun)	6-7:30 Pm
October	29 (Sat)	5:30 Mass & Social
~~~~~		
November	13 (Sun)	6-7:30 pm
	No other November meetings due to NCYC	
~~~~~		
December	3 (Sat)	5:30 Mass & Social
December	18 (Sun)	6-7:30 pm
~~~~~J		
January	14 (Sat)	5:30 Mass & Social
January	29 (Sun)	6-7:30 pm
February	12 (Sun)	10:30 am
	-Valentine's day gift bag service project-	
February	25 (Sat)	5:30 Mass & Social
~~~~~		
March	18 (Sun)	6-7:30 pm
~~~~~		
April	14 (Sat)	5:30 Mass & Social
April	22 (Sun)	6-7:30 PM
May	5 (Sat)	5:30 Mass & Social
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## **Confirmation**

### **Focus: 8th and 10th Grade**

Our Confirmation preparation program, "*Leading Teens Closer To Christ*" helps our 8th and 10th grade students to explore who God is, where God is in their life, and how God is calling them to be His witness in the world. Our teens are led by adult catechists in small groups. These groups provide a supportive community as the teens journey towards the sacrament.

Towards the end of the time they spend together, a weekend Confirmation retreat is held. This is a period of time for the teens to get away from the busy aspect of their lives and prepare their hearts to receive the sacrament of Confirmation. The program meets from 10:30 – 11:45 a.m. on Sunday mornings once a month from September to April.

The sacramental fee for Confirmation is \$50.00 for sophomores.

8th graders who are not in Catholic grade school need to enroll in the EDGE program which is held on Sunday evenings from 6:30 – 8:00 p.m. in the GYM. The fee for Edge is \$70.00 for the year.

See the St. Simon website for more details - [www.saintsimon.org](http://www.saintsimon.org)