

FAMILY FAITH FORMATION GUIDELINES



Family Faith Formation at All Saints Church has a mission to lead families to Jesus.

Dear Families,

Thank you for enrolling your child in Family Faith Formation. We welcome all our new and returning families. We are excited to begin this new year of Faith Formation and look forward to getting to know you and your child. We have outlined information which is essential for you to have. If your family is not registered in the parish, please check with the office (510) 581-2570 about the registration process.

I. Parent Sessions

A required Parent Orientation for Family Faith Formation (those new to the program and those who are continuing) will be held on Sunday, September 10th in the Gym for all families. Beginning on September 24th, immediately after the 9:00 a.m. Mass, **required sessions for English-speaking parents** will be offered in the Gym, and **required sessions for Spanish-speaking parents** will be offered in the Auditorium. These sessions will end on November 5th. After the six consecutive required sessions, we will continue to offer Parent Faith Formation throughout the year.

II. Holy Mass Attendance

Attending mass with your child every Sunday and all Holy Days of Obligation is an essential part of your child's faith formation education. (Attending Holy Mass on ALL Sundays and Holy Days of Obligation is a requirement for ALL Catholics).

III. Family Mass

Beginning in the month of November, we will be having a Family Mass the third Sunday of the month. We will be meeting in the gym at 8:30 a.m. for prayer and announcements. Attendance will be taken there; then we will proceed to the 9:00 a.m. mass. After Mass, students will walk to their classrooms with their respective Catechists and dismissed at 11:45 a.m.

IV. Family Gatherings

We celebrate four family gatherings during the year: All Saints' Day, La Posada, Family Rosary, and Promotion Ceremony. These celebrations take place in the gym at the same time of Faith Formation classes. Instead of students walking to their classrooms, they are to stay in the gym with their families to celebrate. It is an expectation for parents to stay with their children during these gatherings. We do need all the help we can get to organize these family gatherings; please let us know if you are interested.

V. Family Retreats

There are three family retreats for parents and children; Reconciliation Retreat, First Communion Retreat and 8th Grade Retreat. These will take place on a Saturday for a duration of 3 to 6 hours. If your child will be receiving the Holy Sacrament of Reconciliation and the Holy Sacrament of Eucharist, or if your child is in eight grade for the 2017-2018 school year, it is a requirement for Parents to attend to these retreats with their child. If any of these retreats are missed, a meeting will be arranged with the Children's Faith Formation Coordinator or you will be invited to complete your child's preparation to receive the Holy Sacraments the following year. There will be an additional fee of \$10.00 per retreat.

VI. The Sacrament of Baptism

It is a requirement that all children are baptized before receiving the Holy Sacraments of Reconciliation and Eucharist. For un-baptized children 6-13 years of age, the requirement is to complete one full year in our faith formation program and attend two pre-baptismal sessions. A group baptism will be arranged in the month of May.

VII. Sacramental Preparation

The Sacramental Preparation is two full and consecutive years of Faith Formation. In the second year your child will learn about First Reconciliation and First Communion. There are five prayers your child needs to know by the end of the second year. They are: Sign of the Cross, Glory Be, Hail Mary, Our Father, and the Act of Contrition. This sacramental process begins when the child is in YEAR ONE/FIRST GRADE and continues into YEAR TWO/SECOND GRADE.

If your child enters our program and is already in grades 3-8, the process is a little different, but still is two full and consecutive years of Faith Formation. In the first year your child will be enrolled in the same grade as he or she is in school. In the second year your child will continue in the Sunday Children's Faith Formation program and will attend with an adult a total of ten sacramental sessions. Five of the sessions will cover First Reconciliation and the other five sessions will cover First Communion. These sacramental sessions will take place on a Tuesday night.

If your child enters our program and is in grade 2, we ask that he/she register for YEAR ONE/FIRST GRADE. During the second year, we ask that your child register for YEAR TWO/SECOND GRADE. In Second Grade your child will learn about First Reconciliation and First Communion.

In the year when your child will be receiving the Sacraments of Reconciliation and Eucharist, you will be required to attend the First Reconciliation Retreat and Parent Session and the First Communion Retreat and Parent Session.

VIII. Enrichment/Service Hours

Students in 8th grade are required to complete 10 hours of service/spiritual enrichment at All Saints Catholic Church along with their parents. A booklet to keep track of your hours of service will be given to each child and must be submitted to the church office no later than March 22nd.

There are opportunities throughout the year for candidates and their families to volunteer. Many of these opportunities are posted in the church bulletin or in the weekly newsletter and information may be sent through the catechists to the candidates. An opportunity is to participate on our once a month family mass as lectors, usher, etc. It is the candidate's responsibility to seek out and find these opportunities.

Eight graders will be leading the Stations of the Cross during Lent. This usually takes place on a Friday night in the church. This time counts as enrichment/service hours.

IX. Safe Environment for Children: Circle of Grace

It is required by the Diocese of Oakland, that Children enrolled in Children's Faith Formation receive a class about Safe Environment. The curriculum of Circle of Grace is used to teach this class. More information about this curriculum is included in this packet.

X. Classroom Dismissal and Safety

Please walk your child over to the Gym for morning prayer. Each grade will have a designated area to line up. After morning prayer, the children will be excused to their classrooms led by their Catechist while parents will attend their Parent Faith Formation Sessions.

Late Arrivals: if your child is late, please enter through the auditorium; a person in an orange vest and name tag will be there to bring your child to his/her respective classroom. Parents are not allowed in the school building unless they have been checked through Safe Environment; please check with the office.

Leaving early: to pick-up your child before classes are dismissed, please enter through the auditorium. Let the person in an orange vest and name tag know and sign your child out (you may be asked to show identification). Please note that your child will not be released if your name is not on the list. Siblings cannot sign out other siblings.

On rainy days (not a soft drizzle) we will not meet in the Gym. Instead of taking your child to the Gym, please take your child to one of the double doors of the school building. If walking from church, after the 9:00 a.m. mass, children may be dropped at the large double doors closest to the Church. If

driving, children can be dropped off at the 2nd double doors closest to the Auditorium. If you are dropping off, please stay in the right lane closest to the school building. Morning prayer will not take place in the Gym but in each classroom.

Every Sunday pick up (rain or shine) children will be dismissed from class at 11:45 a.m. They will walk down quietly to the Auditorium and sit down with their class. Parents **are not** allowed in the school building at any time while children are in sessions unless parents have been checked through Safe Environment; please check with the office.

For the safety of all children, families, and parishioners we ask that you please not drive over 5 mph in the parking lot. Since classes begin immediately after the 9:00 a.m. Family Mass, we do need parent volunteers to help with the traffic flow before class. We also need parent volunteers to help with the traffic flow after class. If you would like to volunteer, please let us know.

XI. Attendance and Behavior

All children are asked to model Christian behavior in the classroom. Catechists will work with you as partners in this process. Students must attend and actively participate in class. If your child has missed more than three classes in a row, a meeting will be arranged to determine the next steps.

XII. Class Materials

Each child will be issued curriculum material. If the curriculum material is misplaced, there is a \$15 fee for new class material.

XIII. Registration, Class, and Tuition

Registration for Family Faith Formation begins the First Monday of July and ends on September 27th. The Registration Form is available online at Allsaintshayward.org. Please print the form and bring it to the office along with your child's Sacramental documents, i.e. Baptism Certificate, etc. You may also come to the office to complete the form. Payment is accepted in cash, check or debit/credit cards. The tuition costs are \$100 for one child and \$50 for each additional child. Also there will be Retreats for candidates receiving the First Holy Communion in 2018 and a special retreat for 8th graders. The cost per Retreat is \$10.

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