

# Parish of THE IMMACULATE



## Parish Faith Formation Handbook 2018-2019

My dear brothers and sisters,

I am delighted to be your pastor here at Immaculate Parish. As I write this I have been here for one month. I am happy to see so many different programs and organizations within the parish and all of them directed toward our lives as disciples of Jesus Christ.

Our Faith Formation program for our youth is one of the most important ministries we have. I am very grateful to Diane Willis and to all of our catechists who so generously share their faith to help our children grow in their knowledge of Jesus and the life of the Church.

Know of my prayer for all our students and their families. I ask the intercession of Mary our parish patron as we embark upon another year of Faith Formation.

*Fr. John Vaughan*

Welcome!

On behalf of Immaculate Parish, I welcome you to our Faith Formation program. It's going to be a great year as together we learn more about our history and our Lord. It's important that we not only attend these classes, but attend with open minds to learning and open hearts to what our catechists present. But that's not all, it's also very important that we make Christ the center of our lives by the way we treat others at home and school AND by worshipping him in the Holy Eucharist at Mass on the weekends. If we do ALL that, it will truly be a great year. Our Catechetical Staff looks forward to helping our students achieve these goals. We pray that our families will do whatever necessary to help achieve these goals too. May God bless us in our journey together.

If you need anything, please feel free to drop me a line, call, or come & visit. I'm here to serve you and would be happy to help.

God Bless,

Diane Willis, Director of Faith Formation  
[dwillis@immaculateparish.org](mailto:dwillis@immaculateparish.org)

**Parish of the Immaculate**  
**2516 Christie Place**  
**Owensboro, KY 42301**

Office: (270) 683-0689  
Fax: (270) 926-9016  
Facebook: The Immaculate  
Youth Facebook: The Immaculate Youth Group  
Website: [www.immaculateparish.org](http://www.immaculateparish.org)

Fr. John Vaughan, Pastor  
Susan Belcher, Secretary  
Rachael McFadden, Business Administrator  
Matthew Gray, Director of Music/Liturgy  
Sr. Margaret Ann Aull, Coordinator of Pastoral Care  
Sr. Julia Head, RCIA, Evangelization  
Diane Willis, Director of Faith Formation  
[dwillis@immaculateparish.org](mailto:dwillis@immaculateparish.org)  
Office 270-683-0689  
Cell 270-316-2749

Office Hours:  
Monday-Friday 8:00am – 4:30pm

Mass Schedule  
Saturday Vigil 4:30pm  
Sunday 8:00am, 10:00am  
Holy Day 5:30pm Vigil, 7:00am,  
1:45pm  
M-T-TH-F-S 7:00am  
W 5:30pm

## ***Parish of the Immaculate*** ***Mission Statement***

*We, the people of Immaculate Parish are committed to the Mission of Jesus Christ and His Church. As the people of God, our Mission is:*

- *To grow in knowledge of our Catholic Faith leading to a deeper understanding of life with God.*
- *To come together to love and worship God in the Eucharistic Liturgy and Sacraments that are vibrant with true Faith.*
- *To take this faith and serve God by dedicating our time, talent and treasure to live, teach and proclaim the Good News of Jesus to all people.*
- *We devote ourselves to this Mission through the power of the Holy Spirit and the intercession of Mary Immaculate.*



## Fundamentals of Faith

The Fundamentals of our faith should be taught to every child. Immaculate Parish Faith Formation Program is held each Wednesday evening weekly from August to May from 6:15 – 7:30pm. This is not a sufficient time to teach everything our children need to know. We acknowledge that the parents are the first teachers of their children. We sincerely hope that the whole family will be involved, especially with the younger children, learning these fundamentals. All students of the Diocese are expected to learn the prayers/concepts for their present school grade, as well as the items listed for all previous grade levels. (This comes from the Diocesan Handbook. If you would like a copy of this just **Ask Us!**)

To review the prayers, please see <http://www.loyolapress.com/our-catholic-faith/prayer/traditional-catholic-prayers>.

To review the concepts, please see <http://www.loyolapress.com/our-catholic-faith/scripture-and-tradition/catholic-basics>.

### Kindergarten

- Sign of the Cross
- Prayer Before Meals
- Prayer After Meals
- Hail Mary

### First Grade

- The Lord's Prayer
- Glory Be
- Morning Offering
- Guardian Angel Prayer
- (Plus Kindergarten)

### Second Grade (First Sacraments)

- Act of Contrition (Act of Sorrow)
- Preparation for First Penance
- Preparation for First Communion
- Responses at Mass
- (Plus Kindergarten & First)

### Third Grade

- Seven Sacraments
- <http://www.loyolapress.com/our-catholic-faith/sacraments>
- Ten Commandments
- (Plus Kindergarten, Grades 1 and 2)

#### Fourth

Apostles Creed  
Act of Faith  
Act of Hope  
Act of Love  
(Plus Kindergarten, Grades 1, 2 and 3)

#### Fifth

Beatitudes  
Holy Days of Obligation  
(Plus Kindergarten, Grades 1,2,3 and 4)

#### Sixth

Hail Holy Queen  
Rosary (How to pray)  
Mysteries  
(Plus K, Grades 1, 2, 3, 4 and 5)

#### Seventh

Corporal Works of Mercy  
Spiritual Works of Mercy  
(Plus K, Grades 1, 2, 3, 4, 5 and 6)

#### Eighth

Precepts of the Church  
Gifts of the Holy Spirit  
Fruits of the Holy Spirit  
Prayer to the Holy Spirit  
(Plus K, Grades 1, 2, 3, 4, 5, 6 and 7)



## **PARENTAL RESPONSIBILITY**

We expect parents to be examples of the faith by celebrating Mass every week as a family, being involved in the parish life, teaching their children prayers and fundamentals of the Catholic faith, seeing that their child(ren) come to Faith Formation classes weekly, attending meetings and retreats regarding Faith Formation especially Family Faith Nights, and setting an example of Christianity in their household.

## **REGISTRATION**

All children of the parish and other parishes are welcomed to the Faith Formation Program at Immaculate Parish. In order to maintain accurate and up-to-date information for both Parish and Faith Formation records, we ask you to complete ALL forms thoroughly. All the information on the registration form is important for the catechist and the Director of Faith Formation.

If a child has been absent from faith formation for several years, remedial instruction may be needed through testing, being put in lower grade, home schooling, tutoring or RCIA. Students will be assigned to the grade they are in school or an earlier grade if they need to make up for missed years. They will not be allowed to skip grades.

## **FEES**

There is no fee for a child to attend Faith Formation class whose family is a member. There is a \$35.00 fee for those children not from Immaculate Parish. Checks are to be made payable to Immaculate Parish. This fee is to be paid at time of registration, if possible. **NO CHILD WILL BE TURNED AWAY.** If there is difficulty paying this fee, please inform the Director and some type of arrangement will be made. If you choose, you may pay a little each week.

## **TEXTBOOKS**

All students are provided with a textbook for their use during class time. For that reason, books are kept at school and pages may be detached from the book and sent home after the lesson is completed. The Loyola series that we use (Grades K-7) includes parental components. Your child(ren) will come home with papers for you. Please use these to supplement their understanding of the subject taught.

## **SUPPLIES**

Immaculate Parish will provide all necessary materials for each child. We ask that no toys, no electronic devices including lasers, game boys, iPods, or mp3 players be brought to Faith Formation classes. Cell phones should be dropped in the basket prior to class (unless they are using them for class). Any violation of this may result in confiscation of the phone.

## **ATTENDANCE**

The Faith Formation Program at Immaculate Parish provides every child who so desires an opportunity to learn and grow in faith. Children are expected to attend at least 75% of classes (22/30). If a child will be absent, either due to athletics, or due to illness, parents should contact Diane Willis email [dwillis@immaculateparish.org](mailto:dwillis@immaculateparish.org) or text 270-316-2749 or call 270-683-0689 or it will be necessary for your child to make up the missed work.

## HOMESCHOOL

Parents who homeschool their children are asked to show proof of their children's work (textbook or written/oral assessments). This is to ensure that the objectives for that particular grade are covered prior to the child entering back into the Parish Faith Formation Program and/or prior to the child celebrating a sacrament.

## FAMILY FAITH NIGHTS

Four times this year, you will be invited as a family (siblings included) to participate in Family Faith Nights. The night will consist of a prayer, a presentation and an activity revolving around the subject matter for the evening. Activities will be geared for four different age groups so families can decide which activity would best suit their family. Parents are expected to be present at each Family Faith Night.

## WEATHER

Sometimes it becomes necessary because of weather to cancel classes. Any cancellations will be announced on local radio stations as soon as a decision has been made and sent to you via Call-Em-All or Text-em-All. **When either school (county or city) are out due to weather, there will be no class that evening.**

## COMMUNICATION

Our parish bulletin & website [www.immaculateparish.org](http://www.immaculateparish.org) provides current information on happenings in our Faith Formation. Please read the bulletin weekly for upcoming events. A monthly newsletter will also be sent on the last Wednesday of the month.

## USE OF ROOMS

We are asked to leave the classrooms clean and in order. We are to use only the materials that belong to us and not disturb any of the belongings of the Owensboro Catholic Middle School. **STUDENTS SHOULD NOT BRING FOOD FROM HOME OR GUM INTO THE CLASSROOMS.**

## DISCIPLINE

Life as a Christian is a commitment to live by the example of Jesus Christ. This commitment includes the acceptance of students and their responsibility to respect the rights of others. The Diocese of Owensboro requires that every child read and discuss with parents the CODE OF CONDUCT for their age level and return it to their catechist.

Students are expected to attend class regularly, participate in discussions and activities, and respect their teachers and other students. In instances of extreme behavior such as (but not limited to) **abusive language, fighting, vandalism, and disrespect to the teacher or students, stealing, or leaving the premises without permission**, a conference with student, parent, parish director of program and/or pastor may result. Dismissal from the program could result if issues are not resolved.

## **PARENTAL INVOLVEMENT**

As members of Immaculate Parish, we ask parents to share their time, talent and treasure with our Faith Formation Program. We ask each family to commit themselves to helping the program through action and prayer. All volunteers who work directly with children must follow the Diocesan Safe Environment policies and complete all necessary training and background checks. Those who are non-supervisory (help indirectly) will sign the Non-Supervisory Adult Code of Conduct.

Some opportunities for volunteering include “Pray-er” (someone to listen to children’s memorized prayers), or dismissal (2 people to take names, help children into their cars, direct traffic). You may sign up using Sign-Up Genius.

Pray-ers - <https://www.signupgenius.com/go/70a094daaae2fa31-prayers>

Dismissal - <https://www.signupgenius.com/go/70a094daaae2fa31-dismissal1>

## **SAFETY**

The safety of our children is very important to us! All students are to enter and exit from the rear door of Owensboro Catholic Middle School. No student is to leave the building after arriving at the school. After 6:30pm the door will be locked for safety reasons. If picking up children early, please knock. When picking up your child(ren), please pull around to the back of the Owensboro Catholic Middle School (same as drop-off) and give your name to the traffic supervisor.

Throughout the year, the Director of Faith Formation will review with the catechists and students the Emergency Procedures used in regards to severe weather, fire, and lockdown.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **ARRIVAL**

Please enter the driveway around the OCMS/Immaculate Church campus at the south entrance. Upon entering the driveway from Christie Place, drive to the end of the second west door of the school building (facing the football field). Drive to the speed bump and stop for the passengers to unload anywhere in the loading/unloading zone. There will be an adult at the door to receive the students. This is the only door which will be used to enter the building. Students will be allowed to enter the building beginning at **6:00pm**. (Class begins at 6:15pm.) Upon entering the building, students will go directly to the cafeteria for gathering. Drivers should proceed to the north exit on Christie Place.

### **DISMISSAL**

Please enter the driveway around the OCMS/Immaculate Church campus at the south entrance and park in one of the four spaces (when available) in the loading/unloading zone. After the four spaces are filled, all other cars may line up in two lanes behind the four vehicles. These two lanes may extend to but not into Christie Place. A traffic monitor will ask you to identify who you are picking up. Please do not arrive prior to 7:15. Actual dismissal will begin at 7:30pm.



At dismissal, students will line up in the hallway nearest the dismissal door. A monitor outside will get the family names to a monitor inside. A helper will assist with safely loading the students. When all four cars in the zone are loaded, a traffic monitor will signal car 1 to leave, cars 2, 3, and 4 to follow single file behind the school to the north exit on Christie Place. When all 4 cars have moved away, the next four cars may drive forward.

### **PARKED CARS**

Those helping for the evening and Catechists/aides may park in the parking area behind the church and/or behind the school annex. Do not block areas used to drop off/pick up students. The west school door will be the only door which will be unlocked. It will be open each evening at 5:30pm for catechists/aides only.

### **CLASSROOM ASSIGNMENTS**

Kindergarten – Room 6

First – Room 7

Second – Room 5

Third – Room 4

Fifth – Room 10

Sixth – Room 13

Seventh – Room 11

Eighth – Room 9

Traffic- Room 12

Attendance – Room 12

## Catechist and Aides Roster

### **KINDERGARTEN**

Catechist Sherri Stevens  
2080 Spring Creek Trace  
Owensboro, KY 42301  
231-2352  
[dsstevens21@gmail.com](mailto:dsstevens21@gmail.com)

Aide Cheryl Clark  
1913 Tommy Lee Court  
Owensboro, KY 42301

### **FIRST GRADE**

Catechist Kim Schmitt  
5190 State Route 142  
Philpot, KY 42366  
570-9756  
[klschmitt@bellsouth.net](mailto:klschmitt@bellsouth.net)

Aide Katie Mattingly  
2016 Ottawa Drive  
Owensboro, KY 42301

## **SECOND GRADE**

Catechist Lillian Chapman  
2601 Elwood Drive  
Owensboro, KY 42301  
683-1694  
[chapmanlu@yahoo.com](mailto:chapmanlu@yahoo.com)

Aides Amber Payne  
3526 Woodlane Drive  
Philpot, KY 42366

Natalie Pfeifer  
2508 Canonero Loop  
Owensboro, KY 42301

## **THIRD GRADE**

Catechist Sandra Swift  
1940 Venetian Way  
Owensboro, KY 42301  
929-8414  
[sandy.swift@daviess.kyschools.us](mailto:sandy.swift@daviess.kyschools.us)

Aide Mollie Mattingly  
2016 Ottawa Drive  
Owensboro, KY 42301

## **FIFTH GRADE**

Catechist Judy King  
2722 Lookout Drive  
Owensboro, KY 42301  
903-9046  
[Judyking2016@yahoo.com](mailto:Judyking2016@yahoo.com)

Aides Juanita Calhoun  
2403 S York Street  
Owensboro, KY 42301

## **SIXTH GRADE**

Catechist Jennifer Hall  
1301 Marycrest Drive  
Owensboro, KY 42301  
302-7929  
[jennifermillay@gmail.com](mailto:jennifermillay@gmail.com)

Aide Kathy Blue  
2142 Lovell Drive  
Owensboro, KY 42301

Sam Blue  
2142 Lovell Drive  
Owensboro, KY 42301

## **SEVENTH GRADE**

Catechist Daniel Schrecker  
4315 Fischer Road  
Owensboro, KY 42301  
683-6962  
[danielschreckeremp@yahoo.com](mailto:danielschreckeremp@yahoo.com)

Aide Zack Thompson  
679 Fargo  
Owensboro, KY 42301

## **EIGHTH GRADE**

Catechist Beni Howell  
4201 Settlers Point  
Owensboro, KY 42303  
240-5210  
[mbhowell311@aol.com](mailto:mbhowell311@aol.com)

Aide Becca Beals  
2611 Victory Court W  
Owensboro, KY 42303

## **SUPPORT STAFF**

Charlotte Knott  
629 Chuck Gray Court  
Owensboro, KY 42301  
683-2757

Jennifer Thompson  
679 Fargo  
Owensboro, KY 42301  
314-8958

**DIRECTOR** Diane Willis  
 Immaculate Parish  
 2516 Christie Place  
 Owensboro, KY 42301  
 (270) 683-0689  
[dwillis@immaculateparish.org](mailto:dwillis@immaculateparish.org)

## Parish of the Immaculate Faith Formation 2018-2019

Wed, July 25	6:00pm	Catechist Orientation
Wed, August 1	6:00-7:30	Faith Formation meeting for Parents & students Join us for Mass at 5:30
Wed, August 15	6:15-7:30	Faith Formation
Wed, August 22	6:15-7:30	Faith Formation
Wed, August 29	6:15-7:30	Faith Formation
Wed, September 5	6:15-7:30	Faith Formation
Wed, September 12	6:15-7:30	Faith Formation
September 15-16	All Masses	Catechetical Sunday: blessing of teachers
Sun, September 16	11am-2pm	Confirmandi & Parent Mini Retreat <b>REQUIRED</b>
Wed, September 19	6:15-7:30	Faith Formation
	7:30pm	Catechist Meeting
Wed, September 26	6:15pm	<b>FAMILY FAITH NIGHT</b>
Wed, October 3	6:15-7:30	Faith Formation
Wed, October 10		No Faith Formation; Fall Break
Wed, October 17	6:15-7:30	Faith Formation
Wed, October 24	6:15-7:30	Faith Formation
Sat, October 27	8am-noon	Catechist Certification Class
Sun, October 28	11am-2pm	Confirmandi & Sponsor Mini Retreat <b>REQUIRED</b>
Wed, October 31		No Faith Formation; Vigil Mass for All Saints Day
Tues, November 6	7:30-4:30	Confirmation Retreat at Gasper River <b>REQUIRED</b>
Wed, November 7	6:15-7:30	Faith Formation
Wed, November 14	6:15-7:30	Faith Formation
	7:30pm	Catechist Meeting
November 17-18	All Masses	Confirmandi Rite of Enrollment
Sun, November 18	11am-1pm	First Reconciliation Mini Retreat (Students & Parents) <b>REQUIRED</b>
Mon, November 19	6pm-7:30pm	First Reconciliation Mini Retreat (Students & Parents)

Wed, November 21		<b>REQUIRED</b>
Wed, November 28	6:15-7:30	No Faith Formation; Thanksgiving Break <b>FAMILY FAITH NIGHT</b>
Wed, December 5	6:15-7:30	Faith Formation
Wed, December 12	6:15-7:30	Faith Formation
December 19 & 26		No Faith Formation; Christmas Break
Wed, January 2	6:15-7:30	Faith Formation
Mon, January 7		Confirmation Letters to the Bishop due
Wed, January 9	6:15-7:30	Faith Formation
Sat, January 12	12-5pm	<b>CONFIRMATION DAY @ THE CATHEDRAL</b> <b>REQUIRED</b>
Wed, January 16	6:15-7:30	Faith Formation
Wed, January 23	6:15-7:30	Faith Formation
Sat, January 26	8am-noon	Catechist Certification Class
Sat, January 26	12:30pm	First Reconciliation Reception Set-up
Sun, January 27	2:00	<b>First Reconciliation</b> + Reception
Wed, January 30	6:15-7:30	Faith Formation
	7:30pm	Catechist Meeting
Sat, February 2	9:00am	Confirmation Rehearsal for Candidates & Sponsors
Sun, February 3	10:00	Celebration of the Sacrament of <b>Confirmation</b> + Reception
Wed, February 6	6:15-7:30	<b>FAMILY FAITH NIGHT</b>
Sun, February 10	11-1:00pm	First Communion Mini Retreat (Students & Parents) <b>REQUIRED</b>
Mon, February 11	6:00-7:30pm	First Communion Mini Retreat (Students & Parents) <b>REQUIRED</b>
Wed, February 13	6:15-7:30	Faith Formation
Wed, February 20	6:15-7:30	Faith Formation
Wed, February 27	6:15-7:30	Faith Formation (ACRE Test for 5 <sup>th</sup> & 8 <sup>th</sup> Grade)
Wed, March 6		No Faith Formation; Ash Wednesday
Sat, March 9	8am-12 noon	Catechist Certification Class
Wed, March 13	6:15-7:30	Faith Formation
Wed, March 20	6:15-7:30	Faith Formation
Wed, March 27	6:15-7:30	Faith Formation
	7:30pm	Catechist Meeting
Wed, April 3		No Faith Formation; Spring Break

Wed, April 10	6:15-7:30	<b>FAMILY FAITH NIGHT</b>
Wed, April 17	6:15-7:30	Faith Formation
Wed, April 24	6:15-7:30	Faith Formation
Sat, April 27	9:00-noon	First Communion Rehearsal and Mini Retreat
Sun, April 28	10:00am	Celebration of <b>First Communion</b>

Wed, May 1	6:15-7:30	Faith Formation End of Year Picnic
Wed, May 8	5:30-7:00	Mass & Catechist Dinner
Sun, May 19	10:00am	Senior Recognition Mass & Breakfast

## **Parish of the Immaculate**

### **Family Events 2018-2019**

August 4-5	All Masses	Blessing of Backpacks
August 11-12	All Masses	Blessing of Keys & Drivers
August 18-19	All Masses	Blessing of Child in the Womb
September 22	Afternoon	Parish BBQ and Raffle
September 30	3:00-6:00	Parish Fall Festival
TBA		Blessing of Pets (St. Francis Day)
November 4	After Masses	Youth Pancake Breakfast (Raise \$ for NCCYC)
December 1	9am-1pm	Camp Elf
TBA		St. Nicholas
March 5	6:00pm	Mardi Gras
TBA		Stations of the Cross
April 14-20		Holy Week
April 20	7:30pm	Easter Vigil
June 10-14	Tentatively	Vacation Bible School

### **Holy Days**

August 14	5:30pm	Vigil Mass - Feast of Assumption
August 15	7am, 1:45 pm	Feast of Assumption
October 31	5:30pm	Vigil Mass – All Saints
November 1	7am, 1:45pm	All Saints
December 7	5:30pm	Vigil Mass – Immaculate Conception
December 8	7am	Immaculate Conception

### **Youth Group 2018-2019**

August 5,	6-8pm	Youth Group
August 19	All Day	Family Day @ Gasper River
August 26	5-8	Youth Group Kick-off
September 9, 16, 23	6-8pm	Youth Group in September
September 30	3-6	Youth Group helps at Fall Festival
October 14, 21, 28	6-8pm	Youth Group in October

November 4	After Masses	Youth Pancake Breakfast (Raise \$ for NCYC)
November 9-10		ODYC (Owensboro Diocese Youth Conference)
November 18, 25 ?	6-8pm	Youth Group in November
December 2, 9, 16, 30 ?	6-8pm	Youth Group in December
January 6, 13, 20, 27	6-8pm	Youth Group in January
February 10, 17, 24	6-8pm	Youth Group in February
March 3, 17, 24	6-8pm	Youth Group in March
March 8-10		Youth 2000
April 7, 14, 29	6-8pm	Youth Group in April
May 5, 19	6-8pm	Youth Group in May

***Sacramental Dates***  
**First Reconciliation**

Parent & Student Mini Retreat  
 Sunday, November 18                      11:00am            or  
 Monday, November 19                    6:00pm  
*Bring Baptismal Certificate*

**Celebration of First Reconciliation**  
 Sunday, January 27                      2:00pm

**First Communion**

Parent & Student Mini Retreat  
 Sunday, February 10                    11:00am            or  
 Monday, February 11                    6:00pm

Pictures, Rehearsal and Mini Retreat  
 Saturday, April 27                      9:00am

**Celebration of First Communion**  
 Sunday, April 28                      10:00am

**Confirmation**

Mini Retreat for Parents & Candidates,  
 Sunday, September 16                    11:00am  
*Bring baptismal certificates*

Mini Retreat for Sponsors & Candidates  
 Sunday, October 28                    11:00am

Retreat for Candidates @ Gasper River  
 Tuesday, November 6                    All Day

**Confirmation Rite of Enrollment**

November 17-18

All Masses

**Confirmation Day at the Cathedral**

Saturday, January 12

12:00-5:00pm

Confirmation Interviews - TBA

Rehearsal for Candidates & Sponsors

Saturday, February 2

9:00am

**Celebration of the Sacrament of Confirmation,** Reception afterwards

Sunday, February 3

10:00am

## A Prayer for Family Commitment

Dear God our Father, you have called  
all Christian families to be a sign of your love  
to the world.

Help us to be generous with the gifts of life & love that you have showered on our family.  
May we share them so that our homes  
become true signs of unity and fruitful love.

Let us never forget to thank you each day  
for all that sustains us and to look to Christ,  
who comes to us in the events of family life,  
in the sacraments of the Church,  
and in service to the poor.

In all of this, our family becomes  
a living expression of your Church,  
a hallowed home of life and love.  
By the power of the Holy Spirit,  
may all of us—spouses, parents, and children—share, as members of his Body, in Jesus’  
mission to build a civilization of love.

Father, we ask this in Jesus’ name in union with the Holy Spirit. Amen.