

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

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

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

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 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 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

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

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

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

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

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

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

Aide Zack Thompson
679 Fargo
Owensboro, KY 42301

EIGHTH GRADE

Catechist Beni Howell
4201 Settlers Point
Owensboro, KY 42303
240-5210
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

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 REQUIRED
Wed, September 19	6:15-7:30	Faith Formation
	7:30pm	Catechist Meeting
Wed, September 26	6:15pm	FAMILY FAITH NIGHT
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 REQUIRED
Wed, October 31		No Faith Formation; Vigil Mass for All Saints Day
Tues, November 6	7:30-4:30	Confirmation Retreat at Gasper River REQUIRED
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) REQUIRED
Mon, November 19	6pm-7:30pm	First Reconciliation Mini Retreat (Students & Parents)

Wed, November 21		REQUIRED
Wed, November 28	6:15-7:30	No Faith Formation; Thanksgiving Break FAMILY FAITH NIGHT
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	CONFIRMATION DAY @ THE CATHEDRAL REQUIRED
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	First Reconciliation + 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 Confirmation + Reception
Wed, February 6	6:15-7:30	FAMILY FAITH NIGHT
Sun, February 10	11-1:00pm	First Communion Mini Retreat (Students & Parents) REQUIRED
Mon, February 11	6:00-7:30pm	First Communion Mini Retreat (Students & Parents) REQUIRED
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 th & 8 th 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	FAMILY FAITH NIGHT
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 First Communion

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.