

Parish of THE IMMACULATE



Parish Faith Formation Handbook 2019-2020

My dear brothers and sisters,

When I wrote this note to you at this time last year, I had only been at Immaculate for one month. Now that we have had more than a year together I am even more grateful for and edified by the many people who so generously give themselves in various forms of parish ministry.

While everything we do here in the parish is significant, our Faith Formation program for 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.

Let us pray together and for one another that the months ahead will be a time of grace and growth. We ask the intercession of Mary, our parish patron, as we embark upon another year of Faith Formation.

Fr. John

Welcome!

As I start my tenth year at Immaculate, I am in awe as to how our program has blossomed: how our catechists are so dedicated, and how our families have been so conscientious in their responsibility in bringing their children closer to Christ. It really is a wonderful program that we have here at Immaculate, thanks to you and other parishioners.

I look forward to another great year of our children learning about God and our beautiful Catholic faith, but even more importantly, coming to love the Lord and being in relationship with Him. Continue to promote that in your home not only by following up on what the children are learning in class, but celebrating Mass as a family and modeling the faith at home with your actions, prayers, and Catholic rituals.

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
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Owensboro, KY 42301

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Youth Facebook: The Immaculate Youth Group
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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
Diane's 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. This year, we will be rewarding those student who know ALL Their prayers – that includes prayers from the previous years.

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.

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-8) includes parental components. Your child(ren) will come home with papers for you. Please use these to supplement their understanding of the subject taught. Parents may also want to check family resources on the Loyola Press website. <https://www.loyolapress.com/faith-formation/finding-god/finding-god-2013/parents-and-students>

SUPPLIES

Immaculate Parish will provide all necessary materials for each child. We ask that no toys, no electronic devices including lasers, game boys, or iPods, 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 (cell) or call 270-683-0689 (office) 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 being promoted to the next grade 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 centering 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 and Facebook (The Immaculate). **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 5

First – Room 4

Second – Room 6

Third – Room 7

Fourth – 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

5638 Lane Rd
Owensboro, KY 42303
231-2352
dsstevens21@gmail.com

Aide

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 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

Aide

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

SEVENTH GRADE

Catechist Daniel Schrecker
4315 Fischer Road
Owensboro, KY 42301
683-6962
danielschreckeremp@yahoo.com

Aide

EIGHTH GRADE

Catechist Becca Beals
4540 Englewood Dr
Owensboro, KY 42303
314-6292
beareb36@gmail.com

Aide Andrew Schmitt
5190 State Route 142
Philpot, KY 42366

SUPPORT STAFF

Charlotte Knott
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683-2757

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314-8958

DIRECTOR

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Parish of the Immaculate Faith Formation 2019-2020

Wed, July 31	6:00pm	Catechist Gathering
Wed, August 7		No Faith Formation; first day of school
Wed, August 14	5:30	Attend Mass for the Assumption with family Reception afterwards for ALL
Wed, August 21	6:15-7:30	Faith Formation (Orientation) for parents and students
Wed, August 28	6:15-7:30	Faith Formation
Wed, September 4	6:15-7:30	Faith Formation
Sun, September 8	11am-2pm	Confirmandi & Parent Mini Retreat REQUIRED
Wed, September 11	6:15-7:30	Faith Formation
September 14-15	All Masses	Catechetical Sunday: blessing of teachers
Wed, September 18	6:15-7:30	Faith Formation
Saturday, September 21	9-3pm	Catechist Workshop @ McGraith Catholic Center
Wed, September 25	6:15pm	Faith Formation
Wed, October 2	6:15-7:30	Faith Formation
Wed, October 9		No Faith Formation; Fall Break
Wed, October 16	6:15-7:30	Faith Formation
Sat, October 19	8am-noon	Catechist Certification Class
Sun, October 20	11am-2pm	Confirmandi & Sponsor Mini Retreat REQUIRED
Wed, October 23	6:15-7:30	Faith Formation
	7:30	Catechist Meeting
Wed, October 30	6:15-7:30	FAMILY FAITH NIGHT
Tues, November 5	7:30-4:30	Confirmation Retreat at Gasper River REQUIRED
Wed, November 6	6:15-7:30	Faith Formation
Sun, November 10	11am	First Reconciliation Mini Retreat (Students & Parents) REQUIRED
Mon, November 11	6pm	First Reconciliation Mini Retreat (Students & Parents) REQUIRED
Wed, November 13	6:15-7:30	Faith Formation
	7:30	Catechist Meeting
November 16-17	All Masses	Confirmandi Rite of Enrollment REQUIRED
Wed, November 20	6:15-7:30	Faith Formation
Wed, November 27		No Faith Formation: Thanksgiving Break
Wed, December 4	6:15-7:30	FAMILY FAITH NIGHT
Wed, December 11	6:15-7:30	Faith Formation
December 18 & 25		No Faith Formation; Christmas Break

Wed, January 1		No Faith Formation; New Year's Day
Wed, January 8	6:15-7:30	Faith Formation
Sat, January 11	10:00am	1st Reconciliation Reception Set-up (1 st grade Parents)
Sun, January 12	2:00	First Reconciliation & Reception
Wed, January 15		Confirmation Letters to the Bishop due
Wed, January 15	6:15-7:30	Faith Formation
Sun, January 19	11:00-1:30	Confirmation Interviews REQUIRED (10 minutes)
Wed, January 22	6:15-7:30	Faith Formation
Sat, January 25	8am-noon	Catechist Certification Class
Sun, January 26	TBA	CONFIRMATION HOLY HOUR REQUIRED
Wed, January 29	6:15-7:30	Faith Formation
Sat, February 1	9:00am	Confirmation Rehearsal for Candidates & Sponsors
Sun, February 2	10:00	Celebration of the Sacrament of Confirmation + Reception
Wed, February 5	6:15-7:30	Faith Formation
Wed, February 12	6:15-7:30	Faith Formation
	7:30	Catechist meeting
Wed, February 19	6:15-7:30	FAMILY FAITH NIGHT
Sun, February 23	11	First Communion Mini Retreat (Students & Parents)
		REQUIRED
Mon, February 24	6:00-7:30pm	First Communion Mini Retreat (Students & Parents)
		REQUIRED
Wed, February 26		No Faith Formation; Attend Ash Wednesday 5:30 mass as family
Wed, March 4	6:15-7:30	Faith Formation (ACRE Test for 5 th & 8 th Grade)
Wed, March 11	6:15-7:30	Faith Formation
Sat, March 14	8am-12 noon	Catechist Certification Class
Wed, March 18	6:15-7:30	Faith Formation
Wed, March 25	6:15-7:30	Faith Formation
	7:30pm	Catechist Meeting
Wed, April 1		No Faith Formation; Spring Break
Wed, April 8	6:15-7:30	FAMILY FAITH NIGHT
Wed, April 15	6:15-7:30	Faith Formation
Wed, April 22	6:15-7:30	Faith Formation
Sat, April 25	9:00-noon	First Communion Rehearsal and Mini Retreat
Sun, April 26	10:00am	Celebration of First Communion
Wed, April 29	6:15-7:30	Faith Formation
Wed, May 6	6:15-7:30	Faith Formation End of Year Picnic
		FAMILY FAITH NIGHT
Wed, May 13	5:30-7:00	Mass & Catechist Dinner
Sun, May 17	10:00am	Senior Recognition Mass & Breakfast

Parish of the Immaculate Family Events 2019-2020

September 28	Afternoon	Parish BBQ and Raffle
November 3	After Masses	Youth Pancake Breakfast
December 7	9am-1pm	Camp Elf
December 18	6:15	Christmas Caroling ?
February 25	6:00pm	Mardi Gras
April 6-10		Holy Week
April 11	7:30pm	Easter Vigil
June 15-19	Mornings	Vacation Bible School

Holy Days

August 14	5:30pm	Vigil Mass for Assumption
	7:00am, 1:45pm	Mass for Assumption
October 31	5:30pm	Vigil Mass – All Saints
November 1	7:00am, 1:45pm	All Saints
December 9	7:00am	Immaculate Conception – Not Obligation
December 24	4:00pm, 10:00pm	Christmas Eve
December 25	9:00am	Christmas
December 31	5:30pm	Vigil Solemnity of Mary
January 1	9:00am	Solemnity of Mary

Youth Group 2019-2020

August 4, 11	6-8pm	Youth Group in August
September 8, 15, 22, 29	6-8pm	Youth Group in September
October 13, 20, 27	6-8pm	Youth Group in October
November 3	After Masses	Youth Pancake Breakfast
November 3, 10, 17	6-8pm	Youth Group in November
November 20-23		NCYC (National Catholic Youth Conference)
December 1, 8, 15	6-8pm	Youth Group in December
January 5, 12, 19, 26	6-8pm	Youth Group in January
February 9, 16, 23	6-8pm	Youth Group in February
March 1, 15, 22	6-8pm	Youth Group in March
March 6-8		Youth 2000
April 5, 19, 26	6-8pm	Youth Group in April
May 3, 17, 31	6-8pm	Youth Group in May

Sacramental Dates
First Reconciliation

Parent & Student Mini Retreat
Sunday, November 10 11:00am (with brunch & childcare) or
Monday, November 11 6:00pm
Bring Baptismal Certificate

Celebration of First Reconciliation
Sunday, January 12 2:00pm

First Communion

Parent & Student Mini Retreat
Sunday, February 23 11:00am (with brunch & childcare) or
Monday, February 24 6:00pm

Pictures, Rehearsal and Mini Retreat
Saturday, April 25 9:00am (Individual pictures begin at 8am)

Celebration of First Communion
Sunday, April 26 10:00am

Confirmation

Mini Retreat for Parents & Candidates,
Sunday, September 8 11:00am (with brunch)
Bring baptismal certificates

Mini Retreat for Sponsors & Candidates
Sunday, October 20 11:00am (with brunch)

Retreat for Candidates @ Gasper River
Tuesday, November 5 All Day

Confirmation Rite of Enrollment
November 16-17 All Masses

Letters to the Bishop due
Wednesday, January 15

Confirmation Interviews
Sunday, January 19 11am-1:30pm (10 minute slots)

Holy Hour
Sunday, January 26 Time TBA

Rehearsal for Candidates & Sponsors
Saturday, February 1 9:00am

Celebration of the Sacrament of Confirmation, Reception afterwards
Sunday, February 2 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.