

# FAMILY FAITH EVENTS

## IMPORTANT FAMILY FAITH EVENTS 2019-2020

**Aug 4: Jeff Cavins**—Come hear this renowned Catholic speaker as he stops by OLIH as part of his 'God Squad Tour'. Come early for dinner (5:00 pm) and stay for the presentation (6:30 pm). Register at [www.olih.org](http://www.olih.org)>Parish Events. Childcare available for those who reserve a space.

**Nov 1: All Saints Party**—Join us for breakfast on this Sunday where we celebrate ALL the members of God's family, living and dead.

**Nov 27: Thanksgiving Mass**, 5:30 pm—we gather to thank God for our blessings on the evening before the holiday .

**Dec 15: Las Posadas**—We will walk with Mary & Joseph as they seek a 'room at the inn' and then celebrate when they find it.

**Feb 25: Mardi Gras Family Fest**—We'll have 'Waffles & Jazz' to have one last party before the serious season of Lent begins!

**Feb 26: Ash Wednesday**—The season of Lent begins. Join us for Mass 7:00 am, 5:00 pm or 7:00 pm.

**Mar 29-Apr 1: Parish Mission featuring Johan Van Parys**—No formal FF classes this week, but students are encouraged to attend with their families. Sunday session thru Wednesday. More information to come.

**Apr 9-12: The Easter Triduum.** Walk with Christ and your parish community during these holiest days of the year: **Holy Thursday** (Mass with Washing of Feet, 7:00 pm), **Good Friday** (Passion service with Veneration of the Cross, 7:00 pm), the **Easter Vigil** (Welcoming newcomers to the Catholic Church and our own Renewal of Baptismal Promises, 8:00 pm).

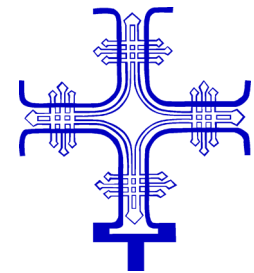
**April 12, Easter Sunday:** The Triduum concludes Easter Sunday, celebrating with alleluias the Resurrection of Jesus Christ! Masses at 8:00 and 10:30 am in both the church and the social hall.

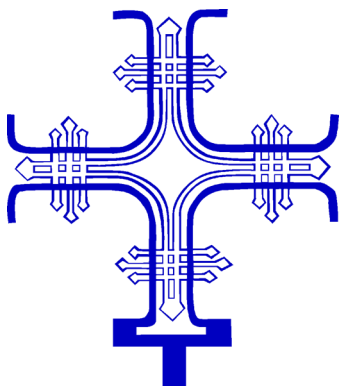


# Life-Long FAITH FORMATION Handbook

## 2019-2020

PRE-KINDERGARTEN - GRADE 12  
INCLUDING SPECIAL NEEDS





***WELCOME to Our Lady's Immaculate Heart Faith Formation!***  
*This handbook outlines the policies and procedures of  
 Life-long Faith Formation for youth pre-K through 12th grade.  
 Please take time review the information.  
 As your partner in passing on the Catholic (Christian) Faith, your  
 understanding and cooperation is appreciated in forming a  
 culture of positive, experiential, and meaningful Faith  
 Formation for you and your youth.*

## **IMPORTANT FAITH FORMATION DATES 2019-2020**

Sep 8-11	All FF sessions begin
Sep 15 or 16	9th Grade mandatory Parent & Teen Mtg
Sep 22 or 23	10th Grade mandatory Parent & Teen Mtg
Oct 15 or 22	2nd Grade mandatory Parent Mtg
Oct 20 or 21	10th Grade Rite of Enrollment
Nov 17 or 18	10th grade Confirmation Sponsor Mtg
Nov 17	2nd Grade Rite of Enrollment
Nov 24-27	<b>No FF sessions—Thanksgiving Break</b>
Nov 26	5th Grade Teaching Mass & Social
Dec 22-Jan 5	<b>No FF sessions—Christmas Break</b>
Jan 6	FF sessions resume
Jan 19	2nd Grade Eucharistic Afternoon
Jan 25/26	3rd Grade Hospitality Project
Jan 25/26	1st Grade Presentation of Gifts
Feb 1/2	3rd Grade Hospitality Project
Feb 5	7th Grade Theology of Body—Parent Mtg
Feb 16	2nd Grade Eucharistic Afternoon
Feb 24	4th Grade Parent/Child Dinner & Reconciliation Workshop
Feb 23-26	No FF sessions—Lent begins
Mar 1	Senior Scholarship Applications Due
Mar 8	2nd Grade Reconciliation
Mar 15-22	No FF sessions—Spring Break
Mar 29	2nd Grade Eucharistic Afternoon
Mar 29-April 1	No FF sessions—Attend Parish Mission
Apr 8	6th Grade Seder meal with parents
Apr 18 or 19	First Communion
Apr 27-29	Last week of FF sessions
May 6	Senior Mass/Breakfast for Grads & Parents
May 6	Faith Formation Appreciation Dinner
Jun 7-11	Vacation Bible School

# IMPORTANT DATES

# CONTACT LIST

## CONTACT LIST

Faith Formation Phone Line (report absences/reach Directors)  
515/964-3545

### FAITH FORMATION

Director of FF (Grades 9-12): Tom Primmer ext. 112  
[tomp@olih.org](mailto:tomp@olih.org)

Associate Director (Grades 6-8): Abby Henderson ext. 111  
[abby@olih.org](mailto:abby@olih.org)

Associate Director (Grades 1-5): Joyce Clawson ext. 110  
[joyce@olih.org](mailto:joyce@olih.org)

Associate Director (Early Childhood & Special Needs):  
Mary Sankey ext. 118  
[marys@olih.org](mailto:marys@olih.org)

### YOUTH MINISTRY

Director (Grades 9-12): Randy Henderson ext. 108  
[randy@olih.org](mailto:randy@olih.org)

MSM Coordinator (Grades 6-8): Abby Henderson ext. 111  
[abby@olih.org](mailto:abby@olih.org)

### MUSIC & LITURGY

Director of Music & Liturgy: Kyle Lechtenberg ext.106  
[kyle@olih.org](mailto:kyle@olih.org)

Altar Server Training  
(Grade 4 & up): Brian Fitzpatrick  
[shamrock9498@msn.com](mailto:shamrock9498@msn.com)  
515/964-9498

Lector Training: Bill Konnath  
[billk@olih.org](mailto:billk@olih.org)  
515/965-1520

Cherubim Choir Director  
(GRADES 2-7): Jackie Carey  
[fivecareys@live.com](mailto:fivecareys@live.com)  
515/249-9066

Youth Choir Director  
(Grades 8-12): Erin Stoltenberg  
[erinmstolt@gmail.com](mailto:erinmstolt@gmail.com)  
515/720-8059

### ADULT FAITH FORMATION

Director of Adult Faith  
Formation & RCIA: Patty Mayer ext.109  
[patty@olih.org](mailto:patty@olih.org)

## STATEMENT OF PHILOSOPHY

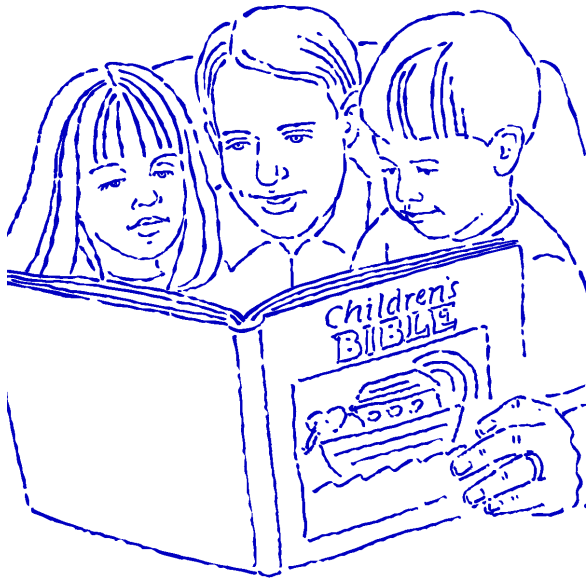
Our Lady's Immaculate Heart Faith Formation supports parents in forming themselves and their youth in the teachings of the Roman Catholic Faith.

The Faith Formation Team (Staff, Catechists & Volunteers) partners with parents—who are the primary catechists of their youth—to implement the six tasks of catechesis, which form adults and youth in:

- Knowledge of the Catholic/Christian faith
- Sacrament and Liturgical (worship) life of Church
- Moral teaching and Conscious formation
- Models & Practice of Prayer
- Community Life
- Mission & Service Outreach to all

Our Lady's Faith Formation process utilizes methods and materials which are approved by our Diocese, in conformity with the Catechism of the Catholic Church, are theologically sound, and educationally & developmentally age appropriate.

# WELCOME!



Put these words of mine in  
your heart and soul ....  
Teach them to your children ....

Deuteronomy 11:18-19, NRSV

**7th grade:** Introduces a more small-group faith-sharing model used for Edge & Life Teen curricula. They study Pope Saint John Paul II's *Theology of the Body*, including a night for parents, as well as a study of Scripture, particularly the New Testament and how to study/read the Bible. The spring semester is spent studying prayer and being exposed to, and participating, in many different forms of Catholic prayer, both communal and personal.

**8th grade:** Utilizes both small group and large group lessons, spending the first semester on the Church that Christ founded. In the spring they study the 7 Corporal Works of Mercy and participate in several outreach projects during session time, reinforcing our call as Catholics to serve others.

### **YDISCIPLE SMALL GROUPS (GRADES 9-12)**

**Note:** 9th through 12th graders meet on specified Wednesdays from 8:15-9:30 pm (normally every other week). Ninth Graders meet at church and Grades 10-12 meet in host homes of parishioners/catechists.

**9th grade:** Teens build relationship with Jesus, His Church and each other through the use of inquiry and exploration, relating faith to live in practical ways. Alpha Youth materials are utilized for this process.

**Participation and regular attendance in 9th Grade is EXPECTED as youth prepare to celebrate the Sacrament of Confirmation in 10th Grade.**

**10th grade:** Teens grow deeper in their understanding and relationship with Jesus, His Church and each other with an emphasis on the importance of developing and living a prayerful and sacramental life.

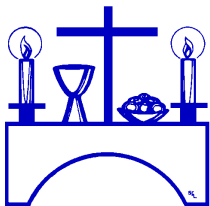
**11th & 12th grade:** Teens begin to "take ownership" of their life-long faith development as they are provided several YDisciple topics to explore at a pace chosen in collaboration with their small group.

**Grades 11 & 12** groups have an opportunity to witness to faith by visiting the *On With Life* facility where they participate in a prayer service and interact with the residents.

# CURRICULUM

**4th grade:** Deepening youth's awareness and understanding of God's love and mercy in the Sacrament of Reconciliation. The Beatitudes and Commandments are presented as guides for living a Christian life. The year includes an extensive unit on the Sacrament of Reconciliation which includes a Dinner/Workshop for parents and their students.

**5th grade:** Focuses on the rituals and beliefs of Catholicism. The two main units center on the Eucharistic liturgy and the sacraments. In addition, traditions, devotions, seasons, and feasts of the Catholic faith are presented. A *Teaching Mass* for parents and students is offered as part of the curriculum.



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## PROGRAMS SPECIAL TO ELEMENTARY CURRICULUM:



**Prayer Angels:** Pre-Kindergarten, Kindergarten, and Grades 1–5 participate in this program. A Prayer Angel is assigned to each group and he/she prays for them throughout the year and sends notes of encouragement and recognition for milestones.

**Faith Friends:** Grades 2 and 5 are partnered for the year. Students in 5th Grade pray for and write notes of encouragement for the 2nd Graders as they prepare for and receive their sacraments. The 5th Graders also host an Advent Party for their 2nd Grade Faith Friends.

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## MIDDLE SCHOOL CURRICULUM (GRADES 6-8)

**6th grade:** Emphasizes a study of the Hebrew Scriptures by focusing on a different person from the books of the Old Testament each week and helping the 6th graders see the connections between the Old Covenant of the Hebrew Scriptures and the New Covenant in Christ. A highlight of the year is the hosting of a modified Seder Prayer Celebration for parents during Holy Week.

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Revised July 2019  
For 2019-2020 program year

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# REGISTRATION

## REGISTRATION

Registration is open to families who are members of Our Lady's Immaculate Heart Parish.

Registration is completed online at [www.olih.org](http://www.olih.org). Look for the link at the bottom of the main page under, "Parish Events." (For those without access to a computer, paper forms are available at the parish office.) The registration process helps us organize youth into formation groups efficiently. Please call 515/964-3038 for assistance.

Growing in life-long faith requires youth to be registered for Faith Formation every year.

Placement in session times are made on a **first-come, first-available basis**. If a session time is full, a youth may be placed on a waiting list by the age-level director.

Group size is determined by the Faith Formation Staff and is kept small to build community, and allow youth opportunity to participate and grow to their full potential.

## GUIDELINES

Where there are two or more sessions of a grade level meeting at one time the following guidelines for youth placement in a particular session is followed:

1. Session Director will be the primary decision maker in assigning youth to groups.
2. A youth will be placed in the same grade level in the Faith Formation Program as he/she is placed in school.
3. In general, brothers/sisters or twins who are in the same grade in school may be placed in the same Faith Formation Session group. Parents are asked to let the Director know if their preference is otherwise.
4. In general, requests for particular catechists to teach a youth **can not be honored**.
5. In general, requests for a youth to be placed with particular other youth in the same session group **can not be honored**.

## CURRICULUM (PRE K-GRADE 5)

**Pre-Kindergarten:** (*Youth must be 3 years old by September 15*) Emphasizes how God cares for us so much that he has given us many gifts including Jesus! Youth learn how to use prayer

and action to thank God. Youth also learn about the parish as their faith Community (family) and how we celebrate our faith through worship, prayer, learning and decision making.



**Kindergarten:** Focus is on the liturgical year and major celebrations in the church which includes diving more into the sacraments and Mass. Students learn about the Trinity through breaking the Trinity apart and learning about the Father, the Son and the Holy Spirit individually and how we can live like Jesus by listening to Jesus in scripture and following the Saints' examples.

**Special Needs:** Adapted for the specific grade level needs of the participating child. A focus is given to the four basic pillars of the Catholic faith: worship, prayer, learning and decision making. These concepts are adapted into manageable and age appropriate formats.

**1st grade:** Emphasizes God's love for us as shown through creation and in the life and ministry of Jesus. **Attending 1st Grade is mandatory for a child to celebrate Reconciliation & First Communion in the 2nd Grade.**

**2nd grade:** Preparation for the celebration of the sacraments of Reconciliation and Eucharist. Emphasis is placed upon the meaning of the sacraments, the relationship between Baptism and Eucharist, the need to live a peaceful life, God's love and forgiveness, the presence of Jesus in the Eucharist and the study of the Mass.

**3rd grade:** Focuses on the meaning of Church with lessons on the marks of the church, creed, Holy Trinity, sacraments and a review of the Mass. In addition, a unit on forming our conscience and the need to follow the spirit of the Ten Commandments. Youth participate in Hospitality by serving as Hospitality Ministers and serving doughnuts, juice & coffee after Masses (January or February).

# CURRICULUM

## OTHER PROGRAMS

### Rite of Christian Initiation for Adults, adapted for children

This process is designed to provide sacramental preparation and celebration for families and youth who were unable to celebrate the sacraments of initiation (Baptism, First Eucharist and Confirmation) at the usual grade level. This process is open to all ages. The sessions are held on Tuesdays at 5:30 pm. Please contact Patty Mayer, Director of RCIA, [patty@olih.org](mailto:patty@olih.org) for information.

### Choirs:

**Cherubim Choir** (Grades 2-7)  
Wednesdays, 5:30-6:30 pm

**Youth Choir** (Grades 8-12)  
Wednesdays, 7:00-8:00 pm



### Youth Ministry:

**Our Lady's Youth Ministry** is divided into High School (Grades 9-12) and Middle School (Grades 6-8) and is open to anyone in those grades. These vibrant, active programs offer youth a way to connect to each other through retreats, adventure outings, game nights, bible studies and more. News and events for OLHYM is online at [www.olih.org/youth-ministry-news/](http://www.olih.org/youth-ministry-news/).

**Grades 6 - 8** students have a monthly activity planned every 3rd Sunday from 5:30-7:30 pm through the Middle School Ministry component of youth ministry.

### Children's Liturgy of the Word (CLOW):

Open to youth age 3 through 3rd graders during the 10:30 am Mass on specified Sundays. Dates will appear in the bulletin and email updates.

### Vacation Bible School:

Offered in June for children entering Kindergarten and going through Grade 5.

## ATTENDANCE

Regular attendance is expected and necessary for youth to learn the Christian Faith. Parents are asked to notify the church office if a youth is to be absent. Parents may do this by calling OLIH FF at 515/964-3545 or the parish office, 515/964-3038. **Emailing the directors isn't a guarantee that attendance will be recorded before attendance is taken.** Perfect attendance awards are given to students in Grades 1-5.

### Early Dismissal

If a youth needs to be dismissed from a Faith Formation Session early, **parents must notify the FF office prior to their removal.** If a youth is absent, and the office has not been notified, every effort will be made to contact parents. **Therefore, parents of FF students are asked to complete/update family contact information each year during the registration process.**

### Early Pick-up

If a youth needs to be picked up early from a Faith Formation Session early, parents **must** get a form from the office and have it signed by an FF Director or Support Volunteer. The parent is to present this signed form to the catechist when taking their youth from session. The parent may be asked to show ID.

### Sacrament Preparation

**Consistent attendance in a Faith Formation Program for the year prior to and the year of a sacrament is a pre-requisite for celebration of the sacrament.**

### Session Times

OLIH Faith Formation calendar is based on the \*Ankeny School calendar. **If the Ankeny schools close due to inclement weather, Faith Formation Sessions are canceled.** Cancellation of session times will be aired on local radio and TV stations and sent out online through the OLIH app and Updates.

*\*Note exceptions: FF classes will be held on the following Mondays when there is no school —October 7, January 20 & February 17.*

# FEES & SESSIONS

## FEES

Our Lady's Immaculate Heart values supporting families in life-long faith formation. For several years, we have invested approximately \$325/youth enrolled in the faith formation process. This figure is inclusive of all costs associated with life-long faith formation.

To help off-set the cost of the process, a registration fee of **\$100.00** per child with a maximum of **\$200.00\*** per family is collected (\*assumes no late or other fees). This fee is due at the time of registration. **No one will be turned away for financial reasons.** Any requests for fee waiver are to be made to the Directors and will be kept confidential.

**LATE FEES:** A late fee of **\$25.00** per family will be charged for any child registered after September 1. This does not apply to families new to the parish.

**TRANSFER BETWEEN SESSIONS:** After August 31, there is a fee of \$25.00 to transfer youth from the original time registered to another session time. Transfers incur cost on the "back end" and these costs are passed through. In addition, transferring between sessions affects how many sessions are offered and the volunteers that need to be recruited.

Catechists, Volunteer Support Staff & Teen Assistants are not charged a registration fee.

## SESSIONS

Faith Formation Sessions are held from mid-September through April. (Week after Labor Day thru last day of April)

### Pre-Kindergarten/Kindergarten

Specified Sundays: 8:30-9:30 am

### Grades 1-5

Monday: 4:30-5:30 pm

Tuesday: 4:10-5:10 pm & 5:30-6:30 pm

Wednesday: 4:10-5:10 pm

### Grades 6-8

Wednesday: 5:30-6:30 pm & 7:00-8:00 pm

### Grades 9- 12

Every other Wednesday: 8:15-9:30 pm (see schedule)



Social justice activities, such as collecting food and personal care items, visiting *On With Life* and *Catholic Worker House*, are sponsored through the FF program. Youth Ministry offers additional opportunities for 6-12 graders.

An all-program outreach project is planned and carried out each year, often during both Advent and Lent.

### Catholic Youth Camp

St. Thomas More Center (home of Catholic Youth Camp) in Panora, Iowa offers diocesan sponsored events for children and youth. The phone number is 515/309-1936 or you can direct inquiries by email to [office@stmcenter.com](mailto:office@stmcenter.com).

### Scholarships

Two **\$1000** scholarships and one **\$500** scholarship are awarded each year from the parish to graduating seniors who have continued through the Faith Formation program of the parish and are active in the faith life of the parish. In addition, students meeting this criteria are also eligible for a number of privately funded scholarships.



Donations and memorials to the OLIH scholarship fund are encouraged and appreciated. Checks can be made payable to *OLIH* and *Scholarship Fund* put in the memo line.

For those who have been confirmed, there are widespread opportunities available in the areas of catechesis, music, liturgy and youth ministry in the parish along with the ability to act as a godparent or sponsor (at 16 years and older).

The diocesan website is [www.dmdiocese.org](http://www.dmdiocese.org).

# SPECIAL FEATURES



# SPECIAL FEATURES

## SPECIAL FEATURES

Our Lady's Immaculate Heart Faith Formation offers many opportunities for youth (including those with special needs) and their families to grow in faith.

### Communication:

The Faith Formation Staff utilize multiple means of communication to keep families informed about curriculum, upcoming events and activities of each grade level. In order to do so, however, it is imperative that each family update or verify (especially their email) contact information annually.

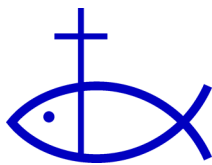


The parish website is a good source of information, [www.olih.org](http://www.olih.org)

### Prayer

All grade level prayer services are held during session times for youth. Youth will learn to serve as lectors, commentators and other ministers for these prayer times during the year.

Liturgical celebrations are held where it is appropriate to the curriculum.



2nd & 4th grade will have an opportunity to learn about and experience the sacrament of Reconciliation.

2nd graders will learn about and celebrate the sacraments of Reconciliation and Eucharist.

10th graders will have an opportunity to learn about and celebrate the sacraments of Reconciliation and Confirmation.

## TRANSPORTATION

Parents assume responsibility for supervision and transportation for their children to and from Faith Formation session times, including immediately following dismissal.

No youth can be permitted to participate in any off-site activity unless the required emergency/permission form has been completed by the parent and/or guardian and is on file at the parish. Off-site activities have adult chaperones present with a one-to-six ratio (1:6).

The Gathering Space entrance doors are to be used as the main drop-off/pick-up point for youth attending Faith Formation sessions. Parents of elementary students are expected to come into the Gathering Space to pick up their youth at dismissal time.

*Note: For everyone's safety, access to the drive-through area in front of the Gathering Space will not be permitted. Through the Pave the Way Campaign, fellow parishioners have generously provided plenty of parking.*



*The West entrance doors are not to be used for the drop-off or pick up of anyone during Faith Formation. These doors will be monitored to prevent this from occurring and are not available for use, during and after Faith Formation sessions.*

*Using these doors presents a danger due to higher in/out traffic and can become a traffic hazard.*

**SLOW DOWN!!!**

**10 MPH MAX**

**DRIVE SLOWLY AND CAREFULLY IN THE  
PARKING LOT & FOLLOW THE DIRECTIONS  
OF OUR PARKING LOT MINISTERS.**

# TRANSPORTATION

# CATECHISTS

## CATECHISTS

Catechists at Our Lady's Immaculate Heart are adult members of the parish who volunteer their time to teach the tenets of Catholicism and to share our faith tradition with our young people.

In addition:

- Youth in grades 8-12 may serve as assistants in the Faith Formation Program at the discretion of the Director.
- Seniors in high school may serve as Catechists if they have completed a year internship with an adult Catechist.
- Youth in Grades 6 & 7 may serve as assistant volunteers in the FF nursery.

Each session will be staffed with two adult Catechists and where appropriate, with an 8-12th grade student assistant.

Catechists have the right to expect adequate training and support for the ministry to which they have been called. In-service workshops are provided on a regular basis to provide Catechists with the skills and theology needed to teach.

Catechists:

- **Commit to their own ongoing faith formation**
- **Attend Mass regularly**
- **Commit to the entire program year**
- **Complete a VIRTUS Safe Environment session**
- **Complete a background check every 7 years**

Catechists have the right to register their own children before the general registration. The registration fee is waived for children of Catechists.

A nursery is provided for catechists' children. The FF registration fee is waived for nursery staff.

## DISCIPLINE POLICY

In order to provide an environment that promotes maximum learning, good discipline in the room is a necessity. Catechists are **volunteers** and receive basic training in skills that help promote an orderly and structured atmosphere.

When discipline problems arise, it is the practice of the program to attempt to solve them using a Christian Reconciliation Model.

Catechists are encouraged to solve the problems themselves with the help of suggestions from the Director. Catechists are never to call parents directly.

When, despite the attempts of the Catechists, disruptive behavior of a student persists, the Director visits with the student concerning the behavior, the effects and consequences of the behavior, and appropriate solutions.

**If disruptive behavior continues a student can be excluded from the room and parents will be contacted by the Director. Parents may be asked to attend session time with their child if inappropriate behavior persists.**

If necessary, students will be provided with work to do outside of the room and under the supervision of the Director.

### ANTI-HARASSMENT & ANTI-BULLYING

Our program adheres to the **Diocesan Policy F.F. Policy 579**. Harassment and bullying include any electronic, written, verbal, or physical conduct toward a child/youth which is based on any actual or perceived trait or characteristic of the child/youth which creates an objectively hostile faith formation environment.

**It is imperative to contact one of the Directors should your student report an incident to you.**

# Discipline Policy