



Immaculate Conception Church

237 Garden Hills Drive Cranston, Rhode Island 02920
401.942.1854 x230

**Parish Religious Education
and Faith Formation Program**

Family Handbook

Pastoral Staff Contact Information:

Rev. Edward J. Wilson, Jr., Pastor

iccipastor@gmail.com

Deacon Scott Brown, Deacon

navy.fire.dad@gmail.com

Mrs. Michelle Colgan-Larney, Pastoral Associate

michellecolganlarney@yahoo.com

Mr. Frank Galligan, Youth Ministry/Retreat

fgalligan@iccatholicsschool.org

Ms. Deanna Marinucci, DRE

iccrireligiousedu@gmail.com

Website: www.iccatholicchurch.org

Mass Schedule: Daily Mass: 8:00 am
Saturday: 4:00 pm
Sunday: 8:00 am, 10:30 am and 5:00 pm

Sacrament of Reconciliation Schedule:

Wednesday: 5:30 pm - 6:30 pm

Saturday: 3:00 pm - 3:45 pm

Parish Office Hours:

Monday - Thursday 8:30 am to 4:30 pm

(The office will be closed for lunch 12:30 pm - 1:30 pm.)

Religious Education:

Sundays: 9:00 am to 10:15 am for Grades 1, 3-6 and
6:00 pm to 7:15 pm for Grades 5-8

Mondays: 4:15 pm to 5:30 pm for Grades 1-4
6:00 pm to 7:15 pm for Grades 5-8
7:15 pm to 8:30 pm for Grades 9-10

“Faith makes us open to the quiet presence of God
at every moment of our lives, in every person and in every situation.”

Pope Francis

Parents and Parish Community: A Partnership of Faith and Grace

“You have asked to have your child baptized. In doing so you are accepting the responsibility of training your child in the practice of the faith. It will be your duty to bring your child up to keep God's commandments as Christ taught us, by loving God and one's neighbor.” Rite of Baptism

On the day of your child's baptism, the deacon or priest spoke on behalf of the Church, the important reminder of the responsibility and privilege entrusted to you by God. Thank you for your continued commitment to your child's faith development. Pope Benedict XVI once shared the following teaching on baptism, faith, and parenting, “You have come here so that your newborn babies may receive the gift of God's grace, the seed of eternal life. You, parents, have desired this. You thought of Baptism even before your child was born. Your duty as Christian parents made you think immediately of the sacrament that marks entry into divine life and into the community of the Church. We can say that this was your first educational decision as witnesses of the faith to your children: it is a fundamental decision!” Our parish family rejoiced with you then on that important day in your child's life. We rejoice with you now as you continue to form your child in the way of faith, hope and love. It is through the Word of God and the Sacraments that the seed of eternal life is watered.

This parish community wishes to support you in your role as primary educators in the way of faith, virtue and grace. As a parent you are the ones “who create a family atmosphere animated by love and respect for God and neighbor in which the well-rounded personal and social education of children is fostered.” (Second Vatican Council, *Gravissimum Educationis*, §4) Children look to the adults in their life for guidance and they learn important lessons through your example. Because Jesus is the “way, the truth, and the life”, we encourage and expect that all parents/guardians will live the Catholic Christian life to the best of their ability, especially by attending Mass weekly and receiving the Sacrament of Reconciliation on a regular basis. “The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is the privileged place for the catechesis of children and parents.” (*Catechism of the Catholic Church*, §2226)

As partners in the process of faith formation, together we seek to awaken the faith and sense of belonging to the Catholic Church in children, so that they will be moved to share their time, talent and treasure in the life of the Church, now and

throughout their lives. The aim of catechesis and faith formation is a personal relationship with God characterized by a sacramental life, a lifelong pattern of prayer, Christian service, and growth in understanding the Catholic faith. Committed to this active partnership between clergy, parish staff, catechists and families, we entrust our efforts with confidence to God.

Parish Religious Education Curriculum

At Immaculate Conception Church, we use the following curricula:

Sadlier We Believe series for Grades 1-5

Ignatius Faith and Life Series for Grades 6-8

Ascension Press' Chosen for Grades 9-10

Immaculate Conception Parish Religious Education Program is a 10 year initiation into the truths of the Faith, the Sacraments and Liturgical Life of the Church, Christian living, and the way of prayer. Each year is a building block in the overall understanding and

living of the four pillars of the Faith: ***Creed, Sacraments, Moral Life*** and

Prayer. It is our hope that after 10 years of formal instruction, our students will be well-rounded, active Roman Catholics who are prepared to live the faith Christ has given us and bring it, through word and action, to all whom they meet. While our parish offers a well-structured

curriculum to help your child advance in the way of Faith, the curriculum is not enough to fully form your child into a disciple of Jesus. Family prayer time and weekly mass attendance are crucial to the development of your child and your family. It is our hope that you will pray the prayers which your child will be learning throughout his/her time with us in religious education. Never underestimate the power of your witness as

you kneel with your family to pray to God. Prayers are found in the back of this booklet.

In accordance with the Diocese of Providence, here is an overview of the areas explored in each year of this 10 year program:

First Grade:

Students will learn about the Holy Trinity (Father, Son and Holy Spirit), how God made all creation good, and that God knows us and loves us. The children will also learn that Jesus Christ is the Son of God and second person of the Holy Trinity and that the Holy Spirit, the third person of the Holy Trinity, is our helper and was sent to the Church at Pentecost. They will review the ***Sign of the Cross***, the ***Lord's Prayer*** (Our Father ...), ***Hail Mary*** and ***Grace Before and After Meals*** and the ***Morning Offering***. Please pray these prayers with your child.



Second Grade: Students will focus on the Sacraments of Eucharist and Reconciliation. They will learn that Jesus forgives sins through the priest in the Sacrament of Reconciliation and that the bread and wine substantially become the Body, Blood, Soul and Divinity of Jesus Christ at Mass. Students will learn how to receive the Sacraments of Confession and Holy Communion, the Order of the Mass, and basic prayers. The children will learn the *Act of Contrition* and *Glory Be*. Parents, please pray the *Act of Contrition*, the *Our Father*, *Hail Mary* and *Glory Be* with your children. Please review the *Glory to God in the Highest* prayer. Please also review the responses at Mass.

Third Grade: Students will focus on the Catholic Church and what it means to us. They will learn that they belong to God's chosen people and that their family is an important part of God's family, the Church. The children will learn the Apostles' Creed. Parents are asked to pray the *Apostles' Creed* with their children along with the *Prayers of Faith, Hope and Love*.

Fourth Grade: Students will focus on the Ten Commandments, Virtues, Beatitudes and the Spiritual and Corporal Works of Mercy to help them understand their purpose and goal in life; as well as to see God's plan to lead us all to Heaven, our true, eternal home. The children will learn the Ten Commandments and the Beatitudes. Please help your child memorize the **Ten Commandments** and the **Beatitudes**. Please pray with your child the *Morning Offering* and the *Glory to God in the Highest* and help them to learn the **Spiritual and Corporal Works of Mercy**.

Fifth Grade: The children will learn the **Seven Sacraments**. They will learn how these Sacraments inform and inspire our daily lives. To help fifth grade students acquire a solid knowledge of God and his Church through the understanding of the Creed we profess and distinguish truths of our faith from errors that lead away from the love of God. Please pray daily with your child.

Sixth Grade: Students will focus more on the Bible and how it is important for our lives today. Students learn to love the moral law as Christ did and to cherish and love the Mass as our best prayer to God, and especially to revere and adore Jesus in the Blessed Sacrament. As always, please continue to pray with your child.

Seventh Grade: Students will deepen their understanding of the Sacraments and treasure them as indispensable to a full Christian life of love and truth. They will also understand how grace works and its relation to practicing the virtues, and to appreciate our gifts of reason and faith. As always, please continue to pray with your child.

Eighth Grade: To help eighth grade students know and love the Church as Christ's Body, and respond to the teaching of the Magisterium as the sure voice of Jesus, so that young people may be strengthened through their lives in the Church to face the confusion and secularism of modern day society. Students will continue exploring the meaning of Church and the role of the Sacraments in their own lives, understand the role of the Holy Spirit in their own lives and in the Church. Students will also practice decision making as a Catholic Christian and learn about putting faith into action through service. As always, please continue to pray with your child.

Ninth Grade: Ninth grade students are in the first year of Confirmation preparation. They will prepare for this Sacrament: hearing about Faith in new and unexpected way, gaining a deeper appreciation of the sacraments, learning about our saints and seeing what sets the Catholic Church apart. As always, please continue to pray with your child.

Tenth Grade: Tenth grade students are in their final year of formal Religious Education as they prepare for Confirmation. Classes involve reviewing the Creed, Sacraments, and 10 Commandments. The students will learn and discuss Salvation History, Theology of the Body, Gifts of the Holy Spirit, virtues, vices and the devotional life of the Church. Guest speakers will present on topics of Social Media, Social Justice, Pro-Life and Contemporary Moral issues. As always, please continue to pray with your child.

Youth Ministry: Although "formal religious education" concludes with Confirmation, we encourage young adults to remain active in our parish community. Members of our Youth Ministry run an extensive program that centers itself on the preparation for Confirmation. Through peer ministry retreats and social functions, the youth of our parish have an ample opportunity to interact among themselves as well as to grow and mature in their own life of faith. This ministry and interactions also continue through the college years. The youth of our parish always know that they have a home for themselves here at ICC.

Please note: In order to receive the Sacraments of Confession, Eucharist and Confirmation, the student must be in a continuous Religious Education Program and have attended all required years prior to the reception of each sacrament. If a student has not fulfilled these program requirements, the parents and the student must meet with the DRE (and Pastor, if necessary) to develop a plan to complete them. Plans will be developed on a case by case basis.

Registration Procedures:

Registration is open to those families who are currently registered parishioners at Immaculate Conception Church. Program registration is required in order for the child to attend Religious Education classes. Program fees should accompany the registration unless other arrangements have been made with the Pastor and/or the Director of Religious Education (DRE).

The parents/guardians of all children who have not been previously registered in Immaculate Conception Parish Religious Education Program should take some time to meet with the DRE to register for the program.

Sacramental Records:

Students new to the program who were not baptized at ICC must provide a record of baptism and, if applicable, First Holy Communion.

Medical/Allergy Information:

Please be certain to list on the registration form all medical/allergy information about your child. It is important to inform the DRE of any medical changes that occur during the year.

Special Accommodations:

Please make the DRE aware of any special academic or environmental accommodations your child may require.

Communication:

It is important that we have the most up-to-date contact information. If during the year contact information should change (such as home or cell phone, or the designated person to call should we not be able to reach you in an emergency), please notify the DRE immediately. Pertinent information concerning child custody must be shared with the DRE.

Administrative Procedures:

To assist in the safe and orderly operation of our Religious Education Program, the following procedures should be noted *and followed*:

Arrival/Departure Procedures:

Please be careful in the parking lot as the 8:00 am Sunday Mass is letting out as religious education classes begin. Parents of children in grades 1-5 must drop off students by 8:55 am and pick up their children at 10:15 am in the school lobby.

Please Note: NO CHILD will be released to the parking lot on Sunday mornings... a parent must pick up his/her child in the school lobby. Students in Grades 5-10, who attend our evening classes, may be dropped-off at the front entrance of the school and picked-up in the rear school parking. Children who attend Monday afternoon classes should be dropped off at the rear entrance of the school.

Early Release:

If your child needs to be excused from class early, please provide the teacher with a note. Parents must come into the school lobby and sign their child out. This applies for all grades, 1-10.

Emergency Procedures/Crisis Plan:

Each teacher will explain and practice how to exit the building in case of an emergency.

Weather Cancellations:

If Cranston Public Schools have been cancelled that day due to inclement weather or other extenuating circumstances, Religious Education classes are automatically cancelled. Additionally, announcements of cancellations will be made via the RI Broadcasters Association and a Remind message will be sent to your cell phone, or email (whichever is requested).

Attendance:

The Diocese of Providence requires a minimum of 30 hours of religious education. Due to a limited number of teaching hours, it is important that a student be present for each class unless illness or other serious reasons prevent his/her attendance. If a child is ill and unable to attend class, the parent must email or call the RelEd Office at ext. 230. Students and /or parents are responsible for contacting the teacher for any missed work. A student is allowed only 3 excused absences. Please note: 4 or more absences will require a 1 hour make up class, 6-8 absences will require 2 hours of makeup. Excessive absences may impede the student's advancement in Religious Education program.

Parish, Family and Student Expectations:

The expectations noted below are offered as a guide to our parish family: parents, students and teachers, as the means by which the goals set forth in the *“Parent and Parish Community: A Partnership of Faith and Grace”* section of this handbook are accomplished.

Mass Participation:

As your child’s primary catechist, it is important that you are faithful and worship with your children at a weekend Mass... *Class does not take the place of attendance at Mass.*

“Remember to Keep Holy the Lord’s Day.” (Exodus 20:8) Attendance at weekly Mass is a divine commandment and a precept of the Church. We go to Mass to worship God with our parish family, in communion with Catholics throughout the world, and to receive His infinite grace, strength and wisdom in the Eucharist.

Parent Meeting Attendance:

Immaculate Conception Parish strives to fulfill its mission of partnership with you in the religious formation of your child. Parent meetings are necessary to facilitate ongoing and authentic communication. They are scheduled sparingly out of respect for your valuable and often limited time. Your participation is a vital and integral part of that formation. Attendance is important.

Class Preparation & Homework:

All students are expected to come to class prepared with the necessary materials: love of God, a desire to learn about our faith, and a smile. Your child may be given activities that are extensions of that week’s lesson to complete at home. Please look at these activities as good family experiences to be shared. We encourage you to pray with your child on a regular basis.

Cell Phones:

Cell phones and other electronic devices are to be turned off and put away during class.

Dress Code:

Students are expected to dress respectfully for class and for all Masses and devotions.

Discipline:

Students are expected to be courteous and display a respectful Christian attitude toward teachers and peers. Additionally, students are expected to respect Church property. Parents will be responsible for damages incurred.

If it becomes necessary to discipline a student, the following protocol will normally be followed:

- a) A warning will be issued to the student and an Incident Report will be sent home for the first incident.*
- b) A conference will be held between the student and DRE and an Incident Report will be sent home for the second incident.*
- c) A conference will be held between the parent, student and DRE and an Incident Report will be sent home for the third incident;*
- d) If a third incident occurs, the Pastor will be consulted and the student may be asked to withdraw from the program.*

Safe Environment Training:

As mandated by the United States Catholic Conference of Bishops and in cooperation with the Office of Education & Compliance of the Diocese of Providence, all Immaculate Conception Parish employees and volunteers receive Safe Environment Training to ensure that all young people in our parish come to know God and His Church in a safe and appropriate setting. The Diocese of Providence also requires mandatory background criminal investigations for those who work with children and young people. Only those who successfully pass a background check are permitted to serve as volunteers. The Office of Education & Compliance impartially investigates each and every complaint received.

For further information, please contact Major Kevin O'Brien (Ret.), Director, Office of Education & Compliance, 80 St. Mary's Drive, Cranston, RI 02920 (401) 941-0760, kobrien@dioceseofprovidence.org

Circle of Grace:

In 2010 the Diocese of Providence mandated the *Circle of Grace* curriculum to be presented to all children enrolled in religious education programs throughout the Diocese. The *Circle of Grace* curriculum teaches children and youth about relevant issues such as, all human persons are sacred and deserving of respect and dignity and the importance of establishing healthy and safe personal boundaries. It introduces important vocabulary so your child can effectively and confidently express their concerns or violations of their personal safety.

For further information, please contact Michael Hansen, Ph.D. Director, Office of Outreach and Prevention, 80 St. Mary's Drive, Cranston, RI 02920, (401) 946-0728, mhansen@dioceseofprovidence.org.

Code of Ethical Conduct:

Our parish adopts, implements, and enforces the Diocesan Code of Ethical Conduct for the Protection of Children which includes but is not limited to:

- Catholic parishes, schools, and agencies will maintain an environment that is free from all forms of intimidation and harassment: physical, verbal, written, psychological, social and electronic.
- Catholic parishes, schools, and agencies will employ disciplinary practices that respect the dignity of each child.

Right to Amend:

Immaculate Conception Parish reserves the right to amend this Handbook. Notice of amendments will be sent home to parents with their child or via email communication.

Prayer Resources:

Sign of the Cross: In the name of the Father and of the Son and of the Holy Spirit. Amen.

The Lord's Prayer: Our Father, who art in heaven, hallowed be thy name; thy kingdom come; thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary: Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Grace before Meals: Bless us, O Lord, and these Thy gifts which we are about to receive from Thy bounty. Through Christ our Lord. Amen.

Grace after Meals: We give thee thanks, Almighty God, for all Thy benefits. And may the souls of all the faithfully departed, through the mercy of God, rest in peace. Amen.

Morning Offering: O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys, and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of your Sacred Heart; the salvation of souls, reparation for sin, and the reunion of all Christians. I offer them for the intentions of our bishops and of all apostles of prayer, and in particular for those recommended by our Holy Father this month. Amen.

Prayer to the Guardian Angel (Guardian Angel Prayer): Angel of God, my guardian dear, to whom His love entrusts me here; ever this day be at my side, to light and guard, to rule and guide. Amen.

Act of Contrition: O my God, I am heartily sorry for having offended you, and I detest all my sins because of your just punishments, but most of all because they offend you, my God, who are all good and deserving of all my love. I firmly resolve, with the help of your Grace, to sin no more and to avoid the near occasions of sin. Amen.

Glory Be: Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen.

Glory to God in the Highest: Glory to God in the highest, and on earth peace to people of good will. We praise you, we bless you, we adore you, we glorify you, and we give you thanks for your great glory, Lord God, heavenly King, O God, and almighty Father.

Lord Jesus Christ, Only begotten son, Lord God, Lamb of God, son of the Father, you take away the sins of the world have mercy on us; you take away the sins of world, receive our prayer; you are seated at the right hand of the Father, have mercy on us.

For you alone are the Holy One, you alone are the Lord, you alone are the Most High Jesus Christ, with the Holy spirit, in the glory of God the Father. Amen.

Apostles' Creed: I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; on the third day He rose again from the dead; He ascended into Heaven, and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

Act of Faith: O my God, I firmly believe that you are one God in three divine Persons, Father, Son, and Holy Spirit. I believe that your divine Son became man and died for our sins, and that he will come to judge the living and the dead. I believe these and all the truths which the holy Catholic Church teaches, because you have revealed them, who can neither deceive nor be deceived. Amen.

Act of Hope: O my God, relying on your infinite goodness and promises, I hope to obtain pardon of my sins, the help of your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen.

Act of Love: O my God, I love you above all things with my whole heart and soul, because you are all good and worthy of all my love. I love my neighbor as myself for the love of you. I forgive all who have injured me and I ask pardon of those whom I have injured. Amen.

Come, Holy Spirit:

Verse: Come, Holy Spirit, fill the hearts of your faithful.
Response: And kindle in them the fire of your love.
Verse: Send forth your Spirit and they shall be created.
Response: And you shall renew the face of the earth.
Let us pray.
Lord, by the light of the Holy Spirit
You have taught the hearts of your faithful.
In the same Spirit help us to relish what is right
And always rejoice in your consolation.
We ask this through Christ our Lord. Amen



Acknowledgement of Receipt

FAMILY NAME _____

We hereby acknowledge that we have received and read
a copy of the ICC Family Handbook
and agree to abide by the regulations, guidelines, and policies.

Parent Signature _____ Date _____

If your family has more than one child attending religious education classes, please
have all the students sign their names below.

STUDENT NAME _____ GRADE ____

STUDENT NAME _____ GRADE ____

STUDENT NAME _____ GRADE ____

STUDENT NAME _____ GRADE ____

STUDENT NAME _____ GRADE ____



Religious Education **RELEASE FORM**

STUDENT NAME _____ GRADE ____

If your family has more than one child attending religious education classes, please list the names of all the siblings for whom you offer this statement of release.

STUDENT NAME _____ GRADE ____

STUDENT NAME _____ GRADE ____

STUDENT NAME _____ GRADE ____

STUDENT NAME _____ GRADE ____

PHOTO AND VIDEO RELEASE

Throughout the year, photos and video may be taken of the students during class and other important activities and events. The ICC would like to proudly feature our students in photographs that will be displayed throughout the parish center and on the ICC website. In all cases the utmost respect is always shown and we will honor your request to feature or withhold images of your child if you so desire. Please check off the statement that most accurately describes your wishes.

_____ **I ALLOW** the photographic and video release of my child's image for all appropriate coverage.

_____ **I DO NOT** allow the photographic or video release of my child under any circumstances.

Parent Signature _____ Date _____
