

INTER-PARISH RELIGIOUS FORMATION

The joint catechetical ministry of St. Joseph and St. Mary Parishes
404 W. Lawrence Street
Appleton, WI 54911

Phone: (920) 738-7413

Email: iprf@inter-parish.org

Website: www.inter-parish.org

School Year Hours: 8:00-4:30; Wednesdays 9:00-8:00



**IPRF, forming
families of disciples
by nourishing them with
the Word of God.**

FAMILY HANDBOOK 2011-2012

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OVERVIEW OF IPRF (Inter-Parish Religious Formation)

IPRF STAFF MEMBERS:

The IPRF Staff is comprised of 4 Coordinators and 2 Support Staff. Each of the Coordinators has a degree in Education or Theology and holds advanced certification in the Diocese of Green Bay.

Director of Religious Formation and Coordinator of Sacramental Preparation – Andrew Russell
Grades K-4 Coordinator – Jonathan Elmer
Grades 5-8 Coordinator – Jennifer Schubring
Grades 9-10 Coordinator and Coordinator of Youth Ministry – Celia McKee
Bookkeeper – Cortney Curran
Secretary – Mary Summers

IPRF BOARD MEMBERS:

The IPRF Board is comprised of members of both St. Mary and St. Joseph Parishes who serve three-year terms ensuring that the policies of the IPRF program are consistent with the direction and policies of the Diocesan Board of Total Catholic Education and Catechetical Ministry of the Green Bay Diocese.

For current information about Board members, contact our website @ www.inter-parish.org.

CLASS LOCATIONS:

Because we serve the families of both St. Joseph and St. Mary Parish, we use the facilities of both St. Mary and St. Joseph Parishes.

- K-6 classes meet at Catholic Central School
- 7-8 classes meet in the classrooms of St. Mary Parish Center
- 9-11 classes meet at St. Joseph Parish in the meeting rooms of St. Joseph Parish Center.

Parking is always available behind Catholic Central and to the east or west of St. Joseph Church. Please follow the assigned flow of traffic at both locations for the safety of our children/teens.

AGREEMENT with the APPLETON PUBLIC SCHOOLS re WEDNESDAYS:

As a sign of its commitment to a quality community life and in cooperation with community groups and religious educators of all faith traditions, the Appleton Area School District makes every attempt not to schedule extracurricular events after 6pm on Wednesday evenings from September through the end of April. Those students involved in school athletics, band, theater, etc, who need to be excused from any practice because of attendance at “religion class”, cannot (will not) be penalized in any form due to their absence from practice. Parents and students need only communicate with coaches and teachers regarding this matter if there are questions or concerns. We rely on parents to encourage the school and athletic programs to honor this arrangement.

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MISSION STATEMENT

We are forming families of disciples by nourishing them with the Word of God

As Staff and Catechists, we are called as disciples...

to lead the present generation of families to Jesus. This process of forming disciples is life long. It involves not only inviting and welcoming children and parents to begin the journey to come to know Jesus intimately but also to provide many opportunities for understanding and living the lifestyle of Jesus in today's world. These opportunities could include specific instruction and as well as varied participation in the life of the parish.

How will we know if our community of disciples has grown in awareness...

- **our families will pray/worship more frequently.**
- **our families will find ways to participate in parish life.**
- **our families will be involved in service/outreach experiences.**
- **our parents will desire to be involved in personal growth opportunities.**
- **our student assessment results (ACRE test) will improve.**

CURRICULUM OVERVIEW

Grade Students

- K learn that God's personal love surrounds them daily.
- 1. learn that Jesus helps us to understand God's love.
- 2. learn that the Sacraments especially Eucharist are ways to understand God's love.
- 3. learn that the Church is the gathering place for those who are loved by God and who reach out in love to others.
- 4. learn that the followers of Jesus are called to live a life of love.
- 5. learn that each of the Sacraments contain a message and challenge of God's love.
- 6. learn that the Old Testament deepens our understanding of God's covenant love for us as well as our response to God.
- 7. center our learning on Jesus' life, his teachings, and the Sacraments he instituted.
- 8. learn about the Church from her beginning at the Pentecost event through her history, encompassing her teachings and Tradition.
- 9. encounter the living Word of God, Jesus Christ, through their study of Scripture, as well as come to understand that Jesus Christ is the ultimate Revelation to us from God.
- 10. grow in their understanding of Jesus' moral vision as well as are challenged to integrate His values into their lives as disciples.
- 11/12. grow in their understanding of the demands of a discipleship lifestyle and become able to discern their personal response to the Spirit's invitation to celebrate the Sacrament of Confirmation.

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SACRAMENTS

FIRST EUCHARIST

Preparation for the Sacrament of Eucharist is an important time for the children and their families of St. Joseph and St. Mary Parishes, but it is also a time for parents to consider the meaning of the Eucharist in their own lives. This is done by required parent and parent/child meetings prior to the date of First Eucharist. Completion of at-home activities is included in the preparation process. For current information regarding First Eucharist please click on the following link: <http://www.inter-parish.org/First%20Eucharist.htm>.

FIRST RECONCILIATION

Opportunities for catechesis in Reconciliation are offered at all primary levels. Preparation for the Sacrament of Reconciliation takes place at the appropriate time. As part of the formal preparation for the Sacrament, required parent and parent/child meetings will be held. Reflection on the power/meaning of the sacrament for parents and children will also occur. Completion of at-home activities is included in the preparation process. For current information regarding First Reconciliation please click on the following link: <http://www.inter-parish.org/First%20Reconciliation.htm>.

CONFIRMATION - Grades 11 & 12

Although immediate focus on the Sacrament of Confirmation takes place in grades 11 & 12, adequate completion of 9th and 10th grade Religious Formation (or the equivalent) is a pre-requisite to prepare to receive the Sacrament. Student preparation for the sacrament is a process, which includes information, discernment, community involvement, reflection and prayer. Sponsors play an active and vital role in the preparation process. For current information regarding Confirmation please click on the following link: http://www.inter-parish.org/confirmation_connections.htm.

RETURNING FAMILIES

Opportunities for catechesis are provided throughout all grades for children and their families who have not yet received the Initiation Sacraments or are "out of sync" with their peers. The process involves one-on-one tutoring as well as work with mom/dad in the home.

NOTE: See Sacramental Policy under "Policies" for more information.

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YOUTH MINISTRY

Youth Ministry in the IPRF program provides many opportunities that reach beyond the walls of the weekly "religion class". Grade 6-12 teen/young adults integrate social and community life, service, prayer/worship, guidance, leadership development and personal youth advocacy. Through all of these experiences, our youth are being empowered to become active participants in their now and future faith communities.

Parents are asked to be particularly attentive to Youth Ministry events publicized through the parish Bulletin, multiple class handouts and mailings as well as information constantly updated on our web page "inter-parish.org" Permission forms can be downloaded from this web site also. For more summer Youth Ministry information please click on the following link: <http://www.fvcyma.com/FunSon.html>.

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POLICIES

The IPRF Program of St. Mary and St. Joseph Parish is structured upon the policies of the Diocese of Green Bay. These are some of the more pertinent policies for parents/students.

ABSENTEES

If a student cannot attend class, please call the Religious Formation office at 738-7413 or email iprf@inter-parish.org before the student's class time. Students are expected to attend 80% of classes. Attendance is the responsibility of the parents. Student absences may impact parent's expectations. Therefore the RE program as a courtesy MAY call parents but it is not a basic responsibility to do so.

ALCOHOL/DRUGS/TOBACCO

Student use or possession of alcohol, drugs, or tobacco is prohibited on parish property and parish sponsored events. Police and parent contact will always be made according to Wisconsin State Statutes.

ARRIVAL/DEPARTURE

Our responsibility for children enrolled in the Inter-Parish Religious Formation program begins not more than ten minutes before or after the program as the children enter or leave the building. Parents must drop off/pick up children within these time limits.

CANCELLATION

When weather conditions require programs or classes to be canceled, it will be posted by 3:00 pm the day of class, or 1 ½ hours before the start/departure time of the program. Please check www.inter-parish.org, and click "refresh" on your browser. Radio and television stations may also be notified.

COMMUNICATION

Our web site, www.inter-parish.org is the primary source of communication. Other parent letters and notices may be sent home with students, mailed or emailed. Progress reports are also sent to all parents of each child at the end of each semester. If you have further questions or concerns, bring them immediately to the attention of the Grade level Coordinator/Director at the IPRF office by phone or by email.

COMMUNICATION DEVICES

Students may not use 2-way electronic devices during class time or other parish sponsored events. This includes any use of cell phones, (texting, pictures, pages, calls, etc.) unless Supervisors determine that an exception is appropriate.

EARLY DISMISSAL

A student may be excused early from class only with a written excuse, stating the reason and signed by a parent/guardian or by a prior phone call by a parent/guardian to the IPRF office. All early dismissals from the Catholic Central building occur at the office & with the hall monitors @ St. Mary and St. Joseph buildings. Parents/Guardians must sign out at the site.

FOOD IN CLASS

In view of the large number of children with food allergies as well as the limited time which the catechetical schedule provides, food treats are not allowed in the IPRF classes except when provided by the administrators for all children on special seasonal occasions.

HARASSMENT

In order to maintain a positive learning and working environment that is free from any type of harassment, Staff, Volunteers, Parents & participants will make every effort to ensure that no harassment occurs within the program. Employees, volunteers and students need to be aware of the local, state and federal laws as well as the mandate of Jesus to treat all with dignity and respect. Violations of this policy will be a cause for disciplinary action.

MEDICATION

Administrators of the IPRF Program, including the Youth Minister on extended trips, may administer to students under their care, medications lawfully sold without a prescription, provided that the consent and written instructions of the pupil's parents/guardians are on file. Administration of a prescription drug requires written instructions from a physician and written consent from the pupil's parent or guardian. These consent forms/instructions must be updated at least once every six months.

PROTECTING GOD'S CHILDREN

All volunteers who work with children in the IPRF program need to have completed the requirements outlined by the Diocese before there is contact with any child in a volunteer role. These requirements include completion of the volunteer

application form, completion of Virtus training, completion of a state and federal background check, as well as a signed statement indicating that the Diocesan Code of Pastoral conduct has been read.

RETREATS

Students who participate in the Religious Formation program must also participate in an annual retreat during Grades 6-11 & Sacramental Preparation. In the event that the students are unable to attend the retreat prepared by the Coordinator and Staff, the student and parents/guardians will meet with the Coordinator to pursue other viable alternatives.

SACRAMENT POLICY (EUCCHARIST, RECONCILIATION, AND CONFIRMATION IN THE CITY OF APPLETON)

The sacraments of First Eucharist, First Reconciliation and Confirmation are celebrated in the parish where membership is maintained. Immediate preparation occurs in the parish. Students participating in a sacramental preparation process must have adequately completed all grade levels in religious formation leading up to the current grade. Parents/guardians are expected to participate completely in the various components of the preparation process. For First Reconciliation and First Eucharist the parents discern the readiness of their child for the Sacrament.

SPECIAL NEEDS STUDENTS

Every effort will be made by the IPRF staff to accommodate students with special learning needs within the context of the regular IPRF classes. This effort will attempt to remain consistent with the model of accommodation made for the student within his/her public school and the student's personal IEP if there is one. Every effort will also be made to surface volunteer staff with expertise in the needed area. If these efforts fail, home study materials or other options will be offered to parents.

STEWARDSHIP OF TIME AND TALENT

Students who participate in the Religious Formation program must also participate in the specified hours of service in the parish and community during Grades 6 -11. Generally, Grades K - 8 are involved in service through a class experience while Grades 9-10 are expected to contribute 10 hours of service in the parish and community and Grade 11 is expected to contribute 20 hours of service in the parish and community.

STUDENT DRESS

Students shall wear clothing appropriate to the learning environment of a Church Community or a parish sponsored event. Hats and coats are removed during class. Garments which advertise or promote values contrary to the message of Jesus are not acceptable. Attire that causes unsafe situations, such as hee-ies/wheeled shoes may not be worn. Students may not wear revealing clothing. Examples may include but are not limited to: tube tops, halters, back-less tops, spaghetti straps, exposed midriffs or under garments. Since styles change, the Director and the Coordinators reserve the right to determine what is inappropriate or distracting to the learning environment of a church community or a parish sponsored event.

WEAPONS

No one shall possess, use, threaten, or store a weapon or look-alike-weapon on parish property or on parish sponsored events. Weapons are defined as anything that could cause bodily harm, property damage, or intimidation. Students in possession or reasonably suspected of being in possession may be subjected to search and seizure. Such an effort would be done in the presence of an adult witness. The Police may be notified depending upon the results of the search. Parents will always be notified that such an event has occurred.

WITHDRAWALS

Please inform the Religious Formation office if you are moving or if for some other reason you are discontinuing in the program.

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HOW TO REPORT ABUSE

All known or suspected incidents of child abuse, child neglect, or threats to child safety, or child welfare must be reported to Outagamie County Health and Human Services.

To report abuse, neglect, or threats to child safety / welfare in Outagamie County, call **832-5169** or **888-277-9795**.

To report an incident of (suspected) abuse, neglect, or threats to safety / welfare of a **vulnerable adult** (elderly, mentally / physically challenged) call Outagamie County Health and Human Services – 832-5169

Please report any incident of suspected or actual abuse, or threats to child safety involving IPRF employees or volunteers to the Director of Religious Education at 738-7413, and incidents involving priests, deacons, or Church employees to the Diocese (please see below).

HOW TO REPORT ABUSE TO THE DIOCESE

For most recently updated information go to the web-page:

<http://www.gbdioc.org/protectingourchildren/how-to-report-abuse.html>

If you know of an incident of sexual abuse of a minor or inappropriate conduct by a priest or deacon, please report it to the public authorities listed above, and to Ann Fox, Diocesan Assistance Coordinator, at one of the following:

- telephone: 1-877-270-8174 or 920-272-8174
- [e-mail](#) (this link is found at the web-page listed above)
- mail: Catholic Diocese of Green Bay
ATTN: Ann Fox
P.O. Box 23825
Green Bay, WI 54305-3825

If you prefer to report an incident to someone not employed by the Diocese, please call Bob Johnson, executive director of American Foundation of Counseling Services in Green Bay, a facilitator who can assist you in filing a report. Phone 920-437-8256.

Three Important Things to Remember

- 1. You are not alone**
- 2. It is never your fault**
- 3. Healing is possible**

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DISCIPLINE EXPECTATIONS

RATIONALE

The discipline plan of the Religious Formation Program:

- promotes the well being and safety of all students and staff.
- protects the right of every catechist to teach and every student to learn.
- maintains the dignity, worth, sacredness, and value of each person.
- includes appropriate and timely communications with parents.
- fosters personal responsibility and accountability of actions by students and staff.
- exemplifies Gospel values particularly that of love.

BASIC PRINCIPLES

Students do not have the right to prevent the teacher from teaching or stop other students from learning. Each time a student breaks a rule there is a consequence. Students are made aware of the behavior expectations for positive behavior and the consequences to stop misbehavior according to their age/grade level. The Coordinator has the right to ask parents for whatever assistance is necessary to maximize their potential influence with a student.

IMPLEMENTATION

What follows are the classroom rules which will be standard in each classroom:

- students show respect for the teacher, classmates and building at all times in actions and words
- students speak when called on by the teacher (or given permission)
- students keep hands, feet, and objects to themselves.

In case of a student violating one or any of the classroom rules the following procedure may be implemented:

The student is given a verbal warning. The catechist will specifically articulate for the student what he/she is doing wrong and what the catechist expects from the student.

The catechist informs the student that the Coordinator will be notified and that his/her parents will be called that evening. After informing the Coordinator/Director, either the Catechist or Coordinator will call the parents immediately after class to inform them of the situation.

For serious or repeated offenses: The student may be immediately escorted out of the room by a volunteer to the Coordinator. The Coordinator/Director will arrange a parent conference. During this Conference, conditions of return will be discussed and a contract of behavior expectations will be processed.

A student may be asked to leave the Religious Formation program due to serious misconduct at the discretion of the Director following consultation with the Coordinator, Pastor, and parents and pursue home study for a period of time.

Students are expected to show respect for the catechists, other students, and the program as a whole during class time and at all parish sponsored activities on and off parish premises.

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TUITION

IN-PARISH TUITION

\$95 for one child

\$230 for 3 or more children

\$180 for two children

OUT-OF-PARISH TUITION

\$250 per child

SACRAMENTAL PREPARATION FEES (collected at first parent meeting)

First Eucharist \$ 25.00
First Reconciliation 25.00
Confirmation 25.00

RETREAT FEES: vary

PARISH MEMBERSHIP

Parents must be members of either St. Mary or St. Joseph Parishes before registering their children in the IPRF program. Families who are not members of St. Mary or St. Joseph parishes wishing to enroll their children in the IPRF program will pay the out-of-parish tuition. Active family participation in either St. Joseph or St. Mary parish is a condition of continuing enrollment in our program.

NOTE: No student will be excluded from any aspect of the IPRF program because of the inability to pay. All fees are negotiable with the Director depending upon ability to pay. Complete or partial tuition assistance is available upon request. See the Financial Assistance Form at the back of this packet.

The Finance Committee of the IPRF Board wanted to share some information with you regarding the use of your tuition money. The cost per student in the IPRF program is well over \$500.00. The diagram below gives you a sense of how our money is spent. While per child tuition is \$95.00, the balance is subsidized by both parishes from the weekly collection.

Expense Summary July 2010 thru June 2011

Salaries	56.96%
Other Employment expenses	28.69%
Instructional Materials & Supplies	4.31%
Additional Youth Ministry	2.34%
Office Equipment, Copier & Postage	1.29%
Miscellaneous	6.41%

Total is \$313,419.94

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2011-2012

Inter-Parish Religious Formation Stewardship Opportunities

The Inter-Parish Religious Formation (IPRF) Program of St. Mary/St. Joseph Parishes depends totally on Volunteers.

Name: _____ Phone: _____ Parish: _____

IF YOU HAVE SIGNED UP AT YOUR PARISH STEWARDSHIP SUNDAY, PLEASE DO IT AGAIN AT REGISTRATION FOR OUR RECORDS. PLEASE CHECK AREAS OF INTEREST.

_____ Catechist

Job Description: Prepare and present a weekly lesson to young people. Share faith under the constant guidance, support and training of our coordinators. Time commitment averages 3.5 hours per week, which includes preparation, Wednesdays, 4:30-5:40 OR 6:30-7:40 p.m. Gr. 11 Confirmation Catechist 4 Sunday Night Sessions. Feb.-May (Training required)

Grade Preference:

() K-2 () 3-4 () 5-8 () 9-11

() Confirmation

Time Preference: () 4:30 () 6:30

_____ Catechist-Substitute

Job Description: Be available to present a prepared lesson to young people when a regular catechist is unavailable. Time commitment varies. (Training required)

Grade Preference:

() K-2 () 3-4 () 5-8 () 9-11

Time Preference: () 4:30 () 6:30

_____ Catechist Aide- Special Needs

Job Description: Be available as a faith filled individual with an interest or personal experience in special needs area to assist an individual child in the classroom weekly. (Training required)

Grade Preference: () K-5 () 6-8

Time Preference: () 4:30 () 6:30

_____ Catechist Aide



Job Description: Assist _____ catechists with the students during class time-little to no preparation necessary. Time commitment Wednesdays 4:30-5:40 OR 6:30-7:40 p.m. (Training required)

Grade Preference: () K-4 () 5-8

Time Preference: () 4:30 () 6:30

_____ First Eucharist Mentor

Job Description: Meets with a child who is preparing for his/her First Eucharist in your parish.

_____ Prayer Helper

Job Description: Be available twice a month sit in hallway or classrooms and work with primary children on learning their prayers. (Training required)

() 4:30 () 6:30

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_____ Hall Monitor _____ Office _____ Babysitting

Job Description: Assist Coordinators during Wednesday evenings with support services. (Training required)

Location Preference:

() St. Joseph () Catholic Central

Time Preference: () 4:30 () 6:30

_____ Parking Lot Monitor

Job Description: Insures safety of children, directs traffic through designated entrances/exits of parking lot of both parishes. (Training required)

Location Preference:

() St. Joseph () Catholic Central

Time Preference: () 4:30 () 6:30

_____ Youth Events Chaperone

Job Description: Supervise and/or help with food.

_____ Wednesday "Youth Hang Out" Chaperone

Job Description: Set out food/drinks and supervise high school youth in between class sessions from 5:30-6:30 in Holly Hall. 1-3x per month.

_____ Youth Advisory Team



Job Description: Meet every other month with a team of both adults and youth to create goals, share ideas, and plan events.

_____ Prayer Team



Job Description: Specifically pray for the youth, Youth Ministry Coordinator, and youth advisory team. You will receive a list of our events, as well as special intentions as they arise.

_____ Inter-Parish Religious Formation Board

Job Description: establishes policies for the IPRF Program.

_____ "At Home" Help



_____ Baking for events

_____ Artwork for specific projects

_____ instrumental _____ vocal _____ accompaniment

_____ other talents list below:



Indicates stewardship opportunities for students.

INTER-PARISH RELIGIOUS FORMATION

St. Joseph and St. Mary Parishes
404 W. Lawrence Street
Appleton, WI 54911
(920) 738-7413

TUITION GRANT INFORMATION FORM
2011-2012 SCHOOL YEAR

PERSONAL

Name: _____
Address: _____
City: _____ Zip code: _____
Phone: Home() _____ Business () _____
Parish (check one) _____ St. Joseph _____ St. Mary

Dependent Children:

Name _____ Age _____
Name _____ Age _____
Name _____ Age _____
Name _____ Age _____

EMPLOYMENT

Are you currently employed? _____
Employer _____
Address _____
Occupation _____
Length of time with firm _____

INCOME

Monthly gross? _____
Other income (child or spousal support, etc.) _____

If you receive State or Federal aid, food stamps, medical aid, etc., please list _____

If you are married please complete the following:

Spouse's Name _____
Spouse's Occupation _____
Spouse's Gross _____

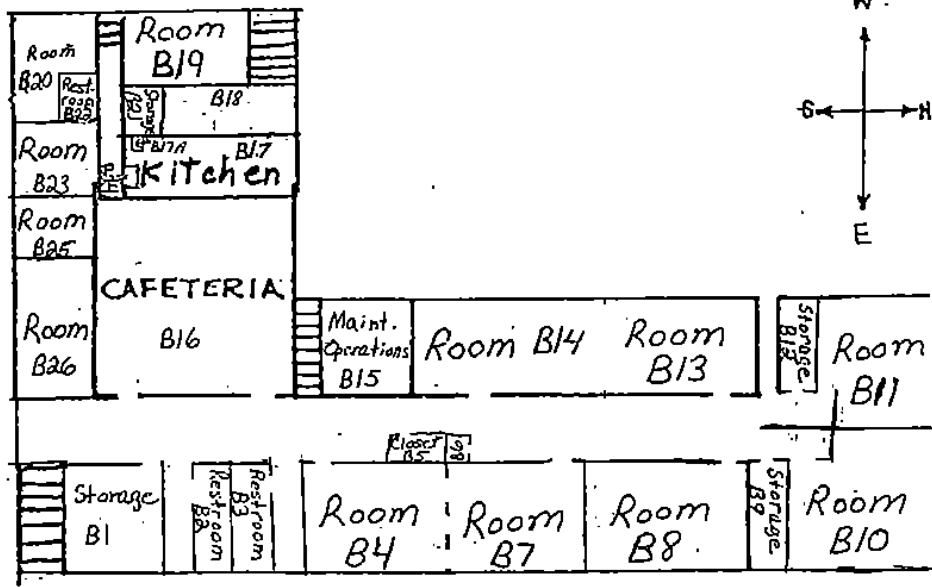
GENERAL

Please share your reason for seeking financial assistance:

What can you afford to pay towards your fees? (choose one)
_____ \$20.00 _____ \$25.00 _____ \$50.00 _____ \$75.00 _____ \$100.00

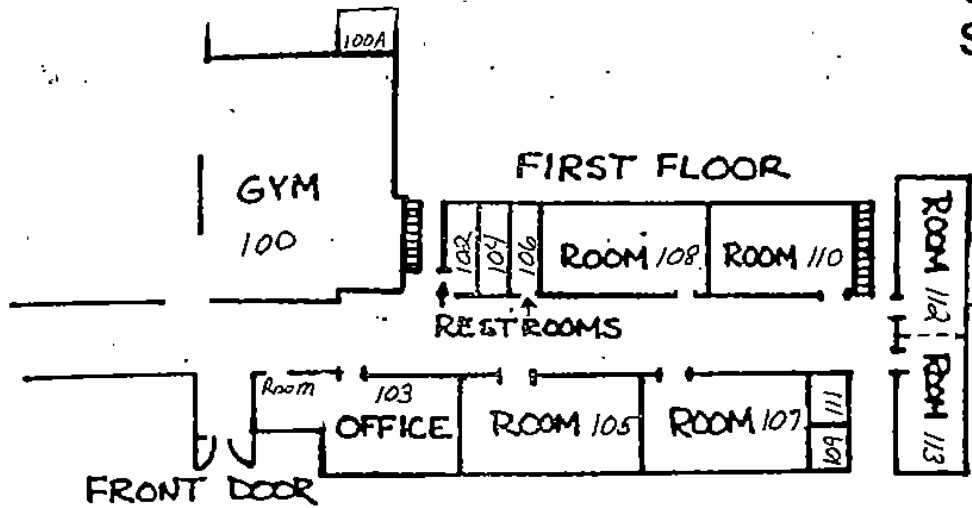
In place of tuition where can you volunteer your services: (choose one)
_____ Catechist _____ hall monitor _____ assist w/Octoberfest
_____ Babysitter _____ other (music, art, etc) _____ office helper
_____ Catechist aide _____ Food Donation _____ Baking

APPLICANT'S SIGNATURE _____ DATE _____

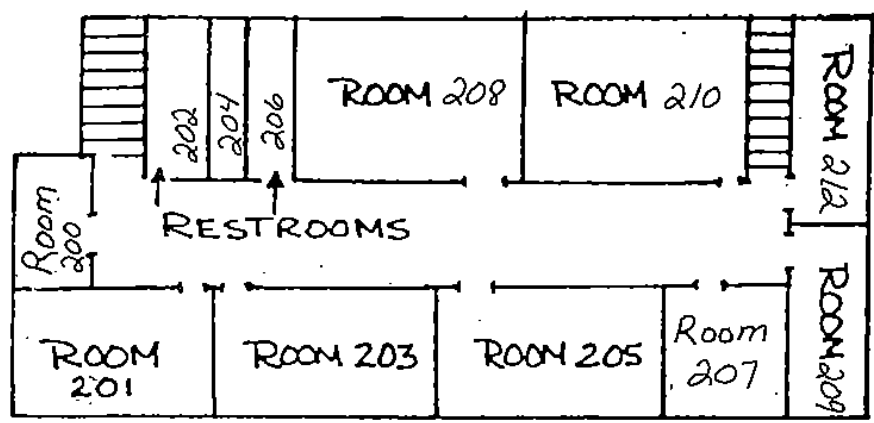


BASEMENT FLOOR

Catholic Central School Map



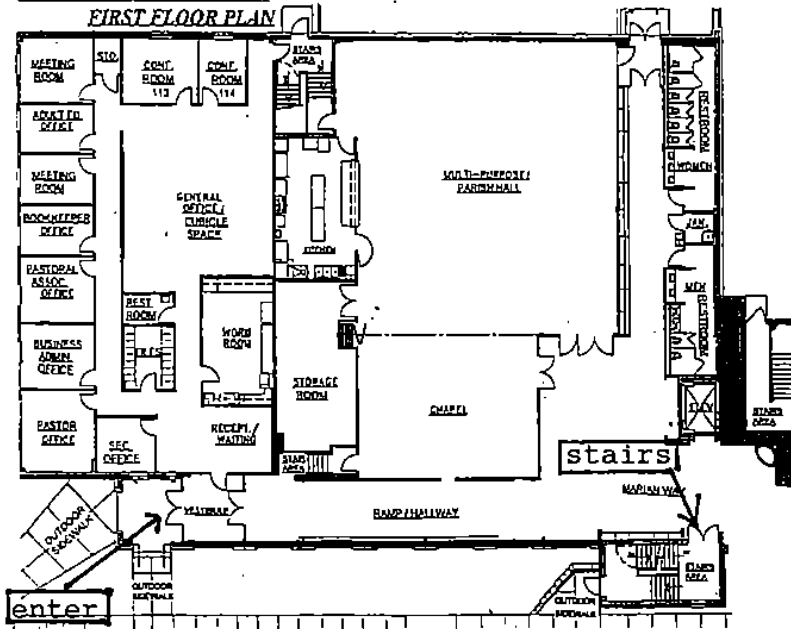
STATE STREET



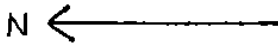
SECOND FLOOR

ST. MARY PARISH CENTER

ST. MARY PARISH CENTER
FIRST FLOOR PLAN

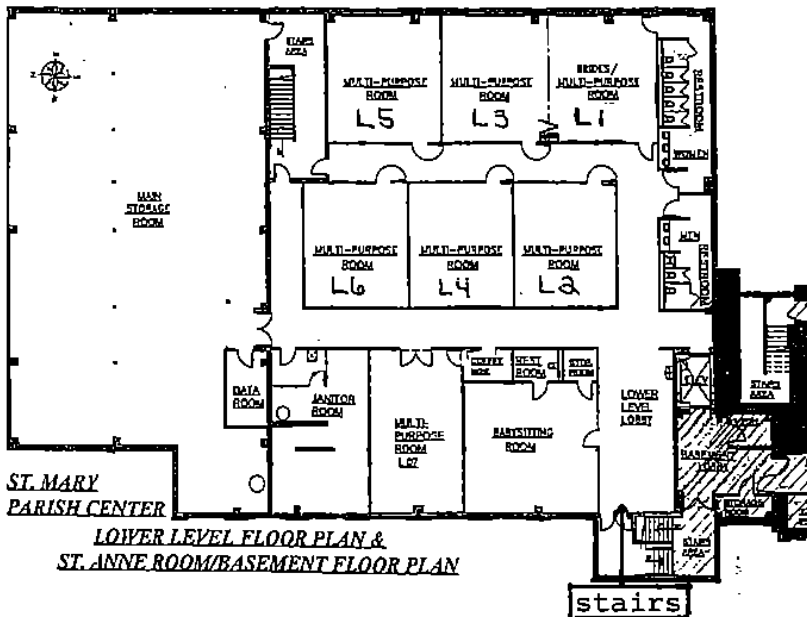


State Street

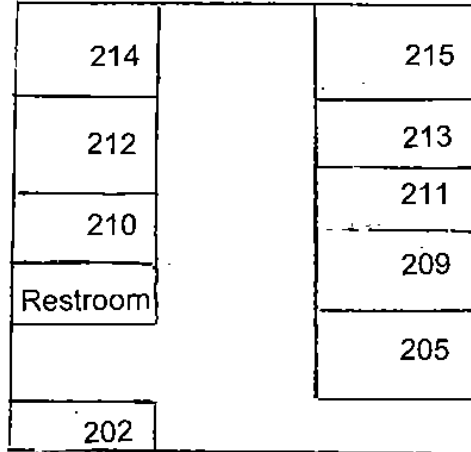


The entrance on the corner of State and Eighth streets will be open on Wed. evenings. Young people will enter and exit through that door only. We ask that they use the main stairs. Please see maps.

Check
FIRE /TORNADO
ESCAPE MAPS
in each room

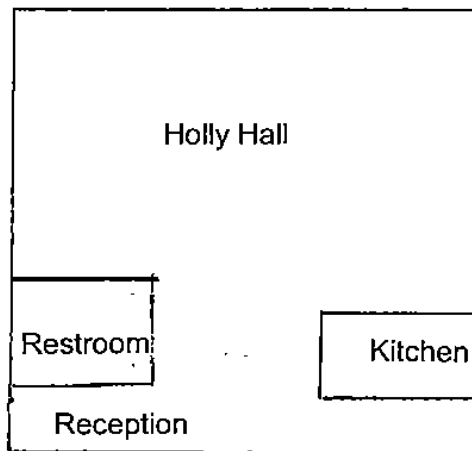


Floor Two

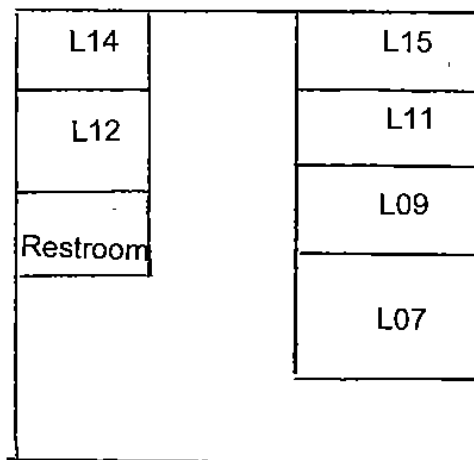


St. Joseph Parish Center Map

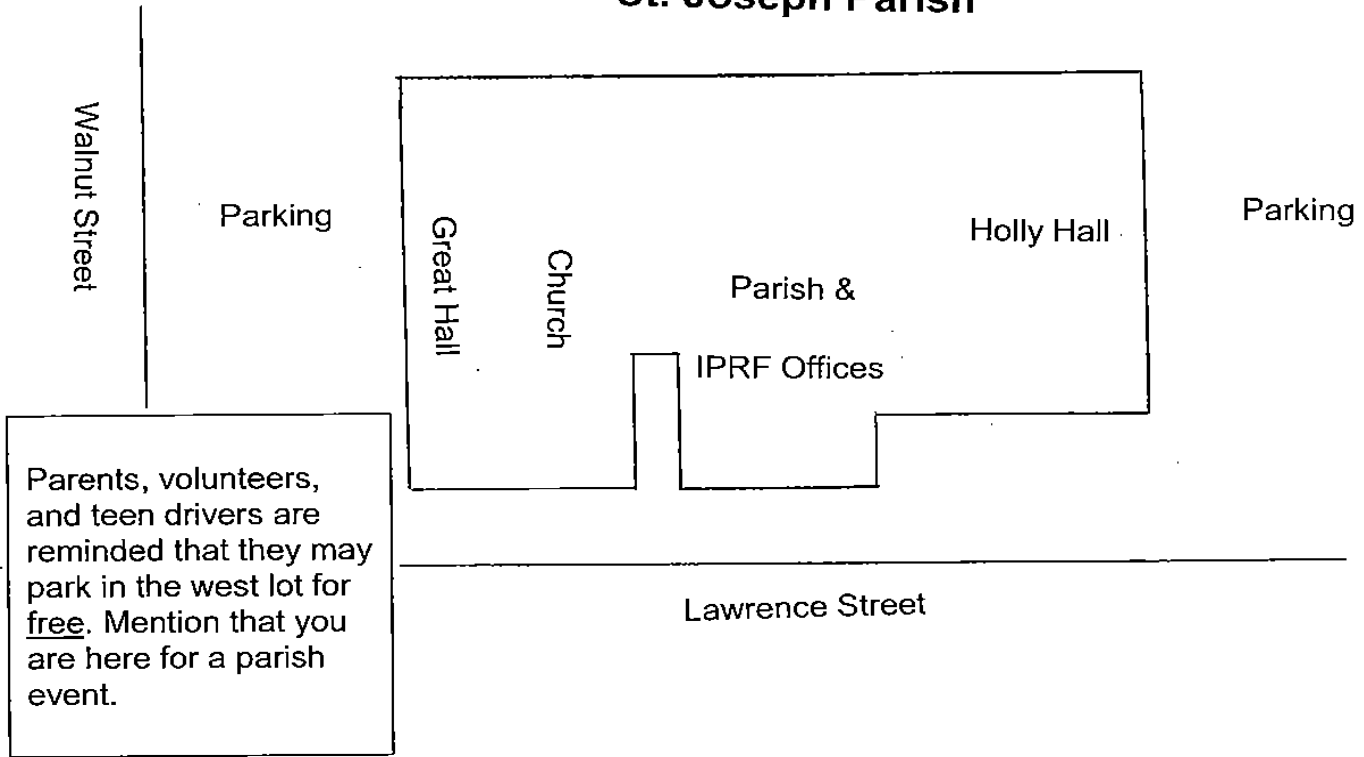
Floor One



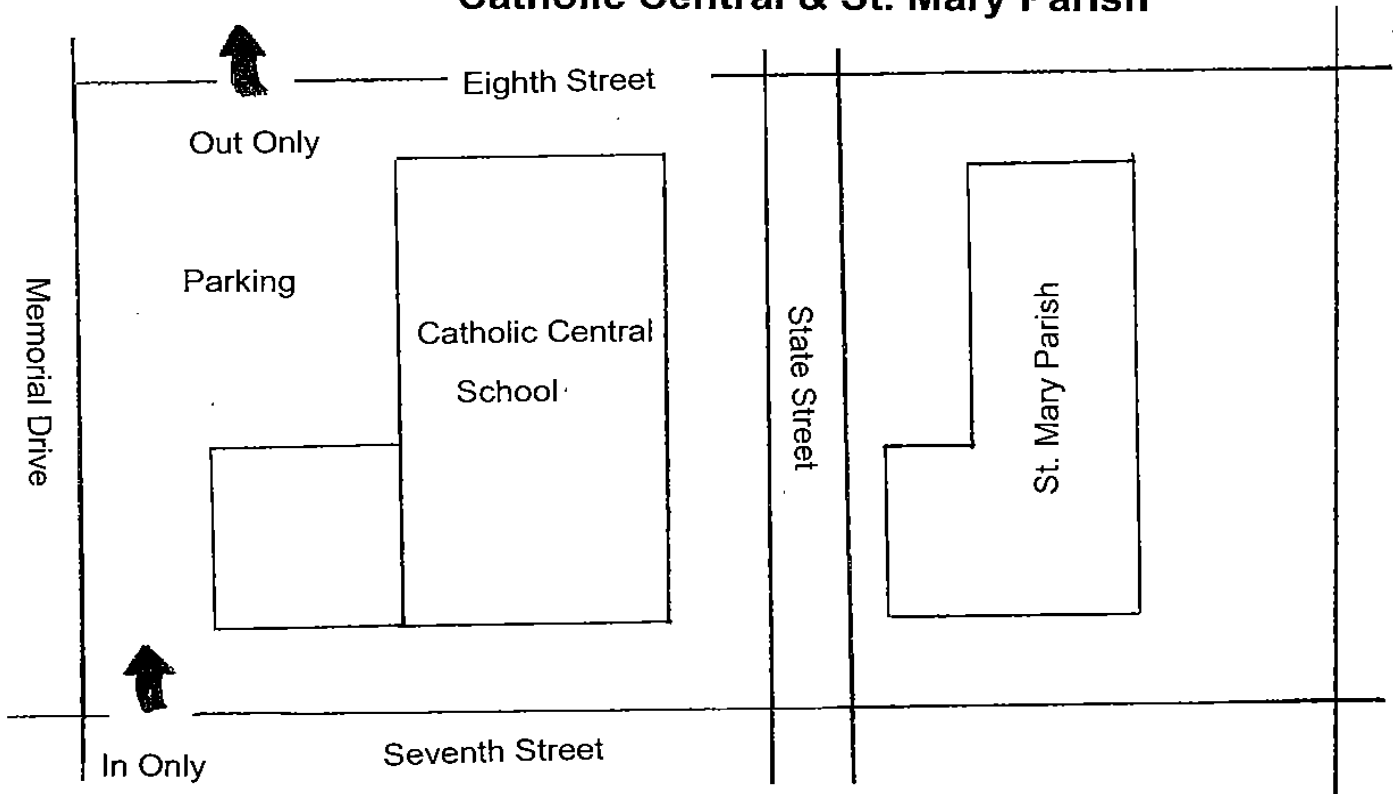
Lower Level



St. Joseph Parish



Catholic Central & St. Mary Parish



2011 Family Religious Education Calendar

SEPTEMBER '11

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

14 Classes K – 11 4:30 & 6:30
w/Hot hog supper in between @ SM
20 Homestudy Parent mtg 6:30 @ SJ Room 209
21 Classes K-11 4:30 & 6:30
28 Classes K-11 4:30 & 6:30

OCTOBER '11

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5 Classes K-11 4:30 & 6:30
12 Classes K-11 4:30 & 6:30
19 Classes K-11 4:30 & 6:30
22 6/7th grade retreat
26 No Classes

NOVEMBER '11

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2 All Souls Family Night 4:30 & 6:30 @ SM
9 Classes K-8 4:30 & 6:30 & 9-11 High School Evangelization Night

16 Classes K-11 4:30 & 6:30
23 No Classes
30 Classes K-11 4:30 & 6:30

DECEMBER '11

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7 Attend Mass with your family for the Immaculate Conception 4:30 @ SM / 6:30 @ SJ
14 Classes K-11 4:30 & 6:30
21 No Classes
28 No Classes

JANUARY '12

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 Classes K-11 4:30 & 6:30
11 Classes K-11 4:30 & 6:30
18 No Classes
25 Classes K-11 4:30 & 6:30 & Unity Night Gr. 7-8

FEBRUARY '12

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

1 Classes K-11 4:30 & 6:30
8 Classes K-11 4:30 & 6:30
15 Lent Family Night @ SJ 4:30 & 6:30
22 Ash Wednesday attend mass with your family 4:30 @ SM; 6:30 @ SJ
26 8th grade retreat 10:30 – 3:00 @ SJ
29 Classes K-11 4:30 & 6:30

MARCH '12

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7 Classes K-11 4:30 & 6:30
14 Classes K-11 4:30 & 6:30
21 Classes K-10 4:30 & 6:30
28 Classes K-11 4:30 & 6:30

APRIL '12

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

4 Spring Break – No Classes
11 Classes K-11 4:30 & 6:30 & Registration 4:00-8:00 @ SM
18 Classes K-11 4:30 & 6:30
25 Closing Program K-11 4:30 & 6:30 @ SM

2011-2012 IPRF Sacramental Calendar

SEPTEMBER '11

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

27 First Reconciliation Parent Mtg 8:45 am @ SMCR
29 First Reconciliation Parent Mtg 6:30 pm @ SJHH

OCTOBER '11

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 First Reconciliation Enrollment 6:30 pm @ SJ
6 First Reconciliation Enrollment 6:30 pm @ SM
16 Confirmation rehearsal 3:30 pm @ SM
23 Confirmation 1:00 pm @ SM

NOVEMBER '11

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

19 First Reconciliation Retreat 9:00-noon or 1:00-4:00 @ SM
29 First Reconciliation Celebration 6:30 @ SJ

DECEMBER '11

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 First Reconciliation Celebration 6:30 @ SM

JANUARY '12

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5 First Eucharist Parent mtg 6:30 @ SJHH
8 Confirmation Parent/Teen mtg 10:30 AM @ SM or 7:30 PM @ SJ
10 First Eucharist Parent mtg 8:45 @ SMCR
15 Confirmation Sponsor/Teen mtg 10:30 AM @ SM or 7:30 PM @ SJ
21 First Eucharist Enrollment 4:30 @ SM/SJ
22 First Eucharist Enrollment 9:30 & 11:00 @ SM and 9:00 & 10:30 @ SJ

FEBRUARY '12

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

7 First Eucharist Potluck 6:00-7:30 @ SJ
9 First Eucharist Potluck 6:00-7:30 @ SM
18 Confirmation Enrollment @ SJ/SM
19 Confirmation Enrollment at all masses @ SJ/SM
19 Confirmation Class 7:30 @ SJ

MARCH '12

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3 First Eucharist Blessing 4:30 @ SJ/SM
4 First Eucharist Blessing 9:00 & 10:30 @ SJ and 9:30 & 11:00 @ SM
18 Confirmation Class 7:30 @ SJ

APRIL '12

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

21 First Eucharist Retreat 9:00-noon or 1:00-4:00 @ SJ
22 Confirmation class 7:30 @ SJ
26 First Eucharist practice @ SM
27 First Eucharist practice @ SJ
28/29 First Eucharist Celebration @ SJ/SM

MAY '12

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

6 Confirmation class 7:30 @ SJ

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JUNE '12

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

8 Confirmation Retreat

AUGUST '12

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Confirmation Retreat

PARISH – PARENT PARTNERSHIP

Baptism establishes a child in an intimate personal relationship with Jesus. The child becomes one of Jesus' disciples and a member of the community of disciples, the Church. At this same Baptism, parents, the parish community and the parish's catechists assume together the awesome responsibility to nurture and support the child's growth in this discipleship. This shared responsibility continues until the child is ready to enter fully into the Church's life and mission at Confirmation.

o Family faith enrichment

Various opportunities are provided for the whole family to enjoy together. For example: Sacrament preparation is family based, different grade levels have parent/child opportunities. During Advent and Lent, whole families participate in special sessions that prepare us for the church season.

o Classroom Visitation

You are welcome to visit your child(ren)'s classroom anytime or come to any of the special events. If you plan to come into a classroom, please check with the Coordinator at least one day in advance. For safety reasons, all visitors must check-in and check out when visiting the program.

o Volunteer

Your involvement will serve as the loudest and most significant message to your child(ren). There are many volunteer areas and levels of time commitment from which to choose. Catechists and Aides are adults and older high school students who practice their faith and who are committed to the religious formation of the young people of St. Joseph and St. Mary Parishes.

o Communication

Semester Progress Reports for each child provide formal feedback to child and parents. Our Website, www.inter-parish.org has up-to-date information about the program and you are always invited to call the IPRF office (738-7413) with needs, concerns and compliments.

o Program Requirements

Adequate completion of the following requirements will determine the student's placement for the upcoming school year. The type of make-up work and students advancement will be a joint decision between the Coordinator and the parents.

80% class attendance (K-11). A missed session may require make-up work.	Completion of class work (K-11)
Christian service (K-8 in class projects; 9-12 individual projects)	Appropriate behavior (K-11)
Participation on a retreat (6-11 grade & Sacramental Prep)	Displays knowledge of material (K-11)

We invite parents/guardians, catechists and parish representatives to enter into this covenant of partnership, pledging ourselves:

As Parents/Guardians:

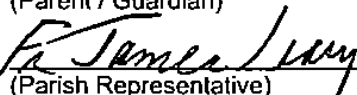
- o to model the faith.
- o to participate regularly in the weekend Eucharist (mass).
- o to provide family prayer, service, and other faith experiences in the home.
- o to ensure regular attendance.
- o to participate in the parent sessions as required.
- o to cooperate with our children's catechists and maintain open communication with them.

As Leaders of the Parish Community:

- o to regard the catechetical ministry as one of the parish's central responsibilities.
- o to provide an adequate budget and facilities that will ensure a quality program of catechesis for parish children, youth and adults.
- o to model the faith we seek to share with the children entrusted to us.
- o to help each child/youth feel welcomed and valued as a member of the parish community.
- o to plan and celebrate parish liturgy with sensitivity to needs of all age groups, including children and youth.
- o to provide opportunities for children and youth to participate with adults in the parish's ministerial and social activities.
- o to schedule parish programs and activities with sensitivity to the family and its needs.

We enter this covenant faithfully with a firm determination to fulfill our responsibilities. Furthermore, we agree to abide by the policies described in the family handbook.

(Parent / Guardian) Date _____


(Parish Representative) Date _____

Inter-Parish Religious Formation

404 West Lawrence Street
Appleton, WI 54911

MEDIA RELEASE FORM

If this form is not returned, permission is granted.

During 2011-2012, the IPRF RE Program may reproduce or participate in videotape, motion picture, audio recording, web posting or still photograph productions that involve the use of students' names, likeness or voices. Such productions may be used for educational or exhibition purposes by IPRF and may be copied, copyrighted, edited and distributed by IPRF Program.

News media, including representatives of television, radio, newspapers and magazines, also may be permitted on school/parish property and may take notes, still photos, sound recordings and/or moving pictures that may include your child. These items may appear or be used in news or feature stories by print, television, website posting or radio media.

You have the right to object to the use of your child's name, picture or voice in these productions and may do so by completing the form below and returning it to the IPRF office on or before September 24, 2011. If you have any questions, please contact us @ 738-7413.

I, _____, the undersigned, do hereby request that the Inter-Parish Religious Formation not use the ___Name ___Picture ___Voice ___Other likeness (check all that apply) of my child(ren) for news releases, media and promotional activities. This request is valid for the current RE program year, 2011-2012.

Student's Name	Grade	Student's Name	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature: Parent(s)/Guardian _____ Date: _____

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