

# 2011-2012

## INTER-PARISH RELIGIOUS FORMATION VOLUNTEER HANDBOOK



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

**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 Youth Minister**  
Celia McKee

**Bookkeeper**  
Cortney Curran

**Secretary**  
Mary Summers

# CONTENTS

<a href="#">EMERGENCY PHONE NUMBERS</a>	1
EMERGENCY PLANS – <a href="#">WEATHER</a>	1
<a href="#">FIRE - BOMB THREAT</a>	2
<a href="#">UTILITY FAILURE</a>	2
<a href="#">CHEMICAL SPILL</a>	3
<a href="#">INTRUDER / HOSTAGE</a>	3
 <a href="#">VOLUNTEER JOB DESCRIPTIONS</a>	 4-5
 <a href="#">RECORDS FOR OUT OF ORDINARY EVENTS</a>	 6
 <a href="#">HOW TO REPORT ABUSE</a>	 6
 <a href="#">POLICIES</a>	 7-8
 <a href="#">DISCIPLINE EXPECTATIONS</a>	 9
 <a href="#">PARISH-PARENT PARTNERSHIP</a>	 10

## EMERGENCY PHONE NUMBERS

<b>FIRE / AMBULANCE / POLICE</b>	<b>911</b>
IPRF OFFICE – (Mary / Celia)	738-7413
CATHOLIC CENTRAL OFFICE	733-5241
CELL PHONE# - Andrew Russell	810-2527
CELL PHONE# - Jonathan Elmer	810-2416
CELL PHONE# - Jenny Schubring	810-2417
CELL PHONE# - Celia McKee	810-2687

### [Contents](#)

## EMERGENCY PLANS

### Emergency Weather Warning

1. The alert will be sounded via the fire alarm system at Catholic Central or the portable units at St. Joseph Parish Center.
2. Each instructional room will have an assigned protection area. Information about this area will be posted in every room adjacent to the exit door. Catechists should alert each class of the protection area.
3. Annually the entire program will practice a drill which will help students and employees become familiar with a routine.
4. Catechists are to remain with their classes. Catechists not assigned to a class at the time of the drill shall assist as needed during the drill.
5. An all-clear warning will be sounded by a predetermined signal.
6. Each building will develop a plan for its specific facility.

### Tornadoes

1. The IPRF office will transmit information to each building when the local radio station indicates a tornado watch or warning. In a tornado watch, conditions are right for a tornado. A tornado warning indicates that an actual tornado has been sighted.
2. Students and staff should follow established tornado drill alert procedures when a warning has been issued for the specific geographic area. These guidelines should be observed:
  - (a) Window covers such as blinds, drapes or shades should be closed to retard flying glass and debris.
  - (b) If a tornado is imminent, students and employees should stay away from the window and take cover.
  - (c) All students and staff should move to the designated shelter area and take cover.
3. Students are not to be dismissed from IPRF during "warning periods".

### Severe Thunderstorms

1. If a storm occurs at dismissal time, the students may not be dismissed except to parents who come into the building.
2. Students should be kept off the playgrounds.

### Inclement Weather

1. The closing of the IPRF program during inclement weather procedures will be initiated by the DRE in consultation with other Appleton parishes.
2. Class cancellations will be posted on the website, [www.inter-parish.org](http://www.inter-parish.org). Local news media will be notified as well.  
[contents](#)

## **Fire**

1. The person discovering a fire shall sound the fire alarm and notify the building coordinator or office volunteer. The coordinator or office volunteer shall notify the fire department by calling 911.
2. The building shall be evacuated of all students, staff and visitors according to fire evacuation procedures.
  - (a) Apply as many of the following fire evacuation procedures as possible:
    - 1) All windows in the room should be shut. The last person leaving a room shall shut the door.
    - 2) Catechists should take class lists with them upon evacuation.
    - 3) Students should stay in line and go outside away from the building.
    - 4) The established exit route should be followed if practical.
    - 5) Each class should be kept in a group outside of the building.
    - 6) When the all clear signal is sounded, students and staff should re-enter the building.

[contents](#)

## **Bomb Threats**

1. The person receiving the telephone call should keep the person on the line as long as possible and obtain as much of the following information as possible.
  - a. Location of the bomb
  - b. When it is set to detonate
  - c. Whether it has been placed in the open
    - 1) Is it disguised?
    - 2) Is it concealed?
  - d. Kind and size of bomb
  - e. Age of caller (adolescent or adult)
2. The time of the call should be noted and a message written down.
3. When a bomb threat is received, the Coordinator/Director should be notified and the police and fire departments called by the Coordinator/Director.
4. At the direction of the Director, staff members should implement the school building's specific bomb threat procedures and evacuate the building.
  - a. Nothing should be touched which is in anyway suspicious.
  - b. Catechists will be responsible for students in their rooms at the time of evacuation.
5. A search of the building will be conducted by any or all of the following; the local police, fire department officials, administration, selected custodial or teaching personnel.

[Contents](#)

## **Utility Failure**

1. Electric Power Failure
  - a. Verify failure with building custodian if possible.
  - b. Call Coordinator/Director.
  - c. Call appropriate electric utility.
2. Gas Line Break or Gas Seepage
  - a. Clear immediate area. Evacuate building if necessary, using fire drills procedure.
  - b. Call Coordinator/Director.
  - c. Call Fire Department.
  - d. Call appropriate gas utility or supplier.
3. Water Main Break or Sewer Problems
  - a. Call Coordinator/Director.
  - b. Call municipal water department if appropriate.

4. Downed Power Lines
  - a. Keep students away from area.
  - b. Notify the Coordinator/Director.
  - c. Call appropriate electric utility.
  - d. Call police or sheriff's department as may fit the situation.

[contents](#)

### **Chemical Spill**

- a. If the spill is in the building, evacuate the building.
- b. Call the Coordinator/Director.
- c. Call fire and police departments.
- d. If the spill is in the vicinity of the school, follow the advice of the fire and police departments.

[contents](#)

### **Intruder – General Instructions**

1. The employee who discovers an intruder shall arrange to immediately report the intruder's presence to the Coordinator/Director.
2. The Coordinator/Director, where available, shall investigate the situation.
3. If the person is found to be an intruder, he/she shall be asked to leave.
4. If the person is not cooperative, the police department shall be called for assistance.

### **Intruder Procedures – Specific Instructions**

Request the name of any visitor and assess their needs. Provide appropriate assistance and direction.

#### **Response to an Intruder:**

If they are uncooperative or appear threatening:

- Do not attempt to restrain the person
- Do not jeopardize your own safety
- Move to the nearest phone and attempt to alert the IPRF Office or 911
- If necessary call for HELP
- If others in the building hear the call for HELP, insure the safety of the students near you and attempt to contact IPRF Office or 911.

#### **Provision for the safety of the students:**

Should a CATECHIST or other adult hear a call for HELP, or the coded message on the intercom/phone "there will be a Catechist Inservice immediately following classes", insure the safety of the students in the following manner:

- Close and lock the door to the classroom quietly
- Keep all children and personnel in the classroom
- Turn out the lights
- Keep children occupied with stories or quiet games
- Stay away from doors and windows –if gunshots are heard, drop to the floor and remain quiet
- Leave the classroom only when you receive an "all clear" from a Coordinator

### **Hostage**

1. As soon as possible the police and the Coordinator/Director will be notified.
2. Evacuate all who can safely get out of the building.
3. Follow the local police procedures, assisting as requested or directed.
4. A postvention team shall be available to the class and/or the school following the incident.

[contents](#)

# JOB DESCRIPTIONS

## COORDINATOR

Coordinators are responsible for opening/closing of doors of buildings as well as opening/closing classrooms, supply closets, etc., as well as the remainder of their individual job descriptions.

## HALL MONITOR

- Be in place 10 minutes before classes begin.
- Sign in and read volunteer memo in the office before beginning duties.
- Assume stations: **Catholic Central**: 2<sup>nd</sup> floor (north), 1<sup>st</sup> floor (north), Basement (north) or 2<sup>nd</sup> floor south, 1<sup>st</sup> floor front door or basement south.\* **St. Mary Parish Center** - basement, **St. Joseph Parish Center**: 2<sup>nd</sup> floor south, 1<sup>st</sup> floor-front door or basement – south.\*
- Supervise student entry to classrooms.
- Take names and grades of tardy students who arrive after classes begin, if you are at a door station.
- Person stationed at \* collects all attendance sheets and tardy slips and brings them to the office five minutes after classes begin.
- Be available for other events: catechist assistance/discipline referrals, medical emergencies (first aid kit is with office personnel), student movement during tornado/fire warnings, and other unexpected events/visitors.
- Be aware of bathroom traffic. Check bathrooms/bubblers at the end of the evening.
- Supervise dismissal and insure that there is no running/jumping. Keep your eyes open and notify the Coordinator of any students who have not been picked up before you leave. K-5 students must remain inside the building while waiting for rides.
- 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. Parent/Guardians must sign out at the site office for all early dismissals.
- All of this information must be forwarded to the Coordinator on duty before the dismissal occurs.

## OFFICE PERSONNEL

- Be in place 10 minutes before classes begin.
- Sign and read volunteer memo in the office before beginning duties. Be familiar with all emergency information in Volunteer Handbook.
- Check list in office to be sure that all attendance cards have been collected within 10 minutes of beginning of classes.
- Using collected attendance cards, office person calls names of missing students to Mary at the IPRF office by 4:45 or 6:45. **See attendance notes in box on next page.**
- IPRF secretary compiles lists and calls home to determine cause of absenteeism.
- Office personnel help with volunteer duties as assigned by Coordinator.
- 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. Parent/Guardians must sign out at the site office for all early dismissals.
- All of this information must be forwarded to the Coordinator on duty before the dismissal occurs.

- Office person is responsible for beginning, ending bells as well as fire/tornado warnings and calls to 911 (delegate in case of an emergency).
- At the end of the evening, office person gives an oral/written summary of anything pertinent which occurred to the Coordinator.

\*All notes on attendance charts are to be made in **PENCIL**.

**"X"** is already placed in the box if student is present.

**"T"** is placed in the box if a student is tardy - these student's names will come from the hall monitors tardy lists.

**Leave BLANK if student is absent. The accuracy of these records cannot be stressed enough. Parents panic when calls are made indicating a missing student when in reality the child is only tardy.**

## **BABYSITTING**

- Be in the baby-sitting room about 15 minutes before class begins (4:15 or 6:15). This is important because we don't want our catechists late for their classes and have unsupervised students in their classrooms.
- Be sure to get pertinent information regarding the children you're baby-sitting. (There will be a notebook present for some of the information to be written down):
  - name of child
  - any special needs
  - where the parent will be: building location and room
- Be present to the children in your care.
- Give an oral report to Coordinator if anything pertinent occurred.
- Stay until the child is picked up. Children should be picked up no later than 5:45 or 7:45 p.m.

## **PARKING LOT MONITOR (Catholic Central, St. Mary's and St. Joseph Church)**

- Be in place 10 minutes before classes to insure proper traffic flow.
- Be in place at dismissal and for 10 minutes after class to insure proper traffic flow.
- Bring in traffic cones after last class.

[Contents](#)

# RECORD KEEPING FOR “OUT OF THE ORDINARY EVENTS”

All volunteers and employees are “mandated reporters” for incidents of abuse/neglect of a child, and threats to the safety/welfare of a child. Please see the next page for reporting information.

All emergency (**OUT OF THE ORDINARY**) events and the response taken to them should be logged in detail in the INCIDENT BOOK for insurance purposes. Pastors must also be updated on all such events. In turn, Diocesan officials must be notified as soon as possible (Director and/or AON Risk Services).

In an effort to insure communication and also to prevent any legal difficulties, we are asking that you record any event occurring during our IPRF contact time that you might consider "out of the ordinary". Examples of these events might be First Aid situations/911 situations/stranger or intruder appearance or other events for which we should have detailed information recorded.

Please include the following information:

Date

- Brief description of what occurred/you observed
- Brief description of how you responded
- Your name/other witnesses
- Any other pertinent information



Please add your entry to the bound book in the office one item after another. Do not skip pages or remove pages at any time! This information will be used to prepare the "Incident Report" sent to our Diocesan Insurance Company.

[Contents](#)

## 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

[Contents](#)

# 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](mailto: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](http://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](http://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.

[Contents](#)

# 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.

[Contents](#)

## 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](http://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.

Christian service (K-8 in class projects; 9-12 individual projects)

Participation on a retreat (6-11 grade & Sacramental Prep)

Completion of class work (K-11)

Appropriate behavior (K-11)

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.

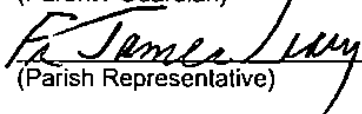
#### As Leaders of the Parish Community:

- 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.

\_\_\_\_\_ Date \_\_\_\_\_

(Parent / Guardian)



(Parish Representative)

\_\_\_\_\_ Date \_\_\_\_\_