

St. Therese Chinese Catholic Church

CCD Rules and Regulations Handbook

Introduction

This Rules and Regulations Booklet for St. Therese Parish CCD Program was created to clarify expectations of the participants. In some cases, catechists may have additional rules for their class in order to run smoothly. Please contact your child's catechist.

The CCD (Confraternity of Christian Doctrine) program at St. Therese was established and has operated on the assumption and belief that the responsibility for determining and demonstrating the importance of religion within the family unit is that of the parents.

Parents are the primary religious educators of their children and are ultimately responsible for their spiritual growth and development. However, if CCD differs with the beliefs of the parents and the manner in which they teach and live them, this will be a constant source of confusion and stress for the children. In these instances, it would be best for the children that the parents retain their responsibility for their children's religious development.

By enrolling your children at St. Therese's CCD program, parents acknowledge these responsibilities and request the assistance of the parish in fulfilling them. Through a program of regular classroom lessons, liturgies and other religious celebrations directed by the pastor, the CCD director, and catechists, the program helps the parents fulfill this God-given responsibility.

The program begins with Kindergarten (age 5) and continues to Confirmation. All teachers and aides are volunteers from our parish family at St. Therese. Please refer to the insert for a complete list of the catechists for the current year.

Registration

Registration is usually held 4-6 weeks before CCD classes begin. Please contact the CCD Director or rectory for more information. Any registrations received after the deadline will be subjected to a late fee.

It is important to the planning of the program that all registrations are received at least one week before classes begin. Class rosters must be prepared, materials ordered,

classrooms organized and teachers recruited and trained. This requires having complete information about the students.

Non-discrimination Policy

St. Therese's CCD Program is operated under the auspices of the Catholic Bishop of Chicago, a sole corporation, in the Archdiocese of Chicago.

St. Therese's CCD Program admits students of any sex, race, color or national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students in this religious education program.

St. Therese's CCD Program does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of its policies, supplementary programs or any other program-based function.

Baptismal Records

A baptismal record is required for each student enrolled in CCD. Copies of the certificate should be submitted at the time of registration.

Program Fee

The CCD Program fee is set the summer before CCD classes begin when the budget is prepared. At that time, the CCD Director and coordinators, estimate the number of students to be enrolled and the cost to offer the program. Dividing the estimated cost by the estimated enrollment results in a cost per student, which becomes the fee.

The fee must be turned in with your child's completed registration form. Checks are preferred and should be made payable to: St. Therese Church.

Anyone who cannot afford to pay these fees because of financial difficulties is asked to contact the CCD Director or Pastor (312-842-6777). No one will be deprived of a religious education because of the inability to pay the fee.

Other Fees

In addition to program fees, special fees may be assessed to families to cover additional expenses. There is an additional fee for students receiving First Communion or Confirmation. Your catechist will inform you of the fee as soon as possible. This fee is due 30 days before the event unless otherwise noted.

Class Schedules

CCD classes begin at 10:45am and usually end at 12 noon for the younger grades and 12:15PM for grades 4 and up. Contact your catechist to confirm your child's class end time. No supervision is provided after that time. The schedule for the school year will be provided to the families during the first week of class.

Mass and Class Attendance

Weekly Mass attendance is required for **ALL** CCD children but highly essential for children in grades 3 and up.

There are usually 27-30 classes in a CCD school year. If a student has more than two unexcused absences from class or Mass during the school year, a parent must come to meet with the pastor and a member of the CCD council prior to the student being readmitted to class. Excessive absences and lack of participation may prevent the student from advancing to the next level.

Catechists will take attendance at the beginning of class. CCD class starts at 10:45AM. The catechist will dismiss the children when class is over.

Homework

Students are expected to complete all assignments on time and to the best of their ability.

Service

Students in the CCD program usually begin training as altar servers in fourth grade. Students preparing for Confirmation are expected to complete a certain number of service hours. See your CCD Director or catechist for more information.

Early Dismissal

Students who must leave early are required to either present a note from their parent or have the parent notify the catechist prior to the start of class.

Emergency Closings

In the event of severe weather or other reasons classes may be cancelled on short notice. The catechist or someone from the parish will contact you.

Guidelines for Sacraments

First Reconciliation is received in the Second Grade at St. Therese. Any children preparing for First Reconciliation must already have attended at least one year of prior religious education. Exceptions can be made based on circumstances of the individual family and the decision will be made by the CCD Director and Pastor.

At St. Therese, **First Holy Communion** is received in the Third Grade. Children must receive the sacrament of Reconciliation before preparing for First Holy Communion. Children must also already have attended at least one year of prior religious education.

Confirmation is held every other year at St. Therese. This is a three-year process and is usually received in 7th, 8th or 9th grade. All three years must be completed to be confirmed. A child should complete seven years of religious education to enter into the Confirmation program. Exceptions can be made based on circumstances of the individual family and the decision will be made by the CCD Director(s) and Pastor.

Candidates for Confirmation are expected to perform service hours, a class project, and participate in any pre-Confirmation activities. See your catechist for more information.

Sacrament Dress Code

Communion and Confirmation are special church and family celebrations. Proper attire must be worn when attending church. For First Holy Communion, girls should wear white and boys should wear slacks and dress shirt (tie or suit is optional). For Confirmation, ladies should wear a light-color dress or skirt and blouse. Young men should wear slacks and dress shirt (suit is optional). No gym shoes or jeans.

General Expectations

It is expected that each family become actively involved in St. Therese's CCD Program and Parish in order to model a living, conscious, and active Christian faith and to reinforce the values and attitudes for living that faith. Parents are the primary educators of their children and are responsible for their spiritual growth and development. By enrolling your children in CCD, you are asking our help in this regard and accept the obligations to the program.

It is important for you to attend mass regularly and partake in communion. This is a wonderful time to reinforce our teachings and come together as a family.

Students in CCD are expected to:

- Be on time for class
- Take part in class discussions and activities
- Bring their class materials to each session
- Attend Mass regularly
- Respect others
- Obey class rules
- Respect the authority of the catechists
- Respect the grounds and building of St. Therese

Parents of children who are in CCD are expected to:

- Be familiar with scheduled classes and CCD events
- Read and act promptly on all CCD communications
- Be familiar with disciplinary procedures
- Work with the student at home between classes and help them prepare for class sessions.
- Attend all parent and special CCD meetings
- Assure the students regular attendance at Mass, class, and special events

***** We encourage parents to volunteer and participate, whenever possible, for CCD Parties, other parish events and special celebrations (Noodles Night, Christmas Pageant, Christmas Party, Lunar New Year, Easter celebrations, etc.). This not only sets an excellent example for your child, but demonstrates your role as an integral part of our St. Therese Parish family.**

Disciplinary Procedures

All catechists are volunteers. Catechists contribute several hours each week to prepare and teach your children. They are not expected to cope with discipline problems. Catechists must maintain an atmosphere in which the students can form a community of faith. Students who disturb the class rob all of valuable time. Your cooperation is expected and appreciated.

The following disciplinary procedures have been established:

- The catechist will attempt to reconcile the problem with the student.
- If the problem persists, A meeting with the Pastor, Director, catechist, parent and student will be scheduled.
- If the above steps fail, then the student may be dismissed from the program.

Medication

Except in extraordinary circumstances, which must be approved by the CCD Director, the CCD program or personnel will not maintain, supervise the taking of or administer medication.

Food

Students are encouraged to eat breakfast before attending Sunday Mass and CCD. Occasionally, a local bakery may donate snacks for the children and catechists in our CCD program; however, the snack is not a part of the CCD program fee. Food or drinks cannot be consumed inside the church, although you may eat downstairs in the great room. No chewing gum is allowed in the church nor at school.

Parents are asked to rotate in providing juice for all the children in CCD. The sign-up sheet is outside of the CCD room in the lower level of the church.

Amendment

Statements in this handbook are subject to amendment with or without notice. The CCD Program will attempt to keep you informed of all changes as soon as possible; however, some changes might be made immediately due to unforeseen circumstances.

Catechists

All catechists are volunteers. See insert for a current list of the catechists.