

**Queen of Peace Children's Ministry
Program Information 2009-2010**

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Welcome to Children's Ministry! My name is Tricia Boyle, Children's Ministry Coordinator, serving families in the parish with children, infants through Grade 5. This handout provides Children's Ministry program & volunteer registration information. Please continue reading for information on programs offered, volunteer opportunities & registration procedures. For additional information please check the weekly parish bulletin faith formation insert *Growing In Faith*, the weekly WCFE email newsletter, the parish website or contact me at the parish office or by email (contact info above). I look forward to serving your family during this program year. Please contact me with questions or needs. Blessings to you & your family as we grow together in faith as a parish community.

The Mission of Children's Ministry is to assist parents with the important role of passing on the faith to their children. The parish community partners with parents to raise Catholic Christian disciples.

Children with All Levels of Abilities are Welcome to Participate in Children's Ministry Programs: In order to serve your family more effectively please contact Tricia at the parish office to discuss any special medical, physical or learning needs that your child may have. The parish/program registration form also provides a section in which to list allergies, special needs or medications taken. Reasonable attempts will be made to meet the needs of your family members. Our facilities are wheelchair accessible.

Children's Ministry Programs:

Infants & Toddlers are invited to participate in a quality childcare program offered in the nursery room (located off the gym) during weekly Sunday masses & Whole Community Faith Formation (Sept. – May). Carefully selected & trained care givers provide TLC through structured learning activities offering music, Bible stories, games, movement, play & prayer experiences. Please contact Beth Churchill for registration & program information or if you would like information on volunteering in the nursery.

Preschool Children are invited to participate in religion readiness activities in the nursery room (located off the gym) during weekly Sunday masses & Whole Community Faith Formation (Sept. – May). Carefully selected & trained care givers provide TLC through structured learning activities offering music, Bible stories, games, movement, play & prayer experiences. Please contact Beth Churchill for registration & program information or for information on volunteering to serve as a preschool assistant.

Children's Liturgy of the Word (CLOW): Grade school age children are invited to participate in a children's liturgy of the Word service during Sunday masses. Children are dismissed after the opening prayer & led to the chapel by a catechist. The Word of God is proclaimed to them from the Children's Lectionary & the teachings of Jesus are applied to their daily lives. Children return to mass after the homily. No program registration is required. CLOW is offered based on the availability of trained volunteer leaders. Parents are always welcome to accompany their children to CLOW and provide assistance to the leader. Please contact Tricia Boyle for information on CLOW leader or aide training.

Kindergarten-Grade 5 Children are invited to participate in faith formation sessions meeting weekly on Sunday mornings, 9:45-10:45am in the gym from Sept. – May as part of Whole Community Faith Formation. Children along with adults & youth learn what Catholics believe, how Catholics worship, live & pray. Children follow a systematic & comprehensive religious education curriculum, learning & growing through a variety of faith formation experiences. Volunteer catechists & classroom aides provide leadership for the learning sessions. The program is offered based on the availability of trained volunteers. Program registration is required for children & youth (no registration is required for adults). Registration & orientation training is required for adults serving as regular volunteers in children's or youth ministry programs. Please contact Tricia Boyle for program & volunteer registration information. Please see section below on WCFF for more information.

Whole Community Faith Formation (WCFF)

WCFF offers faith formation experiences for all ages (adults, youth & grade school age children) that inspire deeper, lifelong communion & intimacy with Jesus Christ. WCFF meets weekly on Sundays, Sept. - May, from 9:45-10:45am. WCFF begins in the gym after 8:30am mass, with registration check in, fellowship time over coffee & donuts, praise & worship music & an opening prayer.

WCFF offers two formats, each beginning with an opening session in the gym at 9:45am. The most common format offers break out groups (BOG) for peer learning. The second format is called "All Ages" with participants staying together in the gym for a variety of faith formation experiences.

On most Sunday mornings, after the opening prayer, adults, youth & children separate by ages into learning groups. Each group focuses on age appropriate faith formation experiences. Adults stay in the gym with Bryce, Adult & Young Adult Faith Formation Director, as their session leader, youth to the youth center or school library with Cheri & Marty, youth ministers, & their catechists & classroom aides lead grade school children to the school building. Preschool age children & younger are engaged in religion readiness experiences in the nursery room off the gym. Parents pick up their grade school children from the school classrooms after the adult session dismisses at 10:45am, in time for families to attend 11am mass. Youth return to the gym to meet their parents.

On occasional Sundays the "all ages" format is used, during which everyone (adults, youth & grade school children) stays together in the gym for faith formation learning experiences. We begin with fellowship time over coffee & donuts, music & an opening prayer, continuing with a variety of learning activities (icebreakers, games, quizzes, talent shows, small group discussion, prayer rituals, etc.) concluding with a photo slideshow starring our WCFF participants. Preschool children & younger are invited to the nursery room for religion readiness activities during the all age's sessions.

Parents, guardians, grandparents, other family members or friends are invited & encouraged to participate in WCFF. Adult faith formation sessions, parent meetings & all ages sessions offer adults an opportunity to grow in understanding of what it means to live as Catholic Christian disciples & how to pass on the faith to their children & grandchildren. Adults give Christian witness & model the importance of lifelong learning to our youth & children. No registration is required for adults. Non-Catholic and/or visiting family & friends are also welcome & encouraged to participate.

Early Registration: For safety & medical emergency reasons it is essential that each family completes & returns a parish/program registration form to the parish office BEFORE your child attends WCFF for the first time. Early registration is greatly appreciated & extremely helpful in planning for adequate textbooks, activity materials & volunteer staff. Please see section “Program Registration” on page 5 for more information.

Attendance Check In/Dismissal to School: Parents, for security reasons, it is essential that you check in your child/ren at the Children’s Ministry registration table during the WCFF opening session. This assists the catechists in knowing which children should be in class that morning. Parents are expected to supervise their children during the opening session & during all age’s sessions. *Please do not “drop off” your child or leave your child unsupervised at any time.*

At the end of the opening session, most weeks, the children will be dismissed to line up at the West end of the gym under the grade level signs (hanging across the alcove area) with their catechist. For the first few weeks that your child attends WCFF please walk with him/her to the school building to make sure they arrive in the correct classroom, to meet the teaching team & to know where to return to pick up your child at 10:45am when the program concludes.

Meeting Locations for Learning Groups:

Adults meet in the gym. Parent and staff meetings are held in the Grade 6 classroom of the school. High School youth meet in the youth center. Middle School youth meet in the school library. Kindergarten meets in the Kindergarten room; Grades 1-3 meet in their respective rooms; Grades 4 & 5 meet in the Grade 5 classroom. Infants, toddlers & preschoolers meet in the nursery room off the gym.

Late Arrivals: If you arrive after the children have been dismissed to the school building, please walk your child to the school & enter through the red front doors where a receptionist will greet you & assist you in locating your child’s classroom. *For safety reasons, please do not drop off your child in the parking lot or send them to the school unaccompanied.* All outside doors remain locked throughout the morning.

Pick up at 10:45am: Adults will be dismissed from the faith formation session in the gym in time to pick up their grade school children from the school classrooms at 10:45am. Please enter the school through the red front doors. *Please do not prop open any outside doors* as this poses a security risk to the children & school property as well as interferes with the heating system.

Visitors: Children are welcome & encouraged to bring visitors to WCFF. The responsible adult for the visiting child needs to complete a “Welcome” visitor form which is available at the CM registration attendance check in table in the gym. Please give the completed form to your child’s catechist and inform them of any special needs the child may have before the children are dismissed to the school building.

Faith Bucks Program: Faith Bucks are paper dollar incentive awards given to children by their catechists & used for purchasing items at “God’s Country Store” which is open during WCFF All Ages sessions. Children may earn Faith Bucks for a variety of reasons including timely attendance check in, exhibiting exceptional behavior, returning home assignments or participating in family faith building activities.

Children’s Take - Home Folders & Tote Bags: Your child may be given a colored folder with pockets in which to transport notes from the catechist, home assignments & keep their Faith Bucks. Please check your child’s folder each week for notes, newsletters, home assignments, etc. Tote bags are available for new students to use to keep track of faith formation items such as notebooks, student textbooks, Faith Bucks, etc.

Catechist Teams: Parish volunteer catechists & aides provide leadership for grade level learning activities. We also are blessed this year with seminary students from Mt. Angel Seminary who serve a year of Apostolic Ministry Experience in our grade school program as catechists. CM programs operate based on the availability

of trained volunteers. Please support your child's catechist team by offering to assist in the classroom as an occasional parent helper, with tasks outside of class time as needed & also find small ways to express your appreciation to these faithful catechetical ministers (verbal thank you, handmade card or gift, a flower from your garden, etc.). For information on how to become involved as a CM volunteer please see section, "Join the Children's Ministry Team!" (See page 6 of this handout) or contact Tricia Boyle for information.

Special Needs: Please communicate concerns over family circumstances, special needs, allergies, medical conditions, learning abilities, etc. to your child's catechist team. Information shared will be kept confidential within the team on a need to know basis. Also, please share with your child's team any concerns, questions, comments that arise regarding your child's faith formation learning experiences. In the case of severe allergies, learning needs or medical concerns parents may be asked to complete a "Special Needs" form and/or meet with the program coordinator or teaching team to discuss your child's needs.

Kindergarten – Grade 5 Curriculum: During WCFE break out sessions, the grade school children are divided into age/grade level learning groups for activities led by catechists with assistance from classroom aides. A variety of learning activities & experiences are offered to engage different learning styles including prayer experiences, peer-group discussion, music, skits, games, crafts, service projects & field trips.

Catechists use the Blest Are We religious education curriculum (Silver, Burdett & Ginn, Publishers) as the foundation for developing their lesson plans. Blest Are We is an archdiocesan approved program & uses the Catechism of the Catholic Church as the foundation to help children learn What Catholics Believe, How Catholics Worship, Live, & Pray.

The student textbooks will be kept at school unless a special request is made by the parent to have the child bring their book home each week. If the parent chooses this option, it is essential that the book come back with the child each week for use during class time. In some cases, catechist teams may choose to "tear –apart" the textbooks and send home individual chapters on a weekly basis.

Kindergarten through Grade 5 Children are presented the basics of our faith in a systematic & comprehensive way. Using a scope & sequence format, each year builds on the knowledge, understanding & experience of the child acquired during the previous year. The focus for each grade level is as follows:

- Kindergarten: God as Creator
- Grade 1: The Trinity: Father, Son & Holy Spirit
- Grade 2: Baptism, Reconciliation & Eucharist
- Grade 3: The Mission of the Church
- Grade 4: Morality (The Ten Commandments & The Beatitudes)
- Grade 5: The Seven Sacraments

Each grade level text is divided into five units. Each unit focuses on an aspect of the grade level theme. Each chapter within a unit develops the theme through the lens of the four pillars of the Catechism of the Catholic Church as follows:

- 1st Chapter - What Catholics Believe (The Creed)
- 2nd Chapter - How Catholics Worship (Liturgy & Sacraments)
- 3rd Chapter - How Catholics Live (Morality)
- 4th Chapter - How Catholics Pray (Prayer)

In addition, catechists also reinforce the lectionary mass readings for the week using the Worship Bulletin handouts sent home with the children, as well as incorporate seasonal lessons related to the liturgical calendar from the Blest Are We program.

Preschool Curriculum: The childcare, toddler & preschool curriculum is based on the weekly lectionary mass readings. The lesson plans include time for age appropriate religion readiness activities such as prayer, Bible stories, singing, games, crafts & playtime. Please contact Beth Churchill for information.

A Children's Ministry Program Calendar outlines the weekly WCFF meeting dates, curriculum focus & information on special events & activities. Dates for the All Ages sessions are highlighted. The CM program calendar is available online at the parish website: qpsalem.org or on the resource table in the gym.

Growing in Faith is the weekly parish faith formation bulletin insert with information on WCFF, adult, youth & children's program activities.

The WCFF Email Newsletter is emailed weekly on Thursday to all registered participants. The newsletter contains links to program information for adults, youth & children's programs, including sacramental preparation events, as well as links to the weekly parish bulletin & spiritual enrichment resources such as the daily mass readings, a daily "3 – Minute" retreat, Family Faith Sharing Questions & lot's more!

The CM Staff Newsletter is emailed/mailed weekly to staff with information on plans for that week's lessons, activities and announcements.

Parent Orientation: An orientation session for parents new to CM programs is held during the second WCFF session of the fall. Agenda includes an overview of CM programs, volunteer opportunities, and time to get acquainted with other new families & ask questions. After parents have dropped their children off in their classrooms, they may proceed to the Grade 6 classroom, off the library, for the meeting.

Called to Protect Sexual Abuse Prevention Program: Queen of Peace Parish offers safe environment training for all ages & has volunteer policies to protect children from sexual abuse. Adults receive an initial training then are offered annual online update opportunities. The Called to Protect training is required for all adults 18 years & older who work on a regular basis with children in the parish. Youth view three video segments with participation in additional learning activities. The grade school children's program is offered at each grade level during the WCFF class time each year. Preschool parents view a video then provide training at home with their own children. Watch the bulletin insert for dates/times for these training activities. Please contact Tricia Boyle with questions or to review grade school lesson plans.

Program Registration & Suggested Donations:

Thank you for returning the Parish/Faith Formation Registration form to the parish office prior to your child's first week of WCFF participation. Rather than requiring program fees, we suggest that each family prayerfully consider their ability to financially support the cost of books & materials associated with Faith Formation Ministries. Donations may be sent to the parish office, placed in the weekly offertory baskets, or given to a faith formation team member. Please mark "WCFF" on your check memo line. Thank you for your generous support of our Queen of Peace Faith Formation Ministries!

WCFF Registration: Parents, please complete both sides (Sections 1, 2, & 3) of the Parish/Faith Formation Registration form & return it to the parish office. Please include information on all family members planning to participate in any of the programs offered by Youth or Children's Ministry, including use of child care, preschool, grade school faith formation, youth ministry &/or sacramental preparation.

Donations for WCFF: The suggested donation for WCFF is \$25/person (adults, youth & children)/year.

Sacramental Preparation: Parents, please complete both sides of the Parish/Faith Formation Registration form. *Side 2: Section 3:* Please note the boxes to check to receive information on youth or children participating

in the preparation process for Baptism, First Reconciliation and Eucharist or Confirmation. You will receive registration information & form to complete and return to the parish office. See pages 7-8 of this handout for more information.

Please return the Sacramental Preparation Registration form to the parish office with a copy of the child/youth's baptismal certificate (you do not return copy of the baptismal certificate if your child was baptized at Queen of Peace). The registration form and program information is available from the parish office or online at www.qpsalem.org

Donations for Sacramental Preparation for First Reconciliation & First Eucharist: The suggested donation is \$35/child during Year Two of the sacramental preparation process. If you or your child participates in WCFE please add \$25/person.

Join the Children's Ministry Team!

How Can I Get Involved in Ministry Service with Children? IT'S EASY!!! Do you love the Lord? Do you want to share your faith? Do you enjoy working with children? Do you have a few hours a week to commit to ministry service? A wide variety of positions are available to those called to share their time & talents with the children of our parish. Most programs operate based on the availability of trained volunteers. Job descriptions, training, resources & supplies provided.

Children's Ministry Volunteer Positions:

By joining the Children's Ministry team you will have the opportunity to share your love of Jesus by planting seeds of faith in our children while growing in your own knowledge & understanding of the Catholic faith. Job descriptions for the following positions are available. Positions include the following:

- Child Care & Preschool Assistants
- Kindergarten- Grade 5 Catechists & Aides
- Receptionists (for front desk area) -during WCFE Sunday morning sessions
- Children's Liturgy of the Word Leaders & Aides for 8:30 & 11am masses
- Faith Formation Advisory Committee Members-Provide vision for faith formation programs
- Special Events Helpers for one time events such as service projects, field trips or summer VBS

Volunteer Requirements:

Adults Ages 18 & older are required to complete the following:

- Volunteer Registration form -Annual
- Background Check - Every 3 years
- Called to Protect Sexual Abuse Training – Initial training & annual updates
- Orientation - Annual

But Am I Holy Enough? Children's Ministry seeks confirmed Catholic adults to assist parents in passing on the faith to their children. You do not need to be a "perfect" Christian, only one who attends mass & prays regularly, is willing to share your faith & strives to model your own life on the life of Jesus. Join our Children's Ministry Team & play an important role in the religious formation of our parish children! The rewards are heavenly!

Not sure? Have Questions? No Problem! Please contact Tricia Boyle for information on positions available, job descriptions, time commitment involved & upcoming orientation training dates.

Other Ministries & Special Events:

Altar Servers (Gr. 4 & older): Please contact Darlene Joynt, Pastoral Assistant, for information on training to become an altar server for weekend liturgies at 503-364-7202, ext. 14; darlene@qpsalem.org

Children's Choir (Grades 2-8) & Adult & Youth (Gr. 9-12) Choir: The choirs meet once a week on Wed. evenings & minister once a month at the 11am mass. New members are always welcome. Please contact Molly Christensen, Music Coordinator for information at 503-363-3669; molly@qpsalem.org

Christmas Eve Mass Drama (Grades 1-6): Children are invited to participate in the Christmas Eve Mass dramatization of the Christmas Story. Costumes provided. Rehearsal required. Please contact Darlene Joynt, Pastoral Assistant for information at 503-364-7202, ext. 14; darlene@qpsalem.org

Outreach Ministries: Please consult the Queen of Peace Ministries & Organizations brochure for contact information on over 50 parish ministries that individuals or families may support through the sharing of their time, talent or treasure. Get involved & make a difference!

Preschool Play Group – An opportunity to meet other Queen of Peace parents with young children & a chance for preschoolers to interact & learn from one another. This group meets every other Friday morning from 10-11am at various parish homes & in the community. Please contact Libby Sanders at 503-540-8688 for information.

Vacation Bible School (Kind. -Grade 5): Queen of Peace cosponsors an ecumenical summer VBS with St. Paul's Episcopal & Calvary Baptist Churches. It is generally held mornings 9:30am-12noon, one week during late June for children entering Kind. – Grade 5. A childcare & preschool program is offered to children of adults volunteers while working at VBS. Registration is required & information packets are available in May.

Special Events: Please watch the weekly WCFE email newsletter & faith formation bulletin insert for information regarding upcoming activities & special events for adults, youth, children & families. Annual events for children & families include the parish BBQ, Advent & Lent parish reconciliation services, WCFE field trips & service projects, rehearsals for the Christmas Eve masses, Christmas Craft Hour, the Lenten Parish Mission, First Eucharist masses & summer Vacation Bible School.

Sacramental Preparation for Baptism, First Reconciliation & First Eucharist:

Baptism:

- Parents of children infants through age 6 are invited to contact Darlene Joynt, Pastoral Assistant, to discuss baptism preparation - 503-364-7202, ext.14; darlene@qpsalem.org
- Parents of children age 7 & older are invited to contact Bryce Herrmann, Adult and Young Adult Faith Formation Director, to discuss the Initiation of Children process, which is an adaptation of the Rite of Christian Initiation of Adults - 503-364-7202. Ext. 13; bryce@qpsalem.org

First Reconciliation & First Eucharist (Grades 1-5)

General Participation Guidelines & Registration Information:

- Baptized children grades 1-5 are invited to begin the two-year process.
- At least one parent agrees to participate with the child in the process.
- The family registers as Queen of Peace parish members. Please complete the Parish/Faith Formation Registration form & return to the parish office ASAP (see below for additional Year One & Year Two Guidelines).
- The family attends mass regularly & engages in the life of the parish community.

Year One Guidelines – In addition to the general guidelines above Year One includes the following:

- **Public or private Non-Catholic school students in Grades 1-5** are *required* to actively participate in WCFF on Sunday mornings during Year One. To register in the parish and for WCFF, please complete both sides of the Parish/Faith Formation Program Registration form and return to the parish office. Regular mass attendance and participation in WCFF satisfies your Year 1 preparation requirement.
- **Queen of Peace School Students in Grades 1-5** are *invited but not required* to register for WCFF during Year One. Regular mass attendance and participation in the Q of P Catholic school religious education program satisfies your Year 1 preparation requirement. To register for WCFF please complete both sides of the Parish/Faith Formation Registration form and return to the parish office.
- **Home - Schooled Students in Grades 1-5** using an archdiocesan approved religious education curriculum are *invited but not required* to register for WCFF during Year One. Please check with Tricia for a list of approved programs. To register for WCFF please complete both sides of the Parish/Faith Formation Registration form and return to the parish office.
- **Parent Orientation Meeting:** Parents of children new to Children’s Ministry programs or returning parents with questions about program services are invited to attend the orientation meeting held during WCFF in the Grade 6 school classroom. Children attend their usual WCFF class during the meeting.

Year Two Guidelines – In addition to the general guidelines above Year Two includes the following:

- **Public or private Non-Catholic school or Home - Schooled Students Grades 2-5** are *required* to actively participate in WCFF during Year Two of the sacramental preparation process. Please complete both sides of the Parish/Faith Formation Registration form and return to the parish office. Sacramental preparation information and registration form will be mailed to you.
- **Queen of Peace School Students Grades 2-5** register for the sacramental preparation process Year Two by completing both sides of the Parish/Faith Formation Registration form & are *invited but not required* to participate in WCFF. Sacramental preparation registration forms and information will be mailed to you.
- **Home School Religious Education is not an option for Year Two.** Children are *required* to participate in WCFF or attend Queen of Peace Catholic School during Year Two of the sacramental preparation process. Please complete both sides of the Parish and Faith Formation Registration form and return to the parish office. Sacramental preparation information & registration form will be mailed to you.
- **Please submit a copy of your child’s baptismal certificate** (you do not need to submit the certificate if your child was baptized at Queen of Peace) with the registration form during Year Two.
- **Sacramental Preparation (Year 2) Parent Orientation Meeting:** Parents of children grades 2-5 beginning Year Two of the process are required to attend the parent orientation meeting held during WCFF on the third week of the program year in the Grade 6 classroom in the school building. The agenda includes program calendar and activity information as well as home assignments and materials. Children attend their usual WCFF class during the meeting.
- **Additional Year Two activities for parents and/or children** include parent meetings, retreats and celebration of the sacraments of reconciliation and Eucharist. A calendar of activities and home assignments is provided at the Year Two Parent Orientation Parent meeting.

A Parent’s Prayer

Gracious God, Fill me with Your grace, so that I may be worthy of my vocation as a parent.

Please give me the patience, energy & confidence I need to be a good parent.

Grant me the wisdom to make hard decisions, the courage to carry them out & the strength of my convictions.

Help me to be an example of Your love & a model of Your care to my children, so that through me they may come to know and love you.

May I always be a sign of hope in hard times, a witness of faith in troubled time & a model of love at all times.

Strengthen & unite our family in our love for one another and for You.

Now and Forever, Amen.