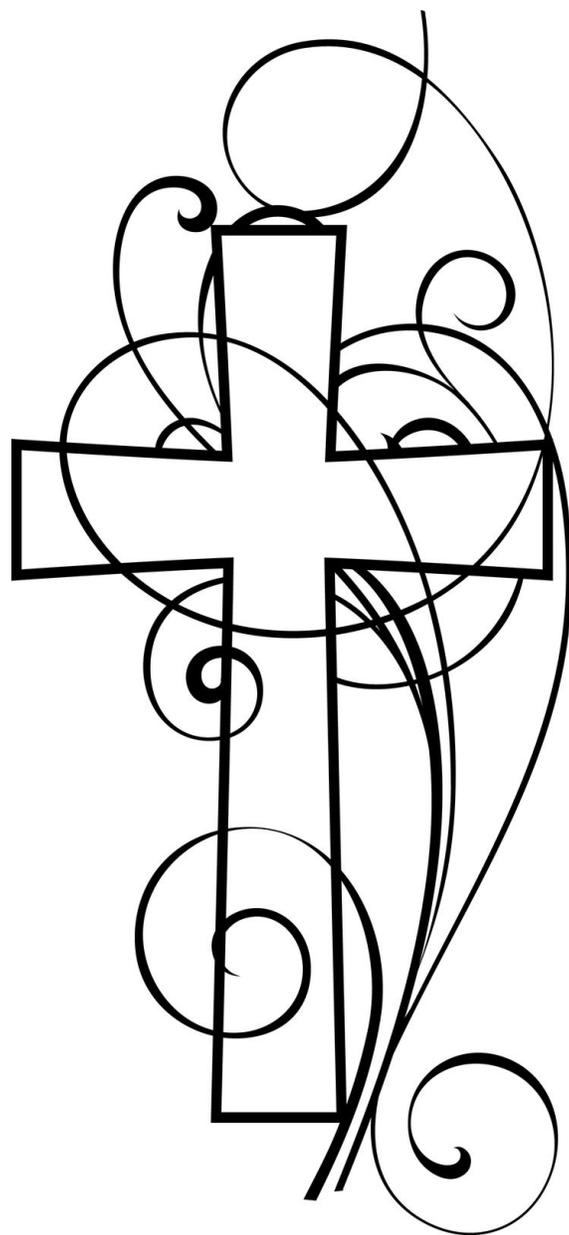


*Saint Francis de Sales*

*CCD Manual*



St. Francis de Sales Church  
CCD Program  
125 Union Street  
Lodi, New Jersey 07644  
(973) 779-4330 x14

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## SAINT FRANCIS de SALES CHURCH

125 UNION STREET LODI, NEW JERSEY 07644

TELEPHONE (973) 779-4330

FAX (973) 779-8842

September 7, 2019

Dear Parent/Guardian of Religious Children,

It is a pleasure to introduce to you our parish Handbook for families participating in the Religious Education Program at Saint Francis de Sales Church. Please take the time to read it carefully, as answers to concerns you may have about the program can be found in the booklet. If by chance you have a question that is not answered by the booklet, please contact Mrs. Judith Santlofer, the coordinator of the program, by phone 973-303-5500 or email at [ccd@saintfrancisdesaleslodinj.org](mailto:ccd@saintfrancisdesaleslodinj.org).

I ask that you keep this booklet in a place where you can easily refer to it. Very often we receive calls from parents about the classes, requirements, registration or the yearly calendar. This information and more is found in the handbook.

Mrs. Santlofer, Miss Karina Ramirez (Coordinator of Religious Education), and the catechists work very hard to provide the children with a very good foundation in Catholic worship, beliefs, practices and discipline. They are volunteers and are very devoted to imparting religious instruction to our children. Please take the time to get to know them and convey to them your thoughts and feelings about the progress of your child in their faith formation.

I am very delighted that you have chosen Saint Francis de Sales to be the parish community where you and your family come to worship the Lord, and where you are entrusting the religious formation of your child. Let us always remember that the most precious gift that we can give to our children is the gift of faith. Here at Saint Francis de Sales, we are committed to doing our part in providing a safe and Christ-centered environment for learning about our beloved Catholic faith.

Thank you for your kind attention.

Very sincerely yours,

Rev. Francisco J. Rodriguez  
Pastor

## **Welcome**

Dear Parent/Guardian,

Welcome to our CCD Program! It is with great joy that we open this year and begin this new adventure.

It is truly an honor to assist you in your role as the primary teachers of your children, helping them know more about Jesus Christ and His Church. In order to do so, we submit to you the Handbook for Religious Education to establish a framework in order to perform this very important task. This will now serve as a point of reference for any questions and concerns, as it relates to our program.

As I welcome all of you to this year of CCD and introduce this new handbook, I also pray to Our Lady and St. Joseph to help us all in this endeavor of instructing your children in our Faith.

If you have any further questions after reviewing this handbook or any time of the year, please contact me either by phone at 973-303-5500 (CCD Cell Phone) or by email: [ccd@saintfrancisdesaleslodinj.org](mailto:ccd@saintfrancisdesaleslodinj.org).

God bless you all,

Mrs. Judith Santlofer  
Coordinator of Religious Education

## **Contact Information**

- General Information and to report absences: (973) 303-5500
- E-mail for general inquiries: [ccd@saintfrancisdesaleslodinj.org](mailto:ccd@saintfrancisdesaleslodinj.org)
- For any specific questions regarding homework, assignments, or classroom related inquiries please feel free to contact your child's/children's teachers at their respective email addresses:
  - Level 1A: [CCD.level1A@gmail.com](mailto:CCD.level1A@gmail.com)
  - Level 2A: [CCD.level2A@gmail.com](mailto:CCD.level2A@gmail.com)
  - Level 3A: [CCD.level3A@gmail.com](mailto:CCD.level3A@gmail.com)
  - Level 4A: [CCD.level4A@gmail.com](mailto:CCD.level4A@gmail.com)
  - Level 5A: [CCD.level5A@gmail.com](mailto:CCD.level5A@gmail.com)
  - Level 6A: [CCD.lv6A@gmail.com](mailto:CCD.lv6A@gmail.com)
  - Level 7A: [CCD.level7A@gmail.com](mailto:CCD.level7A@gmail.com)
  - Level 8A: [CCD.level8@gmail.com](mailto:CCD.level8@gmail.com)
  - Special Communion 1: [CCD.spc1@gmail.com](mailto:CCD.spc1@gmail.com)
  - Special Communion 2: [CCD.spc2@gmail.com](mailto:CCD.spc2@gmail.com)

## Registration Procedure

- A pre-requisite for enrolling in any CCD program is registration of the family as active worshipping members of the St. Francis de Sales Parish community. In special situations children may be admitted from other parishes with the consent of their Pastor as well as with the permission of our Pastor.
- Children in our program must be re-registered **each year**.
- New families must make an appointment to meet with the Director of Religious Education (DRE) to complete the registration process.
- All families will receive a CCD handbook. No children will be admitted to class without a signed verification that the parents have received the CCD Handbook.
- Program costs are expected to be paid at the time of registration unless previous arrangements have been made with the DRE.

### Non-Traditional Students (Special Communion)

- Grades 3-5 (in Public School): Students must complete two full years of Special Communion classes before they can receive the Sacrament of First Holy Communion. Please refer to pages 8-10.
- Grades 6 and above (in Public School): Students who are entering our program for the first time will complete one full year of Special Communion and then enter the Confirmation Program. Please keep in mind that all three years must be consecutive.
- High School students who require all or any of the Sacraments of Initiation must make prior arrangements with the Pastor.

### Catholic School Students

- Students who attend Catholic School that wish to receive their Sacraments at St. Francis de Sales must obtain a letter of Suitability from their school signed by their principal and Religion teacher. Forms may be obtained from the Religious Education staff, as needed.

## General Requirements

The following requirements will be mandatory throughout the year:

- Sunday morning classes for **Levels 1, 2, 3, 4, 5, 6, 7, SpC1 and SpC2** begin promptly at 8:45am in the school classrooms. Any student that arrives 15 minutes late to class will be marked absent for the class.
- Level 2 (Communion 2) will continue to meet **every Sunday** in the school classroom. **Parents are required to attend classes once a month.** *No Family Catechesis Discussion Guides will be required.*
- **Weekly Monday evening** classes for **Level 8 (Confirmation II)** begin promptly at 7:00pm. Any student that arrives 15 minutes late to class will be marked absent for the class.
- **Parents** of Level 8 students must **attend a specified class once a month.** Failure to attend class with your child will result in an absence for your child.

- Attendance at Sunday Mass and Holy Days of Obligation; be sure to sign attendance sheet. No more than 6 unexcused student absences will be permitted
- No more than 3 unexcused parent absences will be permitted
  - Please note that Mass absences and class absences are accounted for individually, therefore 1 class absence and 1 Mass absence is equivalent to 2 absences
- An excused absence consists of the following:
  - Illness with a signed note from a parent/guardian due at the following class
  - Injury with a signed note from a doctor/parent/guardian due at the following class
  - Family emergency with a signed note from a parent/guardian due at the following class
- **Please note that any sporting events and/or competitions will be considered an unexcused absence**
  
- Early dismissal:
  - Any student that needs to leave class early must have a parent/guardian present to pick them up. No child will be allowed to walk home if leaving early from class.
  - **PLEASE NOTE: Students will not be allowed to leave early for any sporting events and/or competitions**
  
- Certificates of Sacraments Received:
  - Baptism – Baptismal certificate copies are required upon registration or, at the latest by the first day of class. Any student that has not been baptized must provide proof of pending baptism arrangement made with a parish priest. **Students in Special Communion 1 will not advance to Special Communion 2 without a Baptismal certificate.**
  - Confirmation– All Confirmation candidates must provide a copy of their communion certificates upon registration or at the latest by the first day of class. This includes all 7<sup>th</sup> and 8<sup>th</sup> level students.
  
- Reconciliation services:
  - We will be holding two reconciliation services throughout the catechetical year. An Advent penance service, as well as a Lenten penance service will be required for all students that have completed their First Holy Communion. Failure to attend either of the penance services or make arrangements for a private confession at another time or another parish will result in an absence.

## Discipline

All students are expected to share in the Faith learning experience of the Parish CCD Program. If a child's behavior disrupts the learning process for him or herself or for others, the following steps will be taken:

- First incident: A verbal warning will be given by the Catechist and the child will be reminded of the expectations.
- Second incident: The student will be sent to the office for a discussion with the DRE.
- Third incident: The student will be removed from the class and the parents/guardians contacted.

All efforts will be made to work with the student and the family in order to resolve the issue in the most effective way possible. We always want the children in our program to experience the value of the Gospel. However, if the problem persists and cooperation is not evident by the child or parent, we reserve the right to remove the child from our regularly scheduled classes. In such a case it may be necessary to continue the child's instruction at home.

## Dress Code

When dressing yourself and your child for religious education classes and Mass please remember that modesty is the best policy. Keeping that in mind the following guidelines should be considered:

### *Do's:*

- Jeans/Pants
- Knee length skirts or dresses
- Knee length shorts
- T-shirts
- Polo shirts
- Dress shirts with collars

### *Don'ts:*

- T-shirts with vulgar or suggestive sayings
- Plunging necklines
- Short shorts
- Mini skirts
- Off the shoulder or mid drift shirts or blouses
- Baggy Jeans below the waist
- Cami's, halter tops, or tube tops without an appropriate sweater
- No hats (for boys)

***Note: Any child dressed inappropriately will be pulled from class so that either a parent/guardian can pick them up or bring them a change of clothes. If we cannot get in touch with a parent/guardian for a change of clothes your child will be required to wear an altar robe during Mass.***

## **Mass Attendance and Behavior**

Children and families primarily learn about the Faith by worshipping together, fully engaging in the prayer of the Church throughout the year and participating in parish life. Our regular CCD sessions are intended to complement, not substitute for regular Mass attendance. All families registered in our program are expected to attend Mass regularly. Please remind your children of the following when visiting God's house:

- **Please note that children are required to attend Mass EVERY SUNDAY and so Mass attendance and behavior will be part of your child's evaluation.**
- When your child attends Mass, he or she is required to show proof by signing our Church attendance book or bringing a signed bulletin from another Church. The book in St. Francis de Sales may only be signed **after** the Mass has been completed. ***Do not leave the pews until the Priest has processed out of the Church.***
- Children should remember that they are always a welcomed guest and all good guests are expected to have good behavior.
- The time before the Mass begins is a quiet time to pray, children should thank God for all He has given them and ask Him to continue to bless them as they listen to His word.
- Children should use some time to **prepare for Mass by finding the pages in the missal** to follow along during the Mass.
- Talking is not permitted during the Mass; it is disrespectful to God, the Priest, and the other people who are trying to be a part of the Mass.
- **The use of cell phones is not permitted in Church. As part of that rule, texting and video games are not permitted.**
- Safety is an important part of going to God's House. Children are required to stay with their parents/guardians until Mass is completed.
- Please remind your child that Mass is not over until the Priest has left the center aisle. They should refrain from putting on hats, coats or other items they may have to take with them until such time as the hymn is finished and Mass is officially over.
- A note for the boys, hats or hoods are not allowed to be worn in Church.
- Please note that children are required to attend Mass EVERY SUNDAY, and so Mass attendance and behavior will be part of your child's evaluation.
- Poor behavior at Mass may result in loss of credit for attending that Mass. Three misbehavior reprimands will result in one absence.
- Remember that attendance is a key component of the requirements necessary to proceed to the next grade.

## **First Holy Communion Program**

Dear Parent/Guardian of candidates for First Communion,

It is an exciting moment approaching for your child/children. We desire that all our children in the program are well prepared to receive the Sacrament of the Eucharist for the first time. To ensure this, we have created some guidelines for both parents and children.

Please look closely at this section and rest assured that we will do our best to help your child prepare for this very special moment in their lives. We ask your help in participating with the events of the catechetical program that have been especially reserved for the children receiving their First Holy Communion so that we can transform this into a family event. May the Lord bless you all!

Mrs. Judith Santlofer  
Coordinator of Religious Education

## **Requirements Year 1 (Curriculum)**

- The Church Community and the Holy Trinity
- Blessed Virgin Mary
- The Sign of the Cross
- Advent Season
- The first Christmas
- Introduction to the 10 Commandments; What are sin and virtue
- Lenten Season
- Easter
- Prayers: Glory Be, Hail Mary, and Our Father

***Note: All students preparing to receive their First Holy Communion must have completed one full year of preparation at St. Francis de Sales the year prior or provide transfer documents from another parish. All students entering the second year of preparation MUST be baptized prior to registration for that year of classes.***

## **Requirements Year 2 (Curriculum)**

- God's Creation
- Adam and Eve
- Church Seasons
- Worship space
- Liturgies of the Eucharist and understanding the parts of the Mass
- Basic Old and New Testaments
- Sacrament of Reconciliation
- Seven Sacraments (Introduction)

- Pascal Mystery (Holy week)
- Preparation for Receiving First Communion

**Final Requirements Year 2 (Curriculum)**

- Must attend First Penance
- Must meet Religious Education Program attendance requirements
- Must attend the First Communion Retreat
- Must attend First Communion Practice
- Must know the following before Palm Sunday:
  - Our Father, Hail Mary, Glory Be
  - Morning Offering
  - 10 Commandments
  - Seven Sacraments
  - Act of Contrition
  - Apostles’ Creed

**Recommended Schedule for knowing the above:**

<b>Content</b>	<b>Due date</b>	<b>Consequences</b>
<ul style="list-style-type: none"> <li>• Glory Be</li> <li>• Hail Mary</li> <li>• Our Father</li> <li>• Morning Offering</li> </ul>	Last week of October	Progress Report Home: Student is not on track for successfully completing year
<ul style="list-style-type: none"> <li>• All of the above</li> <li>• 10 commandments</li> <li>• Seven Sacraments</li> </ul>	Last week of January	Progress Report Home: Student is in danger of repeating 2 <sup>nd</sup> year of Communion Program
<ul style="list-style-type: none"> <li>• All of the Above</li> <li>• Act of Contrition</li> <li>• Apostles’ Creed</li> </ul>	Palm Sunday	Student will not be allowed to participate in First Holy Communion

***Note: Please see First Holy Communion Contract on page 19***

**Non-Traditional Students**

Any student that is currently enrolled in a Catholic school and receives religion class on a daily basis or any student who has not received First Holy Communion and has surpassed the 2<sup>nd</sup> grade is considered a non-traditional religious education student.

**Special Communion**

- Grades 3-6 (in Public School): Students must complete two full years of Special Communion classes before they can receive the sacrament of First Holy Communion. Please refer to pages 9-11 for requirements.
- Grades 6 and above (in Public School): Students who are entering our program for the first time will complete 1 full year of RCIA for Children and 2 years of the Confirmation Program. After the 3<sup>rd</sup> year in our program, students will receive both sacraments. Please keep in mind that all 3 years must be consecutive.

### **Catholic School Students**

- Students who attend Catholic school but still wish to receive their Sacraments at St. Francis de Sales must obtain a Letter of Suitability from their school signed by their Principal and CCD Teacher. Please see page 25.

## **Confirmation Program**

Dear Parent/Guardian of candidates for Confirmation,

It may seem that we have arrived at the end of the Program for Religious Education. However, we are not at the end, but at the beginning of Christian Life. Thus, it is important, during these years of preparation to start living our Faith in public.

To help with this, we have created guidelines and requirements for the Confirmation candidates that are spelled out in this section. Please take a close look at this section and be assured that we will prepare your child/children to worthily receive this Sacrament.

God bless you all,

Mrs. Judith Santlofer  
Coordinator of Religious Education

## **Admission Requirements**

All new candidates (all Level 7 students and ANY Level 8 transfer students) entering the Confirmation program will be required to take an assessment test prior to the first class. The test will encompass the following:

- Verbal assessment of commonly used prayers located in Appendix A on page 16.
- Written assessment of basic Catholic doctrine. Please see study guide in Appendix B on page 17.

This test is intended to assess your child's current level in their Catholic faith formation. Each child must successfully complete 75% of the assessment in order to continue in the program.

Any child who does not meet the minimum requirement will be re-assessed in 30 days. Students who fail to complete the assessment for the second time may petition the DRE to be re-admitted into the Confirmation Program. Parents will be required to meet with the Pastor.

## **Confirmation I Requirements**

### **1. Community Service**

- A total of 20 Community Service hours must be successfully completed. Please see the due date breakdown of the service hours listed below:
  - i. End of November a total of 8 hrs.
  - ii. End of January a total of 6 hrs.
  - iii. End of March a total of 3 hrs.
  - iv. Last day of class a total of 3 hrs.

**Please keep in mind that Community Service consists of any work performed for the benefit of members of the community. For example, any volunteer work performed at church (including but not limited to altar serving, phone reception, etc.) a school, local library, and/or recreation center.**

- Unacceptable forms of Community Service:
  - i. Household Chores
  - ii. Any PAID work performed
  - iii. Any work performed for an immediate family member

### **2. Attendance**

- Students are NOT allowed to miss more than a total of 6 classes or obligatory Masses. Please note that Mass absences and class absences are accounted for individually, therefore 1 class absence and 1 Mass absence is equal to 2 absences.

### **3. Faith Formation Class Work**

- Complete at least 75% of all class assignments, exams, and homework **successfully**.
  - i. Completion of 2 exams (midterm and final)

- ii. All homework and assignments must be completed by the appointed deadline unless otherwise stated

**Fulfillment of all requirements listed above will result in advancement to the second year of our Confirmation Program at St. Francis de Sales Church.**

*Please keep this document for your records and return a signed copy of the Confirmation I Contract found on page 19.*

### **Confirmation II Requirements**

All candidates must have successfully completed Confirmation I requirements. Any 8<sup>th</sup> grade transfer students entering the Confirmation II program will be required to take an assessment test prior to the first class, as mentioned under the “Admission Requirements” on page 13.

#### **1. Community Service**

- A total of 24 Community Service hours must be successfully completed. 12 of the 24 Community Service hours must be completed at the Rectory of St. Francis de Sales. Please see the due date breakdown of the service hours listed below:
  - i. End of November a total of 4 Community hrs. and 4 Church hrs.
  - ii. End of January a total of 4 Community hrs. and 4 Church hrs.
  - iii. End of March a total of 4 Community hrs. and 4 Church hrs.

**Please keep in mind that Community Service consists of any work performed for the benefit of members of the community. For example, any volunteer work performed at church, a school, local library and/or recreation center.**

- Unacceptable forms of Community Service:
  - i. Household Chores
  - ii. Any PAID work performed
  - iii. Any work performed for an immediate family member

#### **2. Attendance**

- Students are NOT allowed to miss more than a total of 6 classes or obligatory Masses. Please note that Mass absences and class absences are accounted for individually, therefore 1 class absence and 1 Mass absence is equal to 2 absences.

#### **3. Saint Paper/Info Sheet**

- All students will be required to fill out the Confirmation Information sheet and return to the Rectory no later than the end of December. Their Confirmation name must be the name of a saint. Once their Confirmation name has been chosen a one-page paper

(either a biography or an explanation as to why they chose the saint) is required and **due by the end of January.**

#### **4. Letter to the Archbishop**

- A one-page letter to the Archbishop will be mandatory. The letter must reflect the question “Why do you believe you are ready to receive the sacrament of Confirmation?”. **This letter is due by the end of February.**

#### **5. ACRE Test**

- This is a mandatory test that must be completed by every candidate.

#### **6. Youth Group Meetings**

- Each candidate is required to attend every spiritual night of the Youth Group. Two absences will jeopardize the reception of the Sacrament. Social nights are optional, but highly recommended. A schedule will be provided during the first week of class. As part of the Youth Group, all are required to attend a **LIFENET True Love Waits** retreat offered in the Parish.

#### **7. Confirmation Retreat**

- Each candidate will be required to attend the Confirmation Retreat. A date will be provided for the retreat, scheduled by our Parish. If your child cannot attend the retreat for any reason, you will be responsible for ensuring that your child attends a Confirmation Retreat at another parish. Proper documentation will be requested as proof of attendance.

#### **8. Sponsor Certificate**

- Sponsors for each candidate must fill out and return the attached Sponsor Certificate, on page 24, from their respective parishes. All Sponsor Certificates must be signed, sealed, and returned to the Rectory by the **end of January**. Sponsor requirements are listed on the Sponsor Certificate form.

#### **9. Reconciliation Service**

- Each candidate is required to attend the Reconciliation Services for Advent and Lent, which are listed on the yearly calendar.

#### **10. Interview**

- All candidates are required to interview with Pastor/DRE/Catechist prior to making their Confirmation.
  - i. Students must be able to demonstrate interest in the continuation of their faith journey
  - ii. Comprehensive understanding of the importance of Confirmation
  - iii. Demonstrate growth and maturity over the course of the scholastic year

**11. Confirmation Rehearsal**

- Candidates and sponsors are required to attend the confirmation rehearsal, which is to be announced.

**Fulfillment of all requirements listed above will result in receipt of the Sacrament of Confirmation at St. Francis de Sales Parish.**

*Please keep this document for your records and return a signed copy of the Confirmation II Contract found on pages 21-22.*

## **Appendix A**

### **Commonly Used Prayers**

#### **Our Father**

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

#### **Hail Mary**

Hail Mary, full of grace. The Lord is with you.  
Blessed are you among women,  
and blessed is the fruit of your womb, Jesus.  
Holy Mary, Mother of God,  
pray for us sinners,  
now and at the hour of our death. Amen.

#### **Glory Be**

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

#### **Morning Offering**

All for the Sacred and Eucharistic Heart of Jesus,  
all for the Sorrowful and Immaculate Heart of Mary,  
all in union with St. Joseph. This shall be my motto  
in life, in death and in Eternity.

#### **The Apostle's Creed**

I believe in God,  
the Father Almighty,  
Creator of Heaven and earth;  
and in Jesus Christ, His only Son, Our Lord,  
Who was conceived by the Holy Spirit,  
born of the Virgin Mary,  
suffered under Pontius Pilate,  
was crucified, died, and was buried.  
He descended into Hell.  
The third day He arose again from the dead;  
He ascended into Heaven,  
seated at the right hand of God, the Father Almighty;  
from there He shall come to judge the living and the dead.  
I believe in the Holy Spirit,  
the holy Catholic Church,  
the communion of saints,  
the forgiveness of sins,  
the resurrection of the body,  
and the life everlasting. Amen.

## **Appendix B**

### **Basic Doctrine of the Catholic Faith:**

*Written Section of Assessment exam will include the following basic Doctrine of the Catholic Faith:*

- The Holy Trinity is 3 persons in One God: Father, Son, and Holy Spirit.
- The Virgin Mary is the Mother of Jesus Christ (the mother of God).
- The Most Important feasts of the Church: Easter and Christmas.
- The Liturgical Calendar consists of Advent (4 weeks before Christmas), Lent (40 days before Easter), the Christmas season (about 3 weeks long), Easter Season (starting on the Easter Vigil and lasting 50 Days.), and Ordinary Time (the rest of the time not reflected above).
- The Bible is divided into 2 parts: Old Testament and New Testament.
- The Seven Sacraments are:
  - Baptism
  - Eucharist
  - Confirmation
  - Reconciliation
  - Matrimony
  - Holy orders
  - Anointing of the Sick
- The Ten Commandments
  - 1. You shall not have any other gods before Me.
  - 2. You shall not take the Name of the Lord your God in vain.
  - 3. Remember to keep holy the Lord's day.
  - 4. Honor your father and your mother.
  - 5. You shall not kill.
  - 6. You shall not commit adultery.
  - 7. You shall not steal.
  - 8. You shall not lie.
  - 9. You shall not covet your neighbor's wife.
  - 10. You shall not covet your neighbor's goods.
- Capital (Deadly) Sins
  - Pride
  - Greed
  - Avarice (Gluttony)
  - Envy
  - Sloth
  - Anger (Wrath)
  - Lust
- Theological Virtues
  - Faith
  - Hope
  - Charity
- Cardinal Virtues
  - Prudence
  - Justice
  - Temperance
  - Fortitude

# St. Francis de Sales Church

## FIRST HOLY COMMUNION PROGRAM CONTRACT

### REQUIREMENTS:

1. Must be Baptized
2. Must attend First Penance
3. Must meet CCD Program attendance requirements
4. Must attend the First Communion Retreat
5. Must attend First Communion Practice
6. Must know the following before Palm Sunday:
  - a. Our Father
  - b. Hail Mary
  - c. Glory Be
  - d. Morning Offering
  - e. Ten Commandments
  - f. Seven sacraments
  - g. Act of Contrition
  - h. Apostles' Creed

### Mass & Class Attendance

Your child needs to attend Mass every Sunday; preferably at the 10:30 AM in the Parish. When they attend it or any other Mass at the Parish, they must sign the attendance book. If they attend Mass at any other Church, they must bring a signed bulletin as proof of attendance. Class attendance is also mandatory. Six (6) unjustified absences jeopardize your child's reception of the Sacrament of Communion.

By signing this contract, I certify that I have read and understand the terms set forth by this handbook and the specific requirements for the Communion program listed above as well as on pages 9-11.

**X**

\_\_\_\_\_  
Parent/Guardian

**Date:** \_\_\_\_\_

# St. Francis de Sales Church

## CONFIRMATION PROGRAM (CONFIRMATION I)

**REQUIREMENTS-** Sacrament is not “earned”, it is freely given, but a candidate needs to show desire to receive it:

**1. Assessment**

- a. All new candidates entering the Confirmation program will be required to take an assessment test on the first class in October.
  - i. Students are required to successfully complete the assessment with a minimum of a 75% passing rate.
  - ii. Both verbal and written portions of the assessment must be completed in order to remain in the program.

**2. Mass & Class Attendance**

Each Candidate needs to attend Mass every Sunday. If they attend Mass at the Parish, they must sign the attendance book. If they attend Mass at any other Church, they must bring a signed bulletin as proof of attendance. Class attendance is also mandatory. Six (6) unjustified absences jeopardize the candidate’s reception of the Sacrament of Confirmation.

**3. Faith Formation Class Work**

- a. Complete at least 75% of all class assignments, exams, and homework successfully.
  - i. Completion of 2 exams (midterm and final)
  - ii. All homework and assignments must be completed by the appointed deadline unless otherwise stated

**4. Ministry/Service**

Each Candidate needs to fulfill all the service/ministry hours. Candidates need to fulfill 20 hours by the end of this year. The schedule for submitting the hours is as follows:

DUE DATE	NUMBER OF HOURS
Last Class of November	8
Last Class of January	4
Last Class of March	4
Last Class of the Year	4
<b>TOTAL:</b>	<b>20</b>

**5. Reconciliation Service**

Each candidate must attend the Reconciliation Services to be announced at a later date.

***By signing this contract, I certify that I have read and understand the terms set forth by this handbook and the specific requirements for the Confirmation I Program listed above as well as on pages 13-14.***

X

\_\_\_\_\_  
Candidate

X

\_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## St. Francis de Sales Church

### CONFIRMATION PROGRAM (CONFIRMATION II)

**GOAL:** At the end of the program, each candidate will be able to:

1. Express in their own words what it means for them to choose to be a Catholic Christian
2. Integrate their faith values into their decision making
3. Practice an active faith life

**REQUIREMENTS-** A Sacrament is not “earned”, it is freely given, but a candidate needs to show desire to receive it:

1. **Interviews:** All candidates are required to interview with Pastor/DRE/Catechist prior to making their Confirmation.
  - Students must be able to demonstrate interest in the continuation of their faith journey
  - A comprehensive understanding of the importance of Confirmation
  - Demonstrate growth and maturity over the course of the scholastic year
2. **ACRE Test:** This test is mandatory by the Archdiocese of Newark’s Catechetical Program. Each candidate needs to take this test to be Confirmed.
3. **Youth Group Meeting:** Each candidate is required to attend every spiritual night of the Youth Group. Two of absences of the spiritual night jeopardize the reception of the Sacrament. Social nights are optional, but highly recommended. As part of the Youth Group the candidates should attend True Love Waits.
4. **Confirmation Retreat:** Each candidate will be required to attend the Confirmation Retreat. A date will be provided for the retreat, scheduled by our Parish. If your child cannot attend the retreat for any reason, you will be responsible for ensuring that your child attends a Confirmation Retreat at another parish. Proper documentation will be requested as proof of attendance.
5. **Mass & Class Attendance:** Each Candidate needs to attend Mass every Sunday. If they attend Mass at the Parish, they must sign the attendance book. If they attend Mass at any other Church, they must bring a signed bulletin as proof of attendance. Class attendance is also mandatory. Six (6) unjustified absences jeopardize the candidate’s reception of the Sacrament of Confirmation.
6. **Ministry/Service:** A total of 24 Community Service hours must be successfully completed; 12 of the 24 Community Service hours must be completed at the Rectory/Church. Please see the due date breakdown of the service hours listed below:
  - End of November a total of 4 Community hrs. and 4 Church hrs.
  - End of January a total of 4 Community hrs. and 4 Church hrs.
  - End of March a total of 4 Community hrs. and 4 Church hrs.
7. **Reconciliation Service:** Each candidate needs to attend the Reconciliation Services during Advent and Lent as per the calendar.
8. **Sponsors and Saints Name:** By the end of January each candidate needs to have handed in a one-page paper on the saint that they have chosen for their Confirmation name. In this paper they need to write a biography of the saint or the reasons why they have chosen the saint. Please do not plagiarize; papers will need to be redone if plagiarism found. By the end of February, they need to have handed in the name of their sponsor, who will need to fulfill the following requirements:
  - a. Must be a confirmed Catholic
  - b. Someone that they can talk to about their thoughts and questions on their faith
  - c. Parents cannot be sponsors

d. Sponsors will be expected to be at Confirmation, Reconciliation Services and the Rehearsal

**9. Parents Role**

- a. Encourage active involvement in the program, example: attendance at retreat, sessions, discussions with sponsor
- b. Make sure candidates are appropriately dressed and on time for the Sacrament of Confirmation
- c. Attend the Confirmation Parents Meeting.

By signing this contract, I certify that I have read and understand the terms set forth by this handbook and the specific requirements for the Confirmation II Program listed above as well as on pages 14-16.

**X**

\_\_\_\_\_  
Candidate

**X**

\_\_\_\_\_  
Parent/Guardian

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Saint Francis de Sales CCD Office

125 Union Street  
Lodi, New Jersey 07644

**SPONSOR CERTIFICATE FOR CONFIRMATION**

Person to be Confirmed: \_\_\_\_\_

Sponsor's Name: \_\_\_\_\_

**I. SOME BASIC CHURCH RULES CONCERNING SPONSORS**

In accord with Canon 874 of the Code of Canon Law, to be admitted to undertake the office of a sponsor, a person must:

- A. Be not less than sixteen years of age.
- B. Be a baptized Catholic who has been confirmed and has received the sacrament of the blessed Eucharist, and who lives a life of faith which befits the role to be undertaken.

*Note that the Catholic seeking to be admitted as a sponsor must "lead a life in harmony with the faith and the role to be undertaken." This means that the prospective sponsor:*

- 1. Sincerely believes and strives to put into practice the Word of God as taught by the Catholic Church.
- 2. Regularly takes part in the Mass on Sundays and holydays of obligation.
- 3. If married, is married according to the law of the church.

Consequently, those Catholics who:

- 1. Are not actively affiliated with the worshipping community.
- 2. Are invalidly married, as for example, before a justice of the peace or, without proper dispensation, before a minister of a Protestant church, or before a Rabbi.
- 3. Are divorced and invalidly remarried.

DO NOT QUALIFY to be admitted as a sponsor at confirmation.

**II. AFFIRMATION OF THE PROSPECTIVE SPONSOR**

If, therefore, you seek to be admitted as a sponsor at confirmation and are convinced that you qualify in accord with the conditions listed above, kindly make the following solemn affirmation:

I, \_\_\_\_\_, a practicing Catholic who seeks to be admitted as a sponsor at confirmation, solemnly affirm that I fulfill the requirements of the Catholic Church for this role as given above. I intend with the grace of God, to continue the practice of my Faith and I will, to the best of my ability, carry out the obligations of my role as a sponsor.

Please affix your signature only in the presence of one of your parish priests. This form is not valid without his signature. Thank You.

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Sponsor)

Church Seal:

\_\_\_\_\_  
(Signature of Priest)

\_\_\_\_\_  
(Name of Church)

### Choosing a Sponsor

A sponsor is someone who walks with you on the journey of faith leading to Confirmation. Your sponsor is a special kind of friend, one who shares with you his or her own faith, knowledge and experience of being a Christian.

During the rite (or ceremony) of Confirmation, your sponsor will present you to the bishop and to the community, as a sign of your readiness to receive the sacrament. Your relationship with your sponsor does not end with the ceremony, however; he or she has the important task of continuing to help you as you grow in faith.

You choose your own sponsor for Confirmation. Your sponsor should be someone who has already had a good influence on your life in the Church. You may choose one of your Baptismal godparents to sponsor you for Confirmation, or any other adult (except your parents) who is a practicing Catholic.

The duties of a sponsor are:

- To stand with you at the Confirmation ceremony
- To present you to the bishop and the community
- To be willing to help you live as a follower of Jesus

A sponsor must be:

- A Catholic who has received the sacraments of Baptism, Eucharist and Confirmation
- Formally registered in their local parish and attend Mass regularly
- A minimum of sixteen years old and sufficiently mature to guide you in your faith
- If married, is married according to the law of the church

Prayerfully consider the person you would like to choose as your Confirmation sponsor. Talk over your decision with your family, if you wish. When you have asked your sponsor, and he or she has agreed, fill out the attached form and have your sponsor sign it. Ask your sponsor to have his/her parish pastor or priest sign it and seal it with their Church seal. Return the completed form to the religious education office.

**Saint Francis de Sales  
Lodi, New Jersey  
CCD Office**

*Letter of Suitability*

TO WHOM IT MAY CONCERN:

I, \_\_\_\_\_, teacher of Religion at \_\_\_\_\_,  
(Religion Teacher's Name) (Catholic School Name)  
have the moral certainty that \_\_\_\_\_ is ready to receive the Sacrament  
(Student's Name)  
of:

First Holy Communion     Confirmation at Saint Francis de Sales Church.

\_\_\_\_\_ has done all the required classes and has earned a passing grade.  
(Student's Name)

In Christ,

\_\_\_\_\_  
[Signature]

I attest that the above signature is from the teacher of Religion at \_\_\_\_\_  
(Catholic School Name)

\_\_\_\_\_  
[Supervisor's Signature]

## Confirmation Candidate's Information Sheet

PLEASE PRINT

### Confirmandi

Full Name of Confirmandi: \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Birth \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Date of Baptism \_\_\_\_\_

Church of Baptism \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Date of First Communion \_\_\_\_\_

Church of First Communion \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Name chosen for Confirmation \_\_\_\_\_

*(must be a saint's name)*

### Parent

Father's Full Name \_\_\_\_\_

Mother's Full Name \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_

### Sponsor

Full Name of Sponsor \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_

## CCD Dismissal Plan

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

Check appropriate response:

### Sunday CCD Classes

\_\_\_\_\_ Student will attend 10:30AM Mass at Saint Francis de Sales Church

\_\_\_\_\_ Student will be picked up at 10:15AM in Lennon Hall School Gym \*

\_\_\_\_\_ Student will walk home from Class at 10:15AM (Grades 5 and up ONLY) \*

### Monday Confirmation Class ONLY:

\_\_\_\_\_ Student will be picked up at 8:30pm in Lennon Hall School Gym\*

\_\_\_\_\_ Student will walk home from Class at 8:30pm\*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\*Please note: Any changes to this plan must be submitted to your child's CCD teacher in writing.

## **DIGITAL COMMUNICATIONS POLICY**

During the ongoing COVID-19 pandemic the Archdiocese of Newark continues to serve the young people of St. Francis de Sales, Lodi, NJ.

Parish program facilitators will deliver virtual programming and content for its participants, through online platforms. The program(s) will use software, tools and applications provided by third-parties that participants, parents/legal guardians, volunteers and/or staff will access via the internet and use for purposes of communication, programming, and potential content creation. These platforms may include but are not limited to: Google Classroom, GoToMeeting, Webex, and Zoom.

To enroll in any of these programs, you must provide your consent and release for your child to participate in these online applications for distance-based, virtual program purposes. Please be aware that each application collects different information about its users and has its own privacy terms and conditions to which members must adhere and which parish or diocese cannot control or assume responsibility. Please review these carefully before registering your child.

Our commitment to keeping the children and youth we serve safe is always our number one priority. To that end, we will actively monitor participant activity of children while engaged in our digital learning platforms. It is parents' responsibility to monitor their child's internet usage as a whole, including their use of any internet sites that are outside of our digital learning platforms. All online activities contemplated hereunder must also comply with the Archdiocese of Newark Safe Environment Protocols and must also follow any use requirements developed by the Archdiocese of Newark and/or the Department for the Protection of the Faithful.



**ACKNOWLEDGMENT OF RECEIPT OF DIGITAL COMMUNICATIONS POLICY**

I, \_\_\_\_\_, am the parent or legal guardian of \_\_\_\_\_.

I have read the DIGITAL COMMUNICATIONS POLICY, I fully understand it, and I voluntarily agree to be bound by its terms. I represent and certify that I am the parent or legal guardian of the minor.

Parent/Legal Guardian NAME (REQUIRED):

\_\_\_\_\_

Parent/Legal Guardian SIGNATURE (REQUIRED):

\_\_\_\_\_

Email (REQUIRED): \_\_\_\_\_

Address (REQUIRED): \_\_\_\_\_

City (REQUIRED): \_\_\_\_\_

State: New Jersey



**AUTHORIZATION, CONSENT AND RELEASE FOR  
ELECTRONIC COMMUNICATION INVOLVING MINORS FORM**

I, \_\_\_\_\_, am the parent or legal guardian of  
\_\_\_\_\_.

I give permission for my child to participate in (DATE, TIME & TITLE OF ONLINE GATHERING)

I understand that I will have access to everything provided to my child and be made aware of how digital media is being used, be told how to access the sites, and be given the opportunity to be copied on all material sent to my child via digital platforms.

I authorize and consent to staff and/or volunteers of the Parish to communicate with my Child electronically, including via the above-referenced video conferencing tools in accordance with the program(s).

I have read this Consent and Release Form, I fully understand it, and I voluntarily agree to be bound by its terms. I represent and certify that I am the parent or legal guardian of the minor.

Parent/Legal Guardian Name (REQUIRED): \_\_\_\_\_

Parent/Legal Guardian Signature (REQUIRED):  
\_\_\_\_\_

Email (REQUIRED): \_\_\_\_\_

Address (REQUIRED): \_\_\_\_\_

City (REQUIRED): \_\_\_\_\_

State: New Jersey

SAINT FRANCIS de SALES CHURCH

125 UNION STREET LODI, NEW JERSEY 07644

TELEPHONE (973) 779-4330

FAX (973) 779-8842

**PHOTOGRAPHY/VIDEOGRAPHY CONSENT FORM FOR USE BY PARISHES/SCHOOLS  
AND FOR SUBMISSIONS TO THE ARCHDIOCESE OF NEWARK**

Check the appropriate box and complete said section.

**Minor (anyone under 18 years of age)**

I, \_\_\_\_\_ (Parent/Guardian Name), hereby authorize \_\_\_\_\_ (the "Parish/School"), \_\_\_\_\_ (Parish/School Address) and the Roman Catholic Archdiocese of Newark (the "Archdiocese"), 171 Clifton Avenue, Newark, New Jersey, to use \_\_\_\_\_'s (Minor's Name) name and likeness in any photograph(s)/video(s) from this date \_\_\_\_\_ (today's date) forward. I understand and agree that any photograph(s)/video(s) shall exclusively be the property of, and the right, title, and interest of the Parish/School and the Archdiocese, for use including, but not limited to, the Parish/School's and the Archdiocese's print, video, online, and electronic promotional materials. I further agree and acknowledge that the Parish/School and the Archdiocese have made no representation or promise to me regarding the quality or editing of any photograph(s)/video(s) taken.

I hereby release and hold harmless the Parish/School and the Archdiocese from any reasonable expectation of privacy or confidentiality associated with the images specified above. I acknowledge and agree that the minor's participation is voluntary; he/she will receive no financial compensation. I acknowledge and agree that publication of said photograph(s)/video(s) confers no rights of ownership or royalties whatsoever.

I hereby irrevocably authorize the Parish/School and the Archdiocese to edit, copy, exhibit, publish or distribute any photograph(s)/video(s) for purposes of publicizing the Parish/School's and the Archdiocese's programs or for any other related, lawful purpose. I waive the right to inspect or approve the finished product, including written or electronic copy, wherein the minor's likeness appears. I grant to the Parish/School and the Archdiocese permission to publish the minor's name and use the minor's likeness from the photograph(s)/video(s) taken. This permission extends to the Parish/School and the Archdiocese and any subsequent party that the Parish/School or the Archdiocese may designate that is involved in the production, reproduction, and distribution of the photograph(s)/video(s).

I hereby release and hold harmless the Parish/School, the Archdiocese, their respective contractors, employees, and any related third parties from all actions, claims, damages, costs, and/or expenses, including attorney's fees, brought by myself, the minor, and/or the parent/guardian, which relate to, or arise out of, any use of the photograph(s)/video(s) as specified above.

I have read the above terms and conditions contained in this consent. I understand the contents of this consent and that I am waiving and relinquishing all rights that I may have as set forth above. I also understand that this consent will remain in effect unless and until revoked by me in writing and communicated to the Parish/School.

---

**Adult (minimum of 18 years of age)**

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_ (the "Parish/School"), \_\_\_\_\_ (Parish/School Address), and the Roman Catholic Archdiocese of Newark (the "Archdiocese"), 171 Clifton Avenue, Newark, New Jersey, to use my name and likeness in any photograph(s)/video(s) from this date \_\_\_\_\_ (today's date) forward. I understand and agree that any photograph(s)/video(s) shall exclusively be the property of, and the right, title, and interest of the Parish/School and the Archdiocese, for use including, but not limited to, the Parish/School's and the Archdiocese's print, video, online, and electronic promotional materials. I further agree and acknowledge that the Parish/School and the Archdiocese have made no representation or promise to me regarding the quality or editing of any photograph(s)/video(s) taken.

I hereby release and hold harmless the Parish/School and the Archdiocese from any reasonable expectation of privacy or confidentiality associated with the images specified above. I acknowledge and agree that my participation is voluntary and that I will receive no financial compensation. I acknowledge and agree that publication of said photograph(s)/video(s) confers no rights of ownership or royalties whatsoever.

I hereby irrevocably authorize the Parish/School and the Archdiocese to edit, copy, exhibit, publish or distribute any photograph(s)/video(s) for purposes of publicizing the Parish/School's and the Archdiocese's programs or for any other related, lawful purpose. I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. I grant to the Parish/School and the Archdiocese permission to publish my name and likeness from the photograph(s)/video(s) taken. This permission extends to the Parish/School and the Archdiocese and any subsequent party that the Parish/School and the Archdiocese may designate that is involved in the production, reproduction, and distribution of the photograph(s)/video(s).

I hereby release and hold harmless the Parish/School, the Archdiocese, their respective contractors, employees, and any related third parties from all actions, claims, damages, costs, and/or expenses, including attorney's fees, which relate to, or arise out of, any use of the photograph(s)/video(s) as specified above.

I have read the above terms and conditions contained in this consent. I understand the contents of this consent and that I am waiving and relinquishing all rights that I may have as set forth above. I also understand that this consent will remain in effect unless and until revoked by me in writing and communicated to the Parish/School.

**Authorization:**

Name: \_\_\_\_\_ (if an adult)

Signature: \_\_\_\_\_

Minor's Name: \_\_\_\_\_

Minor's Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ (if student is under 18 years of age)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel. #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Revised 2023

## **Acknowledgement of Religious Education Terms and Conditions**

*Please complete the form below and return by the second day of class at the latest.*

I, \_\_\_\_\_ certify that I have read and understand the terms and requirements Saint Francis de Sales Religious Education Program outlined within this Handbook.

I understand that failure to comply with the aforementioned guidelines may result in my child's inability to advance to the next grade level.

<b>Children's Names</b>	<b>Grade Level</b>

X \_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)