

MOST HOLY TRINITY FAITH FORMATION HANDBOOK

2005 - 2006



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Dear Sisters and Brothers:

The motto of the Basilian Fathers, my religious community, is “Teach me goodness, discipline, and knowledge.” That motto is followed by all of us Basilians, and many people in our ministries have made it their own. This holds true for all of our teaching ministries here at Most Holy Trinity from the Children’s Liturgy of the Word, through elementary, high school, young adult and adult education.

There is a saying that Jesus taught the adults and played with the children, but we have reversed the process. Perhaps that saying is too strong, but it does make a point. Basilians have had many schools throughout the years and I am proud that I taught high school for twelve years as a young man. Still, since Vatican II opened up the church in the 1960’s, we have seen that it is very important to concentrate more on Catholic education of adults.

As laity take on more and more responsibility in the church, it is evident that our laity need more and more education in faith. We need to be able first to explain our faith to our children, and other family members, then others. We still have a long way to go before most of us can do this, but we have started well and are on the way.

In this archdiocese, Basilians have two schools, St. Thomas High School and The University of St. Thomas, both in Houston. There is also Our Lady Queen of Peace Elementary School serving our deanery. As Catholic schools become fewer and more expensive, more Catholics seek education elsewhere. That leaves the burden of faith formation on the shoulders of parishes. It is a task we gladly accept. Not only that, but we eagerly want to help all our people, adults and children, grow in faith.

This handbook is a guideline for our Catholic education at every level. It is not a text. Our main text is the Bible, which gives us our way of life, especially in the Gospels.

In Jesus the Lord,

Rev. Robert J. Duggan, C.S.B.

Dear Friends,

What a great gift we have been given in our Catholic faith and I am always very excited and humbled by the opportunity I have of sharing such a treasure with all who participate in the ongoing formation programs offered in the parish. As we begin the new catechetical year, I look forward to working with all parishioners-catechists, parents, children, youth and adults of all ages- as we journey together in faith.

The Church, established by Jesus, is meant to bear witness to the Kingdom of God by the way his followers live as the people of God. To understand our roles in His plan of salvation, it is absolutely necessary for each of us to authentically define our relationship with Him. We must come to know God with our heart and our head to be prepared to serve Him and it is highly important that the entire Body, in collaboration with the Holy Spirit, take part in helping all its members be truly open and disposed toward being transformed in Christ.

I believe strongly in the relevance of continued Catholic religious education at every age to *form* and *inform*. Continued learning and study of the sacred scriptures and teachings of the faith, along with participation in the Church's liturgical and sacramental life is crucial for the youngest to the oldest member of God's family in order to understand fully our roles in His plan. By our participation in the sacraments and the communal life, we are led to become "sacrament" for the world, signs and symbols of God among his people.

Therefore, I am committed to helping with ongoing education opportunities and full participation in the sacred liturgy by all members, especially those preparing to receive the sacraments, and will rely heavily on the Adult Faith Formation, Youth, R.C.I.A., and Liturgy committees to assist the Faith Formation department in planning quality programming and activities in the parish

The general policies and guidelines put forth in this handbook are given in a spirit of love and commitment to all those who participate and/or minister in our programs. I hope to have your prayers and blessings, so that through cooperation with many others, we will show forth with assurance to all the members of Most Holy Trinity and the entire community that the presence of Christ in the Catholic tradition is truly real.

Truly Yours in Christ,

Cheryl Scott, Pastoral Associate

Religious Education/Faith Formation Personnel & Volunteers

Pastor:

Fr. Robert Duggan, C.S.B.

Associate Pastor:

Fr. Jamie Abercrombie, C.S.B.

Pastoral Associate:

Cheryl Scott, *Director of Liturgy and Faith Formation*
979-849-2421, x-109

Coordinator of Children's CCE

Norma Mata
979-849-2421, x-110

Hispanic Ministry/Bilingual CCE

Madie Carrales
979-849-2421, x-111

Rite of Christian Initiation (R.C.I.A.)

Chip Stone, Adult Coordinator
John Orlik
Karen Knighton
Maria delValle
Linnet Orlik, Children's Coordinator

Youth Ministry Committee

Laura Cosme, Coordinator
Annette Trevino, Asst. Coordinator
Members: Kenneth Antosh Leslie La Mont
 Marta Antosh Glen La Mont
 Sandra Beletsky
 Rebecca Brown
 Liz Buentello

Adult Faith Formation Committee

Patricia Rincon, Chairman
Members: Marcos Calderon Herbert Marroquin
 Margarito Cruz, Jr. John Orlik
 Suzanne Dellinger Betty Rees
 Maria delValle Dennis Hastings
 Belinda Mass Jackie King
 Dan Hunter Rita Hunter

General Policies and Procedures

I. Registration

Registration in the parish religious education programs is necessary and important to ensure that those charged with providing religious education opportunities for children are given the needed preparation time to ensure quality programming to meet the needs of every child. Each year we must arrange schedules, purchase books and materials, organize meeting space, recruit volunteer catechists and aides, plan retreats and activities, and numerous other tasks in order to offer ongoing faith formation to all our children.

Families must be registered in Most Holy Trinity parish before children can be enrolled in religious education or sacrament preparation classes. In addition, all children attending religious education classes must be formally enrolled through the parish faith formation office. Registration information is mailed out every spring in the parish newsletter to every registered household and early registration begins in May of each year for the coming school year.

Early registration is strongly encouraged for everyone. By registering early, the CCE staff is given greater opportunity to be fully prepared for the coming year. Early registration and payment of tuition and book fees also gives greater assurance that your child will be placed in the session day and time of your choice. Placement of students is on a first come basis according to their grade level in school.

A. Registration Fees- A registration fee of \$25.00 is asked of every family to be paid at the time of registration as part of each families commitment to parish stewardship.

Arrangements for the payment of fees on a payment plan can be made through the CCE office or business office. An early registration fee discount of \$10.00 is given to those who register by July 1. Any family who has “real financial” difficulty regarding fees is strongly encouraged to speak with the religious education director. Arrangements for the payment of fees on a payment plan or other alternative can be made. No child will be denied the opportunity for religious education due to financial reasons.

B. Class Sessions- Every effort is made to place children in sessions according to the family’s needs; however, class size and space is limited and children are placed on a first come, first served basis. Once a class session reaches maximum capacity, that session is closed and children are placed on a waiting list until arrangements can be made to open another session. Families are encouraged to take advantage of early registration to avoid delays in children being placed in a classroom. The following sessions are offered:

Pre-K	Sunday, 10:00 a.m. – 11:15 a.m.
Elementary (Kinder-6 th grades)	Monday, 4:30 p.m. - 5:45 p.m.
Elementary (1 st – 6 th grades)	Monday, 6:00 p.m. – 7:15 p.m.
Middle (7 th – 8 th grades)	Wednesday, 5:30 p.m.-6:45 p.m.
High (9 th -12 th grades)	Wednesday, 7:00 p.m.-8:30 p.m.
Elementary (Bilingual 1 st – 6 th)	Wednesday, Holiday Lakes, 4:30-5:45 p.m.
Special Needs	Wednesday, 5:30 – 6:30 p.m.

C. Enrollment & Attendance –

- 1) All children attending CCE must be officially enrolled in the program by parents or guardian. Enrollment is done on a first come first served basis.
- 2) Class room size is limited to 12 students per catechist. Once all scheduled sessions are full to capacity, consideration will be given to opening an additional session depending on the availability of catechists and space requirements.
- 3) Attendance is taken at the beginning of every class session. Students should be prompt. Coming in late is disruptive to the classroom teacher and other students.
- 4) An accurate record of attendance must be kept if there is ever a question of the presence of a young person at a faith formation class. Those who are absent will receive a phone call from the office to ensure parents are aware of their absence. If you know your student will be absent, please assist the office by letting us know ahead of time.
- 5) Excessive or continued absence by a student may result in the child being dropped from the roster in order to make room for those students on the waiting list.
- 6) **Visitor Policy** - We must have emergency information on all students involved in our programs or events held on our premises for emergency and liability purposes. Students who wish to bring a guest must have prior approval at least one week in advance by the faith formation staff and classroom catechist before they may be dropped off or allowed in classroom. This is to ensure that proper information is on hand in case of emergency and there is a manageable class size for our volunteer catechists. Student visitors (guests) not formally enrolled will not be allowed to attend classes without prior approval. Names and addresses of parents of the guest must be obtained prior to attendance in order to ensure that proper information is on hand in case of emergency. Guests who attend more than three times will be asked to enroll in the CCE program if there is space.
 - 6a) Students are welcome to invite visitors to any planned youth ministry event outside formal religious education classes. These events are advertised in advance and give ample opportunity to obtain paperwork for all youth who wish to participate.
 - 6b) Non-Catholic visitors who are interested in attending formal religious education classes are invited to inquire about the Rite of Christian Initiation Classes for children and youth.

D. Special Assistance- Children who are in special education classes in school, or who have special needs or disabilities, are given the opportunity to be in religion classes adapted to their particular needs. For further information, please contact the Faith Formation office.

E. Sacrament Preparation- Students preparing for sacraments must enroll in the preparation classes through the faith formation office. There is an additional \$20.00 fee asked per child for sacrament preparation materials. A copy of the child's baptismal certificate must be presented to the faith formation office by November 1st.

II. Sacrament Preparation Policies & Guidelines

Through the Church's liturgical and sacramental life, we encounter a loving God that cares for us from birth to death. The purpose of the sacraments is to sanctify men, to build up the Body of Christ, and finally to give worship to God by uniting us to the paschal mystery of Jesus Christ. The way we, his followers, live and pray is a testament to how relevant our bond to the paschal mystery of Christ is to our lives. The parish of Most Holy Trinity, under the guidance of the Holy Spirit, is committed to assisting each person discover the fullness of God's blessings through its celebration of the liturgy and sacraments.

The following guidelines and policies are given in the spirit of love for all those who prepare to celebrate the sacraments and in the spirit of faithfulness to the gospel of Jesus Christ and traditions of the Roman Catholic Church.

A. R.C.I.A. (Rite of Christian Initiation of Adults and Children)

The Rite of Christian Initiation is the process by which the human experience of coming to faith is taken seriously. Those who seek Christ and wish to become fully initiated members of the Catholic faith are admitted to this process, which utilizes the restored rite of the ancient Church's form of bringing members to faith.

This restored rite of the Church is the normative process for both adults and children who have reached catechetical age, (7 years or older) and leads individuals to full participation in the life of Christ as practiced through the Church's liturgical and sacramental life. Individuals who are un-baptized, baptized into another faith denomination, or baptized as infants in the Roman Catholic faith but never catechized and wish to complete their initiation through the sacraments of Confirmation and Eucharist are those who become candidates for this process.

Children who were not baptized as infants, have attained the use of reason and are of catechetical age, who are presented by their parent/guardian or who present themselves with parental permission, and who are capable of a personal faith and the formation of conscience are those who are candidates for the RCIA for children. The formation of children of catechetical age, including adolescents, shall follow the general pattern of the adult process as far as possible.

The process employs four periods: inquiry, catechumenate, purification and enlightenment, and mystagogy. Each period promotes the ongoing journey of all Christians to continued conversion, to a more intimate participation in the death and resurrection of Christ, to a fuller appreciation of the Christian tradition of prayer, creed, and ongoing faith formation, and a more active role in the Church's mission and ministry. Throughout the process, the scope of formation is dependent on the age and background of the individual seeking entrance. They are supported and strengthened spiritually in the midst of the community and given suitable pastoral formation and guidance to prepare them to live the Christian life.

An initial interview with the candidate and/or their parents is conducted by the pastor, his delegate, or RCIA director to determine the level of catechesis and the appropriate placement of the individual in the process. Call the parish or CCE office for further information.

B. Infant Baptism

Catholic parents preparing for the baptism of their infant are expected to participate in a process of sacramental preparation before the baptism of their child. This process can begin before the baby is born. It is recommended that parents contact the parish office early on in the pregnancy. This ministry to parents is viewed as spiritual guidance or formation and pastoral care as well as catechesis. Godparents are also encouraged to participate.

The preparation will assist parents by emphasizing the sincere love and concern for family, the desire to deepen their relationship to the church and assist them in arriving at a deeper appreciation of baptism and their own vocation as Christian parents. It is the hope that what is expected for adults and children of catechetical age through the order of initiation will begin and develop at home as parents provide an environment and the personal example that will foster and nurture the child's faith. (Catechism of the Catholic Church, # 1250-1255) A copy of the child's birth certificate must be presented to the parish office before the reception of baptism.

C. First Reconciliation (Penance) and First Eucharist (Communion)

In preparing children for their first reception of Eucharist, the parish of Most Holy Trinity desires to foster a greater appreciation for the sacrament of Eucharist as a sacrament of initiation. Each time we share in the Eucharist, we are initiated more deeply into the saving death and resurrection of the Lord. Our participation in the Eucharist renews our commitment as baptized Christians to carry on Christ's ministry in the world.

Continued catechesis is given yearly in all catechetical programs for children, inasmuch as the sacraments require lifelong participation and study. Immediate preparation classes for 1st Penance and 1st Eucharist are offered during the second grade level, which is usually the time when a child reaches the age of reason, that is about the seventh year. The sacrament preparation classes are in addition to the regular CCE classes that the child must be enrolled and faithfully attending.

Children preparing for the sacrament of 1st Eucharist must be prepared for and given the opportunity to celebrate the Sacrament of Penance before their reception of Eucharist. Catechesis for 1st Eucharist is conducted separately from catechesis for the sacrament of penance, since these are two(2) distinct sacraments and each deserves its own concentrated preparation.

The pastor, in consultation with parents, catechists, director of the parish sacraments program, and other appropriate ministers is to determine the readiness of the candidates to receive their first communion in keeping with the norms of the National Catechetical Directory and the Diocesan guidelines. Assessment of the readiness of a child for the sacraments, is based on the participation in the preparation process by the child and parent(s)/guardian(s), participation in the communal and liturgical life of the faith community, and on the child's understanding of the nature of the Eucharist and their ability to show sincere commitment to participate in the sacrament actively and with awareness.

Recognizing the parent(s)/guardian(s) role and responsibility for the education of their children in the faith, Most Holy Trinity offers a family catechesis approach that supports family and child education/formation to the sacramental and liturgical life of the church.

A meeting for the parent's of children eligible to become candidates for the sacraments will be held prior to the onset of the preparation classes. Detailed information will be given as to the requirements of the child and parent/guardian.

D. Confirmation

Baptism, Eucharist and Confirmation together constitute the “sacraments of Christian Initiation”. Confirmation is the gift of the Spirit which confirms our belonging to Christ in baptism and which calls us to be witnesses of Christ’s love for others. The reception of the sacrament of Confirmation is necessary for the completion of baptismal grace.

For individuals who were baptized and received First Eucharist as younger children, the parish of Most Holy Trinity desires to help them complete their initiation into the Body of Christ by enrolling them in a one-year immediate preparation process for the sacrament of Confirmation, separate and distinct from the on-going religious education formation, with a prerequisite of CCE attendance the prior year.

Consideration for the eligibility of candidates to enter this immediate formation period is discerned through the individual’s history of attendance in the catechetical programs, participation in the community’s liturgical and sacramental life, and their ability/willingness to make a faith commitment.

The two year period of preparation is typically offered to mid-teenagers entering 9th grade with the one year immediate preparation falling during the 10th grade year. It involves directed catechesis, retreats, service activities and immersion into the midst of the communal life of the Church that will assist the individual to share more completely in the mission of Jesus Christ and the fullness of the Holy Spirit. Invitations will be extended to eligible candidates by letter and bulletin announcements. Parents of candidates will be asked to attend an informational meeting that will provide an overview of the process, and the expectations of candidates, parents, and sponsors.

III. Curriculum

All curriculum used in the parish religious education programs are in conformity with the *Catechism of the Catholic Church* and approved by the Bishops Committee on Education.

A. Preschool through Middle School- *Faith First Legacy*, (Resources for Christian Living)

Students learn the Catholic faith as the four pillars of the catechism- Creed, Sacraments, Morality, and Prayer. *Faith First* utilizes a spiral learning approach that reinforces faith age-appropriately by teaching the pillars of the Catechism each year in every grade level. It incorporates special scripture lessons and weekly activities for the liturgical season as well as activities to learn about saintly life. It makes use of technology resources including video segments to accompany lesson themes and a free web site, www.FaithFirst.com that can be accessed by students, parents, and catechists to provide further interactive activities correlated with every lesson on every grade level.

B. High School- *Understanding the Catechism*, (Resources for Christian Living) and *Peace and Justice*, (Harcourt Publishing)

A parish based weekly catechetical program that provides ongoing formation in the faith concepts of the Catholic Church centered on the four pillars of the *Catechism of the Catholic*

Church. Additional opportunities are provided throughout the year, in conjunction with scheduled parish youth ministry programming, for gathered prayer and worship, retreats, community building, and service activities all geared toward helping students learn and understand how to put their faith in action.

C. Sacraments – Sacrament Preparation resources engaged are those which incorporate solid sacramental theology and are centered in community. They are comprehensive programs that involve the child, family, and community in the immediate spiritual preparation for the sacraments that will help guide the child’s journey of initiation into the Catholic Church. All sacramental catechesis engages ritual, catholic doctrine, theology, and scripture at an age appropriate level.

1. **Infant Baptism-** *What Do You Ask of God’s Church*, (Liguori Publications)
Preparation for the parents and godparents.
2. **First Reconciliation and First Eucharist-** (Resources for Christian Living)
3. **Confirmation** – *Confirmed in a Faithful Community*, (St. Mary’s Press Publisher)
4. **R.C.I.A.-** *Journey of Faith*, Liguori Publications

IV. Safety Procedures & Policies

The following general rules apply to all CCE classes for the good and/or safety of the learners and the catechist and are in accordance to the Diocesan Virtus Guidelines for the Protection and Safety of Children.

A. Medical & Emergency –

1. We are required to have on file in the office a medical consent form for each student enrolled in our programs. This form is very similar to the one sent home by the school system at the beginning of the year. Parents are asked to return the completed form to the child’s classroom teacher or the faith formation office by the second class session.
2. No catechists is allowed to administer medication to any student. Medication may only be given by the formation staff according to the written consent from the child’s parent expressed on the medical consent form.
3. In the case of a life-threatening illness or injury, 911 will be notified and appropriate assistance given to provide care and comfort. Catechists are to contact CCE staff immediately.

B. Arrival & Departure

1. All students and parents are to follow the drop-off and pick- up policies of the parish. (See Drop Off and Pick Up Policies)
2. Transportation forms must be on file in the parish office for those students who will be picked up by someone other than the parent or designated guardian.
3. Written notification to the CCE office must be made by the parent if this changes during the year.
4. Pre-School students are to be signed in and out by the parent at the child’s classroom.

5. High School students may not ride home with another student driver without written permission on file in the parish CCE office.
6. Early pickup is discouraged as is tardiness as it disrupts the classroom.
7. Students may not to be left unattended or alone with any adult volunteer or staff member.

C. Student Drop Off and Pick Up Procedures

To ensure the safety and protection of all of our students, all are asked to please adhere to the following policies regarding dropping off and picking up students from CCE.

- 1) Students may not be dropped off earlier than 15 minutes prior to the start of their session time and must be picked up by the parent or designated person no later than 15 minutes after the end of the session time. There is not adequate adult supervision on the premises outside this time frame and therefore we cannot provide the necessary supervision.
- 2) One way traffic through the parking lot is in effect for both drop off and pick up times during all session days and times. Please enter parking lot from Northridge and exit on Tinsley.
- 3) All Students are to be dropped off and picked up at the circle driveway on the north side of St. Basil Hall. Dropping off or picking students up in undesignated areas could result in children having no adult supervision.
- 4) St. Basil Hall is to be used as a gathering area for all students upon their arrival until time for class to begin.
- 5) A transportation pickup form must be on file in the Faith Formation office. Students are not allowed to walk home or ride home with anyone other than their parents without written permission on file in the faith formation office.
- 6) If it is necessary for a student to leave early, written permission from the parent/guardian must be given to a faith formation staff member.
- 7) High School students who drive their own vehicles are not allowed to sit in their cars or loiter in parking areas prior to or following class session.

D. Fire & Weather Emergency

1. In the case of severe weather, CCE classes may be canceled. If there is enough advanced warning, parents will be notified.
2. If severe weather occurs while students are present for class, all necessary precautions will be taken by the staff and adult volunteers to ensure the safety of each child to the best of their abilities, which may include moving children indoors or interior hallways such as in the case of a tornado warning.
3. If the local schools have closed due to inclement weather or other emergency situations, CCE classes will generally be canceled. IF there is any doubt, please call before bringing your child to class. Heavy rain does not automatically cancel classes. Use your best judgment.
4. Fire evacuation drills will be conducted to insure prompt evacuation and all procedures are followed.

E. Virtus Policy

Most Holy Trinity adheres to the Archdiocesan Guidelines for “Protecting God’s Children. All catechists and adult volunteers and staff members working with children and/or youth in any of the parish’s programs are required to receive the three hour mandatory training for

identifying unsafe situations for children and the proper behavior for adults working with children and youth.

V. Learners Code of Conduct

All Faith Formation Programs are to promote an atmosphere in which the learners can best hear, learn, experience and live the Good News. Christian principles of respect for the rights of others will govern the action of all. Students will be expected to follow all of the rules of good order and behavior and to accept the consequences for the failure to do so. All students enrolled in Faith Formation programs or attending any special event sponsored by Most Holy Trinity Faith Formation or Youth Ministry will be expected to abide by the following Code of Conduct:

- Christ like behavior will be expected at all times.
- Learners will be asked to be responsible for their own actions and assume the natural consequences for any negative behavior or disturbance.
- Learners will be expected to be on time and attend all classroom activities and to not leave the premises until scheduled class dismissal time without written notification from a parent.
- Learners are to be respectful and courteous to catechists, adult volunteers, and other students at all times.
- Learners are expected to dress in a Christian manner. Sunglasses, hats and caps are not to be worn in buildings during class, or outside prayer times.
- Clothing with inappropriate wording or logos are not acceptable. Shorts, skirts and shirts are to reflect Christian modesty at all times. All discretion is left to the faith formation staff.
- Cell Phones, pagers, or other electronic devices are not to be brought to class.
- Alcohol, cigarettes, drugs, and weapons of any sort are strictly prohibited. If a student is found in possession of any of these or other illegal items, parents will be contacted and removal from program may follow.

VI. Discipline and Problem Solutions

Positive reinforcement techniques will be used as much as possible to promote and encourage good behavior in the classroom. If a child's behavior disrupts the learning process for him/herself or for others, the steps listed below will be followed to ensure that class participation may continue.

Kindergarten through 6th grade

1. At the first incident, the child will be reminded of expected behavior and the consequences of misbehavior. (Refer to posted Classroom Rules)

2. If the misbehavior is repeated, the student will step away from the classroom/situation to think about what positive choices he/she can make instead. Parents will be notified.
3. Third offense, the student will be escorted to the Faith Formation Office for conference with the DRE. The Parents will be notified and it will be determined if the child will be allowed to return to the classroom.

7th-12th Grade

1. Each catechist is responsible for the discipline in the classroom. On the first offense, a student may be asked to separate from the class, to write a short apology to the class, or to sit separately from the class for a short period of time.
2. IF the behavior continues, the catechist may find it necessary to send the student to the Faith Formation Office. The DRE or Coordinator will issue a warning to the student, parent's will be contacted and the student will only be allowed back into the classroom with the catechist's permission.
3. If the student is sent to the office a second time, the student will call his/her parents, explain his behavior and ask to be picked up early. The student will not be allowed back into the class until the following week. If ongoing discipline problems occur, it may be necessary for the parents to accompany the student to class. Excessive discipline problems may warrant removal from the program.

VII. Awards Programs –

A. Prayer Awards- Students in grades Pre-Kinder through 12 will receive prayer booklets at the beginning of each CCE year with predetermined prayers selected for each grade level to learn for the year. Those who participate and learn their prayers will be recognized at the end of the year with a special certificate. The intent is to stress the importance of developing a good and faithful prayer life in each student. Although participation in the prayer awards program is optional it is highly encouraged for all students.

B. Attendance Awards- Students in Pre-kinder through 12th grade with perfect attendance will be honored at the end of the year for showing their commitment to growing in their knowledge of the faith.

C. Outstanding Senior Recognition- Each year graduating seniors will be recognized for their faithful participation in ongoing faith formation, ministry, and service to the faith community. One outstanding senior boy and senior girl will be acknowledged with a special plaque honoring their faith dedication.

VIII. Right to Amend

Most Holy Trinity reserves the right to amend this handbook as necessary. If deemed necessary, parents will be notified in writing if changes are made to any procedures or information contained in this handbook.

IX. Adult Faith Formation

“Adult faith formation, by which people consciously grow in the life of Christ through experience, reflection, prayer, and study, must be “the central task in catechetical enterprise,” becoming “the axis around which revolves the catechesis of childhood and adolescence as well as that of old age.” This can be done specifically through developing in adults a better understanding of and participation in the full sacramental life of the Church.” (*Our Hearts Were Burning Within Us, A Pastoral Plan for Adult Faith Formation in the United States*)

Adult Education in the parish of Most Holy Trinity consists of a variety of offerings to meet the diverse needs of its adult members. Opportunities for adult bible study groups, small faith sharing groups, catechist formation, continued study of catholic faith and teachings, as well as on site retreats are among the many formats offered.

Bulletin announcements, newsletter announcements and adult education flyers are presented to the community periodically to inform adults of upcoming opportunities. Individuals can also call the parish office or CCE office for information on upcoming events at any time throughout the year.

The following are some of the adult faith formation offerings:

Weekly bible study- Every Thursday after the morning Mass.

Biblical Studies Project- Advanced scripture study series presented by qualified speakers.

Small Group Faith Sharing – Disciples In Mission (Lent)

Ongoing Sacrament Formation- *R.C.I.A.* for adults; *Baptism preparation* for parents and godparents of infants; *marriage preparation* for couples; coinciding adult formation offerings for parents of children preparing for 1st sacraments; *Adult Confirmation Classes* for Catholics over 18 years old, have graduated high school, practicing their faith but did not receive the sacrament Confirmation at the designated age for the diocese.

Formation Toward Christian Ministry (F.T.C.M.) courses -sessions on various scripture, faith, and church subjects that are scheduled throughout the year. Professionally qualified individuals, recommended by the diocese are the guest presenters at these courses. These sessions provide a rich source of ongoing adult education as well providing individuals with credit towards diocesan catechist certification.

Christ Renews His Parish -(Men & Women) Retreats scheduled biannually in the parish.

Catechetical Modules- workshops to enhance classroom skills for catechists.

Liturgical Minister Training Workshops- opportunities for ongoing formation for ministers involved in various areas of liturgical ministry.

Parish Mission- a week long renewal held annually or biannually within the parish.

Family Life & Christian Life Topic Workshops- scheduled programs throughout the year on various subject matters that call attention to living Christian in all areas of life.

**X. *Quince Años* Guidelines
(Effective date January, 2005)**

The Quince Años celebration marks an important moment in a young person's life. The Church affirms the value of this celebration as a public expression of faith, culture and tradition within the Hispanic Community.

*Note: The following information is provided as a resource for the parish's Office of Hispanic Ministry which offers the preparation for Quince Años. Only the fulfillment of CCE requirements are obtained through the Faith Formation Office. Those interested in this opportunity should contact the Hispanic ministry office.

All must have an interview and participate in class preparations for the following requirements.

(A) REQUIREMENT: INDIVIDUAL FULL MASS CELEBRATION.

1. Must attend CCE continually from time of First Communion through renewal of Baptism at *Quince Años*.
2. Must attend Sunday Mass regularly.
3. Must be living a good Christian life.
4. Must attend preparation classes so as to have an understanding of a *Quince Años* Celebration.
- 5* \$200.00 Church Fee
- 6* \$75.00 – \$100.00 stole fee for Priest

(B) REQUIREMENT: ELIGIBILITY FOR LITURGY OF THE WORD CELEBRATION GROUP CEREMONY

1. Must be baptized, receive 1st Communion and have had to attend two consecutive years of CCE and prior to their fifteenth birthday.
2. Participate regularly at Sunday Mass.
3. Must be living a good Christian life. Attend preparation classes for *Quince Años*.
- 4* \$200.00 Church Fee
- 5* \$75.00 – \$100.00 Stole fee for Priest/Deacon

(C) IF MEETS NONE OF THE REQUIREMENTS OF SECTION A OR B THEN PARTICIPANT IS ELIGIBLE FOR A BLESSING

1. Request to become active in CCE and attend Mass regularly.
2. Request to become active in parish through acts of Christian service.
3. Must attend preparation classes so as to have an understanding of *Quince Años*.
4. A handout given to participant on Eucharist will be provided by parish.
5. \$25.00 Church fee
6. \$25.00 Stole fee for Priest/Deacon

Most Holy Trinity/ Diocese of Galveston-Houston
Medical Consent

Student Name: _____ Date of Birth: _____ Age: _____ Sex: _____
Home Address: _____ City: _____ Zip Code: _____
Parent/Guardian: _____ Hm Phone: () _____
Wk Phone: () _____ Alternate Phone: () _____ cell: Pager:

Medical Matters

I hereby warrant to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. Of the following statements pertaining to medical matters, sign only those in accordance with your wishes:

Emergency Medical Treatment

In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor.

In the event of an emergency and you are unable to reach me, contact:

Name & Relationship: _____ Phone: () _____

Family Doctor: _____ Phone: () _____

Medications

My child will bring all such medications, well labeled, that are necessary. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency are as follows

My child is taking the following medication at the present time.

Medication(s): _____ Dosage: _____

Administer: _____

_____ I hereby DO NOT GRANT PERMISSION for medication of any type, whether prescription or nonprescription may be administered by my child unless the situation is life threatening and emergency treatment is required. (Please Initial)

_____ I hereby GRANT PERMISSION for nonprescription medication (such as Tylenol, throat lozenges, cough syrup) to be given to my child, if deemed advisable. I understand that Aspirin will not be given to my son/daughter. (Please initial)

Medical Conditions Information

(Parish Personnel will take reasonable care to see that the following information will be held in confidence.)

My son/daughter has:

Has had an episode of the following or been diagnosed: ___ Seizures ___ Asthma ___ Diabetic

Allergic reactions to the following (foods, dyes, latex, etc.) _____

Has had a medical surgery within the last six months? ___yes ___no Still under doctor's care? ___yes ___no

Has a medically prescribed diet? _____

The following physical limitations: _____

Immunizations current and up to date: ___yes ___no Date if last Tetanus/diphtheria immunization _____

You should also be aware of these special medical conditions of my child: _____

Insurance Information

Insurance Carrier: _____

Name of Insured: _____

Insurance ID Number: _____ Insurance Policy Number: _____

Father's Name: _____ Birth Date: _____

Place of Employment: _____

Mother's Name: _____ Birth Date: _____

Place of Employment: _____

_____ No, I do not carry medical insurance at this time.

In the event it comes to the attention of the parish personnel or volunteer teachers or chaperones associated with the program/activity that my child becomes ill with repeated symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be called immediately. If this will be a long distance call, I want to be called collect (with phone charges reversed to myself.)

I fully understand the foregoing statements and sign this Parental/Guardian Medical Consent Waiver knowingly, freely, and willingly.

Signature (Parent/Guardian must sign for anyone under 18 years of age.)

Date

Signature (Participant 18 years or older must sign own consent)

Date

Information will be kept on file for one year. It is the responsibility of parent/guardian to update changes in medical information.

Diocese of Galveston-Houston
Most Holy Trinity Parish
Angleton, Tx.

PARENTAL/GUARDIAN CONSENT AND LIABILITY WAIVER

Participant's Name: _____ Date of Birth: _____
Home Address: _____
City _____ Zip Code _____
Parent/Guardian: _____ Home Phone: () _____
Alternate Phone Number: () _____ cell: pager:
Grade: _____ Age: _____ Sex: _____

CONSENT & LIABILITY WAIVER

Important! To be filled out by the Parent/Guardian for youth under 18 years of age. If participant is 18 years of age or older, consent must be signed by the individual.

I (name of parent/guardian) _____, grant permission for my child,
(participant's name) _____, to participate in
(event) _____ to be held (date)
_____, (time) _____, and (location) _____.

I agree on behalf of myself, my child's other parent if known or living (name of parent) _____
_____. My child named herein, our heirs, or successors, and assigns, to hold
harmless and defend the Diocese of Galveston-Houston, the sponsoring parish (its pastor, DRE,
CRE, youth minister, other agents, etc.) or any representative associated with the scheduled
activity unless the parties involved were careless or negligent.

Signature (Parent/Guardian) _____ Date _____

Signature (Participant 18 years of age or older must sign own consent) _____ Date _____

PHOTOGRAPHY CONSENT

As parent/guardian, I understand that promotional pictures (individual and group) may be taken during this event. I give permission for my son's/daughter's picture to be used for promotional materials (newsletter, web page, calendars, power point, etc. in highlighting the event.

Signature (Parent/Guardian) _____ Date _____

Participation in this event requires that a current, completed Medical Consent form be on file in the parish's Faith Formation Office. Obtain forms from the parish office if needed.

**Faith Formation
Transportation Information Form**

Dear Parents,

The Faith Formation department at Most Holy Trinity wants to ensure the safety and protection of all our children in our programs. Please indicate how your child will be returning home after CCE class. If the child is to be picked up by someone other than their parent or legal guardian we must have written permission on file in the parish office. By diocesan policy, students may not ride home with another student driver without written permission from parents of both students. Please return the form below to your child's CCE catechist.

_____ (child's name) **in grade** _____ **is attending the** (time)
_____ **session on** _____ (day). **They will be returning home by**

_____ walking home

_____ car rider (picked up by parent or legal guardian)

Other adults who may pick up my child are: (give full name and phone #)

_____ Driving oneself (must have a valid driver's license)

_____ Riding home with another student (give name and drivers license # of student driver)

If any of the above information changes, please inform the Faith Formation Office in advance.

Parent Acknowledgement

This is to acknowledge that I/we have received the Most Holy Trinity Faith Formation Handbook. We understand and agree to cooperate with the parish policies and procedures set forth in the handbook.

Signed (Parent/Guardian)

Date

Signed (Parent/Guardian)

Date

(If married, both parents should sign.)

Signed (Student)

Grade

Signed (Student)

Grade

Signed (Student)

Grade

Signed (Student)

Grade

Signed (Student)

Grade