

# Our Lady of the Valley

Caldwell, Idaho

# RECEIVERS



PARENT HANDBOOK  
2016-2017

Grades 1<sup>st</sup> - 12<sup>th</sup>

## MISSION STATEMENT

The purpose of the program is to minister to the children by forming them in the faith of the Catholic tradition and by informing them regarding the teachings of the Church so that the students and adults involved in the program will grow in the awareness, knowledge and practice of their faith. (*General Directory for Catechesis 87*)

## PROGRAM GOALS

The goals of Our Lady of the Valley's Religious Education Program are:

- To provide a program of formal religious instruction for the children of the parish.
- To support parents in their role as primary catechists of their children.
- To offer sacramental preparation for children as they become ready to receive the sacraments of Reconciliation and Eucharist.
- To help children discover the richness and challenges of Scripture and the teachings and traditions of the Catholic Church.
- To build a strong Catholic Identity among the children of the parish.
- To give the children an experience of the Church as community.
- To deepen the prayer life of the children.
- To motivate the children to live lives rooted in charity and justice based on the moral teachings of the church.
- To expose students to the liturgical and sacramental richness that is part of Catholic Tradition.

## RECEIVERS PREPARATION PROGRAM

The Sacramental Preparation Program at Our Lady of the Valley is a two-year program. Children in this program will be called *Receivers*. Each child must successfully complete two consecutive years of classes before receiving First Communion. Children must be in at least 1<sup>st</sup> grade before starting the *Receivers* Preparation Program. Children must also be in at least 2<sup>nd</sup> grade before receiving First Communion.

## HOME-SCHOOLED CHILDREN

Children who are home schooled must participate in our parish program for sacramental preparation (*Receivers Preparation*). This is a requirement of the Diocese of Boise. Children may do their first year of preparation at home; however, they must complete their second year at the parish.

## THE ROLE OF PARENTS

As parents, you have a sacred trust! **You are the primary religious educators of your child.** God calls you to nurture not only the natural life of your child but also your child's grace life received at Baptism. This responsibility requires that you grow in faith yourselves and that you share your faith with your family.

**Parents who are enrolling their children in the parish catechetical program must be aware of their responsibilities as parents.** It is the role of the parish to *assist* the parents in nurturing the faith of their children. It is essential that the parents agree to follow parish policy and work with those who are the designated leaders of the parish program. In order to promote the faith growth of the children and to ensure a smooth-running program, *parents are expected to fulfill the following expectations:*

- Be a registered member of Our Lady of the Valley parish.
- **Attend Mass weekly and on Holy Days of Obligation with your child.**
- Provide a copy of your child's baptismal certificate, if the child was baptized at a parish other than Our Lady of the Valley. **If the child was baptized at Our Lady of the Valley or any parish that became a part of OLV, a copy is not needed, however, you must provide the date of the child's baptism on the registration form.**
- Take responsibility for your role as primary catechist for your child.
- Assist your child in learning the traditional prayers of the Church. This includes **The Sign of the Cross, The Glory Be, The Lord's Prayer, The Hail Mary and The Act of Contrition.**
- Ensure that your child attends class weekly (**no more than 2 missed classes**).
- Ensure that your child arrives in class at least 5 minutes before the start of class and that he/she is picked up no later than 5 minutes after the end of class.
- Ensure that your child behaves respectfully during class. Disruptive or disrespectful behavior will not be accepted and parents will be notified. Children who continually misbehave will be removed from class and will have to repeat the program next year.
- Collaborate with the catechists in the program by sharing the faith with your child at home.
- Attend mandatory parent meetings (dates and times to be announced).
- Complete 20 hours of community service to the parish (10 hours per year, per family).
- Attend the parent education meetings conducted by the parish pastor.

### **For 2<sup>nd</sup> year First Communion (*Receivers*) classes only:**

- Identify a sponsor for your child and ensure that the child's sponsor attends the Sponsor Retreat (date and time to be announced).
- Ensure that your child attends the *Receivers* Retreat (date and time to be announced).
- Ensure that your child attends 1 Reconciliation service (date and time to be announced).
- Ensure that your child attends the scheduled practice prior to First Communion Sunday.

**All parents are required to sign a Parent Contract acknowledging the above requirements.**

Our Lady of the Valley  
Receivers Preparation

2016-2017

**Parent Contract**

I, \_\_\_\_\_, parent of \_\_\_\_\_, understand that the First Communion (**Receivers**) Preparation Program at Our Lady of the Valley is a **two-year program**. I also understand that my child and I must meet the following criteria to successfully complete the **Receivers** Preparation Program.

*(please initial each line below)*

- \_\_\_ Attend Mass weekly and on Holy Days of Obligation
- \_\_\_ Ensure that my child attends class weekly (no more than 2 missed classes)
- \_\_\_ Ensure that my child behaves respectfully during class. Disruptive or disrespectful behavior will not be accepted and parents will be notified. Children who continually misbehave will be removed from the class and will have to repeat the program the next year.
- \_\_\_ Assist my child in learning the following prayers at home:
  - The Sign of the Cross
  - The Lord's Prayer
  - The Hail Mary
  - The Glory Be
  - The Act of Contrition
- \_\_\_ Provide a copy of my child's baptismal certificate, if the child was baptized at a parish other than Our Lady of the Valley. **If the child was baptized at Our Lady of the Valley or any parish that became a part of OLV, a copy is not needed, however, you must provide the date of the child's baptism on the registration form.**
- \_\_\_ Attend mandatory parent meetings (dates and times to be announced)
- \_\_\_ Complete 20 hours of community service to the parish (10 per year, per family)
- \_\_\_ Attend the mandatory parent education meeting conducted by the parish pastor (date and time to be announced)
- \_\_\_ Identify a sponsor for child's First Communion

I understand that failing to complete the above criteria may result in my child being removed from the **Receivers** Preparation Program.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

Our Lady of the Valley  
**Second-Year Receivers Preparation**  
**2016-2017**  
**Parent Contract**

I understand that my child and I must meet the following criteria to successfully complete the **SECOND YEAR** of the *Receivers* Preparation program.

*(please initial each line below)*

- \_\_\_ Identify a sponsor and ensure that the child's sponsor attends the Sponsor Retreat (dates and times to be announced)
- \_\_\_ Ensure that my child attends the *Receivers* Retreat (date and time to be announced)
- \_\_\_ Ensure that my child attends 1 Reconciliation Service (date and time to be announced)
- \_\_\_ Ensure that my child attends the scheduled practice prior to First Communion Sunday

I understand that failing to complete the above criteria may result in my child being removed from the *Receivers* Preparation Program.

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Parent signature

Date

## **SERVICE HOURS**

One of the requirements for parents of children in the *Receivers* Preparation Program is to complete 10 hours of service to the Church each of the two years. This means at the end of the two years your family should have completed 20 hours. The 20 hours are per family, not per child. **NEW THIS YEAR: You may count your time attending Adult Family Ministry (on Sundays) as volunteer hours.**

Examples of service hour opportunities include:

- participating in the fall/spring parish clean-up days
- setting-up for Family Ministry/RE sessions
- cleaning up after Family Ministry/RE sessions
- teaching a Religious Education class\*
- assisting in a Religious Education class\*
- serving snacks during a Family Ministry/RE session
- assisting with the parking lot before or after Family Ministry sessions
- assisting with childcare during Family Ministry sessions on Sunday\*
- assisting with celebrations for the children in Family Ministry/RE classes, such as Christmas and the end of year\*
- assisting with Vacation Bible School\*

\*If you plan to participate in this form of ministry, you will need to attend a Safe Environment Workshop (SEW) prior to the first day of class, per Diocese policy.

**Please note: Parents may not clean any portion of the church or Family Ministry/RE facility during classes.**

Parents are required to track their own service hours using the "Service Hours Track Sheet" provided by the Children's Ministry Coordinator. This sheet should be turned in to the Coordinator in the office once 10 service hours are completed.

Office use only:  
 Class: \_\_\_\_\_  
 Hours from prior year: \_\_\_\_\_  
 Verified: \_\_\_\_\_

## 2016/2017 SERVICE HOURS TRACK SHEET

Name of Child/ren: \_\_\_\_\_ Grade in school: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home or Cell # \_\_\_\_\_

Attending faith formation/RE at the following session/location:

Sunday Session 1    
  Sunday Session 2 (Spanish)    
  Wednesday    
  Homedale    
  Parma

Date	Name of Volunteer & Relation to child	Service provided	Beginning Time	Ending Time	Total Time	Staff Initials

**PLEASE NOTE:** It is the parents' responsibility to keep the Service Hour form. In the event it is lost or misplaced, the parish office does NOT have a copy. Please turn Service Hour sheet to Children's Ministry Coordinator when you have completed your 10 hours. Thank you!

## **SPONSORS**

At Our Lady of the Valley, each child who is eligible to receive First Communion must have a sponsor. A child may have either one or two sponsors. Sponsors, typically godparents, sit with the child during First Communion Mass and accompany the child to the altar to receive his/her First Communion.

The role of the sponsor is similar to that of a godparent. The sponsor is responsible for helping the child to prepare for First Communion through learning and understanding the true meaning of the Eucharist. More importantly, the sponsor must lead by example, particularly on how to worthily prepare for and receive the Eucharist.

Sponsors are called to be something special for their child: to set an example, help teach their child about the Catholic faith, and have a lifelong relationship of prayer, faith sharing, and love.

Here are some things that the sponsors can do to help prepare the child:

- **Pray for the child.** Keep the child in daily prayers. The constant prayer of sponsors never hurts anyone! On occasion, take time to celebrate Eucharist together, for it is, after all, the source and summit of our faith lives.
- **Be a living model of faith.** Practice the Catholic faith by actively participating in the Sacraments and living in conformity with Catholic moral teaching. Remember actions speak louder than words with children.

**Sponsors are expected to fulfill the following expectations:**

- Be at least 16 years of age.
- Be fully initiated into the Catholic Church (received the sacraments of Baptism, Eucharist and Confirmation).
- Be a practicing Catholic, in good standing with the Church.
- Attend Mass on Sundays and Holy days of obligation.
- Confess sins at least once a year.
- Observe the days of fasting and abstinence (from meat) established by the Church.
- Help to provide for the needs of the Church according to ability.
- Be someone other than the parent of the child.
- Be married in the Church (if applicable).
- Attend First Communion practice and Mass with child (dates and times to be announced).
- Attend the Sponsor Retreat (date and time to be announced).

Sponsors are welcome to, but not required to, purchase a gift to celebrate this special occasion, but please remember that the most important gift which can be given is the gift of time!



**Attention: Parent of Receivers** *Complete the following before submitting this form:*

Child's full name: \_\_\_\_\_

Day & class time your child attends class  
(for example: *Sundays at 10am*): \_\_\_\_\_

**Our Lady of the Valley**  
First Communion  
**2016-2017**  
**Sponsor Contract**

I, \_\_\_\_\_, am submitting this form in order to verify that I will be the  
(Sponsor names - please print)

First Communion sponsor for \_\_\_\_\_ at Our Lady of the Valley  
(child's full name)

Catholic Church. I meet the following requirements in order to be a sponsor:

- I am at least 16 years of age.
- I am fully initiated into the Catholic Church. I have received the sacraments of Baptism, Eucharist and Confirmation.
- I am a practicing Catholic, in good standing with the Church.
- I attend Mass on Sundays and Holy days of obligation.
- I confess my sins at least once a year.
- I observe the days of fasting and abstinence (from meat) established by the Church.
- I help to provide for the needs of the Church according to my abilities.
- I am not the parent of the child I am sponsoring.
- I am married in the Church (if applicable).
- I will attend the Sponsor Retreat on either January 20<sup>th</sup> or January 21<sup>st</sup>, 2017.
- I will attend the First Communion Practice and Mass on April 29, 2017 and May 7, 2017.

\_\_\_\_\_ I certify that I meet the above requirements.  
(initials)

First and Last Name of Sponsor:

\_\_\_\_\_

Mailing address of sponsor:

\_\_\_\_\_

City, State, and zip code:

\_\_\_\_\_

## ~ FAMILY MINISTRY SESSIONS ~

### **Session #1 – Sundays in Caldwell from 10:15 a.m. – 11:30 a.m. (*all sessions in English*)**

- Rockstars (Pre-School, Kindergarten - 5<sup>th</sup> grade)
- Good Fighters (6<sup>th</sup> grade - 12<sup>th</sup> grade)
- Adult Ministry
- Childcare provided (6 months - 4 years)

### **Session #2 – Sundays in Caldwell from 1:15 .m. – 2:30 p.m.**

- Rockstars (Pre-School, Kindergarten - 5<sup>th</sup> grade) - ***Bilingual***  
*If your child is enrolled in classes in Spanish, he/she must be able to read, write & speak Spanish*
- Good Fighters (6<sup>th</sup> grade - 12<sup>th</sup> grade) - ***English***
- Adult Ministry - ***Spanish***
- Childcare provided (6 months - 4 years) - ***Spanish***

### **Session #3 – Wednesdays in Caldwell from 5:00 p.m. – 6:15 p.m. (*all sessions in English*)**

- Rockstars (Pre-School, Kindergarten - 5<sup>th</sup> grade)
- Good Fighters (6<sup>th</sup> grade - 12<sup>th</sup> grade)

### **Homedale Session – Mondays from 4:15 p.m. – 5:15 p.m. (*all sessions in English*)**

- Rockstars (Pre-School, Kindergarten - 5<sup>th</sup> grade)

### **Parma Session – Wednesdays from 5:45 p.m. – 6:45 p.m. (*all sessions in English*)**

- Rockstars (Pre-school, Kindergarten - 5<sup>th</sup> grade)

### **Receivers & Parents in Caldwell from 9 a.m. – 12:00 p.m. (*all sessions Bilingual*)**

- Receivers (1st grade - 12<sup>th</sup> grade)
  - Oct. 29 - Receivers Retreat #1 & Required Parent Meeting for 1<sup>st</sup> and 2<sup>nd</sup> years
  - Jan. 20 - Receivers Retreat #2 & Required Parents & Sponsors Retreat in English (6p-9p) - 2<sup>nd</sup> years only
  - Jan. 21 - Receivers Retreat #2 & Required Parents & Sponsors Retreat in Spanish (9a-12p) - 2<sup>nd</sup> years only
  - Feb. 25 - Receivers Retreat #3 for 1<sup>st</sup> and 2<sup>nd</sup> years
  - Mar. 18 - Receivers Retreat #4 for 1<sup>st</sup> and 2<sup>nd</sup> years
  - Apr. 29 - Receivers Retreat #5 & Required Parents Meeting for 1<sup>st</sup> and 2<sup>nd</sup> years
  - May 05 - First Communion Practice - 2<sup>nd</sup> years only
  - May 07 - First Communion

### **Igniters – (Confirmation Candidates – 10<sup>th</sup> – 12<sup>th</sup> Grades (*all sessions in English*))**

- Nov. 05 - Igniter Retreat - 10a.m. - 10p.m.
- Mar. 10-12 - ICYC
- Apr. or May - Confirmation (date will be set by Bishop Peter by the end of February)

## **Attendance**

Children who are enrolled in the *Receivers* Preparation program are expected to be in attendance each week. **If your child is attending classes, he/she is only allowed 2 missed classes.** It is your responsibility to ensure that your child is present in class. Because classes are held only once a week and each class builds on the material covered in preceding classes, the child who is absent misses a great deal and will have to make up the material that was covered in the missed class. The child and parent must also attend all Retreats required for 1<sup>st</sup> or 2<sup>nd</sup> year. If it is necessary for a student to be absent, the coordinator of the program must be contacted in advance and notified of that fact.

If a student is regularly absent without an excuse, the coordinator will contact the parents regarding the absences and the child may be withdrawn from the program.

## **Arrival and Dismissal**

Parents are asked to bring their children directly to the classroom at least 5 minutes prior to class start time. Parents are asked to pick up their children at the classroom no later than 5 minutes after class has ended. **To ensure safety, children are to be dropped off and picked up at their classrooms by parents or their designee.** Please be sure to sign your child in when you arrive and sign them out when you pick them up. Parents are to notify the coordinator if someone other than the parent or designee is to pick up their children.

## **Cancellation of Classes**

In case of inclement weather or other conditions, classes may be cancelled. **If local schools are cancelled or dismissed early, there will be no Religious Education classes that day.**

## **Catechists**

The catechists who teach the classes in our program are **volunteers**. Many are also parents who have busy schedules of their own. We value and appreciate the time and commitment that these volunteers give to our program and ask you to please do the same. As a parent, please support our catechists in whatever way possible.

## REQUIRED PRAYERS

Our catechists will strive to provide the children in their class with an opportunity to experience a variety of prayer forms and learn the traditional prayers of the Catholic Church. In this process, catechists rely on the child's experience of prayer within their family.

The following is a list of the traditional prayers that are to be learned **with the cooperation and help of the family**. It is the responsibility of the parents to pray with their children as they learn their prayers.

Children in 1<sup>st</sup> year *Receivers* Preparation classes must know the following prayers by the end of the year:

- The Sign of the Cross
- The Lord's Prayer
- The Hail Mary
- The Glory Be

Children in 2<sup>nd</sup> year *Receivers* Preparation classes must know the following prayers before they receive the sacrament of Reconciliation:

- The Sign of the Cross
- The Lord's Prayer
- The Hail Mary
- The Glory Be
- The Act of Contrition

## **OUR PRAYERS**

### **The Sign of the Cross**

In the name of the Father, and of the Son,  
and of the Holy Spirit. Amen

### **The Lord's Prayer**

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

### **The Hail Mary**

Hail, Mary, full of grace! The Lord is  
with thee; blessed art thou amongst  
women and blessed is the fruit of thy  
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

### **Act of Contrition**

Oh, My God, I am heartily sorry for having offended thee, and I detest all  
my sins because I dread the loss of Heaven and the pains of Hell,  
but most of all because I offended you my God, who art all good  
and deserving of my love. I firmly resolve with the help of Thy grace  
to confess my sins, to do penance and to amend my life. Amen

## FIRST COMMUNION DATES for 2016-2017

October 29, 2016	9:00 a.m.	Receivers & Parents Retreat #1- Bilingual
December 18, 2016		<b>Sponsor form due (2<sup>nd</sup> year only)</b>
January 20, 2017	6:00 p.m.	Receivers, Parents & Sponsors Retreat #2 in English (2 <sup>nd</sup> year only)
January 21, 2017	9:00 a.m.	Receivers, Parents & Sponsors Retreat #2 in Spanish (2 <sup>nd</sup> year only)
January 29, 2017		<b>Baptismal certificates due (2<sup>nd</sup> year only)</b>
February 25, 2017	9:00 a.m.	Receivers Retreat #3 - Bilingual
March 18, 2017	9:00 p.m.	Receivers Retreat #4 - Bilingual
April 2, 2017		<b>Service hours due (2<sup>nd</sup> year only)</b>
April 29, 2017	9:00 p.m.	Receivers & Parents Retreat #5 - Bilingual
May 5, 2017	5:30 a.m.	First Communion Practice (2 <sup>nd</sup> year children only)
	6:45 p.m.	First Communion Practice
May 7, 2017	9:00 a.m.	First Communion, English
	12:00 p.m.	First Communion, Spanish (classes on Sundays)
	3:00 p.m.	First Communion, Spanish (classes on Wednesdays in Caldwell, Homedale and Parma)

## Service Hour Opportunities for 2016-2017

	9:00 a.m.	Fall Parish clean-up in Homedale, Parma & St. Mary's, Caldwell
Sep. 24		Family Ministry Fair Set-up
Sep. 25	10:15 a.m.	Family Ministry Fair Snacks and Clean-up
Sep. 25	1:15 p.m.	Family Ministry Fair Snacks and Clean-up
Sep. 26 - May 1	5:15 p.m.	Rockstars in Homedale Snacks & Clean-up
Sep. 28 - May 3	6:45 p.m.	Rockstars in Parma Snacks & Clean-up
Sep. 28 - May 3	6:30 p.m.	Rockstars & Goodfighters in Caldwell Snacks & Clean-up
Oct. 02- Apr. 30	10:15 a.m.	Family Ministry Set-up, Snacks & Clean-up
Oct. 02 - Apr. 30	1:15 p.m.	Family Ministry Set-up, Snacks & Clean-up
Oct. 7	all day	International Dinner Set-up & Clean-up
Oct. 29	8:00 a.m.	Receiver Retreat #1 Set-up
Oct. 29	12:30 p.m.	Receiver Retreat #1 Clean-up
January 20, 2017	5:00 p.m.	Sponsor Retreat #2 Set-up
January 20, 2017	9:00 p.m.	Sponsor Retreat #2 Clean-up
January 21, 2017	8:00 a.m.	Sponsor Retreat #2 Spanish Set-up
January 21, 2017	12:00 p.m.	Sponsor Retreat #2 Spanish Clean-up
Feb. 12	8:00 a.m.	Dinner Auction Clean-up
Feb. 25	8:00 a.m.	Receiver Retreat #3 Set-up
Feb. 25	12:30 p.m.	Receiver Retreat #3 Clean-up
Mar. 18	8:00 a.m.	Receiver Retreat #4 Set-up
Mar. 18	12:30 p.m.	Receiver Retreat #4 Clean-up
	9:00 a.m.	Spring Parish Clean-up in Homedale, Parma & St. Mary's, Caldwell
Apr. 29	8:00 a.m.	Receiver Retreat #5 Set-up
Apr. 29	12:30 p.m.	Receiver Retreat #5 Clean-up
May 7		First Communion Clean-up after each reception
May 21	8:00 a.m.	SHINE
July 10 - 14, 2017	TBD	Assist with Vacation Bible School

## **CONTACT INFORMATION**

### **Our Lady of the Valley Catholic Church**

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Caldwell, ID 83605

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### **Pastor**

Rev. Francisco Flores

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### **Parochial Vicar**

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### **Children's Ministry Coordinator**

Thania Beltran

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### **Youth Ministry Coordinator**

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