

**ST. VICTOR CHURCH**  
**CATECHETICAL MINISTRY**  
**HANDBOOK**  
**2021-2022**



**We Are One Family In Christ**

**OFFICE OF CATECHETICAL MINISTRY**

**ST. VICTOR CHURCH**  
**3108 SIERRA ROAD**  
**SAN JOSE, CA 95132**  
**(408) 251-0165**  
**[www.stvictorchurch.org](http://www.stvictorchurch.org)**  
**[stvictorcm@dsj.org](mailto:stvictorcm@dsj.org)**

*C.M. Handbook is subject to change at any time.*

**DIRECTOR OF CATECHETICAL MINISTRY:**

Janine Pascual

**JUNIOR HIGH/YOUTH & YOUNG ADULT MINISTRY:**

Debbie Santos

**C.M. ADMINISTRATIVE ASSISTANT**

Brenda Paniagua

**LITURGY OF THE WORD:**

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**OFFICE HOURS:**

**Monday & Tuesday**

**By appointment only**

**Wednesday**

**10:00 AM to 3:00 PM**

**Thursday**

**10:00 AM to 3:00 PM**

**Saturday**

**9:30 AM to 11:00 AM**

**Office is closed Friday and Sunday**



## WELCOME

Dear Parents and Students,

Welcome to another year in the Catechetical Ministry Program. We look forward to assisting you and working with you as you encourage your child in their faith development. The ministry of catechesis is a lifelong process through which God's people share the stories, beliefs, rituals, values and symbols of our faith. Through catechesis, we build up the community of faith, the Church, through reflection, prayer, and service to others.

We encourage you to look through your child's book weekly, reviewing the lesson and activities, and to read the parent's page and notes. Helping your child learn their prayers is another important task that we invite you to share in. Working together, we hope to bring the **Good News** of Christ's love and peace to your children.

For the 2020-2021 School Year, we will be conducting our classes in a hybrid format in which we will hold a combination of virtual and in-person class sessions. We will begin our sessions all virtually in the Fall and gradually move to in-person sessions when it is safe to do so. Please keep in mind that depending on the progression of COVID-19, we will have to remain flexible and open to the changes that may impact our Faith Formation class sessions. *Dates, times and the format of class sessions are subject to change at any time.*

May this coming year be filled with blessings for each of you.

Blessings,

Janine Pascual  
Janine Pascual  
Director of Catechetical Ministry

## **PHILOSOPHY**

St. Victor's believes that catechetical ministry is a share in Jesus' own mission of proclaiming the Reign of God. Catechesis is that activity which enables faith to become living, conscious, and active through the light of instruction – especially sharing God's Word in Scripture and sharing the tradition of the Catholic Church. Catechesis is a life-long process for each individual as well as the work of the entire Catholic Christian community.

The Church teaches that the primary responsibility for the spiritual growth and development of the children rests first and foremost with the parents. Parents may share this responsibility with others, but they do not relinquish it.

The Church assists the parents in passing on their faith through the ministry of catechesis. Catechists echo the Catholic faith in a way that those being catechized (children, youth, adults) can understand. Catechists must do more than merely teach about the faith. They help children/youth build and strengthen their relationship with Jesus and the Church. Catechists do this by proclaiming the Word, building a sense of community, leading to prayer and worship, encouraging loving service to others and through the example of their own lives.

Our Catechists are all volunteers from many walks of life. They are people who have answered a call to minister to our young people and who have prepared themselves in a variety of ways to serve as Catechists. Above all, they are people for whom faith is important enough to share.

In conclusion, the catechetical process seeks to open young people to the discovery of the goodness and beauty of God as reflected in their world, and help them to experience this world within the Catholic Christian community. It seeks to help them grow further in their faith, their understanding of our Catholic tradition, our unity in Christ and the many gifts of the Holy Spirit.

## **GOALS**

The goals of the Catechetical Ministry Program at St. Victor's are:

- Ongoing conversion to Jesus Christ
- Full participation in the life of the Catholic Church



## PARENT'S ROLE

Parents/guardians are the primary educators of their children. Our staff is eager to work with parents to help them fulfill this responsibility and asks each parent's cooperation in the following ways:

- Celebrate Sunday Mass regularly with your children/youth.

## St. Victor Church Mass Schedule

### Sunday Masses

Saturday: 5:00 PM - Indoor

Sunday: 7:00 AM - Indoor  
8:30 AM - Indoor and Livestream  
10:00 AM - Indoor, Livestream and Drive-In (Back Parking Lot)  
12:00 PM - Indoor and Livestream  
5:00 PM - Indoor

### Weekday Masses

Monday - Saturday: 8:00 AM - Indoor Livestream (no Drive-In)

**Receive the Sacrament of Reconciliation: Confession (General – *for those who have already received 1<sup>st</sup> Confession AND 1<sup>st</sup> Holy Communion*) – Saturdays 3:30p.m. to 4:30 pm in the Church.**

- Participate actively in the sacramental and community life of the parish.
- Share your faith and what it means to you with your children/youth.
- Pray with your children/youth and help them memorize the traditional prayers of the Church. **(All prayers are in their books.)**
- **ATTEND ALL REQUIRED PARENT MEETINGS**
- Familiarize yourself with scheduled catechetical sessions and events for your **children/youth.**
- Read and act promptly on all communications from the Catechetical Ministry Office.
- Make sure your child/youth brings their book to each class.
- Assure your children's/youth's **punctuality and regular attendance at all sessions.**
- **KEEP US INFORMED OF ANY CHANGES TO ADDRESSES OR TELEPHONE NUMBERS. EMERGENCIES CAN AND DO OCCUR FROM TIME TO TIME.**
- Teach your child/youth respect for catechists (teachers), volunteers and other students.



## STUDENT/YOUTH ROLE

Children also have a responsibility to cooperate in order to benefit from the catechetical sessions at St. Victor's. They are expected to:

- **Celebrate Mass** regularly with your family or on your own if you are able to drive yourself.
- **BE RESPECTFUL** of the catechists and other students. (Remember please, we are only together for 1 hour per week and have much to teach you.)
- **Listen carefully**, follow directions and participate in the sessions activities.
- **Complete** home assignments, if any.
- **Follow attendance**, emergency and safety procedures, and discipline policies.
- **Read through this handbook** with your parents so that all parties understand.
- **Arrive on time.** School age children can help your parents remember to drop you off to your sessions on time. Late arrivals tend to disrupt our prayer services. All students should be present for opening prayers on Wednesday afternoon and Saturday morning.
- **Share** what you have learned and experienced in your catechetical sessions with your parents and family members.
- **Keep your hands**, feet and negative comments to yourself at all times. This is a safe environment for all.
- **Virtual class:** When attending a Zoom class, you need to be present and visible. Not a blank screen or a picture of yourself. You need to be visible from at least the eyes up. Have everything handy that you might need for the Zoom meeting (paper, pencil, textbook etc.). Even though we are not in the classroom, the classroom rules apply.



## **OVERVIEW OF PROGRAM**

St. Victor's welcomes all children and youth, baptized or not, to participate in the catechetical program.

**Elementary Catechetical Ministry Classes Grades 1-5:** Study of the Catholic faith for children in Grades 1-5. Classes are available on Wednesdays from 4:00 pm -5:30 pm or Saturday from 9:00 am —10:30 am.

**Sacramental Preparation for First Reconciliation/First Communion Grades 2-8:** Students that have already *completed one-full year of catechesis*, or have attended a Catholic school for their first-year of catechesis. Classes are available on Wednesdays from 4:00 pm—5:30 pm or Saturday from 9:00 am —10:30 am.

*\*A copy of the student's Baptismal certificate is required in order to be accepted into the Sacramental Preparation class. Enrollment in the Sacrament class is pending until a copy of the student's Baptismal certificate is received. No exceptions will be made.*

**Sacramental Preparation for First Reconciliation/First Communion for High School Students in Grades 9-10:** For students that have already *completed one-full year of catechesis*, or have attended a Catholic school for their first-year of catechesis. High School Sacramental Preparation classes are only offered on Saturdays from 9:00 am —10:30 am.

*\*A copy of the student's Baptismal certificate is required in order to be accepted into the Sacramental Preparation class. Enrollment in the Sacrament class is pending until a copy of the student's Baptismal certificate is received. No exceptions will be made.*

**Junior High: Grades 6-8:** Continuing study of the Catholic faith. Classes held on Tuesdays from 6:30 pm—8:00 pm. In order to enroll in our Confirmation I and Confirmation II programs, it is St. Victor's policy that you must attend Junior High Classes (6th through 8th Grades). Catechesis is ongoing, it does not end with receiving First Holy Communion. Regular attendance is required.

**Pre-Confirmation Grades 9-11:** This is a class especially for those students that were *not* enrolled in any classes after receiving their First Eucharist in elementary or did not attend any Jr. High Classes. Therefore, they need to catch up in order to receive the Sacrament of Confirmation. This class is a pre-requisite for Confirmation I and Confirmation II. Classes are offered twice a month on Mondays from 7:00 pm —8:30 PM.

**Confirmation I Grades 9-11:** Confirmation I (the first of 2 consecutive years), is open to those students who attend a public high school or a non-Catholic high school as a 9th, 10th, or 11th grader. Classes are offered twice a month on Mondays from 7:00 pm - 8:30 pm.

**Confirmation II for students in Grades 10-12:** The Confirmation II program is open to those students who will be in the 10th grade by September 2021, having already been enrolled and completed Pre-Confirmation, Confirmation I or attend a Catholic high school. The Sacrament of Confirmation cannot be received earlier than being in the 10th grade. This is a two-year process beginning with Confirmation I. Classes are offered twice a month on Mondays from 7:00 —8:30 pm.

*\*A copy of the students' Baptismal certificate is required in order to be accepted into the Sacramental Preparation class. Enrollment in the Sacrament class is pending until a copy of student's Baptismal certificate is received. No exceptions will be made.*

**YOUTH MINISTRY (9-12 GRADES):** Youth Ministry is offered mostly on scheduled Sunday afternoons in the Parish Center from 3:00 p.m. to 4:30 p.m. Activities for Youth Ministry is to be determined.

## **FEES SCHEDULE**

### **Fees Schedule for Elementary through High School**

	<b><u>Registered Regular Contributors</u></b>	<b><u>Non-Registered</u></b>
<b>1 Student</b>	<b>\$ 90.00</b>	<b>\$180.00</b>
<b>2 Students</b>	<b>\$140.00</b>	<b>\$280.00</b>
<b>3 or more</b>	<b>\$175.00</b>	<b>\$350.00</b>

\*\*The Discount Fee is offered only to Registered Parishioners who use the Sunday Collection Envelopes or Parish Pay to support our Parish.

#### **Sacrament Program Fees**

<b>Reconciliation/Eucharist</b>	<b>\$ 40.00</b>
<b>Junior High Special Fee</b>	<b>\$ 20.00</b>
<b>Confirmation 2</b>	<b>\$ 60.00</b>

**\*\*C.M. now takes credit cards to pay your registration fees. CREDIT CARD Fee – Flat Fee \$5.00\*\***

**All fees are expected to be paid at the time you register your student(s).** Anyone who cannot afford to pay these fees because of financial difficulties should feel free to make arrangements with the Director, Janine Pascual at (408) 251-0165. All non-parish members are welcome to register with the parish when registering their child/youth for Catechetical sessions.

**\*\*Please note:** If you are registering a student(s) **other than your own**, you **MUST** have **written** permission from the parents of the student(s) you are registering, **PLUS** a **completed** Emergency Form for each student. This form must be **completed** and kept current throughout the year. **All fees are expected to be paid before enrollment is completed.**





## **GENERAL GUIDELINES**

- All students and catechists **MUST** wear a face covering at all times.
- Parents/Guardians who are dropping off and picking up students **MUST** wear a face covering.
- Prior to entering the school, please sanitize your hands.
- Students who are ill or showing any signs of mild symptoms should refrain from attending classes.

## **ATTENDANCE – ABSENCES**

Elementary and Jr. High level students: **Three (3) or more absences** can be caused to be dropped from the program or cause to repeat the year. Pre-Confirmation, Confirmation I and Confirmation II level students: **Two (2) absences** can be a cause to be **dropped** from the program or cause to repeat the year. Since Pre-Confirmation, Confirmation I and II only meet twice a month there are fewer classes through the year.

We understand that circumstances do arise and that a student may be ill or the family may be out of town, however please call the Catechetical Ministry Office to report their absence. Attendance at every class is important for the development of faith in our children. As primary educators of your children, it is the parents' responsibility to get with the teacher and ask what lessons they missed.

## **VIRTUAL GUIDELINES**

Due to the COVID-19 pandemic, there is still a possibility we may switch to online distance learning if necessary. Parents are required to fill out and submit a virtual consent and release form prior to the start of classes. Students without a signed consent form will not be allowed to attend virtual classes.

## **IN-PERSON GENERAL ARRIVAL AND DISMISSAL**

We are not responsible for students arriving more than 15 minutes before class or for those student(s) being picked up 15 minutes past dismissal time on campus. We are unable to provide adequate supervision. Parents are asked to pick their student(s) **promptly** at the end of class.

Wednesday classes will meet in the Church at 4:00 pm, and Saturday classes will meet in the Parish Hall at 9:00 am for opening prayer.

Please make sure that the teacher is present before leaving. Please pick them up in front of their classroom promptly at dismissal time. Any students who are not picked up from the classroom more than 15 minutes after dismissal will be escorted to the CM Office where you can pick them up.

If a student is walking home after any class, written notice, from the parents or guardians **MUST** be given to the Catechetical Ministry Office prior to the student walking home.

*Students are not allowed to be on the playground at any time.*

## **EARLY RELEASE**

If your student must leave any session before the **usual** dismissal time, the parent/guardian proceed to the CM office to **sign** their student(s) out, pick up a **pass** and then go to the classroom to pick them up. In addition, the student should also give his or her teacher a written note letting them know that they will be picked up early that day. **The parent/guardian or person signing them out MUST be 18 years or older.**

## **LATE PICK-UPS**

We are aware that unforeseen situations and emergencies do arise from time to time. However, if you ARE late in picking up your student please use the following procedures:

1. **Please call or have someone call the Catechetical Ministry Office and let us know you are on your way (408-251-0165) if you are running late or, if you have asked someone else to pick up late for you, please let us know that person's name.** The students do get very upset when their parents or rides are late and they sometimes exhibit upsetting behavior.
2. **Junior High, Pre-Confirmation, Confirmation I and Confirmation II**  
Your student will be waiting for you in the Parish Hall (408-251-7455). **NOT in the front of the Church.** They must remain in the back parking lot in front of the Parish Center with the Coordinator for their ride. **No student shall be allowed to walk home unless they have "written" permission from their parent or guardian.**

Please be aware that the Catechetical Ministry Coordinators and/or Director will NOT leave the grounds until all student(s) have found their correct pick-up person.

**\*\*A word of caution: In some cases student(s) receive a ride home from friends and/or other relatives. The Catechetical Ministry Staff strongly suggests that you designate one person to pick up and drop off, changing only in emergency situations. We also ask that you tell your student not to go home with anyone other than the person YOU have designated to take them home. Again, this is why it is so important that your emergency contact information and all information is kept current. Any person picking up a student late will be checked against our records and released only to the appropriate individuals listed.**

## **HARASSMENT/BULLYING**

St. Victor's believes that any form of **harassment** or **bullying** is contrary to the sanctity and integrity of all persons. St. Victor's is committed to providing an environment free of harassment and/or bullying. All student(s) are forbidden from engaging in any form of harassment or bullying, directed toward another student **or** adult. This includes verbal, physical, visual or sexual harassment. Any allegation of harassment or bullying will not be tolerated and will be dealt with in a serious manner according to the Diocesan harassment policy. A full investigation will take place with any accusation, **immediately, upon it being brought to our attention.**

## MEDICAL EMERGENCY/ACCIDENT/SUDDEN SICKNESS

In case of an accident or sudden sickness, the Catechetical Director, Coordinator or her delegate will give appropriate immediate care and notify the parents/guardians (obtained from the emergency cards). Further determination of medical care will be evaluated as soon as possible and the **proper authorities** (i.e., Fire Department, Paramedics, etc.) will be called. **\*\*Please keep your emergency contact numbers current\*\***

## DISCIPLINE POLICIES

Our first concern is to maintain an atmosphere in which the student(s) can form a community, feel safe, share faith and enjoy an optimum learning environment. As part of a Catholic Christian learning environment, all student(s) are expected to:

- **Behave respectfully and courteously toward all Catechists, adults, and other students.**
- **Avoid disrespectful verbal and body language.**
- **Participate positively and be attentive during the catechetical session.**
- **Respect parish property and the property of others as well as their own.**

Students will be cautioned of their behavior immediately. If a problem persists and the student continually disrupts the class, the teachers are instructed to keep the student in the classroom until their ride comes to get them. At this time the **parents/guardians** will be informed of any negative behavior and **will be asked to aide their student's class if behavior does not improve**. Please, keep in mind, our teachers are volunteers, not teachers by profession. If any problem continues, the **Director of Catechetical Ministry**, in consultation with **the Pastor**, **will determine the final disciplinary course of action** (i.e., possible being dropped from a class or delay of a Sacrament).

## CHILD ABUSE

As required by state law, evidence of apparent non-accidental injury, suspected neglect or child abuse will be reported to the proper authorities.

## COMMUNICATION

Parents/guardians and catechetical staff work in partnership to help students grow in their faith. Therefore, good communication is essential. If a parent/guardian wishes to talk with a catechist, they may do so after the session. If they prefer to speak with the Director, they may make an appointment **by calling the Catechetical Ministry Office**. A meeting between the parent, catechist and Director is also possible by appointment.

With today's technology being what it is, we also communicate to all parents and/or students through texts. A new **group-ALERT "Emergency"** program will be put in effect, beginning with the start of the new school year to make sure all parents are aware of any lock-downs, or other emergencies, should the need arise. This will contain specific instructions as to the emergency in question. Please be sure when you are filling out your student(s) **Emergency Form that your cell phone numbers are current and your email address is CLEAR**, and you keep this office current of any and all numbers or addresses, throughout the year, if they should change.

## THE RIGHT TO AMEND

The Director of Catechetical Ministry and the Pastor of St. Victor's have the right to amend this handbook for just cause. Parents/Guardians will be given prompt notification if changes are made.



**Fr. Mark Gazzingan**  
Pastor, St. Victor's Church



**Janine Pascual**  
Director/Coordinator

