

**Parish School of Religion  
(PSR)  
Handbook**



**VIRTUE of THANKFULNESS**  
**St. Mary**  
**Our Lady of Mount Carmel Catholic Parish**

## Parish School of Religion (PSR)

### Philosophy & Purpose

Members of the Catholic Church are continually challenged to live following the example of Christ. One way in which we must do this is to teach as Jesus taught the early Christians, young and old. The Parish School of Religion (PSR), in particular, hopes to teach the words of Jesus to our children. By sharing faith, celebrating Sacraments, and providing a religious education program, St. Mary, Our Lady of Mount Carmel Catholic Parish participates in the continuing faith formation of our children. In this way, we share responsibility for continuing the mission of Jesus and His Beloved Bride, the Church.

The parish staff and volunteers strive to promote and provide active leadership in this program because it is so vital for the ongoing formation of our parish children.

The Parish School of Religion hopes to support parents in the area of catechesis, religious instruction, faith formation, prayer, and Sacramental celebration. During the rite of Baptism for Children, the celebrant addresses the parents: *"You have asked to have your child baptized. In doing so, you are accepting the responsibility of training them in the practice of the faith. It will be your duty to bring him/her up to keep God's commandments as Christ taught us, by loving God and our neighbor."*

While the parents have the primary responsibility for the faith formation of their children, our Catechists gracefully volunteer to share their own experiences of faith and strive to make Christ visible to their students through this religious education program. We hope that this faith formation will result in young adults who will themselves proclaim the Lord in word and deed.

## Rights & Responsibilities

### Family Benefits

Every family, by participating in the Parish School of Religion can expect these benefits from our programs:

- + We will provide a respectful environment to protect children from physical, emotional, and spiritual harm.
- + Children will be taught authentic Catholic Faith at a developmentally appropriate level.
- + We will not undermine the authority of parents in order to respect their rights to be the primary faith educators of their children.
- + Catechists will be open and honest to directly answer any parental concerns. If they are unable to satisfy parent questions, the Director of Religious Education, Mrs. Caroline Trimble, will be most responsive to your needs.

### Student Responsibilities

**Every student is expected to participate in Mass every Sunday with his or her family.**

Each child is expected to attend all of the scheduled PSR classes and events listed on the calendar. If a student must be absent, please notify the Coordinator of Religious Education, or Director of Religious Education. Faithful attendance is expected both within PSR and at Mass.

Any homework assigned is to be completed on time and "Yes," there is homework on occasions. Students are expected to act respectfully toward all those participating in PSR, especially fellow students and Catechists.

### **Parent Responsibilities**

Parents are to bring their children to Mass every weekend. Refer to Bulletin for Mass times. The Holy Mass is a day of Holy Obligation, to purposefully skip Mass for any other reason than extreme sickness, bad weather, or an emergency is a **grave sin**.

Parents are the **primary** teachers of faith to their children. It's amazing how children can pick up their parent's habits through simple observation and imitation. Please remember that YOUR example will teach your children what it means to live as a Catholic Christian.

### **Discipline**

The Catechists will handle ordinary discipline problems and parents will be contacted to assist with ongoing problems. Parents are encouraged to maintain contact with the Catechists until problems are resolved. In extreme situations the child can be placed in schooling at home under strict accordance of rules and expectations. The parish reserves the right to remove disrespectful students from class altogether.

### **Student Pick-Up**

Parents are **expected** to come inside the church to pick up their children after class. They will remain in the classrooms until a parent comes. For safety purposes, we will not allow students to exit the building without an adult escort.

### **Snow Days**

They are rare, but sometimes we need to cancel PSR due to winter weather. An email and/or a text message will be offered by 7:00 a.m. on Sunday morning. The App will be offer a notification and it will be posted on the parish website.

### **Emergency Policies**

Upon recommendations by the Belleville Diocese Office of Education, we have implemented new Crisis Response Plans for our Parish School of Religion. While a complete set of instruction is

given to each Catechist, they are available to parents upon request. Some helpful notes for parents are included here:

### **Natural Disaster (Tornado, Earthquake)**

In the event of a tornado or earthquake, the Catechists will direct the students to take the appropriate preventative safety measures according to our Crisis Response Plan.

### **Lockdown (Hostile Intruder)**

The Church building is unlocked, however the gray door in the Gathering hall is locked during classroom instruction. In the event of a hostile intruder, we will initiate lockdown procedures, which include summoning the police to prevent any child abductions.

### **Evacuation (Fire, Bomb Threat)**

In the event that we need to evacuate the building, our designated evacuation area will be the north corner of the parking lot. Parents will be called as quickly as we are able.

### **Flu Virus**

While not an "emergent" emergency, there is plenty of alarm regarding the flu as we enter the school year. If you even suspect your child may have the flu virus, please do not bring your child to PSR. Students who contract the flu should return only after being fever free without medication for at least 24 hours. Also, please do not send your child if they have Diarrhea.

Please encourage your children to wash their hands regularly in order to prevent the spread of disease. We will keep hand sanitizer in every room in an effort to stay vigilant.

### **Textbooks**

The series of textbook being used is **Faith & Life Series**. It is a solid textual resource approved by the United States Conference of Catholic Bishops, complete with lessons on doctrine, worship, morality, prayer, scripture and liturgical seasons.

## **Other Resources**

Pflaum Weeklies  
Child Protection Policy of the Belleville Diocese  
Holy Bible  
Catechism of the Catholic Church  
Various Bible Story DVD's  
Holy Rosary  
Stations of the Cross

## **Absentee**

If you will be absent more than two Sunday in a row, please contact Caroline Trimble, DRE. There will be homework required to fulfill their days of PSR. It would be helpful to receive an email or text message if possible.

## **Catechists & Classrooms**

**K-2: Early Catechises Formation: Mrs. Lauren Hocking**

**3-5: Middle Catechises Formation: Mrs. Donna Sigler**

**6-8: Formative Confirmation Formation: Mr. Don Sandwell**

## **Calendar**

PSR begins on **September 17, 2017, and will end on May 6, 2018**. The hours of PSR are 9:00 to 10:15 Sunday mornings. **Please DO NOT have your child there before 8:55**. An official Calendar will be posted on the Bulletin Board, Parish Website and one provided per family.

## **Child Protection Policy**

The Diocese of Belleville mandates that all adults who minister and participate with the youth receive Child Protection Certification. This is through an Initial one-time training that follows with yearly refresher courses online. There are no exceptions to this mandate, and it is strictly enforced. This mandate is for the safety of the youth who are always of primary importance and concern. The process of being permitted to work, and or volunteer with the youth requires a 6 weeks processing time for paperwork. It is imperative to attend the session for initial training or the refresher by the date's assigned. Failure to do so will result in being ineligible to assist or participate in any activity.

## **Prayers & Facts to Know**

Students in each grade should know not only their current requirements, but also all the required knowledge from every preceding grade level. Please make sure to review the facts and prayers of each grade level EVERY YEAR.

### **Kindergarten**

Sign of the Cross  
Prayers Before and After Meals  
Guardian Angel prayer

### **Grade 1**

Our Father  
Hail Mary  
Glory Be

### **Grade 2**

Act of Contrition  
Prayers of Mass

### **Grade 3**

Apostle's Creed  
How to Pray the Rosary  
Ten Commandments

### **Grade 4**

The Beatitudes  
Order of Mass  
Mysteries of the Rosary  
Hail, Holy Queen

### **Grade 5**

Corporal & Spiritual Works of Mercy  
Nicene Creed  
The Liturgical Year  
Precepts of the Church

### **Grade 6**

Holy Days of Obligation  
Facts about Sacred Scripture

### **Grade 7 & 8**

Fruits of the Holy Spirit  
Gifts of the Holy Spirit

**Contact Information**

**Caroline Trimble M.A.**  
**Director of Religious Education**  
**St. Mary Our Lady of Mount Carmel**  
125 West 5th Street  
Mt. Carmel, IL 62863  
(618) 262-5337 Parish Office  
(618) 263-7106 Personal Cellphone  
[drecarolinet@gmail.com](mailto:drecarolinet@gmail.com)

**Reverend Father Robert Zwilling**  
**St. Mary Our Lady of Mount Carmel**  
125 West 5<sup>th</sup> Street  
Mt. Carmel, Illinois 62863  
(618) 262-5337 Parish Office

**REMINDERS:**

**NO food or drink ONE hour before Mass for all those who are eligible to receive the Body and Blood of our Lord Jesus Christ.**

**Enter the Church quietly, respectfully, genuflecting, and then kneel in prayer. No CHEWING GUM during MASS!**

***Thank you!***

***St. Mary Catholic Church,  
125 West 5th Street Mt. Carmel, Illinois 62863  
(618) 262-5337***

# PSR REGISTRATION FORM

***PSR Families must be registered members of St. Mary-Our Lady of Mount Carmel or have family that is participating.***

I, as a Catholic parent or guardian of:

\_\_\_\_\_, accept my serious responsibility of providing for the spiritual and religious formation of my child(ren).

*Initial the following:*

\_\_\_\_\_ + Knowing the parental example is the strongest possible tool, I accept this responsibility by assisting in the religious formation of my child(ren) with active, supporting, and responsible interaction with the Parish School of Religion.

\_\_\_\_\_ + I will ensure active participation and faithful attendance to PSR classes, homework assigned, respect for their teachers, and other adults and proper conduct.

\_\_\_\_\_ + I will pray with my child(ren), and provide a good example of a Catholic lived faith life.

\_\_\_\_\_ + In addition, I will provide the opportunity for our family to worship at Eucharist each Sunday, attend Holy Days of Obligations, and support my parish physically and financially.

**FAMILY NAME:** \_\_\_\_\_

Father's Name: \_\_\_\_\_

Catholic: yes or no

Mother's Name: \_\_\_\_\_

Catholic: yes or no

Home Phone# \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Text Message: yes or no

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

***Parent's Signature:*** \_\_\_\_\_

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

**Emergency Contact**

(other than parents): \_\_\_\_\_

Relationship: \_\_\_\_\_

Address/Phone#  
\_\_\_\_\_  
\_\_\_\_\_

Grandparents: \_\_\_\_\_

Catholic: yes or no

Grandparents: \_\_\_\_\_

Catholic: yes or no

**1) Child's Name** \_\_\_\_\_

Grade \_\_\_\_\_ Allergies: \_\_\_\_\_

M/F \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_

Baptized: Yes-Year \_\_\_\_\_ Where \_\_\_\_\_/No First

Communion: Yes-Year \_\_\_\_\_/No

First Reconciliation: Yes-Year \_\_\_\_\_ Where \_\_\_\_\_/No

Confirmation: Yes-Year \_\_\_\_\_/No  
\_\_\_\_\_

**2) Child's Name** \_\_\_\_\_

Grade \_\_\_\_\_ Allergies: \_\_\_\_\_

M/F \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_

Baptized: Yes-Year \_\_\_\_\_ Where \_\_\_\_\_/No First

Communion: Yes-Year \_\_\_\_\_/No

First Reconciliation: Yes-Year \_\_\_\_\_ Where \_\_\_\_\_/No

Confirmation: Yes-Year \_\_\_\_\_/No  
\_\_\_\_\_

**3) Child's Name** \_\_\_\_\_

Grade \_\_\_\_\_ Allergies: \_\_\_\_\_

M/F \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_

Baptized: Yes-Year \_\_\_\_\_ Where \_\_\_\_\_/No First

Communion: Yes-Year \_\_\_\_\_/No

First Reconciliation: Yes-Year \_\_\_\_\_ Where \_\_\_\_\_/No

Confirmation: Yes-Year \_\_\_\_\_/No  
\_\_\_\_\_

Health issues to be aware of while your child is attending PSR?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Release Form for Media Usage**

I, the undersigned, do hereby consent and agree that, St. Mary-Our Lady of Mount Carmel Catholic Church, its employees, or agents, have the right to take photographs, videotape, or digital recordings of my child(ren),

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beginning on August 2017 and ending on August 2018 and to use these in any and all media, now or hereafter known, and exclusively for the purpose of event/program promotion and/or ministry development.

I do hereby release to, St. Mary-Our Lady of Mount Carmel Catholic Church, its agents, and employees all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my child's image or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording my child, either for initial or subsequent transmission or playback.

I also understand that St. Mary-Our Lady of Mount Carmel Catholic Church is not responsible for any expense or liability incurred as a

result of my child's participation in this recording, including medical expenses due to any sickness or injury incurred as a result.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

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

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

**Address:** \_\_\_\_\_

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

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

## **First Communion Registration Form**

***Youth's Full Name: (First, Middle, & Last)***

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***Youth's Date of Birth: (MM/DD/YYYY)***

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***City and State of Youth's Birth:***

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***Biological Father's Name (First, Middle, & Last):***

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***Biological Mother's Names (First, Middle, & Last):***

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***Youth's Address: (Street, City, State, & Zip)***

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***Phone Number:*** \_\_\_\_\_

***Age at First Communion:*** \_\_\_\_\_

***Place & Date of Baptism:***

***(Need Church Name, Address, and Date)***

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***Please return with a copy of Baptism Certificate if Baptism was in another parish. Thank you!***