



**EVANGELIZATION OFFICE**

**YOUTH FAITH FORMATION PARENT  
HANDBOOK**

**MANAGED HOME STUDY PROGRAM**

**2020-2021**

**Pastor: Fr. James Black**

**Parochial Vicar: Fr. Stephen Smith**

**10700 Liberty Road South**

**Powell, OH 43065**

**614-761-0903**

**[yff@stjoanofarcpowell.org](mailto:yff@stjoanofarcpowell.org)**



### *A Parent's Prayer*

*Loving God,  
You are the giver of all we possess,  
the source of all of our blessings.  
We thank and praise you.  
Thank you for the gift of our children.  
Help us to set boundaries for them,  
and yet encourage them to explore.  
Give us the strength and courage to treat  
each day as a fresh start.  
May our children come to know you, the  
one true God,  
and Jesus Christ, whom you have sent.  
May your Holy Spirit help them to grow*

*in faith, hope, and love,  
so they may know peace, truth, and  
goodness.  
May their ears hear your voice.  
May their eyes see your presence in all  
things.  
May their lips proclaim your word.  
May their hearts be your dwelling place.  
May their hands do works of charity.  
May their feet walk in the way of Jesus  
Christ,  
your Son and our Lord. Amen.*

## St. Joan of Arc Catholic Church

“The definitive aim of catechesis is to put people  
in communion and intimacy with Jesus Christ”

(General Directory for Catechesis, #80)

Thank you for sharing the responsibility of the religious education of your family with us. We strive to provide age-appropriate, meaningful religious experiences while teaching the truths of the Catholic faith through weekly catechesis, informal and formal prayer services both in classrooms and in Church, Christian witness and discipleship opportunities (e.g. Christmas Gift of Hope, Gifts of Warmth Hat & Mitten Collection, Food Collection for local pantries, and various service projects as opportunities present themselves).

We believe that parents, by their example and guidance, are the primary religious educators of their children. This is made present during the Order of Baptism when parents are instructed to “strive to bring him/her up in the faith, so that this divine life may be preserved from the contagion of sin, and may grow in him/her day by day.” Religious Education classes support the parents by providing a formal learning experience and offering opportunities for peer group and community expressions of faith. Our classes emphasize love of God and love of neighbor and self. Your children are very special and our goal is to help them relate to their Catholic faith in a safe and comfortable environment. We want St. Joan of Arc to be a place where they feel loved and nurtured in the faith.

This handbook will help you become more familiar with the objectives of St. Joan of Arc’s Catholic Church’s Youth Faith Formation program. It provides the scope and sequence of the classes offered, as well as the policies and practices used to keep our weekly catechetical classes running smoothly while providing sound religious education for everyone in our parish.

**St. Joan of Arc Youth Faith Formation Staff:**

**[yff@stjoanofarcpowell.org](mailto:yff@stjoanofarcpowell.org)**

**614-761-0903**

Director of Evangelization:

Paul Davis

[davis@stjoanofarcpowell.org](mailto:davis@stjoanofarcpowell.org)

Evangelization Office Secretary:

Robin Ruehlen

[yff@stjoanofarcpowell.org](mailto:yff@stjoanofarcpowell.org)

Evangelization Coordinator (Age 3-4th grade):

Kathleen Henry

[khenry@stjoanofarcpowell.org](mailto:khenry@stjoanofarcpowell.org)

Evangelization Coordinator (5th-8th grade):

Margie Gesell

[mgesell@stjoanofarcpowell.org](mailto:mgesell@stjoanofarcpowell.org)

Evangelization Office Administrative Assistant:

Cindy Guzak

[cguzak@stjoanofarcpowell.org](mailto:cguzak@stjoanofarcpowell.org)

Evangelization Office Administrative Assistant:

Darlene Bensman

[dbensman@stjoanofarcpowell.org](mailto:dbensman@stjoanofarcpowell.org)

## **COMMUNICATION**

### **FLOCKNOTE**

We will communicate upcoming events and reminders weekly on Wednesdays through Flocknote, an email/cell phone communication program. All families should join Flocknote, choosing the groups of Youth Faith Formation (YFF/PSR) as well as their children's grades. Please be sure to keep your primary email address up to date at registration time and keep us apprised of email address and cell phone updates. To join: [www.flocknote.com/SJOAPowell](http://www.flocknote.com/SJOAPowell) or text *SJOAPowell* to 84576

**During Managed Home Study, all assignments will be sent to the families through Flocknote on Sundays at 12:00 pm. Be sure to read each communication from YFF/PSR.**

**Weekly updates will continue on Wednesdays with information on church activities, updates, food drive, etc.**

### **PARISH BULLETIN**

Please make a habit of picking up a Parish Bulletin each week after Mass. It often includes information pertinent to Youth Faith Formation/PSR. It is also available online at [www.stjoanofarcpowell.org](http://www.stjoanofarcpowell.org)

## **DIOCESAN GRADED COURSE OF STUDY**

The Diocese of Columbus has a Graded Course of Study that is implemented throughout the diocese in both the Religious Education Classes held outside of school time and in the Catholic Schools. The National Directory for Catechesis (p54) states “Catechesis aims to bring about in the believer an ever more mature faith in Jesus Christ, a deeper knowledge and love of His person and message, and a firm commitment to follow Him.” To that end, the Diocesan Office of Religious Education and Catechesis, in conjunction with teachers, principals, catechists and catechetical leaders from the diocese, created the current Religion Graded Course of Study Preschool – Grade 12, “A systematic and age-appropriate way to present the mysteries of Sacred Scripture and Sacred Tradition of the Catholic Church, e.g., its prayer, liturgy and sacraments, and its moral and social teachings, beneficial to their lives now and in the future.” St. Joan of Arc’s program adheres to the Diocesan Graded Course of Study for each grade level. Therefore, attendance during every grade level is crucial to the religious educational development of each student. Our goal is to provide the foundation for a lifetime of learning and growing in the Catholic faith.

### **YOUTH FAITH FORMATION CLASS TIMES:\*\***

**Sunday 1:00 - 2:15 (Grades 1-8)**

**Monday 4:30 - 5:45 (Grades 1-8)**

**Monday 6:45 - 8:00 (Grades 1-8)**

**Tuesday 4:45 - 6:00 (Grades 1-8)**

**\*\*If we are able to return to In-Person instruction in January, 2021**

**YFF ACADEMIC CALENDAR @ [www.stjoanofarcpowell.org](http://www.stjoanofarcpowell.org)**

## **MANAGED HOME STUDY PROGRAM**

### **REGISTRATION POLICY**

**All students should remain in the habit of forming a faith life and a relationship with Jesus Christ.**

**All 1st, 2nd, 7th and 8th grade students must register for PSR and turn in work weekly to remain in good standing to receive the Sacraments at the normal time.**

**All 3rd through 6th grade students should also register for PSR, with weekly assignments to be completed.**

**A Young Disciples program is offered online for children ages 3 to kindergarten, with no weekly assignments to be completed.**

### **PARTICIPATION POLICY**

As with any activity (e.g., education, music, sports, drama), students experience greater benefit with consistent participation. In order to provide consistent content and the critical faith formation we value, **all students are expected to keep their weekly assignments current. Assignments will be sent to your family on Sunday at 12:00 pm, with the completed assignment due by the following Sunday at 12:00 pm, unless stated otherwise.**

## Sacramental Preparation for Grades 1,2 and 7,8

### **Expectations:**

- 1) Regular completion of assignments
- 2) Parental involvement including attendance at informational meetings
- 3) Group formation activities including retreats, guest speakers, and discipleship opportunities.

### **Reminder:**

Reception of the Sacraments of Reconciliation and First Communion in 2nd grade requires a student to complete a religious education program in 1st and 2nd grades. If both years are not completed, the student will be delayed in receiving the sacraments. Completion of these 2 years includes completing all assignments for those grades.

Reception of the Sacrament of Confirmation in 8th grade requires a student to complete a religious education program in 7th and 8th grades. If both years are not completed, the student will be delayed in receiving the sacrament. Completion of these 2 years includes completing all assignments, retreat, speakers, and discipleship opportunities for those grades.

We also offer a **SACRAMENTAL FOUNDATIONS** course for those students beyond second grade who have not yet received their First Reconciliation and/or First Holy Communion, day/time determined each year. Call 614-761-0903 for more information. Contact the main Church office about Baptism information (614-761-0905)

## **YOUTH FAITH FORMATION PROGRAMS/PARISH SCHOOL OF RELIGION (PSR)**

### **YOUNG DISCIPLES**

#### **YOUNG DISCIPLES PROGRAM FOR AGES 3 - KINDERGARTEN**

Our goal is to introduce our youngest disciples to Jesus Christ and His Church, through guided home lesson plans, activities and prayer experiences. Families will be guided through the experience of establishing a prayer center in their home that their young children and children of all ages can find enriching and peaceful. We will be using a combination of resources from Our Sunday Visitor's *Allelu* book and St. Joan of Arc. Each family will receive a pack of lesson activity sheets, weekly emails and lesson plans.

#### **GRADES 1 AND 2:**

St. Joan of Arc Parish School of Religion seeks to be a continuation of the family's lived faith in the home and experience of communal worship and celebration of the Mass. Classes in grades 1 and 2 help provide the foundation for our children to learn and grow intentionally with the parish community and in the sacramental life of the Church, specifically in preparation for First Penance and First Eucharist. Currently, our diocese requires attendance in first and second grade classes as a means of preparation for reception of these sacraments. Students beginning religious education for the first time as a second grader will be placed in a first grade class, so that they can have a full two years of preparation.

Our classes utilize a variety of educational methods to prepare students for a life of faith and discipleship of Jesus Christ. Weekly classes offer prayer, and both textbook and interactive learning methods to incorporate a variety of educational styles.

Parents should teach their children the basic prayers of our faith, including the Sign of the Cross, the Guardian Angel prayer, the Our Father, the Hail Mary, the Glory Be, Grace at Meal time, the Prayer of Sorrow.

### **ELEMENTARY**

#### **GRADES 3, 4 AND 5**

The Elementary program incorporates prayer, experiential learning, and doctrine to provide the best foundation possible for our students to grow in the Catholic faith and develop a loving relationship with Christ. All children have a great capacity for faith and an innate openness to

God — we seek to nurture this relationship with prayer and the sacraments, and by living in loving relationships with our neighbors and the community at large. The elementary curriculum relies on a variety of educational tools, fellowship experiences, and materials to suit the needs of students' diverse learning styles. We use the Our Sunday Visitor *Alive in Christ* textbooks

## **MIDDLE SCHOOL**

### **GRADES 6, 7 AND 8**

The main focus of the Middle School PSR program is to equip our youth for a deep, lifelong relationship with God and His Church, while preparing our students to receive the sacrament of Confirmation. Our program is enhanced with dynamic speakers, various youth ministry opportunities, and participation in discipleship projects. Students are encouraged to participate in the St. Joan of Arc Youth Ministry Middle School Program and after Confirmation, to continue with the Youth Ministry High School Program.

**6th grade:** Focus is on the Old Testament: Ascension Press - Encounter Video Series

**Discipleship Opportunities:** 6<sup>th</sup> graders are required to perform **discipleship opportunities** and complete a reflection on one of their discipleship experiences in preparation for Confirmation. Refer to Middle School Expectations for more information and requirements .

**7th grade:** Focus is on the New Testament and begin preparation of the sacrament of Confirmation: Ascension Press - Altaration and Chosen Video Series

**Discipleship Opportunities:** 7<sup>th</sup> graders are required to perform **discipleship opportunities** and complete a reflection on one of their discipleship experiences in preparation for Confirmation. Refer to Middle School Expectations for more information and requirements.

**8th grade:** Focus is on the preparation for Sacrament of Confirmation: Ascension Press - Chosen Video Series

**Discipleship Opportunities:** 8<sup>th</sup> graders are required to perform **discipleship opportunities** and complete a reflection on one of their discipleship opportunities in preparation for Confirmation. Refer to Middle School Expectations for more information and requirements.

**WHAT IS A DISCIPLESHIP OPPORTUNITY?** It is a chance to learn more about those we serve inside and outside of St. Joan of Arc. Through videos we will send to your family, you will be introduced to the many aspects of discipleship already happening at St. Joan of Arc and will include Discipleship Challenges for you to participate in as a family. These opportunities will increase your encounters with Jesus Christ through your family and our church community. Discipleship experiences are to be opportunities which teach and affirm the corporal and spiritual works of mercy and engage young people in serving others. Reflection on one discipleship activity is also part of our curriculum. Students who take the time to reflect on their discipleship experiences will get more from those encounters. Reflection helps students critically assess and understand what they are seeing and doing. It allows students to be the hands and feet of Jesus.

### **SPECIAL NEEDS**

We strive to offer appropriate catechesis for all children and youth regardless of their abilities or needs. We work with families to place all students in our classes. Please contact the Religious Education Office and we can discuss options with you to best meet the needs of your family



# ST JOAN OF ARC CATHOLIC CHURCH

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## YOUTH FAITH FORMATION

### YOUTH FAITH FORMATION HARASSMENT POLICY

**\*\*\*PLEASE READ, SIGN AND RETURN\*\*\***

5140.05

#### CHILDREN AND YOUTH HARASSMENT POLICY

1. Harassment can take many forms. Harassment can occur at any parish activity, and/or can take place in classrooms, halls, cafeterias, gymnasiums, or even at programs sponsored by the parish at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.
2. It is the policy of the Diocese of Columbus to maintain a spiritually enriching environment in all programs and activities, free of all forms of harassment and intimidation. No participant, volunteer adult leader, or parish staff member - male or female - should be subject to unlawful harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:
  - > Offensive sexual flirtations, advances, propositions;
  - > Continued or repeated verbal abuse of a sexual or gender-based nature;
  - > Explicit or degrading sexual or gender-based comments about another individual or his or her appearance
  - > The display or circulation of sexually explicit or suggestive writing, pictures or objects;
  - > Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
  - > Graffiti of a sexual nature;
  - > Fondling oneself sexually or talking about one's sexual activity in front of others;
  - > Spreading rumors about or categorizing others as to sexual activity.

Sex harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on **gender**. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or behaviors which are based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and volunteers must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or other action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, program evaluation, participation in parish programs or activities, or any other condition of employment or achievement.

(continued on next page)

**CHILDREN AND YOUTH HARASSMENT POLICY (cont'd.)**

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a youth minister consoling an adolescent with an injury or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment is a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a parish employee, volunteer, youth participant, or visitor to the parish activity.
5. Any person who believes that he/she is subject to unlawful harassment or intimidation must contact the (a) program administrator, (b) pastor, or (c) diocesan director of religious education. A complaint must be filed in writing. In the event that an individual alleges harassment by a program administrator or a pastor, the individual may file the complaint with the diocesan director of religious education. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.
6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any program administrator, volunteer, or staff engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of services.
7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

**PARISH RESPONSIBILITIES**

1. As a best practice, each parish shall give staff and volunteers a copy of the Harassment Policy annually. The staff and volunteers are to sign and return the Harassment Policy Verification Form.
2. Each parish program shall follow diocesan procedures for timely investigation and response to complaints.
3. Each parish shall periodically train program administrators, staff and volunteers to ensure that they understand which types of behavior constitute harassment, the prevention of harassment, and how they should respond in the event of experiencing such behavior. Records are to be kept of training dates and names of those in attendance.
4. Each parish program shall include the Harassment Policy in materials distributed to the program's staff/volunteers.

**Office of Religious Education and Catechesis**  
**Catholic Diocese of Columbus**  
**Adopted 08/04 Reviewed 08/10 Revised 7/17**

STUDENT NAME: \_\_\_\_\_

2020-2021 GRADE \_\_\_\_\_

**PLEASE COMPLETE AND SIGN BOTH SECTIONS**  
**RETURN TO THE YOUTH FAITH FORMATION OFFICE**

**1. HARASSMENT POLICY VERIFICATION FORM**

I, \_\_\_\_\_  
(PLEASE PRINT YOUR NAME CLEARLY)

Check all that apply:

\_\_\_\_\_ an employee of St. Joan of Arc Catholic Church

\_\_\_\_\_ a volunteer of St. Joan of Arc Catholic Church

\_\_\_\_\_ a parent/guardian of youth participant (age 3 to grade 12) at St. Joan of Arc Catholic Church

\_\_\_\_\_ a youth participant (grade 6 to grade 12) at St. Joan of Arc Catholic Church

Have received copies of the diocesan policy on harassment and have reviewed the policy with above named student to their level of understanding.

I understand that it is necessary that any complaint of harassment must be filed with the (a) program administrator, (b) pastor or (c) diocesan director of religious education. I have had an opportunity to read the policy and am confident I understand the content and purpose.

St. Joan of Arc Catholic Church Youth Faith Formation Program

(Name of parish and program)

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
(Student's signature, if applicable)

Office of Religious Education and Catechesis  
Catholic Diocese of Columbus  
Adopted 08/04 Reviewed 08/10 Revised 7/17

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

**2. HANDBOOK**

I have received and reviewed the St. Joan of Arc Catholic Church Youth Faith Formation Handbook. I confirm that I understand and am responsible for the information contained therein.

\_\_\_\_\_  
Parent's Signature

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