

St. Joseph of Cupertino Catechetical Ministry

May, 2010

Dear Families,

The community of St. Joseph of Cupertino welcomes you to our Catechetical Ministry program! We share your desire to lead the children to know the Lord and to appreciate the riches of our Catholic tradition. We know that the primary role in the religious formation of your children is the role your family plays simply by being a Christian family. Our program seeks to recognize that truth and to support you in that endeavor. Working together, we hope to offer the very best in religious formation for your children. In this letter, we will explain the key components of our philosophy, our sacramental preparation program, and our general registration guidelines and procedures.

CATECHETICAL MINISTRY PHILOSOPHY

A key component of our Catechetical Ministry philosophy is that of life-long learning. As a Restored Order parish, we recognize that the sacraments are beautiful gifts to open us to new understandings and opportunities for growth, rather than ends in and of themselves. Each school year, our program focuses on a different aspect of our Catholic Christian tradition, building heavily on what has been explored in previous years, and digging deeper as is warranted by the child's growing abilities. Further, this parish offers High School Youth Ministry and a robust Adult Faith Formation program.

LIFE-LONG LEARNING

In order to reinforce this understanding of life-long learning, *all families enrolled in our catechetical program remain enrolled from year to year unless we are notified otherwise.* As a result, if there are any changes in your address, phone number, etc., please stop by the office to provide us with those changes as soon as they occur. Also, because faith formation of children is our primary concern, please do not allow financial concerns to prevent their attendance. Simply notify us if a year comes up when you require financial assistance and we will make arrangements.

FAMILY INVOLVEMENT

A second component of our Catechetical Ministry philosophy is that paid staff cannot do it all alone. We need volunteer catechists, aides, sew-ers, office assistants, and material preparation assistants. *We ask each family to give at least two hours of service each year.* Please reflect on your talents and consider how best to share them with this community. Training will be provided at your convenience to facilitate your comfort in these roles. Please complete the attached **Family Service Hour Form** and return it with your completed registration packet. We will contact

10120 North De Anza Blvd. • Cupertino, CA 95014
(408) 252-7653 ext. 60 • fax (408) 252-5263

you to schedule those hours at a mutually beneficial time. Remember that your participation in this program communicates a lot to your children about what is important to you. They and we are truly grateful for the gifts you bring to this program.

COMMUNITY WORSHIP

A third component of our program is to lead our families to worship with the larger parish community. We provide an Early Childhood Program for 3 year olds through 1st grade to allow young families to more easily worship with their older children at the 9:30am Mass. We also provide Children's Liturgy of the Word at the 9:30am Mass, to allow the older children at Mass to experience and explore the Scripture readings at their own developmental level. The catechetical program is offered from 9:20am-10:30am for 3 year olds through grade 1 and 10:50am-12noon for grades 2 through 6. Children in grades 7 & 8 will meet separately on Wednesday evenings from 7:30pm-8:45pm. *The expectation of the Pastor and Parish staff is that children in grades 2 and up will be attending Mass weekly in addition to their Catechetical Session. Please do not drop your children at class and go to Mass alone.* The community needs the vitality of its young people in order to remain fresh and alive. The Eucharist is the core of our belonging to our Catholic community, and we need to worship in communion with our young people.

SACRAMENTAL PREPARATION PROGRAM

As mentioned earlier, St. Joseph of Cupertino is a Restored Order parish. This means that prior to their reception of First Eucharist, our children complete their initiation through the sacrament of Confirmation. As a Restored Order parish, our theology of Confirmation is one of pure gift to which we are responding with desire and gratitude, exhibited by continued faith formation and celebration of the sacraments of Eucharist and Reconciliation. Children in grades 3-8 who have already celebrated their First Eucharist, may also be brought forward for the Sacrament of Confirmation. *Families wishing to bring their children to our Sacrament Preparation Programs must be able to:*

- Supply a copy of the children's baptismal certificate
- Attend all parent meetings, family meetings, and family retreats
- Commit to spending focused time preparing their children for the sacrament(s)
- Celebrate mass weekly with their children

Per our Sacrament policy, children going into grade 2 in the fall will be placed in grade 1 if they never attended a catechetical program before. If they have attended grade 1 at another parish, families are asked to provide a letter from the director/coordinator of that parish before the child can be placed in grade 2. Children in grade 3 and older who have not celebrated First Eucharist will take part in the Sacrament Preparation through the RCIA for children with Janice LaMotte and will be fully initiated at the Easter Vigil.

REGISTRATION GUIDELINES AND PROCEDURES

Because registration is on a *first-come first serve basis*, you are advised to return the attached forms as soon as possible. Early registration helps us plan for next year. *You will be invoiced in late August.* It is our policy that students be enrolled in the same grade level as they are in public school. Children entering the 3-year-old program should be 3 years old by December 1 of the current year and be toilet trained. Please be careful marking your Registration Form as to the grade level your child will be attending in fall, 2010. Your child will be placed in the grade level you indicate on the form. Be sure to complete the **Emergency Form** and return it along with the rest of the packet. *By Diocesan policy, your child cannot be placed in a class until we have an emergency form on file.*

There will be an important and informative **New Family Meeting** in September. At this meeting, you will receive a copy of the **Family Handbook** for your reference, and any remaining questions you might have will be answered. We will send a Family Newsletter in late August detailing our calendar for the upcoming year. If you have any questions, do not hesitate to call the Catechetical Office at 252-7653, x60. May God bless your family as you explore how best to form your children in the Catholic faith tradition.

Yours in Christ,

Tam Tran
Director of Catechetical Ministry

SUNDAY MORNING/WEDNESDAY EVENING CATECHETICAL FEES

YOU WILL BE INVOICED IN LATE AUGUST UNLESS YOU REQUEST FINANCIAL AID

\$ 90.00 -----One child
\$125.00 -----Two children
\$150.00 -----Three or more children

SACRAMENTAL PREPARATION FEE

YOU WILL BE INVOICED WHEN YOU REGISTER FOR THIS PROGRAM IN OCTOBER

\$35.00 -----Restored Order Fee
(Reconciliation, Confirmation & First Eucharist)
\$35.00 -----Confirmation Only Fee (Grades 3-8 only)

SUNDAY CLASS TIMES:

9:20 a.m. - 10:30 a.m.	3-year olds through Grade 1
10:50 a.m. - 12:00 noon	Grades 2 - 6

WEDNESDAY CLASS TIME:

7:30 p.m. - 8:45 p.m.	Grades 7 - 8
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St. Joseph of Cupertino Catechetical Ministry 2010-2011 REGISTRATION

FAMILY NAME _____ Home Phone _____

Mailing Address _____ City _____ Zip _____

Primary Contact E-mail address _____

Family is registered at: St. Joseph of Cupertino Parish _____ Other (List) _____

	Father	Mother	Guardian
First Name			
Last Name			
Religious Denomination			
Marital Status (circle one)	Married Widowed	Divorced Single	Married Widowed
Personal Email			
Occupation			
Work Phone			
Cell Phone			
Relationship to child			

Child(ren) Enrolling	Child 1	Child 2	Child 3	Child 4
First Name				
Middle Name				
Last Name				
Birth Date				
Gender (M/F)				
School Grade (in fall 2010)				
School Attending				
Baptism Date				
Baptism Location				
Food Allergies				
Specify any learning programs your child participates in.				

List other Children in family and birth dates: _____

Sunday 9:20 – 10:30 a.m.	Sunday 10:50 – 12:00 Noon	Restored Order Prep. Confirmation & First Eucharist	Sacramental Prep. Confirmation Only
3-yr-old _____	Grade 2 _____ Grade 5 _____	Grade 2 _____ Grade 6 _____	Grade 3 _____ Grade 6 _____
4-yr-old _____	Grade 3 _____ Grade 6 _____	Grade 3 _____ Grade 7 _____	Grade 4 _____ Grade 7 _____
Kinder _____	Grade 4 _____	Grade 4 _____ Grade 8 _____	Grade 5 _____ Grade 8 _____
Grade 1 _____	Wed: 7:30pm JH _____	Grade 5 _____	

*For Office Use Only
Date of Registration _____
Date Paid _____ Amt. Paid \$ _____ Check No. _____

_____ I request Financial Aid -- Full/ Partial
(Circle One)
_____ Payment Included _____ Please bill me

**ST. JOSEPH OF CUPERTINO CATECHETICAL MINISTRY
EMERGENCY INFORMATION AND MEDICAL RELEASE FORM
2010-2011**

Family Name _____ **Home Phone** _____

Street Address _____ **City, State, Zip** _____

Primary Email _____

Please list name(s) of **all** children attending

	Child 1	Child 2	Child 3	Child 4
Name				
Food Allergies				
Medications				
Special Health Problems				

Name	Father:	Mother:
Work Phone		
Cell Phone		
Address (If different from above.)		

In the event a parent cannot be reached, please list the names, relationships, addresses, and telephone numbers of two local persons, other than parents, whom you authorize to assume custody of your child in case of an emergency or disaster. Please select people who are close to St. Joseph of Cupertino.

	Emergency Contact 1	Emergency Contact 2
Name		
Relationship		
Phone		
Address		

Insurance Co. _____ **Policy #** _____

Physician _____ **Address** _____ **Phone** _____

Dentist _____ **Address** _____ **Phone** _____

Preferred Hospital to take child to: _____

In case of minor illness or injury, first aid will be administered. If serious illness or injury occurs, we will attempt to notify the parent/guardian. If we are unable to reach you, we must have the following authorization signed. "I authorize any duly licensed physician or surgeon to administer necessary treatment to my child."

Signed _____ **Relationship** _____ **Date** _____

**VERY IMPORTANT: PLEASE INFORM US OF ANY CHANGES IN THIS INFORMATION
THAT OCCUR DURING THE YEAR.**

2010-2011
FAMILY SERVICE HOURS FORM

We are asking that each family give a minimum of two hours of service each year.
 Please reflect on the time and personal service you can give and then fill out this form.
 Full Volunteer Job Descriptions available in the Catechetical Office.

FAMILY LAST NAME _____

	Name	Contact Phone	Email
Mother			
Father			
Other (relationship)			

I (We) would like to help in these areas: Please check all that apply.

<u>CLASSROOM</u>	<p>____ Teacher (Catechist) (Circle grade level) Age 3 Age 4 Kinder 1st 2nd 3rd 4th 5th 6th JH</p> <p>____ Substitute (Circle grade level) Age 3 Age 4 Kinder 1st 2nd 3rd 4th 5th 6th JH</p> <p>____ Aide (Circle grade level) Age 3 Age 4 Kinder 1st 2nd 3rd 4th 5th 6th JH</p>
<u>*LESSON MATERIAL PREPARATION / OFFICE ASSISTANT</u> (Two or more times per year)	<p>____ Sunday 9:20 a.m. – 10:30 a.m.</p> <p>____ Sunday 10:50 a.m. – 12:00 noon</p> <p>____ M T W TH _____ Time (circle days you are available to work and specify time)</p>
<u>CHILDREN'S LITURGY OF THE WORD CATECHIST</u> (9:30 A.M. Mass, Once per month)	<p>____ Catechist</p>
<u>SEWING</u>	<p>____ Sewing done at home</p>
<u>PREPARATION/DONATION OF FOOD, SNACKS AND REFRESHMENTS</u>	<p>____ As needed for meetings and events</p>

* Lesson Material Preparation/Office Assistant volunteers will be notified of their scheduled day at the beginning of the school year. They will receive a reminder email the Monday prior to their volunteer day.