

Our Lady Queen of Martyrs

Active Steward Service Opportunities

Catechist
Classroom aide
Hall monitor
Door monitor
Lector
Eucharistic Minister
Parish Commission Member
Choir
Blarney Blast
Parish Family Events
Oktoberfest
Faith Formation Photographer
Web design for Faith Formation
Reception help
Blood Drive
CYO
Youth Ministry
Christian Service
LOL
And many more!

Faith Formation

Handbook



Our Lady Queen of Martyrs Mission Statement

Our Lady Queen of Martyrs, through its members, is called to be a sign and sacrament of salvation to the entire Catholic community. Essential to this Mission is the work of spreading Christian life and teachings.

Table of Contents

| | Page |
|-------------------------------------|-------------|
| Staff Directory..... | 1 |
| Program Philosophy..... | 2 |
| Active Steward Service Policy..... | 2 |
| Faith Formation Class Sessions..... | 2 |
| Catechetical Staff..... | 3 |
| Sacramental Policies | 3 |
| Baptism | 3 |
| Reconciliation | 3 |
| First Holy Communion | 4 |
| Confirmation | 4 |
| General Policies | 5 |
| Attendance | 5 |
| Supplies | 6 |
| Code of Conduct | 6 |
| Dress Code | 7 |
| Parking Lot | 7 |
| Class Cancellations | 7 |
| Discipline Policy | 7 |
| Tuition Fees | 8 |
| Registration | 8 |
| Medical Needs | 8 |
| Emergency\Safety Procedures | 9 |

Emergency / Safety Procedures

Fire and Tornado Drills

We will conduct two fire drills early in the program calendar as well as one tornado drill. The Archdiocese requires only one fire drill and that we discuss procedures for tornado drills.

If there is a tornado warning (a tornado is approaching) all students will be directed to the main hallway on the first floor. If there is a tornado watch (forecast of possibility of tornado) an aide will be listening to the radio and catechists will be quietly alerted.

Each classroom is equipped with a phone so that if an emergency were to occur during class the office can be notified immediately. There are also hall monitors available to assist when needed.

Lock Down

Once classes have begun, the school entrance doors will be locked. There is a hall monitor that walks the halls during class times. He/she will be watching the doors for those parents etc. that need to come in to the building. This is done for your child's safety. The lock down procedures are taken from the Oakland Emergency manager and our local police department after on-site visits.

for a just resolution. Open communication between families with the catechist and staff is essential.

Tuition

Tuition is charged to each family to help subsidize the costs of books, classroom materials, building costs, and maintenance personnel. It is Our Lady Queen of Martyrs' policy that no child will be turned away from any of the programs based on financial concerns as long as those concerns have been communicated with the Director and/or the Pastor.

Registration

Registration begins in early spring and continues through the last week of August. All registered students MUST have a Baptismal Certificate and a current Emergency Form completed and turned in prior to the first class. Failure to do so will result in your child not being allowed into class.

It is important for your child's well being that we be notified, in writing, of any medical condition (seizures, asthma, ADD, ADHD) or medications (insulin, Ritalin, inhaler, etc.) that your child is being treated for or is using. It is important that we be made aware of any physical or educational limitations your child may have.

Please note: at this time we do not offer classes for students with special needs. The vicariate however does have the combined resources, supported by each parish to offer a vicariate wide program. If you are in need of those resources we will assist you in finding them and in supporting your family's needs in this area.

Medical Needs / Medications

Please dispense all medications prior to class. It is our policy to not give out medications, including cough drops. Students are not allowed to take medication during class, this includes over the counter medications. Epi-pens are the exception to the rule. Students with severe allergies may keep Epi-pens with them during class time. Faith Formation personnel are not trained in Epi-pen application. If student cannot administer Epi-pen themselves 911 will be called first then parent contact will be made.

Our Lady Queen of Martyrs

32460 Pierce Road
Beverly Hills, MI 48025

Pastor
Fr. James Smalarz

Deacon
Chris Beltowski

Director of Faith Formation
Mary Garlow

Faith Formation
Administrative Assistant
Linda Soper

Mass Schedule:

Daily: Mon., Tue., Wed., Thurs., & Fri.: 8:30am
Sat. 5:00pm
Sun. 8:00, 10:00, 12:00

Celebration of Reconciliation:
Saturday 3:30pm

classroom. At no time is it appropriate to touch the materials that are in any of the student or teacher desks.

Program Philosophy

The Our Lady Queen of Martyrs philosophy is built on our Catholic tradition and teachings as our program strives to live out our parish mission. It is our goal to assist in and promote your family's active participation in our faith community, to assist the children and families, in their spiritual, intellectual, and social growth. We strive to support and provide assistance to the parents; the primary example and witness in your children's faith journey. We pray that every child will experience the love of Jesus Christ through those involved in our program, as we foster respect for one another.

Active Steward Service Policy

A program will be successful and strong, based on the support it receives from its community. Our Parish community will be strengthened only by your family's involvement. As Catholics we are called by our Baptism and Eucharist to be in communion with one another.

Each family in our program is asked to be full participants in our parish and in our catechetical program. We realize that some of our Faith Formation families worship at near by parishes and we are thankful for your participation. We ask that you remain mindful that OLQM parish and formation process need your support as well. Service opportunities are available year round. If your family is in need of ideas please see back cover or call the Faith Formation office or the parish office.

Faith Formation Class Sessions

Keeping with the Archdiocesan policy for grades, 1 – 8, and in an effort to provide a quality program and allow for classroom flexibility, our program offers weekly class sessions on Monday nights from 4:45pm—6:00pm. A Family Process is offered with directed home study. Monthly family gatherings begin with the celebration of Mass at noon, followed by lunch and formation for the children at their age appropriate level as well as formation for the adults. A Sunday School program is also offered every week during the 10:00am Mass for those three and four years of age.

Throughout the year, we will offer Liturgies, prayer services, family enrichment opportunities to help bring the families together to further enrich

Dress Code

Dress must be church \ school appropriate. No clothing with inappropriate writing or pictures is permitted. Clothing must be modest in nature. Please keep in mind that students do go to church often and therefore should be dressed in a manner appropriate for the house of God. **No baseball or the like hats** are to be worn once inside the building.

Parking Lot

Students, as well as adults, walking to or from the school are to use the painted crossing areas. This is for the safety of all on our parish grounds. Please be sure that your child is aware of this and help us reinforce this safety procedure. Many of our students walk un-assisted to the cars. Please be very aware of your speed. **The speed limit is 10 miles per hour or slower depending on the amount of traffic.** Specific drop off procedures will be given out in detail.

Class Cancellations

If the Birmingham School district or Our Lady Queen of Martyrs School is closed for snow, inclement weather our program will also be closed. When in doubt please call the religious education office at 248-647-6068. If there is a building problem not related to weather every attempt will be made to inform you of the closing.

Discipline

To promote a healthy and safe environment, we will hold all students accountable for their actions in an age appropriate and timely manner. We will hold them to the standards of respecting yourself, your neighbor, the catechist, staff and parish property.

When there has been a breach in behavior, we will: First incident: remind the student of the rules; Second incident: Send notice home; Third incident: student will be sent to the office to speak with the Director; Fourth incident: the student will be sent to the office, a call home will be placed to pick the child up and an appointment will be set to meet with the student, the parents and the Director. In order to make every child's experience at OLQM a positive one, we will work closely with the child and family

Supplies

We ask that every student come to class with a pen or pencil. All other writing utensils will be provided for them (markers, colored pencils, crayons).

Each child should have a "take home folder" that will hold all homebound mail, classroom projects, bookwork, homework etc. The child will be given a form soon after classes begin that is to be signed by the parent each time there is homebound mail in it acknowledging that you have reviewed the information. Even though we are emailing our weekly newsletter there are still materials coming home that you should be aware of.

All students 6th grade and up must have a Bible with them for class. A Bible is given to each student in 6th grade for them to keep.

Code of Conduct

It is our expectation that your children will conduct themselves in a Christian manner at all times. This would include, but is not limited to, showing respect for themselves and those around them, being cooperative with adults and fellow students.

We would expect that all should attend class prepared to actively participate in activities and discussions and if unable to do so, they should be able to sit quietly and attentively listen to others.

The Our Lady Queen of Martyrs faith formation process is a community that gathers together to celebrate and learn about our God and our religion. It is vital to the community that students attend class to further enhance that sense of community.

At no time will the use of bad or destructive language be tolerated. In keeping with the school districts' policies, tobacco, alcohol and all other drugs will not be tolerated and we uphold a zero tolerance policy on the above as well as weapons or threats of any kind.

There is a zero tolerance policy for sexual misconduct. Any incident of inappropriate words or actions of a sexual nature will result in the immediate notification of the proper authorities. The complaint will then be handled according to the Archdiocese of Detroit Policy and the civil law.

Cell phones, pagers, CD players, handheld video games or toys of any kind are to be left at home. Food or drink are not appropriate in the

your faith journey. These are opportunities in which all family members are encouraged and invited to attend.

Catechetical Staff

In keeping with the Archdiocese of Detroit guidelines, our catechists are fully certified or working toward certification and enrichment. The Archdiocese Certification process is a nationally recognized level of formation. Certification classes are offered year-round through our vicariate and diocese. Our Lady Queen of Martyrs pays for all certification and enrichment classes for those seeking certification. All Catechists receive a tuition waiver for their children if needed.

Catechists, classroom and office aides are all volunteers that offer their time and talent to ensure that our program runs efficiently and effectively. All aides receive a tuition waiver if needed however aides are responsible for payment of their children's books.

It is our policy to ensure that all catechetical staff and volunteers are in compliance with the Archdiocese' guidelines for Protecting God's Children and Safe Environment.

Sacramental Policies

Baptism

Infant baptisms are scheduled by contacting the parish offices at 248-644-8620.

Non-baptized children that are of catechetical age (8 and older) will be interviewed and determination will be made, with the parent's involvement, of the most agreeable method for formation. It is usually the preference of the pastor that the child be baptized at the Easter Vigil, through the process of the RCIA process.

Reconciliation

First Reconciliation is celebrated with all second graders before they celebrate First Holy Communion. The catechists will assist the families in

the preparation process for their children. Reconciliation is a sacrament of God's love and healing graces and once a child has celebrated the sacrament for the first time, they are encouraged to maintain that sacramental connection as often as possible.

If your child is past second grade and they have not celebrated the sacrament, they will be encouraged to join in the RCIA process for children in preparation for their celebration. Their formation and preparation will be through the direction of the religious education office. Please contact the office in the fall to begin making arrangements for your child.

First Holy Communion

The Our lady Queen of Martyrs Community traditionally celebrates First Holy Communion with second graders in the spring. Formation is geared towards family participation in activities and prayers.

For children in grade three or above, that have not yet made their First Holy Communion, we will discuss with the family to determine when the sacrament will be celebrated. they will be encouraged to join in the RCIA process for children in preparation for their celebration. It is usually the preference of the pastor that the children celebrate First Eucharist at the Easter Vigil or along with the second graders in the spring.

Confirmation

Confirmation preparation spans over the span of the entire eight years with a more concentrated preparation beginning in seventh grade. The Celebration of Confirmation is a beginning and continuation of our faith journey, not an ending.

The formation is designed to help the candidates deepen their faith and their commitment to follow Christ. They take a close look at linking their life with the lives of the saints. They experience the justice and peace connectedness with their faith as they become involved in service.

There is a parent meeting to help identify the importance of your role in this step of your child's faith journey. There is also a retreat day for all candidates and their sponsors.

In the Sacrament of Confirmation, it is important that the candidates understand and desire to become a full and active member of the Catholic Church. In order to do that, the candidate needs to celebrate in all the sacraments, which have brought them to this point.

GENERAL POLICIES

Recognizing that parents and families are the first example in the faith formation journey, Our Lady Queen of Martyrs is committed to providing the families with support, resources and opportunities for spiritual growth and enrichment.

As we join together as companions on this faith journey, there are expectations that need to be shared. Here are some of our basic expectations and we invite you to share your family's expectation with the Director of Religious Education so that a mutual understanding can be achieved.

We expect and encourage you to:

- † Attend Mass each weekend.
- † Be Active Stewards in the parish.
- † Participate in parent meetings, prayer services and classroom activities.
- † Be attentive to the policies and expectations in this handbook.
- † Reinforce, at home, what your child (ren) is learning in class.

Attendance

As a safeguard, no child should be dropped off any earlier than five (5) minutes prior to their class time. Also, no child should enter a classroom without an adult present. We ask that children in grades 1 – 3 be dropped off and picked up at the door of the school. Please do not allow these little ones to walk in the parking lot unattended. We ask that prompt pick up after class also be observed.

If your child \ family will not be in class, please leave notice at 248-647-6068 x 340 or 341. It is our hope to call home to ensure the child is safe if their absence has not been reported.

If your child needs to report to class late, we ask that you do so by reporting to the Faith Formation Office. If your child needs to leave early, we ask that you write a note to be given to the catechist and we will have your child sent down to meet you in the office. No one should be going to classrooms to remove a student; our aides will handle that for you. All early dismissals must be signed out in the office.