

**2006/2007  
Staff Listing  
For  
Faith Formation for Children & Youth Ministries**

Glenn Valois . . . . . *Faith Formation Director*

Martha Zeyen. . . . . *Elementary/Middle School Faith Formation  
Coordinator*

Ana Garcia . . . . . *Middle School Youth Minister*

Raquel Cagigas . . . . . *High School Youth Minister/  
Confirmation Program Coordinator*

Therese Fenzl . . . . . *Sacraments & Christian Initiation of  
Children (CIC) Coordinator*

Glenn Valois . . . . . *Family Program Coordinator*

Glenn Valois . . . . . *Intergenerational Faith Communities Coordinator*

Sandi Wilson . . . . . *Pre-School Program Coordinators*

Denise Young . . . . . *SPRED Coordinator*

Sharon Hanson . . . . . *Administrative Assistant*

Kathy Works . . . . . *Administrative Assistant*

Diane Pitts . . . . . *Parish Council Representative*

## ***PROGRAM GOALS AND INFORMATION***

The Middle School Program is the tool for the catechetical training of students in Sixth through Eighth grade. This program offers the students opportunities for learning, social events and participation in service projects. Students meet in small groups facilitated by a catechist. Small groups meet at St. Augustine Hall meet on Tuesday and Wednesday evenings from 7:30pm to 8:30pm. The Middle School Program strives to integrate the teachings of the Church at age appropriate levels and to give students guidance in applying those teachings to their lives.

### ***Middle School Faith Formation – Grades 6 – 8***

Mission Statement: The Middle School Faith Formation Program of the Catholic Community of Pleasanton will provide each student in grades 6 – 8 with the values of the Gospel as proclaimed by Jesus Christ, and will hand down the traditions of the Catholic Faith through a catechetical curricula that has been inspired by the spirit of the Second Vatican Council and authorized by the Bishop of the Diocese of Oakland. This curriculum will compliment the journey of faith of each student according to its psychological, emotional, and spiritual development.

### ***Program Components***

Students participate in a variety of activities that will provide tools to each student along his/her own journey of faith. The students are exposed to the message and life of Jesus, ways to model a life of discipleship (social justice, community, love of neighbor) and challenging them to use their gifts to build God's kingdom here on earth.

**Group Meetings:** These groups meet once a week providing students an opportunity to learn, pray and play together. These groups strive to provide a sense of community and belonging to the students. Activities include a large group gathering, small group sessions, service projects and social activities.

**Dance Parties:** Middle School Dance Parties are unique in that any student of middle school age (6<sup>th</sup> – 8<sup>th</sup> grade) is welcome whether or not they are registered in the program. The parties offer several activities as an alternative to dancing, so that students may participate to the level that they feel comfortable.

**Liturgy:** Youth oriented masses are offered every Sunday evening at 4:00pm and 6:30pm. Students are encouraged to participate in liturgy on a weekly basis.

**The Sacrament of Reconciliation:** Youth Reconciliation Services are planned twice during the year, one in Advent and one in Lent. Students are

expected to attend these celebrations with their catechist and small group. Parents and families are encouraged to attend with the middle school and high school students of the parish.

**Service Projects:** Service projects are an integral part of the Middle School program. Each small group is required to do some sort of service project as a small group. Students are also encouraged to do service hours as individuals working in an area where he/she shows an interest. These experiences can then be shared with other members of the small group. During the year the middle school program will participate in one service program as a large group. There will also be several service days during the year offering our students a wide range of opportunity to become involved outside of the classroom.

**Social Events:** A ski trip is offered once a year. Other social events may be scheduled throughout the year.

## ***POLICIES AND PROCEDURES***

***Student Attendance:*** Attendance sheets must be turned in to the Faith Formation office each week. It will be returned to your mailbox for the following week. If a student must be absent from class, parents are asked to call the Faith Formation office. If a catechist does not receive a notice that a student is going to be absent on a specific day, the catechist should call the parent to verify the absence. If a student is absent 2 weeks in a row the catechist must call the parents to verify status. If a student misses 3 weeks in a row the catechist should notify the coordinator for follow-up.

***Facilitator Absences:*** Facilitators who need to be absent should call the office to inform the secretary of the situation prior to the session.

***Facilitator Arrival:*** Facilitators should arrive at least 15 minutes prior to the start of the session.

***Holidays:*** Legal holidays and seasonal vacation from classes will coincide with the Pleasanton Unified School District calendar. The Faith Formation office will be closed during these times.

***Communicating with Parents:*** It is recommended that facilitators stay in communication with your students' parents during the year enabling the facilitator to develop a relationship with the parents. This can be done through a group e-mail after the session. If you have a special concern or question for a specific parent, this could be addressed through an individual e-mail. Open communication can also help to alleviate discipline problems down the road.

***Middle School Discipline:*** There are times when a child can become disruptive to the environment in which the facilitator needs to accomplish the task at hand. Should a disruption take place, the following steps should be followed:

- The student will be asked to check his/her behavior and cooperate with the task at hand.
- Should the disruption continue the student would be sent to the Middle School Coordinator. The behavior will be discussed with the student as well as ways suggested for improvement. After a second attempt at this effort, the student will be removed from class and the parents will be called.
- In some cases a Behavioral Contract may be required.

***General Safety Issues:*** The safety of all connected with the Faith Formation Program is a primary concern. This includes students, catechists, younger siblings and parents dropping off or picking up students. Please remind your students of the following:

- No running or ball playing in the hall.
- No balls, toys or games should be brought from home.

- No roller blades or skateboards
- No wheeled shoes

These requests are made to insure the safety of all those present in the hall during scheduled class times.

***Cleanliness:*** The catechist is responsible for the general cleanliness of the classroom. Please be sure to empty the wastebasket and the recycling container in the appropriate bins in the hall near the kitchen. Close the windows, doors, turn off the lights and put the room back in “good order” (chairs under tables, vacuum if necessary, etc.) before departing. There are small cabinets on the walls of each classroom containing cleaning supplies for the tables, rugs and white boards.

***Cabinets:*** Each catechist has a cabinet for supplies, personal resources, etc. Your personal supplies with your name and grade when placing them in the cabinets. Please be sure to lock all cabinets before you leave the room. One cabinet is labeled “Shared Supplies”. These supplies are to be shared by all catechists who use the room during the week. Please return these supplies to the proper place at the end of class so that they are available to the next catechist. Cabinet keys will be distributed at the beginning of the year. Return your key to the office at the end of the program year.

***Catechist Supplies:*** Each catechist will be supplied with the necessary supplies for his/her class. Each catechist is responsible to be sure that the supplies are available for use in class each week. At the end of the Faith Formation year all catechist materials and unused supplies are to be returned to the Faith Formation office.

***Mailboxes:*** Each catechist is given a mailbox located outside of Room 3. This mailbox will be the main vehicle for distribution of any materials to the classes each week. **It is important that you check your mailbox before class each week.**

***Duplicating Materials:*** Materials to be copied should be attached to a *Duplicating Request Form*. These forms are available in a mailbox outside Room 3 and on the Faith Formation website. Requests should be submitted one week prior to use. There is also a mailbox to submit requests. You may phone in requests as long as we have an activity master for your grade.

***Visual Aide and Equipment Requests:*** Fill out a *Video Request Form*. These forms are available in a mailbox outside room 3 and on the Faith Formation website. Requests should be submitted one week prior to use. You will be contacted in advance if there are any problems with the request. Any video not in our library or the parish library must be cleared with the coordinator before it can be shown in class. Video requests may also be made by e-mail to the Faith Formation office.

## ***HELPFUL HINTS FOR POSITIVE BEHAVIOR***

**POSITIVE BEHAVIOR** is nothing more than providing students with the “keys” to achieve **RESPECT** of **SELF** and **RESPECT** for **OTHERS**. Jesus had a lovely way of putting it when he simply told us to “**LOVE ONE ANOTHER.**” The following are some “hints” that have worked. Take them and make them your own.

- Hint #1: The Catechist must always presume that each student before him/her was created GOOD and is a living, loving CHILD OF GOD.
- Hint #2: The Catechist must always come to class PREPARED!
- Hint #3: Students thrive on structure. It is important to provide that structure FROM YOUR FIRST DAY in the classroom.
- Hint #4: Allow the students to participate in making the “Code of Behavior” for your class. Keep the rules SPECIFIC and BRIEF.
- Hint #5: BE CONSISTANT! Hold each student in the class accountable for the class rules.
- Hint #6: Reward good behavior as soon as possible. Let the parents know of their child’s good behavior.
- Hint #7: EXPECT students to be nothing less that wonderful and tell them so!

### **WHAT TO DO WHEN ALL THE “HINTS” HAVE BEEN PUT TO WORK WITHOUT SUCCESS**

1. Remind student of the class rules. (That is your first warning.)
2. Act immediately. Do not be long suffering. Tell the student to remove her/himself from the group to another part of the room to think about what she/he should do to come back.
3. Send the student to the office.

[If you are a Home Catechist: After the first warning, give the class an activity, take the student to an adjoining room and talk about how you are expecting the student to behave. (Don’t spend too much time at this.) If the behavior still persists CALL THE PARENTS and let the parents speak with the student. Removal from the class may be the best result for everyone.]

## ***FIRE SAFETY PROCEDURES***

Everyone must participate in the fire drill.

When the fire alarm is sounded:

- The catechist calls for "Silence" in the room, then directs the children how to proceed.
- The students closest to the windows and doors will immediately close the windows and doors.
- The catechist directs the class to proceed out of the room through outside doors in single file. All classes will proceed to the far side of the parking lot by the trees and assemble by class.

Rooms 3- 5 will walk toward the front of the building and proceed to the parking lot and assemble by class.

Rooms 6 – 8 will walk toward the back of building, use walkway to the roadway and proceed to the parking lot and assemble by class.

Rooms 13 – 15 will walk toward the back of the building, proceed along the back of the building to the roadway and proceed to the parking lot and assemble by class.

Rooms 16 – 17 will walk toward the front of the building and assemble by class in the parking lot.

Office personnel will proceed out the front of the building and assemble with the students and catechists at the far side of the parking lot.

- The catechist will take their class attendance sheets with them and will call roll once the children have assembled in the parking lot.

**Be sure each child is accounted for.**

**FAITH FORMATION  
EARTHQUAKE PROCEDURES**

1. As soon as an earthquake is felt, **direct the children to walk away from the windows and outside doors. GIVE THE "DROP" COMMAND**, tell the class to DROP to their knees, clasp both hands behind their necks, close their eyes and protect their face with their arms, making their bodies as small as possible.
2. **STAY CALM.** Take hold of your attendance sheet and your emergency forms.
3. **STAY WITH YOUR CLASS AT ALL TIMES.**
4. After the major shaking has subsided, if you are on the **church side of the hall, use the outside doors and proceed to the center of the parking lot in front of the church.** If your class is **on the field side of the hall, use the outside doors and proceed to the center of the parking lot in front of the church.** Be as far as possible from any building structure, electrical wires or trees.
5. **Take attendance** of your class and make sure everyone is accounted for.
6. **DO NOT DISMISS A CHILD WITHOUT AUTHORIZATION FROM PARENT OR D.F.F.**
7. **Remain in the parking lot with your class** until further instructions from D.F.F.
8. The catechist will assume full responsibility for his/her class during this earthquake procedure.

**DO NOT DISMISS YOUR CLASS UNTIL INSTRUCTED TO DO SO.**