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ST. LUKE

PHILOSOPHY

Faith is a constant gift from God. It is offered to us from before our birth over and over again in our lives. Faith is not something we acquire on our own initiative, but rather, it grows and deepens as we experience life. Growing in faith is a life-long journey of learning, devotion, spiritual nourishment and service. The children, youth and adult faith formation programs here at St. Luke proclaim Christ's message, facilitate the experience of community, encourage service in the name of the Lord, and lead in prayer and worship (the four dimensions of message, community, service, and worship).

We affirm that parents are the primary educators of their child; that is, they form their child's faith, by word and example, and draw the child into the parents' own faith as lived day-to-day. We supplement that formation by teaching the underlying doctrine which supports the Catholic Christian lifestyle.

From early childhood through the senior years of adulthood, St. Luke's faith formation programs aim to enrich the faith life of individuals by

- † creating an environment in which the individual can experience God
- † respecting the stage they are in their faith development
- † challenging the individual to grow in his/her personal relationship with God
- † seeking to reach out to others in need celebrating liturgically the faith life within the parish community

Early Childhood and Youth Programs

The Children and Youth Religious Education Programs are based on the philosophy of Catholic Christian living. The catechists, parents and students work hand-in-hand to live a life of Christian faith, hope and love. Students are taught Catholic Christian doctrine in an atmosphere that reflects love, care and respect for the uniqueness of each person. The gifts and talents each of us possesses are the means through which our commitment to the Christian challenge of service to others can be fulfilled.

The parents are the primary religious educators of their children. With parents and catechists building a foundation of positive religious attitudes, the students can establish a deep, personal relationship with God.

The parish is called to help our children recognize and develop their gifts and talents. We are called to be witnesses to our Catholic faith, to teach by example and to model Christian values. We are called to teach the greatest commandments of all - love of God and love of our neighbor.

The doctrines, beliefs, moral teachings and heritage of the Catholic Church are taught in ways designed to best help today's students. The programs present and emphasize teachings at the proper age levels according to the curriculum guides of the Archdiocese.

Therefore, in all programs touching the lives of the young child through adolescence, only those texts based on the norms contained in the National Catechetical Directory, *Sharing the Light of Faith*; the Archdiocesan Graded Course of Study for Religion; as well as the Preferred Text List for the Archdiocese will be used. Copies of all documents are on file in the Religious Education Office and are available for review by any parent/guardian.



**Children's Liturgy
of the Word**

Children's Liturgy of the Word (CLW) gives children 3-9 years of age the opportunity to listen to God's Word with a child focus. CLW is celebrated during the 5:30pm Saturday Mass and the 10am Sunday Mass. Children are

dismissed from the congregation to hear the Gospel proclaimed at their own level. They are given the opportunity to pray and share the Word of God with their peers. They rejoin the congregation after the Prayer of the Faithful.

EARLY CHILDHOOD FORMATION PROGRAM

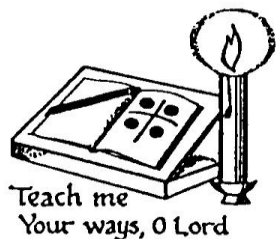
In the Early Childhood Formation Program the process of discovering God as a loving parent in the child's own life as well as recognizing God's presence in the world is initiated. It is not the time for explanations of religious doctrines, but rather is a time to establish positive religious attitudes and religion readiness. The foundation is laid for understanding religious concepts which will help to develop and deepen a relationship with God as the child grows and matures.

EC formation provides the child opportunities:

- ✠ to grow in knowledge of him/herself
- ✠ to appreciate self as a unique gift from God
- ✠ to deepen a sense of wonder about God's world
- ✠ to appreciate others as a gift from God
- ✠ to raise awareness of God as a loving and caring parent
- ✠ to experience prayer appropriate to a child's level

Children three years of age (as of September 30, 2009) through kindergarten are invited to participate in the EC program. The program meets on Sundays at 9:45am in the school gym. The children move on to respective classroom in the school and remain there with their catechists until Mass in over. Volunteer adult catechists, assisted by youth volunteers, lead the children in class.

The primary text is Our Sunday Visitor's "I Am Special" series. Children do not have books, but frequently the catechists send home a parent letter noting the theme of the lesson for that morning. To reinforce the child's learning it is important that parents read these letters and initiate questions throughout the week. Children "learn by doing". The EC classes engage in weekly craft activities, games, songs, and celebrations. Occasionally parents are invited to join in special celebrations.



PARISH SCHOOL OF RELIGION & ST. LUKE SCHOOL

ELEMENTARY

The Parish /School Edition of Sadlier's "We Believe" series is used in Kindergarten through grade six. "We Believe" is developed according to the established criteria for Catholic materials. It promotes a continuing commitment to religious literacy and the religious imagination of children in their Catholic faith practice. Special features of this program are:

- ✠ Faithful to the Catechism of the Catholic Church and written in the spirit of the General Directory for Catechesis.
- ✠ Reliance on Scripture, Catholic social teaching, vocation awareness, and mission.
- ✠ Age-appropriate, culturally rich, thematic, integrated curriculum.
- ✠ A teaching process modeled after Jesus' "pedagogy of faith".
- ✠ Faith formation for the classroom, the home, the community.
- ✠ Music and prayer that echo and anticipate liturgical celebrations.
- ✠ Reflection and activities that integrate catechesis, liturgy, and life.

Each child has a textbook. If this is lost, parents must purchase an additional one.

Grade level textbook and themes:

Kindergarten	God Made the World (St. Luke School Only): Creation and Jesus
Grade 1	God Loves Us: God the Father, Son and Holy Spirit
Grade 2	Jesus Shares God's Life: Sacrament's of Baptism, Penance and Eucharist
Grade 3	We Are the Church: The Church
Grade 4	God's Law Guides Us: The Ten Commandments and Morality
Grade 5	We Meet Jesus in the Sacraments: The Seven Sacraments
Grade 6	We Are God's People: Hebrew Scriptures

JUNIOR HIGH

Sadlier's "We Live Our Faith" program will be used in grades seven and eight. These two volumes are a systematic catechetical program specifically designed for the faith development of adolescents. The eighth grade has an additional textbook to prepare for Confirmation.

HIGH SCHOOL

The high school faith formation program consists of short courses, with intensive study on topics that are relevant to the lives and faith formation of today's teens.

PRAYERS AND LEARNING GOALS

According to the Archdiocese of Cincinnati's Graded Course of Study, students are expected to learn/memorize certain prayers, lists, and skills at the developmentally appropriate time. Because parents are their children's primary teachers and because classroom time is limited, parents are asked to accomplish this at home. These prayers and lists can be found at the back of the textbook for those in Grades 1-6. Each prayer/list/skill is followed by a range of grade levels. The first number indicates the grade by which the material should be introduced; the second number indicates the grade by which the material should be mastered. For example, a child should be introduced to the Sign of the Cross no later than Grade 1 and should be able to say the prayer with appropriate gestures in Grade 2.

Prayers		Lists/Skills	
Sign of the Cross	1-2	Two Great Commandments	1-3
Our Father	1-3	Rosary & Mysteries	1-6
Hail Mary	1-3	Structure of Mass	1-8
Glory Be	1-3	Liturgical Year	1-8
Meal Prayers	1-3	Persons of the Trinity	2-3
Types of Prayer	1-3	Ten Commandments	2-8
Mass Prayers	1-5	Seven Sacraments	3-5
Act of Contrition	2-4	Finding Chapter & Verse in Bible	4-6
Memorare	2-5	Four Gospels	4-6
Apostles Creed	3-6	Corporal Works of Mercy	4-7
Act of Faith	4-6	Spiritual Works of Mercy	4-7
Act of Hope	4-6	Precepts of the Church	4-8
Act of Love	4-6	Gifts & Fruits of the Spirit	6-8
Nicene Creed	5-8	Virtues	6-8

PROGRAM EVALUATION (NCEA-ACRE)

As a means of providing information about the areas of strength in our programs, as well as areas that may need attention or improvement, students in Grade 5 and 8 in St. Luke School and PSR participate in the National Catholic Education Association's Assessment of Catechesis/ Religious Education (ACRE). The assessment is administered during a class session in late January. The assessment tool evaluates the student's basic religious knowledge, as well as religious beliefs, attitudes, practices, and perceptions. Student scores for the Religious Knowledge section will be reported individually and mailed to parents.

CLASS AND HOME ASSIGNMENTS - PSR

Catechists in the PSR program do assign class work and homework as needed. Students are expected to complete all class and home assignments.

PROGRESS REPORTS - PSR

Parents are encouraged to contact the catechist at any time during the year to discuss their child's progress. Likewise, teachers will contact parents when appropriate during the year.

To encourage student accomplishment and accountability for learning, a student's achievement of basic learning objectives required for his/her grade level will be monitored throughout the year. A mid-term and final progress report will be sent to each elementary and middle school student's parent(s)/guardian. Areas assessed will include:

1. Attendance
2. Behavior and positive attitude
3. Class participation
4. Memorization of Catholic prayer and doctrine (when required)
5. Class and home assignments
6. Understanding of lessons

CELEBRATION OF SACRAMENTS

A vital part of each student's development as a Catholic is regular participation in the sacraments of the Church. All students in the first grade and older are expected to attend weekly Sunday Mass, as well as Holydays of Obligation.

A child preparing for the sacraments of Reconciliation, Eucharist and Confirmation must have completed a full year of religious instruction immediately preceding the program year of preparation and reception of the sacraments. Detailed information on these sacraments is located at the Sacramental Preparation Section of this handbook. This year the required parent meeting will also include the child who will be preparing for the sacrament. More information will be sent home at the beginning of the school year.

SEPTEMBER 2009							
S	M	T	W	Th	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				
OCTOBER				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
NOVEMBER							
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	DECEMBER					
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			
JANUARY 2010						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	FEBRUARY						
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				
MARCH							
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				
APRIL				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		
MAY						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	

2009-2010 Calendar

PSR and Early Childhood class sessions are highlighted in grey.
Sacramental Preparation dates are highlighted in black.

PSR and Early Childhood days off:

Oct. 14	Catechist in-Service
Nov. 22	Early Childhood only no class – Christmas Bazaar
Nov. 25/29	Thanksgiving Break
Dec. 23-30	Christmas Break
Jan. 6	Epiphany Dinner for Catechists
Mar. 28/31	PSR Spring Break
April 4	Easter Break

First Reconciliation and First Communion Preparation Schedule:

Oct. 6	Reconciliation Session 6:30-8:30pm Kramer Hall
TBA	Communion Reconciliation Service
	<i>Reconciliation can be received every Saturday between 4-5:15pm</i>
Jan. 26	First Eucharist Session 7:00-9:00pm Kramer Hall
Apr. 24	Jesus Day
May 1-2	First Communion

Confirmation Preparation Schedule

Nov. 17	Confirmation Session 7:00-9:00pm Kramer Hall
Feb. 19	Retreat (part 1- evening)
Mar. 14	Retreat (part 2) 1:30-5:30pm Kramer Hall
Mar. 21	Interview: PSR
Mar. 22	Interview: St. Luke School
Apr. 14	Confirmation Practice 7:00pm in church
Apr. 19	Confirmation 7:30pm

Holy Days

Nov. 1	All Saints Day
Dec. 8	Immaculate Conception
Dec. 25	Nativity of the Lord
Jan. 1	Solemnity of the Blessed Virgin Mary

Weekend Mass Time

Saturdays	5:30pm
Sundays	8am, 10am, 12pm



Other Parish Activities and Ministries for Children

YOUNG DISCIPLES

A community-building and service-oriented activity for ALL children of St. Luke Parish in grades 1 through 6. The children engage in fun mixers, crafts, games as well as carry out a service project using the assigned Corporal Work of Mercy as a theme. Each grade level is designated a month to carry out their project.

Through the Young Disciples, we are serving Christ by serving others.

Grade 1: Visit the sick

Grade 2: Feed the hungry, Give drink to the thirsty

Grade 3: Cloth the naked

Grade 4: Shelter the homeless

Grade 5: Visit the imprisoned

Grade 6: Bury the dead

Each month a different grade is scheduled. Dates for each of these events will be determined in the future and be in the bulletin and distributed in flyers. Parents are needed for these service events. Please call Margie Alexander if you are interested in volunteering or have any questions.

AFTER SCHOOL CLUBS

All children are invited to join the after school clubs. Forms will be available in Jansen Center as well as the school office. Parent volunteers are always needed. If you have any questions or would like to volunteer, please contact Leslie Vondrell.

Grade 2: Cheerful Givers

Grade 3: Jesus Club - Explore "Who is Jesus?" with songs, crafts, and dynamic activities. The club's goals are for children to learn more about Jesus and grow in love for Him.

Grade 4: Saints Club - Jesus helps us to become like Him, and looking at how the saints lived can give us encouragement, hope, and practical wisdom. The club's goals are to help your child grow in virtue and more fully understand how to be a disciple of Christ.

Grade 5: Rosary Club - This club is a fun way to bring kids together to share, learn, and deepen their faith by encouraging missionary spirit through prayer and the making of concrete, practical holy reminder and missionary tool, the Rosary.

Grade 6: Gospel Club - Understanding and applying Scripture is one way 6th graders can be challenged to learn and live their faith. It is the club's goals to do both action-oriented, hand-on approach.

SUMMER VACATION BIBLE SCHOOL

Vacation Bible School provides a 5-day program for children preschool age through the fifth grade. Bible Stories and Saints for the day are learned through crafts, games, music and skits.

Children entering the program must be 3 years of age on or before September 30 of the previous year. The program is usually held during in June.

Volunteer opportunities are available for adults, and youth grades 6 – H.S.

ALTAR SERVERS

Boy and girls in Grade 5 and above are invited to participate in the Ministry of Serving during the parish's Eucharist celebrations. Training for servers will be offered at a time to be announced.

CYO (CATHOLIC YOUTH SPORTS)

All parish youth are invited to participate in a number of sports activities through the St. Luke Athletics. Announcements are regularly included in the church bulletin and forms are periodically sent home with the students. Contact - Pat Kelly email: kelly.p@sbcglobal.net

SCOUTS

Scouting troops are currently active within the parish. Boys in grades 1 to 5 can join Cub Scouts. Boys in grades 6 and higher can join Boy Scouts. Girl Scouts are also available beginning with Blue Birds through completion of High School Graduation. Adult service and camping experiences are a part of the adventure. Religious Award/Badge information is available through your scout leader.

Policies and Procedure for Early Childhood & PSR

ADMISSION/REGISTRATION

NOTICE OF NON-DISCRIMINATION POLICY

St. Luke Parish does not discriminate on the basis of race, sex, national and ethnic origin or handicap condition. Persons with disabilities are provided opportunities to participate to the maximum extent possible.

SPECIAL EDUCATION

We welcome children with special needs to our program and will work with the parents and catechist to design appropriate learning experiences. Parents should bring these needs to the attention of the Coordinator at the time of registration.

PARENT/GUARDIAN CONSENT

A custodial parent/guardian is required to 1) sign the registration form and enrollment agreement form, 2) provide emergency care instructions, and 3) sign the handbook receipt to acknowledge he/she has read, understands, and supports the policies contained in the handbook. The Coordinator needs to be informed by the custodial parent of the rights of the non-custodial parent.

SUPPORTING DOCUMENTS

At the time of registration for the first time, the parent shall submit a copy of the child's baptismal certificate.

REMEDIAL PROGRAMS

Students who enroll after an extended period of time without formal religious education will be assessed by the Coordinator to determine appropriate placement. Some special sessions, or the completion of the children's catechumenate process, may be required.

RETENTION POLICY

If the student is retained in the same grade in the public schools, it is the parent(s)/guardian's decision whether the student is retained or moves on in the PSR class.

PROGRAM FEES

Each year the tuition is subject to change according to the parish budget.

PSR/Early Childhood tuition is:		Home School Fee	\$ 27.50/child
Registration fee	\$ 20/child (non-refundable)		
1 child	\$ 75	Vacation Bible School tuition is:	
2 children	\$ 130	1 child	\$ 15
3 or more children	\$ 165	2 or more children	\$ 27
Confirmation	\$ 20 (Retreat Fee)		

Replacement Fee for Lost Textbooks: \$20

If withdrawing in the middle of the school year, refund will be pro-rated.

SCHEDULE OF CLASSES

All classes are held at the St. Luke School or Jansen Center beginning in September and finishing at the first week in May.

Early Childhood

Sunday
9:45 a.m. – 11:00 a.m.

PSR Grades 1-8

Wednesday
4:15 p.m. - 5:30 p.m. or
7:00 p.m. - 8:15 p.m.

PSR Grade 8

Sunday
9:45 a.m. – 11:00 a.m.

PSR High School

Wednesday
7:00 p.m. – 8:15 p.m.

ATTENDANCE

OPEN HOUSE/ORIENTATION

Parents are requested to attend the Open House/Orientation for the Wednesday PSR in September. Catechists will be present to meet the parents. We will begin the year with a prayer service in church followed by the Open House.

CLASS ATTENDANCE

Regular class attendance is anticipated and necessary for continuity. If for some reason a student must miss a class, parents must phone the Jansen Center (426-1733 ext 301) before class. The office aide at PSR will attempt to call all parents who have not called in to report the absence of his/her child on that day. Attendance records will be kept in the Jansen Center. Perfect attendance will be recognized at the end of each semester.

TARDINESS

Because of the short amount of class time and concentrated teaching involved, classes must begin promptly. Tardiness is extremely distracting to both the catechist and the other students. Students who are tardy must report to the office before going to class.

EARLY DISMISSAL

As with tardiness, the early dismissal of a student is distracting to the catechist and other students. In addition, the most important part of the lesson may be taking place toward the end of the class time and will be missed by the student. Parents are asked to demonstrate a commitment to their children's religious formation, even when it involves conflict with a child's interests in sports or other extracurricular activities. Should an early dismissal be unavoidable, the parent/guardian must SEND A NOTE to the catechist prior to class and come to the school office at the designated time to sign the student out. We will then call the student to the office.

VISITORS

All visitors must report to the school office.

SAFETY/EMERGENCY PROCEDURES

ARRIVAL/PICK UP

Sunday Early Childhood children should be escorted into the St. Luke School gym by a parent/guardian through the school main entrance. They should arrive no earlier than 9:35 a.m. Classes begin at 9:45 a.m. Children should be picked up in their classroom at 11:00 a.m., or whenever Mass ends. Please wait in the school lobby until dismissal. No child will be dismissed until the responsible person is present.

Sunday 8th Grade PSR students are to come directly to Jansen Center by 9:45a.m. & will be dismissed at 11:00a.m.

Wednesday PSR students should arrive no earlier than ten minutes before their scheduled class time. Students should enter St. Luke School's main entrance and go directly to their classroom. Students in Grade 1 through 3 should be picked up from their classroom. If we can identify the family member who comes (an older sibling is permitted) we will allow a child to go with that brother or sister. But if someone other than a parent/guardian or sibling is sent to pick up your child, please advise us ahead of time. To avoid disrupting the class, please wait quietly in the school lobby until the dismissal bell rings before proceeding to the classroom for pick up. Parents are to make their own arrangement with children in grades 4 through high school as to how they will meet for pick up.

PARKING LOT

Drivers must observe extreme caution in the parking lots and respect all traffic signs/cones for the safety of the children especially when it has gotten dark. Drop off and pick up is routed to the front of the school. If you intend to escort your child(ren), please park, then enter the school through the school main entrance.

CANCELLATION

If inclement weather or other emergency should occur, the following radio/TV stations/websites will be notified. Please check them for details.

WHIO TV7	95.7 FM	whiotv.com	k99online.com
WDTN CHANNEL 2	99.1 FM	wdtn.com,	953theeagle.com.
	1290 AM	newstalkradiowhio.com,	

If we have your email address, we will also notify you via email using our Parish Database System. Whenever inclement weather, or other emergency, forces the Beavercreek City Schools closing or early dismissal, Wednesday PSR classes are likewise cancelled.

FIRE/WEATHER DRILLS

Students will be instructed by the catechists about the proper procedure to follow in an emergency. Emergency exit signs are posted in each classroom. In case of weather emergency, students will be directed to a downstairs shelter area.

EMERGENCY MEDICAL FORM

The “Archdiocese of Cincinnati Permission, Release and Medical Power of Attorney” form is mandatory for a student to attend a class. Emergency forms will be kept on file in the office in case of emergency.

FIELD TRIPS

No student may be transported off the parish grounds without expressed written parental permission. The Archdiocesan Release and Medical Permission Form are to be used. 2 responsible adults must accompany any fieldtrip. Drivers must be 21 years of age and show proof of a valid Ohio driver’s license and insurance.

CHILDPROTECTION POLICY

Program administrators are required by the Ohio Revised Code and by the Archdiocese of Cincinnati Decree in Child Protection to report suspected or actual child abuse or neglect to the proper authorities. All adults working with children in our parish programs are required to attend an orientation on the Decree on Child Protection and have a criminal background check completed.

RECORDS

Attendance, ACRE, and Sacramental records for all youth will be kept on file in Jansen Center. Parents/guardians have the legal right to review and inspect their child's records, to challenge the accuracy of the records, and to prohibit the disclosure of records in certain circumstances. Ohio Code authorizes officials who handle records to provide law enforcement officers access to student’s records when the officer indicates he/she is conducting an investigation and that the student is, or may be, a missing child. Parents/guardians who wish to review their child's records may do so by making an appointment with the Coordinator. Custodial parent alone can sign for record transfers.

DISCIPLINE

Every person is worthy of being treated with care and respect befitting one made in the image and likeness of God. Therefore, classroom behavior should be characterized by genuine Christian care and respect.

CONDUCT

Students are expected to:

- arrive at class on time

- bring textbook and any homework
- show respect for self and others
- keep hands off other persons and their property
- handle parish property with care
- listen, follow directions and participate fully in class

BUILDING RULES

1. Walk at all times
2. Speak quietly
3. Wait in the hallway until the catechist/assistant arrives
4. Use the property with respect
5. Bringing snacks or drinks into the building is prohibited, except for special situations cleared by the office.
6. Permission from the office is needed to use the elevator
7. Climbing or walking on the outside retaining wall is prohibited

CONSEQUENCES OF DISCIPLINE PROBLEMS

1. Verbal correction is given by catechist or adult
2. Continued negative behavior will result in a student being escorted to the office with a behavior report and parent notification
3. A second behavior report will result in a parent conference.
4. Continued negative behavior will result in suspension/removal from the program.

The following list of serious negative behavior is not all-inclusive and may result in immediate suspension:

1. destruction of parish/school property
2. *physical or verbal abuse/harassment of others
3. stealing
4. fighting
5. crude or offensive language
6. *tobacco/drug/alcohol/substance possession or use
7. *possession, use of, or threat to use a weapon

*proper legal authorities will be called

DRESS CODE

Students should dress appropriately. Attire that promotes anti-Christian values, alcohol, drugs, tobacco, discrimination, hate, or has sexual connotations shall not be worn. Clothing must cover the shoulders, torso, and undergarments. Students may not wear cleats or heelies. If inappropriate clothing or shoes are worn, a parent/guardian will be called.

COMMUNICATIONS

If you wish to speak with a catechist, please do so after class.

The following are just some of the ways the staff and catechists will communicate with parents: emails, parent letters, sacramental packets, bulletin and church announcements, parent/guardian meetings.

If there are questions, problems or concerns regarding the program and/or student, please follow these procedures:

- 1) Contact the catechist/facilitator
- 2) Contact the coordinator
- 3) A conference with the coordinator, catechist, parent(s)/guardian and student will be arranged.

If there are questions, problems or concerns regarding a catechist or staff member please follow these procedures:

- 1) Communicate with the person with whom there is a problem.
- 2) Communicate with the person's most immediate supervisor.
- 3) Seek the help of a third party to facilitate discussion (i.e. the pastor).
- 4) Pursue the matter through the local due process procedure.
- 5) Seek information concerning the Archdiocesan Mediation Office.

Youth Ministry

Our Mission: To help young people live out gospel values by deepening their personal relationship with God, providing them with service opportunities to help others, and by helping them participate more fully in the life of the parish community.

The **High School Youth Ministry Program** exists to reach out to High School students within the parish, assisting them in developing healthy peer relationships, in growing in their faith, in leadership development, and by providing them with the opportunities to serve others within both the parish and local community.

Meetings are held weekly on Sundays from 7-9 p.m. in the Youth Room inside Bishop Ford Hall. Sessions include evangelization, faith formation, service projects, as well as recreation activities. Other activities include retreats, mission trips, volunteer opportunities, and recreational outings.

Our **Jr. High Youth Ministry Program** exists to reach out to students and families and draw them into the parish, by developing healthy family and peer relationships with the family and helping students in their walk with God. We strive to do this by offering activities twice a month to supplement the faith formation already taking place through the school and PSR program.

Meetings are held 2 Sundays per month from 5-6:30 p.m. in the Youth Room inside Bishop Ford Hall, as well as off-site recreational locations.

Types of activities offered:

Evangelization Activities are fun activities held regularly (laser tag, parties, ice skating, lock-ins, ski trips) that draw young people in to participate in a fun activity while bringing the gospel message to life.

Service Projects are also held regularly. We try to maximize interaction between the youth and those whom we serve (when possible) in order to allow the students to experience true Christian service where the “servers” and the “served” share their gifts with each other. Opportunities are also available for youth to serve as youth leaders within both the Jr. and Sr. High programs. Also, a summer mission trip to Appalachia, called Gospel Road, is held annually.

Faith Formation Sessions are incorporated into the Sunday meetings for both Jr. and Sr. High students. We provide opportunities for exploration into the Catholic faith tradition, through Bible study, mass, adoration, and discussion groups, allowing the youth to take ownership of their faith.



Young Adult Ministry

Our Young Adult program is in process. We are hoping to provide a place where young adults can come together, learn about their faith, and then share their knowledge and talents with the parish community. We would like to do this in a variety of ways, including social activities, Bible studies, and service projects.



Adult Faith Formation and Evangelization

St. Luke Parish is committed to providing learning opportunities for the ongoing faith growth of adults. The Education Commission and the Adult Formation and Evangelization Committee are responsible for surveying needs, for planning and programming, promoting and evaluating opportunities for adults of the parish to share their faith and grow in their faith commitment.

Among their guidelines are the following:

1. To assist adults in clarifying and owning Christian values which become operative in their own lives.
2. To provide opportunities for ongoing learning at all points of adult life.
3. To help adults grow in their relationship with God.
4. To assist adults in their responsibility for acting as agents of change in addressing the needs of the parish and the community at large.
5. To prepare adults with practical experience for leadership as well as supportive roles in family, church, and society at large.

Some opportunities for adult faith growth are:

- ✠ Centering Prayer: Meets Thursday evenings
- ✠ Familia: Discussion of various Papal encyclicals
- ✠ Just Faith: Experience the Social Justice Tradition of the Catholic Church
- ✠ Threshold Bible Study: A thematic Bible study
- ✠ Parent Sessions on Baptism, Confirmation, Eucharist and Reconciliation
- ✠ New Life Retreat - Oct. 2, 3, 4, 17: Our faith is more than just rules, regulation, and rituals. This retreat offers the opportunity to discover and deepen your relationship with Jesus and awaken your spiritual life. This is not an overnight retreat.
- ✠ Rediscovering Catholicism: Book read in small Christian communities
- ✠ Quest: Reflection and sharing insights on the Sunday readings, meets Wednesday evenings.
- ✠ Disciples in Mission: the new 3 year program for the parish. It will be held during the season of Lent and is a 6 week program. It can include a Parish Reflection Day, family activities, teen faith sharing, Sunday liturgy catechesis, and small faith sharing groups. It fosters spiritual renewal by placing the missionary dimension at the heart of the community of faith for the further evangelization mission of the church.

Sacramental Preparation Programs



RITE OF CHRISTIAN INITIATION OF ADULTS

The Catholic Church warmly welcomes new members and tries to provide an appropriate spiritual formation according to each person's needs. The Rite of Christian Initiation of Adults (RCIA) is the Church's way of initiating adults, as well as those children who have reached an age for understanding.

With the RCIA, the Second Vatican Council has reclaimed the practice of the early Church by welcoming new members through a process of community building and information sharing. The process is designed to support a person's search for Christ and offer them guidance along their journey toward the Lord. Participants are invited to explore scripture, various topics of the Catholic tradition, the Catholic Christian community and the community's prayer and worship. Various rites or rituals that celebrate a person's gradual initiation into the Catholic Church punctuate the process.

The RCIA is for any non-baptized adult, or child six years of age or older, interested in becoming Catholic, as well as for those adults and children who have been baptized in a non-Catholic Christian faith and for baptized Catholics who have not been catechized or raised in the Catholic Church. In addition, Catholic members of St. Luke are invited to companion the RCIA participants as they move toward the celebration of the Sacraments of Initiation at the Easter Vigil.

INFANT BAPTISM PROGRAM

The Infant Baptism Program (birth through 5 years of age) follows the guidelines of the Archdiocese of Cincinnati promulgated in 1983. In accordance with these guidelines, St. Luke Parish follows these policies:



1. Call the Jansen Center, 426-1733 ext. 301, to pre-register for Baptism Class and provide the necessary information.
2. It is a requirement that parents attend the program "Baby's Baptism - Sacrament of Welcome" prior to the Baptism, if they have not attended this program within the last two years. Godparents are encouraged to attend.
3. The program will be offered on the first Monday of each month at 7:00 p.m. in Jansen Center. If this falls on a holiday, the program is rescheduled for the second Monday of that month.
4. A date for Baptism will be scheduled after all necessary forms are received in Jansen Center.
5. Baptisms will be celebrated on the second and fourth Sunday of each month*. They will be held at 1:30 p.m. during a ceremony outside of Mass. Please have the infant dressed in a white garment for the Baptismal ceremony. This garment should be able to be opened at the neck to allow anointing on the infant's chest.

**Please note that in keeping with the Liturgical Season, there will be no Baptisms during the Lenten Season (Ash Wednesday through Good Friday).*

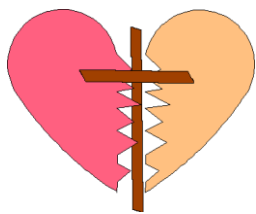
The Baptism class for Parents and Godparents is designed to aid parents/godparents in their spiritual growth and formation and to better understand and deepen their own Baptismal commitment. The class covers the theology, symbols, and ritual of Baptism. The program will also include suggestions of practical ways parents can live up to the commitment of Baptism.

In conformity with Canon Law #872, 873, and 874, St. Luke Parish will follow these basic guidelines regarding Baptismal Godparents:

1. Godparents must be practicing Catholics, at least 16 years of age and fully initiated in the Catholic Church (i.e. Have received the Sacraments of Baptism, Confirmation, and First Holy Communion in the Catholic Church).
2. As a minimum, your infant must have at least one Godparent, male or female. However, it is highly recommended to have the maximum two Godparents, of whom one must be male and the other, female.
3. It is permissible to have one Godparent and one Christian Witness, each of opposite genders. A Christian Witness is someone who is at least 16 years of age and is a baptized, practicing member of another Christian denomination that believes in the Doctrine of the Trinity of God.
4. If a Godparent belongs to a parish other than St. Luke, he/she must provide us with a Sponsor Form or Letter from his/her parish stating he/she is an active member of that parish. This sponsor form or letter must be returned to the Jansen Center at least two weeks before the scheduled baptism.
5. If you find it necessary to use a Proxy to represent a Godparent, the proxy must be of the same gender, at least 16 years of age, and meet all the same requirements for Godparents as described above.

RECONCILIATION

Instruction for the Sacrament of Reconciliation is required before a child receives First Eucharist. The preparation program for Reconciliation consists of these components:



- ✠ Since parental involvement in catechesis is essential in the on-going formation of the child, a Parent-Child Reconciliation Session is required. This will be held on Tuesday, October 6, 2009 from 6:30-8:30pm at Kramer Hall
- ✠ The child must attend PSR/Catholic School regularly and actively participate in a two-year preparation period.
- ✠ Reconciliation preparation begins in grade one and the immediate preparation in grade two.
- ✠ First Reconciliation for all 2nd graders will be celebrated at the Parish Communal Reconciliation Service.

Please inform the Jansen Center secretary when your child has received the sacrament.

CRITERIA FOR READINESS

The candidate:

1. Can distinguish accident, inappropriate behavior, and sin according to the child's age.
2. Must acknowledge sin.
3. Expresses sorrow for sin.

FIRST EUCHARIST

The first Eucharist (Communion) preparation program consists of these components:



- ✠ Since parental involvement in catechesis is essential in the initiation process of the child, a Parent-Child 1st Communion Session is required. This will be held on Tuesday, January 26, 2010 from 7:00-9:00pm at Kramer Hall.
- ✠ The child must be a baptized Catholic and attend PSR/Catholic school regularly (no more than 2 absences per semester) and actively participate in a two-year preparation period. Eucharist preparation begins in grade one and the immediate preparation begins in grade two.

- ✠ Baptismal certificates must be in Jansen Center by January 15 in order for the child to receive the sacrament during the designated weekend of April/May.
- ✠ Participation in "Jesus Day" retreat on April 24, 2010 is required.
- ✠ Completion of a family banner to hang in the church on First Communion Day
- ✠ Since children enter into the reality of Church through their families, through the commitment, example and guidance of their parents and the witness of their local parish church, First Communion will be celebrated with the family during all Masses on a designated weekend in May. Precise details will be given at the First Communion Session.

There is no required First Communion outfit other than the guideline that "all children wear their Sunday best." The habit of children wearing a white garment for First Communion may well originate from a desire to connect First Communion with Baptism. Therefore, you may wish your son or daughter to wear white in some form, if possible.

Classes for First Eucharist for older children and youth are scheduled each year through the RCIA for children. Please contact Jansen Center for more information.

CRITERIA FOR READINESS

The candidate:

1. Expresses a verbal desire to receive the Eucharist.
2. Participates in the Eucharistic Liturgy with an awareness of what she/he is doing.
3. Gives evidence of an understanding and appreciation of his/her Catholic beliefs and traditions appropriate to the child's age.
4. Understands the difference between ordinary bread and wine and the Eucharist.



CONFIRMATION

St. Luke Parish operates under the following guidelines of the Archdiocese of Cincinnati for celebrating Confirmation.

Canon Law: "While it still regards the bishop as the ordinary minister of the sacrament, allows the ordinary to appoint priests of the diocese to administer the sacrament in his place."

Requirements for sponsors:

1. Any sponsor must be 16 years old and a practicing Catholic who has been fully initiated (Baptism, Eucharist, and Confirmation).
2. Any sponsor who is not a registered member of St. Luke Parish must obtain a written letter from the pastor of his/her Catholic Church verifying that he/she is a practicing member of that parish. The letter should accompany the sponsor form.
3. The above guidelines are to be followed for a proxy as well.

Requirements for the candidates:

- ✠ Since parental involvement in catechesis is essential to the on-going formation of the young person, it is required that parent(s)/guardian/sponsor and student attend the Confirmation Session on Tuesday, November 17, 2009 from 7:00-9:00pm at Kramer Hall.
- ✠ The four-fold dimension is incorporated into the program:
 - MESSAGE - The young person must be baptized and attend PSR/Catholic School regularly (no more than two absences per semester for PSR) and actively participate in a two-year preparation period. Immediate preparation is during the 8th grade.

- COMMUNITY – Attendance at the Confirmation Session (Sept. 29, 2009) and a 2-Part Retreat (Feb. 19 & March 14, 2010) is required.
 - SERVICE - Christian Service is an integral part of the formation period. Faithfulness to one's commitment is essential. 15-20 hours of service is required.
 - WORSHIP -Active participation in prayer, regular attendance at Sunday Mass.
- ✠ All forms (Baptismal Certificate, Sponsor Form & Confirmation name) must be in Jansen Center within the first week of January.
- ✠ Interview with the coordinator/school principal/Deacon in order for the candidate to request the reception of the Sacrament of Confirmation (A record of service hours is to be brought to the interview to be discussed).
- ✠ Reflection papers on the student's choice of sponsor, saint name, service project will be required.

CRITERIA FOR READINESS:

The candidate:

1. Verbally expresses desire to be confirmed to the interviewer.
2. Participates weekly in the Liturgy of the Eucharist with an awareness of what he/she is doing.
3. Gives evidence of being a person of integrity and responsibility.
4. Gives evidence of a commitment to his/her beliefs, regardless of personal cost.
5. Gives evidence of an understanding and appreciation of his/her Catholic beliefs and traditions.

It is also possible for a student to choose to be confirmed as an adult or during later adolescence. Confirmation classes for high school youth and young adults are scheduled each year through the RCIA program.

MATRIMONY



Christian Marriage is the union of a baptized man and baptized woman who freely enter into a loving covenant with each other in Christ. The self-giving love of bride and bridegroom is sealed and strengthened by the Lord; the married couple imitates, and in a way represents, Christ's faithful love for his bride, the Church. Thus, husbands and wives become signs, in and to the world, of God's steadfast love for His people.

St. Luke Parish community helps couples preparing for marriage by providing, through pre-marital instructions, an opportunity to reflect on the nature, joys and problems of the marriage relationship. St. Luke Parish follows the guidelines of the Archdiocese of Cincinnati for celebrating the sacrament of Matrimony:

Call the Parish offices for an appointment with the Pastor six months (minimum) prior to the wedding date.

Present a recent (no more than 6 months old) Baptismal certificate.

Parish and Archdiocesan preparation programs are required.

PARISH LIBRARY

Our parish library is located in Jansen Center. There are books, tapes, and videos available for our parishioners' to borrow. The library is open whenever Jansen Center is open.

CATECHISTS

The catechists that are participating in our Faith Formation programs are all volunteers. Our catechists are dedicated to the Christian ministry in which they are involved. In-services and catechetical courses prepare them to teach effectively. We are grateful for their dedication and ask parents to express their own appreciation as well.

VOLUNTEERS

Our volunteers create the success of the St. Luke Formation Programs. There are a wide variety of opportunities to help. We need catechists/facilitators, teacher's aides, office help, special projects and events, chaperones, etc. The ideal would be for all parents to do at least one activity each year so that the ministry may be shared by all. Please call the program coordinator to find out more about how you can help.