



ST. JOHN THE EVANGELIST CATHOLIC CHURCH

CONTRACTUAL AGREEMENT 2023-2024

Religious Education Program Mission Statement: St. John the Evangelist's transformative message inspires a vibrant faith community rooted in love, Scripture, discipleship, and honoring Mary. Guided by St. John's commitment to truth and compassion, we empower faithful witnesses through meaningful education, fostering personal growth, and sharing God's grace and mercy with the world. Together, we embark on a sacred journey of discipleship, guided by the wisdom of St. John the Evangelist.

Role of Parents: Our mission engages parents as vital partners, equipping them with resources and support to nurture their children's spiritual growth. Together, we empower families to embrace their role as primary faith educators, fostering a strong foundation of love, faith, and Christian values.

Role of Students: As students reflecting St. John the Evangelist, their role is to embrace a profound love for Jesus, eloquently sharing their faith to inspire others. They cultivate compassion, lead by example, and bring people closer to God through their words and actions, becoming influential ambassadors of Christ's message.

Role of Catechists: Our mission calls catechists to passionately share the Gospel's message, guiding and inspiring others in their faith formation. Equipped with knowledge and dedication, they play a vital role in nurturing discipleship and fostering a vibrant faith community.

GENERAL POLICY FOR ALL FAMILIES

All families participating in the St. John the Evangelist Religious Education (R.E.) Program should be active, registered members. An active member attends Mass regularly, supports the financial needs of the parish and participates in the various activities and ministries of the parish when possible.

Mass attendance and class participation are distinct yet interconnected aspects of our religious education mission. Through faithful attendance at Mass, we actively participate in the liturgical life of the Church, encountering Christ in the Eucharist. Simultaneously, diligent engagement in classes nurtures our understanding of Scripture, sacraments, and Catholic teachings, fostering spiritual growth and a vibrant faith community.

All families are asked to foster a spiritual life in prayer. The children/youth are required to memorize specific prayers, Mass responses and facts about the faith at each grade level. Parents are asked to work with their children on this task since memorization requires constant repetition.

REGISTRATION

Registration occurs yearly beginning in the summer. Children are not automatically registered.

Registrations are offered by appointment for in-person and online. Registration forms are available online at www.stjohnevangelisttucson.org under the Religious Education (R.E.) tab.

Everyone is welcome. There are no church boundary restrictions. However, it is recommended that as a family, you attend Mass at St. John's and actively support the parish's financial needs.

All fees from previous years must be paid in full before registering for the new school year. Restrictions may be applied if prior year requirements were not met.

Required documentation needed for the Registration Process –

- **Birth Certificates required for all students** (especially for those who are not baptized).
- **Baptismal Certificates are required for all baptized students.**
- First Communion Certificates in addition to the Baptismal Certificate required for students preparing for Confirmation.
- If you are in need of a copy of the Baptismal certificate, please call the Parish office in advance and request it, they may take up to 7-10 business days to process. St. John's sacramental certificates can be requested online at: <https://www.stjohnevangelisttucson.org/contact.html>
- Legal forms, guardianship documents or divorce decree specifications must be provided in special circumstances.
- In the absence of the biological parent(s)/legal guardian, a permission letter from the biological parents/legal guardian is required in order to register children for religious education. Forms are available on the website.
- A **Letter of Completion** is required at registration from the church where the student received prior religious education, if any, for the proper placement of the student in our program.
- Emergency contact information and medical, physical or learning disability information is handled confidentially with the catechist and needed in order to better serve the needs of your child(ren). Permission to provide medical treatment to my child(ren) is also required in the event that the parent/legal guardian cannot be contacted.
- Register as a family within the parish to strengthen our commitment to their faith formation, fostering a strong foundation for their future.

FEES

At St. John the Evangelist, stewardship is a way of life. Tuition prices are based on registered parishioners. The reduced price set for Religious Education (R.E.) classes includes the understanding that parish tithing at Mass by our R.E. families and all parishioners pays for a large percentage of the fee assessed per child.

- **There are NO REFUNDS.**

- All registration fees are due at the time of registration. Payment arrangements are available upon request.
- All payments must be paid in cash or with Visa, Master Card, or Discover. Apple Pay is accepted.
- **All fees must be paid in full before April 1st. A \$15.00 late fee will be applied to all unpaid balances.**
- There are separate fees applied to the registration fees for Baptism materials, retreats, books/copies, bibles, and materials depending on the class.
- A \$20.00 late fee per child per incident is applied to the family account if I am more than 15 minutes late picking up my child(ren) especially if there are repeated offenses.

CLASS ATTENDANCE

CLASS ABSENCES CANNOT EXCEED 5 ABSENCES FROM OCTOBER TO MAY.

1. Follow the scheduled classes as indicated on the provided calendar. (Available on the website.)
2. A Tardy is given each time I fail to bring my book and/or folder to class. (3 tardies = 1 absence)
3. Classes are the required 90 minutes in length and any variation of missed class may result in an absence for the class, usually more than 15 minutes late or leaving early.
4. Only 2 make-up classes are allowed per year with a valid excuse. **Completing make-up work must be completed within one week of the missed class.** No exceptions.
5. In the event of an emergency, I am asked to call the Religious Education Office and notify them if I am running late in picking up my child(ren).
6. Participate in the class and complete all homework assignments. All required prayers and teachings must be practiced at home regularly. Progress reports will be given as needed.

ADHERE TO THE SIGN-OUT POLICY

- All students, regardless of age, must be signed out by an ADULT.
- **Failure to sign the student in or out will result in an absence for that class day. Not signing in your child poses a safety risk.**
- Small children and friends or unregistered family members are not allowed to stay in the class due to legal and safety issues.

SUNDAY MASS ATTENDANCE

NO MORE THAN 5 MISSED MASSES ALLOWED PER YEAR.

- Attend weekly Sunday Mass as a family on Saturday evening or anytime on Sunday and all Holy Days of Obligation on Calendar in obedience to the Third Commandment of keeping the Sabbath day holy.

Weddings, Quinceañera masses and Baptismal ceremonies DO NOT COUNT.

- Inconsistent or no mass attendance will result in postponing the sacraments.

PROOF OF ATTENDANCE IS REQUIRED.

Mass homework will be given and must be submitted weekly at the next scheduled class. No late Mass homework will be accepted unless the child was absent and must be submitted at the next attended class.

SACRAMENTAL POLICY

My child must express the desire to celebrate the Sacrament he/she is preparing for and understand what he/she is receiving and its significance.

The Sacramental guidelines below are brief descriptions and preparation requirements will be given separately in a Parent Meeting.

1. Fulfill all requirements as stated for the year in preparation for the Sacraments. Please refer to the Guidelines for the Sacramental Preparation they are eligible to receive. The attendance of previous years of mass and class attendance will be reviewed first.
2. Children/Youth are required to attend a Retreat and the day will be announced with ample notice. This may be during an evening, Saturday or Sunday.
3. Turn in all required paperwork to the office by the stated dates to avoid postponement of the Sacraments.
4. Parents have a right and duty to be intimately involved in the preparation of their children for the sacraments.

BAPTISM:

- ONE or TWO Godparents (1 male & 1 female) are required for the Sacrament of Baptism and must fulfill all requirements as stated by Canon Law.
- After meeting the Sponsor requirements and enrolling in the following year's continuing faith formation classes, students in **grades 1-4** will be given the chance to celebrate their Baptism during the Fall of the subsequent year.

CONFIRMATION:

- Eligible for Pre-Confirmation upon entering 6th grade of public school.
- 1-2 year preparation to be determined by the Director of Religious Education and/or catechist.
- ONLY ONE sponsor is required for the Sacrament of Confirmation and must fulfill all requirements as stated by Canon Law.
- The parent and sponsor is asked to accompany the student to off campus activities and/or Service in the Spirit events and faith formation classes.
- Active participation in the Sacraments of Holy Eucharist and Reconciliation.

FIRST COMMUNION AND RECONCILIATION:

- There are no godparents or sponsors required for the Sacrament of Eucharist (First Holy Communion).
- A minimum of two consecutive years of catechetical formation is required. Three years for children in the 1st and 2nd grade.
- The Sacrament of Reconciliation must be celebrated before receiving First Communion.

SACRAMENTS OF INITIATION: *Baptism, First Communion, Confirmation, & Reconciliation*

- **Unbaptized students in grades 5-9** will participate in the **O.C.I.C program**, where they will undergo sacramental preparation. Depending on their grade level, they will have the opportunity to receive the

Sacraments of Initiation at the Easter Vigil during their final year of preparation, which can be 2-3 years.

- The **O.C.I.T. Program for students in grades 10-12** features a condensed preparation period, which is determined by the Class and Mass attendance of the catechumenate (unbaptized youth). All requirements must be completed beforehand.
- All **neophytes (newly baptized youth)** will be required to return to classes after the Easter Vigil to prepare to receive the Sacrament of Reconciliation and a certificate of completion.

PARENT MEETINGS

Attend sacramental parent meetings as directed to receive sacramental dates and general information such as dress code and celebration details.

All Parent(s) or Responsible Adult will attend monthly **Parent Formation Meetings**. These meetings are required for all parents with children in the R.E. program and sacramental program.

Sponsors for Confirmation must attend Formation Meetings along with the parents.

COMMUNICATION

1. I understand that I am responsible for being informed of all upcoming events, meetings or schedule changes. (**website: stjohnevangelisttucson.org, subscribe to Text-messaging via Flock-note**) Catechists are also available after each class.
2. Catechists will have access to family phone numbers in order to stay in contact with me regarding any information or concerns.
3. I am responsible for updating any address and phone number information so that we can be reached.
4. I am aware that I may contact the Religious Education office by leaving a detailed phone message, email (st.johndre@hotmail.com) or through the Flock-note app.
5. In the event that my child resides in two separate homes, it is the responsibility of the parents to communicate with each other regarding parent meetings, sacrament dates, and outstanding fees. The Religious Education Office will provide additional packets of information upon your request. All decisions and responsibilities should be shared between the biological parents.

BEHAVIORAL EXPECTATIONS

Students will attend catechism classes of their own free will.

Respect God, yourself, one another, your Catechist and others' property.

CLASSROOM EXPECTATIONS

- Cooperate with adults and other students.
- Actively participate in classroom activities and discussions.

- The use of cell phones, headphones/AirPods and/or electronic games is prohibited during religious education classes. We reserve the right to take them away if we see or hear them. They will be returned to the parents only.
- Students will not be allowed to engage in any activities that might be considered sexual or social harassment: indecent or crude jokes, inappropriate physical contact, innuendos, sexual offers, looks and gestures.
- Obey the classroom rules for conduct. Recurring misbehavior may require parent/guardian supervision during class and/or receive 2 *unexcused absences* in order to remain in the program.

ALWAYS DRESS APPROPRIATELY WHILE ON THE ST. JOHN’S CAMPUS OR OFF CAMPUS DURING CHURCH RELAYED ACTIVITIES.

- Dressing appropriately helps promote a positive effect on the learning environment and it is an outward sign of reverence to God and respect to others.
 - ❖ Unacceptable attire: SHORTS ABOVE THE KNEES, SKIRTS ABOVE THE KNEES, SPAGHETTI STRAPS, TANK TOPS, TUBE TOPS, BACKLESS BLOUSES, MIDDRIF BEARING OR LOW CUT BLOUSES. NO TIGHT FITTING CLOTHING. UNDERGARMENTS SHOULD NOT BE VISIBLE.

COMMITMENT TO A SAFE ENVIRONMENT

I understand that my child and I will be educated on how to promote a safe environment for children in my home, school and church communities. I have been provided with handouts on the Code of Conduct and Guidelines in Maintaining a Safe environment.

PARENT RELEASE

My signature on the Registration Application will give St. John the Evangelist Religious Education Program consent to take pictures of my child(ren) and/or publish my child’s work, first name or comments on church and diocesan publications including websites or presentations for evangelization purposes only. **This consent shall remain effective until it is revoked by a written notification.**

WAIVER OF RESPONSIBILITY

Catechists, the Director of Religious Education, the Parish and the Diocese are not legally responsible for injuries of children on campus before or after the sacramental class.

I hereby grant authority to the nearest hospital or doctor to render immediate aid as might be required at the time for his/her health and safety. It is understood and accepted that the expense of this service is the responsibility of the parent(s).

I agree to the above terms and understand that not following these guidelines will have consequences that will affect my child’s enrollment in the program.