

St Elizabeth Ann Seton
ROMAN CATHOLIC CHURCH

CONFIRMATION

Family Handbook

2021-2022

Parish Mission Statement

We, the community of St. Elizabeth Ann Seton Roman Catholic Church, are dedicated to continuing the mission of Christ by proclaiming the word of God, celebrating the sacraments, and exercising the ministry of charity. We strive to respond to the Lord's call of discipleship by nurturing a sense of belonging among parishioners and providing opportunities for living out the Gospel while joyfully embracing life and spiritual transformation. This commitment is our baptismal call and manifest in worship, education, evangelization, stewardship, fellowship, and service as we desire to do God's will under the guidance of the Holy Spirit, our patron saint, St. Elizabeth Ann Seton, and the teaching office of the Catholic Church.

Youth and Young Adult Ministry Vision Statement

To create a safe space for youth and young adults to personally encounter Jesus Christ and, by focusing on their social, spiritual, and faith formation needs, be empowered to live as disciples of Jesus in the world.

Registration

Registration in our Confirmation program is not registration in the parish. It is important to be registered in the parish and to use your donation envelopes for a number of reasons. For example: if you ever request a letter for Baptism, Marriage, Confirmation, a tax statement, being a godparent or sponsor, or if you would like to have your child enrolled in our Faith Formation Program, your registration and donation envelopes confirm your involvement within the parish. We also cannot sign affidavits stating you are a member of the parish (even if you attend Mass here), if we have no records to that effect. Parents and families in any of our programs are expected to fully and actively participate in the weekend liturgy and contribute to the support of the Church.

Registration Procedures

To register for the program you must:

- complete a registration form for each child;
- provide a copy of Birth, Baptismal and First Eucharist (if received) certificate for your baptized child at the time of registration;
- pay or arrange for payment of tuition and fees.
- a letter of transfer must be provided if the child has completed the previous year in another parish.

Registration Fees:

All registration fees must be paid before the day your child receives the Sacrament of Confirmation for the current year. Or in the case of Year 1 participants, before the last session for the year.

It is the practice of St. Elizabeth Ann Seton Parish that no child will be denied admission to any of our Faith Formation programs due to financial considerations. Please contact the Youth and Young Adult Ministry Office with any concerns you have regarding financial eligibility for our programs.

Youth and Young Adult Ministry **Contact Information**

Office phone and email: 702-804-8313 & seasym@seaslv.org

Sean Donohue

Pastoral Associate of
Youth and Young Adult Ministry

sdonohue@seaslv.org

Cathy Sales

Assistant to Youth and Young Adult Ministry

csales@seaslv.org

Tyler Ofalsa

Assistant to Youth and Young Adult Ministry

tofalsa@seaslv.org

Session Information

Confirmation Sessions

Our sessions are held on Sunday with arrival beginning at 1:15 p.m., and the content for the session beginning at 1:30. Our Year 1 and Year 2 programs meet at the same time, in separate sections of our parish campus, and participants will be directed to the correct area when they arrive on session days. Parents are to walk their participant/s to the check in area each week. The calendar for the program can be found on the Confirmation page of the SEAS website:

<http://seaslv.org/faithformationallages/confirmationgrades912.html>

Catholic Basics

A program for those that have not attended a Catholic School or parish-based Faith Formation program for the previous 3 years. Participation in this program will be decided at time of registration. Catholic Basics will meet 6 times throughout the school year, and those times can be found on the calendar posted in the Confirmation section of the parish website.

Year 1 and Year 2 Retreats

Each year will have it's own dedicated retreat. Participation in this retreat is mandatory both for content, and for community and spiritual development.

These retreats will be held at Christ the King Catholic Church (4925 S. Torrey Pines, LV NV 89118) The dates and times for these retreats are:

- Year 1 Retreat: Saturday, Oct. 2nd, 2021 8 a.m.—8 p.m.
- Year 2 Retreat: Sunday, Oct. 3rd, 2021 8 a.m.—8 p.m.

Social Justice Retreat

This year both Year 1 & 2 participants will participate in a 2 day retreat held at SEAS that will immerse them in Catholic Social Teaching. This is mandatory for all youth in the program. More information about this event will be available in October.

- Social Justice Retreat: Saturday, Dec. 4th at 7 a.m.—Sunday, December 5th at 9 a.m.

Introduction to Faith Formation

The most important element in our program is the family. At your child's Baptism, you committed to instructing your child in the Catholic faith. Through your guidance and personal example, your child comes to know the love and concern God has for them. Family cooperation and support is essential in leading your child to an encounter with Christ, and to opening their heart and mind to God. It is the desire of the Youth and Young Adult Ministry Office to work with parents, youth, and catechists to support ongoing growth in faith and discipleship.

Faith Formation for Youth

Christ calls all the faithful to proclaim the Good News everywhere in the world and to hand his message on to successive generations by professing, living, and celebrating the faith in Liturgy and prayer. (National Directory for Catechesis, p. 41)

Our Youth and Young Adult Ministry programs at St. Elizabeth Ann Seton Parish are designed to nurture an ever-growing, life-long relationship with God. They feature innovative, age-appropriate faith learning and life application to support, form, and strengthen our youth in their ongoing relationship with Jesus Christ. Content is based on Sacred Scripture, Sacred Tradition, the Magisterium (the official teaching of the Roman Catholic Church), Liturgy, the Sacraments, and prayer. Our programs encourage youth to live as disciples of Jesus Christ in a world that does not always share gospel values.

Our programs stress that formation is a life-long process and that catechesis (religious formation/education) is the responsibility of the whole faith community. The whole community (parents and family, priests, and catechists) is called to pass on the faith to our young people through faith-sharing, personal witness in daily life, and full and active participation in the Sunday liturgy.

Confirmation

For “by the sacrament of Confirmation, [the baptized] are more perfectly bound to the Church and are enriched with a special strength of the Holy Spirit. Hence they are, as true witnesses of Christ, more strictly obliged to spread and defend the faith by word and deed.”

(CCC, no. 1285, citing LG 11; cf. OC, Introduction 2)

As Confirmation is the final Sacrament of Initiation it is the goal of our Confirmation program to encourage our youth to view this not as an ending but as a chance to step into a larger role in the Catholic Church. By focusing on formation in regards to the teachings of the Church, we seek to show the youth that they have been called and chosen to be leaders and disciples of Jesus Christ. We will promote active involvement in the life of the parish through liturgical ministries (Lectoring, participation in the choir as a musician or vocalist, ministers of hospitality, etc.) as well as through service to the community at large whether through parish activities of charity and justice or through engagement and support of local charities.

Sacramental Preparation for Confirmation at SEAS.

Our two year Confirmation preparation program teaches youth about the Holy Spirit and the true meaning of the Creed while participating in the sacramental life of the Church. All youth preparing are **required** to follow the guidelines stated below:

- Confirmation preparation is a two-year process.
- The youth must be in at least grade 9.
- If the parish program or parochial school is other than St. Elizabeth Ann Seton Parish, a letter from the parish or school stating the youth has been in the program or school the previous year must be presented at the time of registration.
- If the youth did not attend the last 3 consecutive years of formation they will also participate in an additional series of classes in addition to the Sunday class, these courses are called Catholic Basics and the dates are listed in the calendar.
- Parents or guardians are registered members of St. Elizabeth Ann Seton Parish or a Catholic Parish in the Las Vegas Diocese.
- The youth attends Confirmation sessions at St. Elizabeth Ann Seton Parish.
- **During your child's second year of preparation, parents are required to attend Adult Faith Formation Sessions. These sessions are offered on a Saturday morning and Monday evening, pick which of the offerings works best for your schedule.**
- All sessions are held in the Parish Hall. The dates and times for these sessions* are:
- **Session 1**
- Sat. Nov, 13th: 9:30-11:30 a.m.
- Mon. Nov. 15th: 6:00-8:00 p.m.
- **Session 2**
- Sat. Dec. 11th: 9:30-11:30 a.m.
- Mon. Dec. 13th: 6:00-8:00 p.m.
- **Session 3**
- Sat. Jan. 29th, 2022: 9:30-11:30 a.m.
- Mon. Jan. 31st: 6:00-8:00 p.m.
- **Session 4**
- Sat. March 26th: 9:30-11:30 a.m.
- Mon. March 28th: 6:00-8:00 p.m.
- *** Please note that dates and times are subject to change ***
- Youth baptized in other faith traditions will make a Profession of Faith and then celebrate First Eucharist at the time of their Confirmation.
- Youth baptized Catholic entering into Confirmation who have not received Reconciliation and First Eucharist will celebrate the Sacraments at the time of their Confirmation.

Sacramental Preparation for Baptism, First Eucharist and Confirmation at SEAS for children in at least grade 9.

- This is a two year program for youth who were not baptized as infants, who are in high school and will participate in the Rite of Christian Initiation at the Easter Vigil.
- Parents and youth will attend Sacrament Preparation Meetings periodically as required by the pastor.
- **During your child's second year of preparation, parents are required to attend Adult Faith Formation Sessions.**
- **Parents and youth in their second year of First Eucharist preparation are required to attend 1 Eucharist Retreat prior to the celebration.**
- These above conditions, along with all Confirmation requirements, will be fulfilled by the family.
- Youth will celebrate the Sacraments of Initiation (Baptism, Confirmation and Eucharist) at the Easter Vigil of their second year and continue classes until the end of the year.

Specific Policies of St. Elizabeth Ann Seton Confirmation Program

These policies are in addition to the previous stated policies.

- In the interest of your child's safety and to ensure proper supervision, youth are to arrive no earlier than 15 minutes before the scheduled class time. This will provide time for the volunteer catechists and aides to arrive and set up for the lesson.
 - Parents are to escort their child/ren to the check-in person during the drop off time frame. No youth will be signed in if a parent is not present.
 - At all times, St. Elizabeth Ann Seton's Youth and Young Adult Ministry department will comply with local government & Diocesan Covid-19 policies. Parents will be notified of changes in procedure as they occur. All participants are expected to follow the Covid-19 protocols in place.
 - Failure to follow policies in place at St. Elizabeth Ann Seton will result in a meeting with the pastor and program staff.
 - After the 4 p.m. Mass the catechists and aides will dismiss the youth from the sidewalk in front of the School building.
 - Youth awaiting pick up 10 minutes after Mass will call their parents from the Youth and Young Adult Ministry Office.
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Attendance

Youth enrolled in the Confirmation program at St. Elizabeth Ann Seton are expected to attend *all* sessions. It is important for parents/guardians to communicate with the Youth Ministry Office concerning absences.

We welcome advance notice if a youth will be absent; however there is **no distinction between an absence and an excused absence**. Excessive absences will be reviewed and a meeting will follow with the family and the Youth and Young Adult Ministry Staff to discuss the youth's readiness to receive Sacraments. Please note Mass is a part of class time.

All Confirmation II Preparation youth, their sponsor, and at least one parent are required to attend all preparation events (e.g. Confirmation Rehearsal.)

Attendance at Sunday Liturgy

**All youth are required to attend Sunday 4 p.m. Mass as a part of their session.
The youth will be marked absent if they leave before the conclusion of Mass.**

Dress Code

Youth are expected to dress modestly and comfortably for their sessions. Parents will be asked to take their child home to change into appropriate attire in the event an outfit is deemed inappropriate. Since all modes of dress cannot be addressed within this document, the following are guidelines:

Confirmation program shirts are to be worn for every session.

Pants, shorts and skirts are *at least* knee length

NO leggings unless worn under a skirt or dress.

NO pants or shirts with obvious *holes, rips, or inappropriate words or offensive illustrations*

***Remember we are attending Mass as a part of each class.**

***At all times clothing needs to cover shoulders, décolletage, and knees.**

Behavior

We are all called into relationship as human beings with God, self, others, and all of creation. To help foster this in all our activities, we expect mutual respect from both catechists and youth. A youth's behavior must not interfere with any activity during their session or on the Church premises. Everyone is expected to behave in a Christian manner, caring for and respecting one another.

Youth who show disrespect to the catechist, to one another, or to parish property will be corrected by the catechist or a member of the Youth and Young Adult Ministry staff. A meeting with parents may be requested to resolve a problem. Inappropriate behavior includes but is not limited to:

- Disrespect to others
- Disruptive actions or words
- Intentionally injuring another person with physical or verbal abuse
- Defacing or destroying Church or another's property
- Bringing inappropriate items (including anti-Christian, dangerous, or offensive items or clothing)

Cell phones are to be used at the Catechist's discretion. If the catechist sees a participant on their phone when permission has not been given, they have permission to take it away. It will be returned after a discussion with a Youth and Young Adult Ministry staff member, youth, and their parents after the session.

In the event a youth's behavior is inappropriate or continually disruptive, the parents will be asked to join their child for class until the behavior is corrected. At any time, families may request a meeting with the pastor to discuss the issue. Our commitment is to help guide each youth in his or her journey with the Lord. It is a commitment in love and patience.

Communication

Communications from the Youth and Young Adult Ministry office will be sent **primarily to the emails provided on the registration form**. On occasion, special notifications may be sent home with the youth. You may contact the Youth and Young Adult Ministry Office with any questions regarding Sacrament Preparation, Continuing Formation, Tuition, and/or Catechists/Assistants.

Optional Method of Communication:

In addition we use the **Remind** program, which sends text messages. If you are interested in receiving news via text message, make sure to sign up through the Youth and Young Adult Ministry Office.

If you wish to speak with your youth's catechist, please do so either before or after class. You may make an appointment with the Youth and Young Adult Ministry by calling: 702-804-8313. You may make an appointment with the pastor by contacting the parish office: 702-804-8311.

Parents are asked to provide any necessary medical information or special need of the child. Please be sure to notify the Parish and Youth and Young Adult Ministry offices of any change of address or telephone numbers.

Parents are asked to provide **emergency contact** numbers in the event we are unable to reach you while your child is in session at SEAS or on a retreat. Parents are responsible to keep this information updated along with home address, phone numbers and especially email addresses, as our main mode of communication is email.

Information regarding our program and updates will be provided on the parish website.

www.seaslv.org

Specific Policies Cont.

Special Activities

Throughout the year, in all Faith Formation programs, there are special activities scheduled to enhance and supplement catechesis. Parents/guardians will be notified in advance of the activity via email.

Classroom Visitors

No friends or siblings of youth are allowed in the classroom. Parents wishing to observe their child must have prior permission from the Youth and Young Adult Ministry Office and thereafter the catechist will be informed regarding the visit. There are certain classes in which parent involvement is encouraged and parents will be notified of those dates in advance.

Medication

No volunteer personnel may administer ANY medication to any child. Medication may only be dispensed to a youth by parent, or guardian on premises. Youth and Young Adult Ministry staff will be able to provide medications with permission from the parents/guardians. St. Elizabeth Ann Seton Church is not responsible for any medical situations that we have not been notified of at time of registration or when the situation arises.

Tardiness

Participation in the sessions is very important. Please allow adequate time for the arrival to in person sessions, as well as making sure to be logged in early for the remote learning sessions. Attendance to both forms will be reported to the Youth Ministry office at the start of every session.

Right to Amend

The Youth and Young Adult Ministry Office reserves the right to unilaterally change the policies contained in this handbook at any time, to cancel any policy, or to decline to apply a particular policy in a given situation, if, in its discretion, to do so would serve the interests of the children, families enrolled in this program, St. Elizabeth Ann Seton Parish, or the Diocese of Las Vegas. Parents and catechists will be given prompt notification of changes.

Safe Environment Practicces

All catechists and assistants over the age of 18 are required to be fingerprinted and attend safe environment training through “CMG Connect.”

As part of the Faith Formation curriculum, all youth in K-12 are required to participate in the “Touching Safety” program presented during the school year.

Advocacy is available through the diocese for any individual who has been sexually and/or physically abused. The 24-hour hotline number is: 702-235-7723.

All catechists and aides are familiar with all building exits, in the case of fire or other emergencies. The Youth and Young Adult Ministry Office will contact parents/guardians in the event of an emergency.

Records

Records for each youth are kept in the Youth and Young Adult Ministry Office.

A copy of the Birth, Baptismal and First Eucharist certificates are requested at the time of the first class. It is necessary to have these certificate on file. Whenever the child celebrates other sacraments in our parish, St. Elizabeth Ann Seton Church is required to notify the parish of baptism, which maintains a person's sacramental information.

If a family moves or transfers to another parish, copies of the youth's records can be sent to the new parish upon request. Requests need to include the complete name and address of the parish to which these documents are to be sent.

Custodial Rights

St. Elizabeth Ann Seton Parish (SEAS) abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, we will provide the non-custodial parent with unofficial copies of records. If there is a court order specifying that no information is to be given to the non-custodial parent, it is the responsibility of the custodial parent or guardian to provide the Youth and Young Adult Ministry Office with an official copy of the court order. (A copy will also be given to the Parish Office.)

We respectfully request that all parents/guardians provide a copy of the court-certified copy of the custody section in a divorce decree which applies to the child(ren) being registered for the SEAS Confirmation Program. This information will help us to determine when, if ever, a child can be released to a non-custodial parent.

