



# St. Mary Catholic Church

19515 South 115<sup>th</sup> Avenue \* P.O. Box 2 \* Mokena, IL 60448-0002  
Phone: (708) 326-9300 \* Fax: (708) 326-9301 \* [www.stmarymokena.org](http://www.stmarymokena.org)

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February 2017

Dear Parents/Guardians,

St. Mary Parish is blessed to welcome your family to Religious Education (RE) for 2017-2018!

The following forms are to be returned to the RE Office by **June 1st:**

- Family Registration Form (**Must be updated yearly**)
- Tuition Form with check (made payable to St. Mary Parish) or Credit Card Form (attached)
- Volunteer form

Each family **MUST** re-register yearly. The Family Registration Material is used to place students in classes, procure a sufficient number of catechists, and order textbooks and bibles. We try to set a maximum number of 15 students per class for grades K-8. **Placement will be determined on a "first come, first serve" basis as registration forms are returned with payment. Applications will not be processed until the completed forms with payment are received in the RE Office.** Since we offer so many different days and times to try to accommodate families and schedules, we ask you to make RE a priority and work all other events and schedules around the RE day and time that you choose. **The deadline for switching days will be September 25, 2017. After this date, there will be a \$25.00 fee for any changes.**

Classes will meet on **Tuesdays, Wednesdays or Thursdays from 4:15 to 5:30 p.m. or Saturdays from 8:30 to 9:45 a.m. for grades 1 through 6 (Kindergarten will meet only on Tuesdays from 4:15 to 5:30 p.m.) or Tuesdays or Wednesdays from 6:45 to 8:00 p.m. for grades 7 and 8.** Classes are held in the school building.

**\* \* IMPORTANT – THERE WILL NOT BE A PLACEMENT DAY THIS YEAR!** You will receive an email the week of August 7<sup>th</sup> with the day/time of your child(ren)'s class(es) based on the 1<sup>st</sup> and 2<sup>nd</sup> choices you indicate on your completed registration form.

The exact dates for class sessions, breaks, special events, etc. will be listed in the Family Handbook you receive at the **Opening Mass of the year held on Sunday, September 10, 2017 at 2:00 p.m.** On this day, you will also receive your child(ren)'s books, catechist name(s) and classroom number(s).

New Families interested in the Religious Education program must be registered parishioners. We will also need a copy of your child's baptismal certificate when registering.

**PLEASE NOTE: Father Dindo has decided to move First Reconciliation and First Eucharist to 2<sup>nd</sup> Grade starting this coming year. So both 2<sup>nd</sup> and 3<sup>rd</sup> Graders will receive First Reconciliation and First Eucharist in the 2017-2018 year!**

The fee this year is \$230 for 1 child, \$330 for 2 children, and \$405 for 3 or more children. The Kindergarten fee is \$65. There is a First Reconciliation/First Eucharist Fee of \$40 for 2<sup>nd</sup> and 3<sup>rd</sup> Grade students, and a \$50 Confirmation Fee for 8<sup>th</sup> Grade students. Please see the attached tuition form. **There is a \$100 late fee for returning families who register after June 1st.** This fee does not apply to families new to our program.

If you are in need of financial assistance, please contact us to discuss handling the financial concern. No child will be denied placement in the program because of financial hardship. Please do not wait to call us.

As always, the offering of any class remains contingent upon having a catechist for the class. It has been a long tradition at St. Mary that our parish family has offered their time and talents. It is through caring, sharing, and praying, that our community has grown in love and support of one another. The RE program could not exist without the efforts of our wonderful, dedicated volunteers. The opportunity to be a catechist, or volunteer in many other areas where the RE program needs assistance, is described and offered with the materials that accompany this packet. We ask that you please look at the volunteer form and consider offering your services. Thank You!

In his 1994 *Letter to Families*, Saint Pope John Paul II wrote, "Parents are the first and most important educators of their own children...." The role and duty of the parent in your child's faith formation is simply irreplaceable. Our Religious Education program is designed to aid parents in fulfilling their role as the primary educators of their children. The catechists co-partner with you in this responsibility by supporting your role and reinforcing what the children are learning at home. Please make sure that your child/ren attend Mass every weekend and on holy days of obligation, are here for every session, arrive on time, stay for the entire class, complete all assignments, study for all exams, and learn all the necessary prayers.

**Your cooperation in promptly registering is greatly appreciated!** We thank you and look forward to sharing our faith with you and your child/ren in the coming program year. If you have any questions or concerns please feel free to contact the Religious Education Office at 708-326-9350.

Sincerely yours in Christ,

Ms. Nicole Brochmann  
Director of Religious Education for Grades K-6

Mr. Matt Malicki  
Director of Religious Education for Grades 7 & 8 and Youth Ministry Director

# St. Mary Religious Education Program

## 2017/2018 Registration Form

**Office Use Only:**

Date/Time Rec'd: \_\_\_\_\_

Amount Rec'd: \_\_\_\_\_

Check/Card #: \_\_\_\_\_

Cash: \_\_\_\_\_ # Registered: \_\_\_\_\_

Please complete, sign and return both pages of this form to the RE Office **by June 1st**

Are you a registered member of St. Mary Parish? ☐ Yes ☐ No

All RE families must be registered parishioners.

Are you new to St. Mary Religious Education? ☐ Yes ☐ No

If new to St. Mary RE, please provide a baptismal certificate for each child.

For returning families, please designate if any below information is new this year, i.e., address, email, etc.: \_\_\_\_\_

Family Last Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**(By providing your email address you are giving the RE Office permission to contact you via email. Email is our preferred form of communication.)**

Father's Name: \_\_\_\_\_ Religion: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Religion: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Status (check one): ☐ Married ☐ Single Parent ☐ Separated ☐ Divorced ☐ Remarried ☐ Widowed

Child(ren) resides with: Both Parents ☐ Father ☐ Mother ☐ Stepmother ☐ Stepfather ☐ Grandparents ☐ Other: \_\_\_\_\_

Are any of your children on an Individualized Educational Plan (I.E.P.) at school? If so, please provide information that will help us meet your child's needs.

Would you be willing to provide the Director with a copy of your child's I.E.P.? Yes ☐ No ☐ Please bring a copy of the I.E.P. to the Director.

**Publication of Student Images:**

The RE Office may take and produce images of the students and their work that may be used for educational or marketing purposes of only St. Mary's Religious Education Office. These images may be used in the bulletin, website or other publications of the RE Office only. Please select one of the options below:

☐ Yes, pictures of my child(ren) are permitted. ☐ No, pictures of the child(ren) are **NOT** permitted.

**Emergency Consent:**

If parents, guardians or emergency contacts cannot be reached in case of serious injury or illness, I authorize St. Mary Parish to take such emergency actions as deemed necessary, including the transportation of the student to a hospital or medical center. As the parent/guardian, I do authorize treatment by a qualified and licensed medical doctor of my children in the event of a medical emergency, which in the opinion of the attending physician, may endanger his or her life, cause disfigurement, physical impairment or undue discomfort if delayed. This authority is granted only after reasonable effort has been made to reach me.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Catechesis for the Sacraments is on-going. Candidates must be enrolled in formal classes in the years prior to the reception of the Sacraments and consistently for grades one through eight. Acceptance into the Sacramental programs of Reconciliation, Eucharist and Confirmation is based upon regular attendance of the RE Program.**

# St. Mary Religious Education Program

## 2017/2018 Registration Form

\* PLEASE LIST ONLY THE CHILD(REN) ATTENDING RELIGIOUS EDUCATION CLASSES IN 2017/2018.

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CHILD'S NAME: (first last): \_\_\_\_\_ M\_\_\_ F\_\_\_ Birthdate \_\_\_/\_\_\_/\_\_\_ Grade & School in 2017 \_\_\_\_\_

*If new to the program:*

Previous # of years in Catholic school or RE Program: \_\_\_\_\_ Name/Location of School or Church: \_\_\_\_\_

CLASS PREFERENCE: 1<sup>st</sup> Choice (day/time) \_\_\_\_\_ 2<sup>nd</sup> Choice (day/time) \_\_\_\_\_

CHURCH OF: (Please list the name, city, state and date)

BAPTISM

FIRST CONFESSION

FIRST EUCHARIST

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HEALTH INFORMATION — *Allergies, learning/behavioral disabilities, autism, seizures, vision/hearing impairment, EpiPen, inhaler, medications taking and possible side effects, etc. If applicable, please provide detailed information.*

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CHILD'S NAME: (first last): \_\_\_\_\_ M\_\_\_ F\_\_\_ Birthdate \_\_\_/\_\_\_/\_\_\_ Grade & School in 2017 \_\_\_\_\_

*If new to the program:*

Previous # of years in Catholic school or RE Program: \_\_\_\_\_ Name/Location of School or Church: \_\_\_\_\_

CLASS PREFERENCE: 1<sup>st</sup> Choice (day/time) \_\_\_\_\_ 2<sup>nd</sup> Choice (day/time) \_\_\_\_\_

CHURCH OF: (Please list the name, city, state and date)

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**St. Mary Religious Education Program  
2017/2018 Registration Form**

**\* PLEASE LIST ONLY THE CHILD(REN) ATTENDING RELIGIOUS EDUCATION CLASSES IN 2017/2018.**

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**CHILD'S NAME:** (first last): \_\_\_\_\_ M\_\_\_ F\_\_\_ Birthdate \_\_\_/\_\_\_/\_\_\_ Grade & School in 2017 \_\_\_\_\_

*If new to the program:*

**Previous # of years in Catholic school or RE Program:** \_\_\_\_\_ **Name/Location of School or Church:** \_\_\_\_\_

**CLASS PREFERENCE:**    1<sup>st</sup> Choice (day/time) \_\_\_\_\_    2<sup>nd</sup> Choice (day/time) \_\_\_\_\_

**CHURCH OF:** *(Please list the name, city, state and date)*

**BAPTISM**

**FIRST CONFESSION**

**FIRST EUCHARIST**

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**HEALTH INFORMATION —** *Allergies, learning/behavioral disabilities, autism, seizures, vision/hearing impairment, EpiPen, inhaler, medications taking and possible side effects, etc. If applicable, please provide detailed information.*

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**CHILD'S NAME:** (first last): \_\_\_\_\_ M\_\_\_ F\_\_\_ Birthdate \_\_\_/\_\_\_/\_\_\_ Grade & School in 2017 \_\_\_\_\_

*If new to the program:*

**Previous # of years in Catholic school or RE Program:** \_\_\_\_\_ **Name/Location of School or Church:** \_\_\_\_\_

**CLASS PREFERENCE:**    1<sup>st</sup> Choice (day/time) \_\_\_\_\_    2<sup>nd</sup> Choice (day/time) \_\_\_\_\_

**CHURCH OF:** *(Please list the name, city, state and date)*

**BAPTISM**

**FIRST CONFESSION**

**FIRST EUCHARIST**

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**HEALTH INFORMATION —** *Allergies, learning/behavioral disabilities, autism, seizures, vision/hearing impairment, EpiPen, inhaler, medications taking and possible side effects, etc. If applicable, please provide detailed information.*

# 2017-2018 Tuition Form

St. Mary Parish  
Religious Education Program  
11409 W. 195<sup>th</sup> Street  
Mokena, IL 60448

Date: \_\_\_\_\_

Family Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Tuition:** *circle all that apply*

One Child	\$230.00
Two Children	\$330.00
Three or more Children	\$405.00
Kindergarten	\$65.00

**Program Fees:** *circle all that apply*

First Eucharist Program	\$40.00
Confirmation Program	\$50.00
Late Fee after June 1 <sup>st</sup>	\$100.00

If your family is experiencing financial hardship and you need a waiver, please contact Nicole Brochmann/Matt Malicki to obtain an "Application for Financial Assistance Form" to attach to this Tuition Form.

\*Please consider becoming a **Tuition Angel** by making a donation for those who cannot afford it. If you would like this for tax purposes please write a separate check. We are grateful for any amount donated!

Tuition (including fees, if applicable) \$ \_\_\_\_\_

*\*Tuition waived for Catechists*

\*Tuition Angel Donation: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Balance: \$ \_\_\_\_\_

Check Number \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

***If paying with credit card, please complete the Credit Card Payment form.***

***Please make checks payable to: St. Mary Parish.***

**St. Mary Parish**  
**Religious Education**  
**Credit Card Payment**

\_\_\_\_\_  
Name *(as it appears on card)*

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email

.....  
**Credit Card Information**

☐ Visa

☐ MasterCard

**\$** \_\_\_\_\_  
Total Amount to be Charged

\_\_\_\_\_  
Card #

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

# 2017-2018 St. Mary Religious Education Volunteer Form

The **Religious Education Program for grades K-8** runs smoothly and well because of volunteers! We need people to volunteer their service in several areas. Would you please look over the list below and see where you can offer to be of help! Please check (✓) the area in which you feel you would be able to help. Thank you!



If you have any questions, please contact the Religious Education Office at 708-326-9350.



NAME: \_\_\_\_\_

PHONE : \_\_\_\_\_ EMAIL: \_\_\_\_\_

*It is diocesan policy that all volunteers working with children must attend the Protecting God's Children training (one time only), complete a background check, and sign an acknowledgement waiver on the Pastoral Policy regarding sexual abuse of minors/standards of behavior for those working with minors. We will provide you with this paperwork should you decide to volunteer.*

\_\_\_\_\_ **Catechist** (Must be over 18) (Please circle which grade and which day)

Tues. 4:15-5:30    Tues. 6:45-8:00 (Gr. 7 or 8)    Wed. 4:15-5:30    Wed. 6:45-8:00 (Gr. 7 or 8)

Thurs. 4:15-5:30    Sat. 8:30-9:45

K    1    2    3    4    5    6    7    8

Do you have child/ren in the RE program?    Yes    No

\_\_\_\_\_ **Catechist Assistant** (Please circle which grade and which day)

Tues. 4:15-5:30    Tues. 6:45-8:00 (Gr. 7 or 8)    Wed. 4:15-5:30    Wed. 6:45-8:00 (Gr. 7 or 8)

Thurs. 4:15-5:30    Sat. 8:30-9:45

K    1    2    3    4    5    6    7    8

\_\_\_\_\_ **Substitute Catechist** (Please circle which grades and which days)

Tues. 4:15-5:30    Tues. 6:45-8:00 (Gr. 7 or 8)    Wed. 4:15-5:30    Wed. 6:45-8:00 (Gr. 7 or 8)

Thurs. 4:15-5:30    Sat. 8:30-9:45

K    1    2    3    4    5    6    7    8

\_\_\_\_\_ **Office Help** (Please circle which day and how often)

Tues. 4:15-5:30    Tues. 6:45-8:00    Wed. 4:15-5:30    Wed. 6:45-8:00    Thurs. 4:15-5:30    Sat. 8:30-9:45

Weekly    Every other week



\_\_\_\_\_ **Hall Monitor** (Please circle which day and how often)

Tues. 4:15-5:30   Tues. 6:45-8:00   Wed. 4:15-5:30   Wed. 6:45-8:00   Thurs. 4:15-5:30   Sat. 8:30-9:45

Weekly      Every other week

\_\_\_\_\_ **Parking Lot Director** (Please circle which day and how often)

Tues. 4:15-5:30   Tues. 6:45-8:00   Wed. 4:15-5:30   Wed. 6:45-8:00   Thurs. 4:15-5:30   Sat. 8:30-9:45

Weekly      Every other week

\_\_\_\_\_ **First Reconciliation Retreat**

\_\_\_\_\_ **First Eucharist Retreat**

\_\_\_\_\_ **Confirmation Retreat**

\_\_\_\_\_ **Service Project Coordinator**

\_\_\_\_\_ **Service Project Assistants**

\_\_\_\_\_ **All Saints Celebration**

\_\_\_\_\_ **Family Sessions**

\_\_\_\_\_ **Hospitality -**

    \_\_\_ **End of the Year Appreciation party for Catechists/Assistants**

    \_\_\_ **Refreshment Server**

    \_\_\_ **Confirmation Celebration (not 8<sup>th</sup> Grade parents)**

    \_\_\_ **First Reconciliation Celebration (not 2<sup>nd</sup> or 3<sup>rd</sup> Grade parents)**

\_\_\_\_\_ **Childcare**

\_\_\_\_\_ **Special Needs Aide**

\_\_\_\_\_ **Room Parent**

\_\_\_\_\_ **Technology**

\_\_\_\_\_ **Publicity**

\_\_\_\_\_ **Photographer**

\_\_\_\_\_ **Special projects**

\_\_\_\_\_ **Translator**

\_\_\_\_\_ **Coordinator, REPO**

\_\_\_\_\_ **Assistant Coordinator, REPO**

<p><b>2017-2018 St. Mary Religious Education Volunteer Positions Descriptions</b></p>
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**CATECHIST:**

*A person who is knowledgeable in his/her faith and willing to share with students. Should have a love for and be able to get along with students you will be teaching. Responsible for weekly lesson plans and discipline. Guidance is given from the Director of Religious Education and other Catechists. The diocese has a program that each Volunteer Catechist must attend to become certified by the diocese. The Director will contact you to set up an appointment for an interview.*

**CATECHIST ASSISTANT:**

*A person willing to assist a catechist in various duties during class time, such as maintaining order in the room, testing children on prayers. Additional duties will be requested of 3rd grade assistants.*

**SUBSTITUTE CATECHIST:**

*A person willing to share his/her faith with students, but is unable to make the time commitment necessary to be a full time catechist.*

**OFFICE HELP:**

*During class hours assist with various program clerical projects, answer phone, call families whose child is marked absent but haven't called in, record absentees, and give messages to Director. Occasionally, "Summer" help is needed.*

**HALL MONITOR:**

*Help provide security in the building while classes are in session. Supervise and monitor the passage of students during R.E. class time. Pick up attendance and deliver to R.E. Office. Scheduled at least once per month.*

**FIRST RECONCILIATION RETREAT:**

*Chair and Co-Chair needed to organize celebration. Volunteers needed to help with various activities.*

**FIRST EUCHARIST RETREAT:**

*Volunteers needed to help with various activities.*

**CONFIRMATION RETREAT:**

*Volunteers needed to help with various activities.*

**SERVICE PROJECT COORDINATOR:**

*Sets up and organizes service projects.*

**SERVICE PROJECT ASSISTANTS:**

*Helps the Coordinator to organize projects with the children.*

**ALL SAINTS CELEBRATION:**

*Help plan and organize the All Saints Celebration.*

**FAMILY SESSIONS:**

*Help plan and organize Family Sessions.*

### **HOSPITALITY:**

- **End of the Year Appreciation Party for Catechists and Assistants** — *Plan and Organize an appreciation party for the volunteer catechists and assistants who come each week Sept-April to teach your child/ren the faith.*
- **Refreshments** — *Assist providing hospitality for different meetings, programs, and celebrations during the year.*
- **Confirmation Celebration** — *Serve refreshments after Confirmation liturgy.*
- **First Reconciliation Celebration** — *Serve refreshments after First Reconciliation celebration.*

### **CHILDCARE:**

*Supervise and care for younger children during R.E. for Catechists and Assistants. Also, for parent meetings for 1st Reconciliation, 1st Eucharist and Confirmation.*

### **SPECIAL NEEDS TEACHER, AIDE OR COMPANION:**

*To teach or help with students with special needs.*

### **PARKING LOT DIRECTOR:**

*Help direct cars during RE pick-up and drop off. Scheduled at least once per month.*

### **ROOM PARENT:**

*Make telephone calls/emails to families to organize special events for the classroom as needed.*

### **TECHNOLOGY:**

*Help train catechists on the Smartboards and any tech problems during class sessions.*

### **PUBLICITY:**

*Help with website, pulpit, and bulletin announcements, as well as Twitter, Facebook, and social media announcements.*

### **PHOTOGRAPHER:**

*Take pictures at retreats and special events throughout the year.*

### **SPECIAL PROJECTS:**

*Contact families new to the program, organize a social gathering for families, and help with special events that happen throughout the year.*

### **COORDINATOR, REPO:** (Religious Education Parent Organization)

*Organize the various groups of volunteers, communicate with the DRE to identify when and where volunteers are needed, make telephone calls to volunteers to serve, and represent REPO.*

### **ASSISTANT COORDINATOR, REPO:**

*Assist the Coordinator of REPO organizing volunteer groups and making calls to volunteers to serve.*