

RCIC  
CONFIRMATION &  
FIRST HOLY EUCHARIST  
FAMILY HANDBOOK



Our Lady of the Plains Catholic Church  
Byers, CO 80103

## Our Mission

The mission of our parish faith formation program is to help each other get closer to Jesus Christ by deepening their Christian faith and identity through liturgy and sacraments, instruction in the Church's teaching, and formation in the Christian way of life. We are committed to proclaiming the mysteries of faith, fostering community, encouraging worship and prayer, and motivating service to those in need.

The goal of the program for children and youth is to support and enhance the efforts of parents and guardians who want to share their Catholic faith with their children.

## Our Responsibilities

The Pastor of the parish has the ultimate responsibility for all parish faith formation. The teachers/or catechists of Religious Education at Our Lady of the Plains are here to assist Father Jeff and parents to prepare students for sacramental preparation and to deepen their friendship with Jesus. Baptismal, Saint, and Sponsor Forms are at the end of this packet!

Pastor Fr. Jeff Wilborn 303.822.5880 church **email is best** ourladyoftheplains@gmail.com

RCIC Greg & Jane Benz 303.261.2981 home email: family@aroundthebenzfarm.net

3<sup>rd</sup>/4<sup>th</sup> Mark & Michelle Linnebur 303.769.4333 hm email: linnebur6@gmail.com

RCIA Deacon John Doubrava deaconjohndoubrava@gmail.com

## Parent Responsibilities

While it sounds simple, we need you to be an example to your child of what it is to be Catholic. Attend Mass, frequent the Sacraments, continue deepening your faith to be able to answer your child's questions, and lead by example. If we expect our children to combat what the world is throwing at them, and what the world says is important, we need to emulate what **really is important**, our relationship with Christ. It is the most important thing in the world! If you have not been to Mass and the Sacraments recently, now is a great time to begin!

We, as your child's teacher, are here to assist you, **but YOU are their primary teacher**. Participation in Sunday Mass is an obligation for Roman Catholics and therefore it is expected that students in all of our sacramental preparation programs **and their families** attend Sunday Mass each week. Your child will see what you make important, and if you always prioritize Mass, hopefully they will too!

Please make sure your children know basic prayers: Our Father, Hail Mary, Glory Be, & Apostles Creed. We invite you to attend classes offered at Our Lady of the Plains or visit FORMED (code: CBTNCM) and renew your faith life.

## Curriculum

All curriculums are approved by the United States Conference of Catholic Bishops. Students preparing for Confirmation/First Holy Communion will be using *Our Sunday Visitor-Encounter with Christ* (Confirmation) and the St. Augustine Institute- *You Are Loved* series (First Holy Eucharist). The books will need to stay in the class until we are done with them, as we have found that they are forgotten, and kids end up having to share with a neighbor! RCIC students will use The Chosen Confirmation series and other materials.

**Special Needs** Parents of children with special needs should contact Fr. Jeff Wilborn at [ourladyoftheplains@gmail.com](mailto:ourladyoftheplains@gmail.com), to discuss your needs.

## Arrival & Dismissal Procedures

Students should arrive no earlier than 5 minutes before class and be picked up no later than 5 minutes after class. **Please do not** drop your child off for class, go to the grocery store, and lose track of time. Students get worried that their parents have forgotten them, and at times the teachers may have other obligations that require your timeliness. We prefer for you to come in to the hall to get your child or wait for them and enjoy a cookie and coffee and each other's company! Our class begins after 9 a.m. Mass, approximately 10:05-10:10 a.m. (after they have gotten their cookie/drink) and ends at approximately 11:10 a.m. There may be days that we let kids out a little early, we will notify you of any changes via email.

## Sacramental Preparation Details

### **FIRST HOLY EUCHARIST AND CONFIRMATION**

Preparation for the Holy Communion/Confirmation is part of the faith formation curriculum in Grade 3 (sometimes grade 4 may also attend). Students preparing for these sacraments must be baptized Catholics. **If the child is not baptized, you must let the teacher know immediately!** If you have a child that is older than 4<sup>th</sup> grade, they will attend RCIC. Parents or guardians will be asked to provide their child's baptism certificate at the beginning of the year. Dates will be given for the parent classes sometime at the beginning of the year. The date for Confirmation/First Holy Communion is not set yet, we will let you know as soon as we know! We will give you details as we get them.

### **SPONSOR**

We will need the Sponsor your child has chosen to have a Sponsor form filled out (at the end of this packet) and signed by their priest with the church's seal. Similar to a Godparent, the sponsor is there to help them on their faith journey. Your child, with your help, should choose someone they can talk to about their joys and struggles. They should be someone to help them love their faith and grow closer to God. Your child may choose 1 Sponsor. Baptismal and Sponsor forms due **BY THE END OF JANUARY 2023**. Sponsors must meet the qualifications as set forth in the 1993 Code of Canon Law:

- Must be at least 16 years old
- Have received Baptism, Confirmation, and First Holy Communion
- Must be practicing Catholics in good standing with the Church
- If married, must have been married in the Catholic Church
- Must be committed to the faith formation of the candidate
- Sponsor may NOT be a parent to the candidate.

### **PATRON SAINT**

You will need to help your child choose their Confirmation Saint. Like the sponsor, your confirmation saint will journey with you through life. We request that **YOU** do not choose the saint, since this is a saint that they should feel a connection with, like their story, and that your **CHILD** feel drawn toward. They could look at saints who like to do the same things they do like skiing, outdoors, dancing, reading, or things like that. Or maybe they want to look at the saints that have their name and see what their story is. Whatever you do ask the Holy Spirit to guide you in this decision. We have lots of books on saints (please ask us to check one out), or you can find many saints stories online. Here are a couple sites you could check.

<https://www.catholic.org/saints>

<https://www.franciscanmedia.org> (they have a Saint of the Day tab on top)

**Your child's Saint should be chosen by Feb. 2023.**

## **Student Conduct**

We expect students to:

- Be punctual and prepared for class.
- Show respect and consideration for themselves, teachers, and other students. Please discuss with your student not to talk out of turn or shout out answers unless called on.
- Use language and actions expressive of Christian behavior.
- Follow arrival and dismissal instructions given by the teacher/catechist.
- Be cooperative and participate in all sessions and activities to the best of their ability.
- Complete homework as assigned.
- Avoid bringing cell phones, gadgets, food, drink, or gum to class. We want them to eat their cookie/drink before class. NO drinks allowed in class.
- Never intentionally injure another person by physical or verbal abuse. Physical violence and bullying are not tolerated.
- Find some time to pray (either with you or encourage them to pray/converse with God)

## **Discipline**

In the case of unsatisfactory conduct, we will speak with the student. If misconduct continues, a parent may be required to attend a class with their child. If the matter persists, you will be required to have a special meeting with Father Jeff. If the misconduct is serious or continues over a period of time, it may be grounds for dismissal from the program.

## **Attendance**

Attendance will be taken weekly. Regular attendance and promptness are required for the maximum benefit to the student. **We have implemented a new attendance rule.** Your child will be able to have 3 excused absences. After the 3<sup>rd</sup> absence you will be required to meet with Fr. Jeff. If your child has missed 5 classes, they may not be able to receive the Sacrament in the current school year. It is vital that they attend each class, but we do understand when students have the flu, etc. Talk with the teacher, if make up work is done, we will not count the absence. You will need to be in communication with the teacher if these instances arise. Skipping Mass is NOT an option. Please let the teacher know the situation via text/phone/email, and arrange to get the material covered so they come to the next class prepared (if you are in special circumstances, please don't hesitate to contact us our goal is to help you teach your children and be a help to you!).

**PLEASE DO NOT BRING YOUR CHILD TO CLASS IF CONTAGIOUS OR RUNNING A FEVER!!**

## **Communication**

The normal means of communication from this class to families will be email. If you do not have an email, please make sure the teacher has your number for texts. Parent letter will be sent home on occasion. If you require your letter in Spanish, please let us know. We use google translate to translate the letter into Spanish, so we are not sure if it is the best translation. We send home information about what is coming up, what we did in class, deadlines, and a little catechism for parents, so please read your parent note!

If you wish to speak to us at any time, please do so either before or after class. You are always welcome in class, please let us know so we can have an extra seat for you!

## **Health**

Parents should inform the teacher about a child who has health problems or special needs. Be sure to note these on registration form. If a child has a food allergy, please inform the teacher. First aid will be administered in the event of an injury or illness. Teachers may not administer any medication to any child. Medication may only be dispensed to a child by a parent on premises.

**PLEASE DO NOT BRING YOUR CHILD TO CLASS IF CONTAGIOUS OR RUNNING A FEVER!!**

## **Safe Environment**

The United States Conference of Catholic Bishops and the Archdiocese of Denver requires that the parish offer training in creating safe environments for students. All teachers/catechists who are 18 or older have completed background checks and the *Called to Protect* training program. In addition, safe environment training is to be provided annually to children in all grade levels. Parents have the opportunity to review the materials presented to their children, it is very age appropriate and covers things like; "if you are at your friend's house and they want to show you their dad's gun, what should you do". Or what are some good secrets to keep, like if your mom is planning a surprise party for your dad, etc. We will have the program available for you to review. This is usually done in the fall. Parents may also opt to keep their children at home on the day of the safe environment lesson and the absence will be excused, and not be counted against them.

## **Baptismal Information**

We need your assistance in obtaining sacramental record information for your child. **If your child was baptized at Our Lady of the Plains**, just simply fill out the information below. If your child was baptized at another parish, please fill out the information below AND provide a copy of their baptismal certificate. **If they were baptized in another parish** you will need to contact that parish and request a copy (unless you have the original copy).

Please return this form and baptismal certificate to us as soon as possible. If you have any questions, feel free to contact us! In Christ,

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### **Baptismal Information IF child was baptized at OLP**

**Child's Full Name:**

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**Child's Birth Date:** \_\_\_\_\_ **Child's Baptismal Date:** \_\_\_\_\_

**Mother's Maiden Name:**

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**Father's Name:**

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Please check if your child needs to receive the Sacrament of Baptism.

**Our Lady of the Plains**  
**186 N. McDonnell St., Byers, CO 80103      303.822.5880**

**Sponsor Information Form**      ★ **(Must be signed by Priest from parish of sponsor)**

Date: \_\_\_\_\_ Confirmation Candidate: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

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

Phone (Home): \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

Sponsor's Parish Name: \_\_\_\_\_

To be a sponsor, I realize that I must:

- \* Be an active, practicing Catholic
- \* Be at least 16 years of age
- \* Be receiving the sacraments regularly
- \* Plan to maintain an ongoing relationship with the candidate in order to promote the candidate's Life-long spiritual growth.
- \* Not be one of the candidate's parents
- \* Have received the sacrament of Confirmation
- \* Be married in the Catholic Church, if married.

**Relationship of Sponsor to Candidate:** \_\_\_\_\_

I declare that I am living such a life and that I will be a long term spiritual guide and mentor for my candidate. I recognize that as a sponsor for this Sacrament, I am committed to keeping God's commandments, to worship God through prayer, and to faithfully attend Sunday Mass. I hereby state that I am a baptized, Confirmed Catholic.

\_\_\_\_\_  
*Sponsor's signature*

\_\_\_\_\_  
*Date*

**Statement of Sponsor's Parish Priest : "This is to certify the person named above is to the best of my knowledge a registered member of this parish, and a Catholic in good standing."**

\_\_\_\_\_  
*Priest's signature*

← \_\_\_\_\_  
*Date*

Church Address of Sponsor \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return to Our Lady of the Plains to the address at top

  
**PARISH SEAL ABOVE HERE**



# CONFIRMATION SAINT FORM

Please help your child research saints and help them fill out the following:

Confirmation Candidate Name: \_\_\_\_\_

Confirmation Saint Chosen \_\_\_\_\_

Parents, YOU may write this for your child. They can tell you the information!

Brief biography of the saint chosen(use back if necessary)

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Why did you choose this saint

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USE BACK FOR ADDITIONAL INFORMATION!

Resources:

<http://www.catholic.org/saints/>

<http://www.americancatholic.org/features/saints/Patrons.aspx>

Saint Form DUE end of February 2023