

St. Mary and St. Richard Parish

Faith Formation Handbook for 2022-2023 Catechetical Year



“Encounter / Grow / Witness” is the threefold process for evangelization that has proven its worth in our local Church and will be our paradigm as we go forward in unleashing the Gospel. Every person in the Archdiocese is called to encounter Jesus anew, grow daily as his disciple, and witness his mercy’s power.

Unleash the Gospel, guidepost nine.

Partnering with families to help children live the Gospel of Jesus Christ.

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A letter from St. Mary Faith Formation Director to Parents/ Guardians

“As branches dry up without the virtue of the root, so works, to whatever degree they may seem good, are nothing if they are disjoined from the solidity of the faith.”

~ St. Gregory the Great

Welcome to the Faith Formation Program at St. Mary Parish! The catechists and I believe that assisting parents, their children’s primary educators is one of our most honored privileges. We know that family is the domestic Church’s primary community, where faith is shared and cherished. It is the home where children are first introduced to prayer and faith traditions. In the parental home, church attendance habits are started and cultivated. The primary function of the Catechesis of the Church is to nurture and incorporate members into the Body of Christ. Thus, the bond between home and Church enables, empowers, and encourages families to be living examples of Christ and builds up the Kingdom of God.

The goal of Faith Formation is to deepen and encourage the faith in Christ. Our catechists build upon your foundation by fostering a deeper understanding and appreciation of faith.

Please join us on **MONDAY, SEPTEMBER 12, 2022**, as we begin the year with a Family Night for all students and their parents/guardians. This event will start in Haney Hall.

We are excited about the many opportunities for active learning that translate into an active faith. We welcome your interest and involvement and especially enjoy hearing from parents/guardians regarding their child’s faith formation.

In Christ

Paul Zdzieblowski
Pastoral Associate for Faith Formation
Email: Pastoralassociate@stmarywayne.org

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Equipping Parents to Proclaim the Faith

The Catechism of the Catholic Church states “It is in the bosom of the family that parents are ‘by word and example ... the first heralds of the faith with regard to their children.’” (1656). This is a tremendous responsibility. Certainly, the Church is here to help in that responsibility, but we can never take parents’ place. Therefore, we are adding a new component to our faith formation program this year to assist parents in their role in proclaiming their children’s faith. Once per month, on the second Monday of the month, we will have a separate class for parents while the children are in class. These classes with parents will cover basic topics of our Church and faith. The format will be a combination of presentations and group discussions. **Although attendance at these classes is required for the parents/guardians of the children in our faith formation program, anyone interested may attend.** Classes will be offered in both Spanish and English. For more information, go to the faith formation page on our website www.stmarywayne.org.

COVID-19 Preparations

To prevent the spread of the coronavirus and to keep everyone healthy, the St. Mary Faith Formation has developed the following policies and procedures to protect children and catechists from COVID-19:

- Frequently touched places, such as door handles, sink handles, and drinking fountains will be cleaned and disinfected regularly.
- Hand sanitizer and wipes will be available throughout the school and inside classrooms.
- Before Faith Formation class, we will be using a contactless digital thermometer to measure temperatures at the Haney Hall door. The CDC considers a person to have a fever when a measured temperature of 100.4 degrees or more is recorded. Therefore, persons with a temperature of 100.4 or higher will not be permitted to enter the building.
- Children and Parents with other COVID-19 symptoms, including cough, difficulty breathing, fatigue, muscle or body aches, headache, loss of smell or taste, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea, will not be permitted to enter the building.
- All catechists and children must wear face coverings in hallways and classrooms and maintain six-foot social distancing protocols.
- Children are asked not to congregate in classrooms before and/or after the Faith Formation class.
- Catechists should not walk around the classroom but remain in one space.

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- Before beginning the Faith Formation year, all classrooms will be arranged for proper social distancing. No one is allowed to rearrange any classroom tables or chairs without the express permission of the Director of Religious Education or St. Mary`s pastor, Father Sean.
- Should it become necessary to convert to a virtual classroom, we will then use the ZOOM program that is widely used throughout the school system.

These guidelines are subject to change if conditions regarding COVID-19 require action. St. Mary Faith Formation will closely monitor any executive orders or recommendations from the State of Michigan, CDC, and the Archdiocese of Detroit.

St. Mary/St. Richard Faith Formation Registration Requirements:

1. You must complete a 2022-2023 Faith Formation Registration Form. This form is available on the parish website <https://stmarywayne.org/faith-formation>. It is also available at the Parish Office.
2. If you are enrolling a child for the first time in the program, you must also complete a Baptism Information Form. If your child was not baptized at St. Mary or St. Richard, you must also provide us with a copy of your child`s baptism certificate and attach it to the Registration Form.
3. Returning families, please be aware that you must re-register your child each year for the Faith Formation Program. If you are also registering a new child in addition to a child who has been in the program previously, you must complete the Baptism Information Form for the new child and provide a copy of the child`s baptism certificate (as applicable) when you register.
4. Please note that registrations for the 2022-2023 Faith Formation Program will only be processed if there is space available in your child`s grade. If space is not available due to a lack of catechists in a particular grade level, your child will be placed on a waiting list.

SMSR Faith Formation TUITION for the YEAR 2022-2023

IN-PARISH TUITION

EARLY REGISTRATION by AUGUST 1 - \$80.00 one (1) student
 \$130.00 two (2) students
 \$180.00 three (3) or more - Family

Registration August 2 – September 12 - \$100.00 one (1) student
 \$150.00 two (2) students
 \$200.00 three (3) or more – Family

Late Registration September 13 - Add an additional \$10.00 per student to the Regular fee.

BOOK FEE - \$25 per book per student.

To receive in-parish tuition, you must be a *registered* St. Mary or St. Richard parishioner **and** make a minimum Sunday offertory contribution of \$25 per month for the previous six (6) months.

OUT OF PARISH TUITION

Registration - Same fee structure as above *plus* add an additional \$30.00 per student to the Regular fee.

BOOK FEE - \$25 per book per student.

Tuition and Textbook fees must be paid in full at registration. However, no child is denied Faith Formation due to financial hardship. Please contact Father Sean Bonner if you are experiencing

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financial difficulty to discuss this matter. **Financial hardship issues must be discussed directly with Fr. Sean Bonner only.**

PLEASE NOTE: THERE IS A \$30.00 CHARGE FOR ANY RETURNED CHECK.

VOLUNTEERS (We need you!)

Our Faith Formation program could not happen without the generous support of our volunteers! Volunteering as a Catechist, Catechist Aid, Youth Minister, or Hall Monitor is a rewarding experience. It allows you to grow in faith as well. In gratitude for your service, volunteers will receive a (1) per family 25% discount on tuition only (*book fees not included*).

Please contact Fr. Sean Bonner or St. Mary Pastoral Associate, Mr. Paul Zdzieblowski to discuss volunteer options.

Payment Procedures:

The Faith Formation Tuition and Textbook Fee can be paid as follows:

1. Mail the completed Registration Form and Baptism Information Form with a copy of your child's Baptism Certificate attached to it and your payment in full to St. Mary Faith Formation Office, 34530 Michigan Ave., Wayne, MI 48184. You must be a registered parishioner to use this procedure.
2. Place the completed Registration Form and Baptism Information Form with a copy of your child's Baptism Certificate attached to it and your payment in full in a sealed envelope marked "2022-2023 Faith Formation" and place it in the collection basket at any of the weekend Masses. You must be a registered parishioner to use this procedure.
3. Bring the completed Registration Form and Baptism Information Form with a copy of your child's Baptism Certificate attached to it and your payment in full to the Parish Office during regular office hours Monday – Friday 8:30am – 4:30pm.
4. Pay online using a checking /savings account or credit card at:
<https://osvhub.com/stmarywayne/giving/funds>

2022-2023 Faith Formation schedule:

Classes are held on Mondays from 6:00 pm until 7:15 pm

The catechetical year begins on Sunday, September 18, 2022 - 11:30 am Mass. *Catechists, catechetical aides, hall monitors, and children and parents of children enrolled in the faith formation program are encouraged to attend the celebration.*

Enrolment Mass for First Communion children - Sunday, October 2, 2022 - 11:30 am

Enrolment Mass for Confirmation Candidate - Sunday, October 09, 2022 - 11:30 am,

Meeting with Parents /Guardians and Confirmation of children from seventh (7) and eighth (8) grades on Sunday, October 09, 2022, in Church (around 12:40 pm).

Monday, September: 12 – from 6:00 pm to 7:00 pm FAMILY NIGHT, meet teachers / receive textbooks.

September: - 19, [26 - Fire Drill]

October: - 03, [10-Circle of Grace] 17, 24, 31,

The month of October is dedicated to Mary, the mother of Jesus. **Rosary in Church at 7 pm.**

November: - 01, 14, 21, 28

December: - 05, [12- Feast of Our Lady of Guadalupe], 19, [TBA- Christmas break]

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January: - 02, 09, 23, 30, [16 - Martin Luther King Jr. Holiday - no class]

Wednesday, February 22, 2023 - Ash Wednesday-Season of LENT

February: - 06, 13, 20, 27, [TBA -Winter break]

March: - 06, 13, [20 Lenten Penance Service], 27

April: - 03, 10, 17, 24 [TBA -Spring Break]

April 07, 2023 -Friday of the Passion of the Lord (Good Friday) - Stations of the Cross

celebrated by Seventh and Eighth grade Confirmation candidates

May: - 01, 08, 15, 22

Confirmation Mass – TBA

First Communion Mass – Sunday, May 07, 2023 - 11:30 am

Coffee and Donuts served on Sunday after 8:30 and 11:30 Mass by **Seventh and Eighth grade -**

October 16, November 20, December 18, January 15, February 19, March 19, April 16

Meeting with First Communion Parents/Guardians - October 03, 2022 - March 06, 2023 in Haney

Hall - 7:15 pm

Sacrament of Reconciliation for First Communion children – Wednesday, January 11, 2023 - 7 pm

Confirmation Retreat - To Be Scheduled

First Communion Retreat - Saturday, April 15, 2023 from 9:30 am till 12:30 pm

Equipping Parents to Proclaim the Faith (sessions with Father Sean): Second Monday of the month-

Activity Center - 6 pm - October 10, November 14, January 09, February 13, March 13, April 10, May

08,

Advent Penance Service for faith formation children and their parents/guardians –

December 14, 2022, together with Parish Penance Service

Lenten Penance Service - Monday, March 20, 2023 - 6 pm in Church

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Holy Days of Obligation in 2022-2023:

November 1, 2022 - All Saints Day

December 8, 2022 - The Immaculate Conception of the Blessed Virgin Mary

December 12, 2022 -Feast of Our Lady of Guadalupe

December 25, 2022- The Nativity of the Lord (Christmas)

February 22, 2023 - Ash Wednesday - Season of LENT

HOLY WEEK SCHEDULE:

APRIL 02, 2023 – Palm Sunday of the Passion of the Lord

April 06, 2023 – Holy Thursday

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April 07, 2023 - Friday of the Passion of the Lord (Good Friday) – Stations of the Cross celebrated by 7 and 8 grades

April 08, 2023 – Holy Saturday

April 09, 2023 - Easter Sunday of the Resurrection of the Lord.

Class Attendance Requirements:

Please consult and save the *Class Schedule for 2022-2023* for the schedule of classes from September 2022 through May 2023. Classes are held on Mondays from 6:00 pm to 7:15 pm. **Please ensure your child is on time for class! At 6:05 pm, your child will be checked late on the attendance sheet.** Children must enter the building through the Haney Hall doors off the Sims Street parking lot then go directly to their classrooms.

Every session of the scheduled Faith Formation class is essential, and your child is expected to attend all classes. The 2022-2023 Class Schedule is available on the parish website <https://stmarywayne.org/faith-formation>. Additional copies are also available at the Parish Office.

The Archdiocese of Detroit expects all Faith Formation programs to consist of at least 30 hours of structured program learning. Therefore, we monitor student absences during the program year. 100% attendance is expected of the classes attended each year. After a student has missed or is late for **two classes**, a letter from the office will be sent home. After **four absences or being late**, another letter will be sent home. The DRE will contact the parent/guardian to schedule a meeting and discuss the child's attendance. After **six absences or being late, your child will not progress to the next level, or a recommendation letter will be issued. The child will have to register next year for the same class.** Attendance is taken at the beginning of each class. Attendance at each class is critical for consistency in learning since each lesson builds upon the previous lesson. If your child will be absent from class, arrive late for class, or need to leave early from class, please contact the Faith Formation office no later than 3:00 pm on the day of class. Students will not be permitted to leave the building alone.

Faith Formation class cancelation:

If the class is canceled, a Flocknote message will be sent to emails and mobile phones regarding the closure. You can also call the Faith Formation Office at 734-721-8745 xte. 129. You can always call the Faith Formation office if you are unsure that Faith Formation classes are held on a specific Monday.

Communication with parents/guardians:

Each student enrolled in the Faith Formation program will bring home information regarding meetings, homework, sacraments, or any other events at St. Mary Faith Formation. Please check with your child for any notes they may have received in class. Catechist may send information to you via email from pastoralassociate@stmarywayne.org or text you directly using the messaging system "Flocknote." Your responsibility is to notify St. Mary Faith Formation with a new email address or cell phone number.

St. Mary/St. Richard Faith Formation Curriculum:

Grades 1 and 3 through 7

Alive in Christ from Our Sunday is the catechetical program we will use. This curriculum presents essential concepts through the Four Pillars of the Catechism: What Catholics Believe, How Catholics Worship, How Catholics Live, and How Catholics Pray and is aligned with the 2018 Archdiocese of Detroit's new faith formation curriculum. Each year, as the children's understanding and faith grows, topics are revisited, and new elements are added to continue their faith development. With this approach, children learn all aspects of our Catholic faith at an age-appropriate level.

Grades 2 and 8

Decision Point by Dynamic Catholic is the catechetical program that we will use. This program is aligned with the 2018 Archdiocese of Detroit's new faith formation curriculum. This program addresses the Catholic faith, religion, and belief in the best way for these grades to understand the Catholic faith and

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help transform children into a deeper relationship with God through an exposition of their Catholic heritage - its beliefs, moral code, rituals, and practices, and life of prayer. It offers a systematic process of faith reflection that helps young people make meaningful connections between their increasing knowledge of the Catholic tradition and their daily lives. It encourages them to make choices by remembering the events of their own lives and applying the Church's heritage of faith to them.

St. Mary/St. Richard Faith Formation Expectations and Behavioral Code:

The development of behavior proper to responsible Christian living is an integral part of the Faith Formation Program.

PARENTS:

- Ensure that your child attends all classes and is on time for every class.
- Ensure that you and your child attend Sunday Mass each week.
- Communicate to the Director of Faith Formation any special needs or circumstances that may affect your child within the classroom.
- Be an active part of your child's learning and participate in their faith formation.

STUDENTS:

- Always behave in a Christian manner, show respect, and cooperate with adults and other students.
- Actively and respectfully participate in classroom activities and discussions.
- Attend all classes and complete any assignments or homework.
- You will not possess nor be under the influence of drugs, alcohol, or tobacco.
- You will not bring any weapons to class.
- You will not use rude or offensive language or write anything rude or mean.
- You will not be disrespectful to yourself or/ to any other person.
- You will not leave the building or premises without the permission of an authorized adult.
- You will obey the rules of your classroom and the rules of the Faith Formation Program.
- You will always follow catechists, aides, or hall monitor directions.
- You will not go into other rooms or parts of the building without the permission of an authorized adult.
- You will not run, chase, or throw things in the building or the Church.
- You will not eat, drink, or chew gum in the building or the Church.
- You will commit yourself to having an open mind, participating actively, and possessing an attitude of Christian love and action.
- You will not use any electronic device without the permission of an authorized adult.

These rules will be strictly enforced. However, this list is not all-inclusive. The above behaviors and any other actions that do not benefit proper conduct in the Faith Formation Program will be dealt with on an individual basis.

Breaking any of the rules will result in the following ***Disciplinary Process:***

1. A Warning will be given to the student with dismissal from the classroom and a telephone call to their parents/guardians.
2. If misconduct persists, the parents/guardians will be requested to come and get their child from Faith Formation.
3. A meeting will be scheduled with the child's parent/guardian and the Director of Faith Formation.
4. All serious misbehavior will be dealt with immediately. Parents/Guardians will be contacted to come and discuss the matter with all persons involved. Serious misconduct could lead to suspension and/or expulsion from class for the year.

Drop-off and Pick-up procedures of your child:

Please adhere to the following procedures for dropping off and picking up the children. Following these procedures will ensure the safety of the children when arriving for class and leaving class.

1. Enter the Sims Street parking lot through the West End (nearest Third Street). Exit the Sims Street parking lot through the East End (nearest Fourth Street)

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2. Students should be dropped off near the entrance to Haney Hall. Drivers should pull forward as far as possible. **Children should be ready to leave the vehicle only on the curbside of the HANEY HALL side of the car.**
3. Do not park in the handicapped parking in front of Haney Hall unless you have a handicapped parking permit/license plate.
4. When picking up students, you must park in a designated parking space. Do not park along the curb or create your own parking place.
5. The child will not be allowed to leave the Faith Formation building unless a parent or guardian is there to pick them up.

St. Mary/St. Richard Church Requirements regarding Altar Server ministry for the grades four (4) through six (6).

As part of your child's faith formation at St. Mary and St. Richard, grades four, five, and six have an obligation to be Altar servers during the Sunday and Holyday Masses. Please follow up with your child regarding the training scheduled by Fr. Bonner.

St. Mary/St. Richard Faith Formation Requirements regarding the Sacraments:

The celebration of the sacraments of Eucharist and Confirmation for children who have been baptized in the Roman Catholic Church **requires two (2) years of preparation in the Faith Formation Program. If your child has not attended a Faith Formation (Religious Education) program or a Catholic School program within the past two years, the child must attend the Faith Formation Program for two (2) years and celebrate the specific Sacrament (s) during their second successful year in the program.**

Families transferring a child from another Faith Formation (Religious Education) program or Catholic School program must provide written documentation of attendance in that program for the previous year from either the Director of Religious Education or the School Principal at that parish to fulfill this two-year requirement.

Parents or guardians of children of catechetical age (at least seven years old) who have never been baptized or who were baptized in a church other than the Catholic Church must first contact the Director of Faith Formation before registering their children in this program.

St. Mary/St. Richards Faith Formation Preparation for the Sacraments:

Children preparing for the Sacraments of First Eucharist, Reconciliation, or Confirmation are still dependent upon their parents. Therefore, they learn primarily from their parents' attitudes, words, and behavior. For this reason, parents have the primary responsibility for the education and preparation of their children for celebrating these sacraments.

Sometimes, the parents cannot fulfill their role as primary educators in preparing their children for the sacraments for various reasons. In such cases, alternatives are possible. First, they can delay the preparation and celebration of the Sacrament until they can fulfill their role. They can delay the preparation and celebration until the child is mature enough to satisfy the responsibilities or select an adult sponsor for the child who would fulfill the role ascribed to the parents.

The sacramental policies below outline the parents' responsibilities and the candidates' wishing to celebrate a sacrament.

Sacrament of First Eucharist (First Communion):

Eucharist is a sacrament continuing the process of initiation begun at Baptism. It is the Sacrament in which the Christian community comes together to celebrate Christ's presence among us. As we are fed by the gift of Jesus in the Eucharist and by the people gathered, we go forth to serve others as Jesus did.

Candidates for the celebration of the First Eucharist are to:

1. Be at least seven years of age and be baptized.
2. Attend and fully participate in at least two years of formal Faith Formation.
3. Attend Sunday and Holyday Masses regularly.

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4. Attend and participate in all Faith Formation classes.

Expectations from Parents/Guardians of the candidates are to:

1. Attend Sunday and Holyday Masses regularly with their children.
2. Attend the Parent/Guardian Meetings and other First Eucharist activities unless excused by the Director of Faith Formation.
3. Support and cooperate with the Faith Formation Program by working with their child at home.

The First Eucharist preparation program consists of a rite of Enrollment at a Sunday Mass, a Parent/Guardian meeting, a Family Activity Day, and a Practice for the First Eucharist celebration. In addition, the parents/guardians will receive a “2022-2023 Eucharist Information Booklet” containing all the information and requirements about the Sacrament.

Sacrament of First Reconciliation:

The Sacrament of First Reconciliation is the outward sign by which we celebrate a merciful and forgiving God and renew our relationship with Him and the community. It marks the fact that we can always be forgiven. Therefore, First Communion candidates must be prepared and celebrate First Reconciliation before celebrating First Communion.

Requirements regarding Candidates for First Reconciliation and Communion:

- Be at least seven years of age and be baptized.
- Attend Sunday and Holyday Masses regularly.
- Attend and fully participate in at least two years of formal Faith/Religious Formation.

Expectations from Parents/Guardians of the First Reconciliation and Communion:

- Attend Sunday and Holyday Masses regularly with their children.
- Attend the Parent/Guardian Meeting and other Reconciliation activities unless excused by the Director.
- Support and cooperate with the Faith Formation Program by working with their child at home.

Sacrament of Confirmation:

Preparing for the Sacrament of Confirmation takes some commitment and time. **The Archdiocese of Detroit requires two years of Confirmation preparation. At St. Mary/St. Richard, Confirmation preparation starts with seventh grade, and the Sacrament of Confirmation is celebrated in eighth grade.** St. Mary Parish is happy to support you as you need, but you must also do your part. As a Sacrament of Initiation, Confirmation is closely related to Baptism and Eucharist. Christians are reborn in Baptism, strengthened by Confirmation, and nourished and sustained by the Eucharist. In addition, Confirmation renews and reinforces the baptismal call to respond as a community member, the responsibility to bring the Good News, and the commitment to serve others and take part in Jesus’ mission.

Requirements regarding Candidates wishing to receive the Sacrament of Confirmation:

1. Have participated fully in a cumulative, formal faith formation program.
2. Attend and fully participate in at least two years of Faith Formation.
3. Understand that Works of Mercy may be performed in or outside the community.
4. Attend Sunday and Holyday Masses regularly.
5. Attend and participate in all Faith Formation classes.

Expectations from Parents/Guardians of the candidates of Sacrament of Confirmation:

1. Attend Sunday and Holyday Masses regularly with their children.
2. Attend the Parent /Guardian meetings unless excused by the Director of Faith Formation.
3. Support and cooperate with the Faith Formation Program by collaborating with the candidate at home.

The parents/guardians will receive a “2022-2023 Confirmation Booklet” containing all the information and requirements about the Sacrament of Confirmation.

Circle of Grace:

The Catholic Church teaches that God has created us as unique and special. The Book of Genesis, chapter 1, verses twenty-seven, tells us that we are created “male and female in God’s image,” God saw

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this as “very good.” We are meant to respect ourselves and everyone else as persons created and loved by God in that goodness. God intends our relationships in life to be experiences of divine love. Respectful, nurturing, loving relationships increase our understanding of our values and help us to love others. It is never too early to help children understand how exceptional they are and how relationships in life are called to be sacred. Understanding this can help them protect the special person they are and be respectful of others.

In November 2008, the Archdiocese of Detroit mandated that a safe environment training program is integrated into the curriculum of faith formation programs throughout the Archdiocese. The program is titled “*Circle of Grace*.” The goal of the Circle of Grace program is to educate and empower children to participate in a safe environment for themselves and others actively.

Circle of Grace will equip children with essential knowledge and skills grounded in the richness of our faith by:

1. Reinforcing their understanding that God creates them and live in the love of the Father, Son, and Holy Spirit
2. Assisting them in describing the Circle of Grace that God gives each of us
3. Helping them to identify and maintain appropriate physical, emotional, spiritual, and sexual boundaries
4. Helping them to identify all types of boundary violations
5. Allowing them to demonstrate how to act if any limitation is threatened or violated

Circle of Grace emphasizes the sacredness of each person. Circle of Grace is sensitive to the stages of child development and is grade-level specific. Each lesson is correlated with Catholic teachings. The program is structured for implementation each calendar year in all grades. Each year children, grades 1-8, are introduced to various aspects of the program. It is not a sex education program. Each grade level will participate in one session of Circle of Grace during regular class.

Should you have any further questions or concerns about the Circle of Grace Program, please contact the Faith Formation Office at (734) 721-8745 xte. 129 or email: pastoralassociate@stmarywayne.org

Instruction for FIRE practice:

1. Students are to maintain silence during a **FIRE DRILL**.
2. Students are to walk quickly and orderly when leaving the classroom and the building.
3. Catechists and catechist aides must ensure that their classrooms are empty, windows closed, and the classroom doors locked when they exit.
4. Catechists and catechist aides must take a headcount when they arrive at the Gathering Areas to ensure all their students are present and accounted.
5. Students must remain at the Gathering Areas, standing quietly until the “**ALL CLEAR**” is given to re-enter the building.
6. Students are to re-enter the building and their classrooms quietly and orderly.

Classroom escapes route:

Classrooms 101, 102 –

Exit the building via the East Exit door. Turn right to Michigan Ave. Continue left along Michigan Ave to Fourth St. Proceed along Fourth St. to the driveway, turn and face Michigan Ave.

GATHERING AREA: the courtyard area to the left of the East Exit Door.

Classrooms 103, 110 (St. Anne) –

Exit the building via the North Exit door. Turn right to Michigan Ave. Continue left along Michigan Ave. to Fourth St. Proceed along Fourth St. to the driveway, turn and face Michigan Ave.

GATHERING AREA: the courtyard area to the left of the East Exit Door.

Classrooms 104, 105, 106 –

Exit through the South Stairway and exit the building via the Exit Door in the Connector Hallway. Turn left on the sidewalk between Church and rectory. Turn right along Third St. Lining up in front of the rectory garage. Turn and face Michigan Ave. Classes stay to the left of the courtyard area.

GATHERING AREA: the space between the church building and the rectory.

Classrooms 107, 108, 109 –

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Exit through the South Stairway and exit the building via the Exit Door in the Connector Hallway. Turn left on the sidewalk between Church and rectory. Turn right along Third St. Lining up in front of the rectory garage. Turn and face Michigan Ave. Classes stay to the left of the courtyard area.

GATHERING AREA: the space between the church building and the rectory.

Haney Hall –

Exit Haney Hall Doors and walk across the parking lot to the Sims St. Sidewalk. Turn and face the Parish office. Classes should line up in the order of arrival, moving as close to the playscape or previous class as possible.

Instruction for TORNADO practice.

1. Students are to maintain silence during a **TORNADO DRILL**.
2. Students are to walk quickly and orderly when leaving the classroom and the building.
3. Catechists and catechist aides must ensure that their classrooms are empty, windows closed, and the classroom doors locked when they exit.
4. Catechists and catechist aides must take a headcount when they arrive at the Gathering Areas to ensure all their students are present and accounted.
5. Students must remain at the Gathering Areas, standing quietly until the “**ALL CLEAR**” is given to re-enter the building.
6. Students are to re-enter the building and their classrooms quietly and orderly.

Classroom escapes routes:

Classrooms 101, 102 - Exit to the East, follow the sign towards the basement stairs.

Classrooms 103, 110 (St. Anne) -Exit to the East, follow the sign towards the basement stairs.

Classrooms 104, 105, 106 - Exit South towards the Connector. Turn towards the buzzer door. Proceed downstairs to the basement stairs.

Classrooms 107, 108, 109 - Exit -South towards the Connector. Turn towards the buzzer doors. Proceed downstairs to the basement stairs.

Haney Hall – Exit East through the double door leading to the Connector, then immediately turn right towards the basement stairs.

From Outside- Enter through Haney Hall Doors. Proceed towards the double door leading to the Connector, then immediately turn right to the basement stairs.