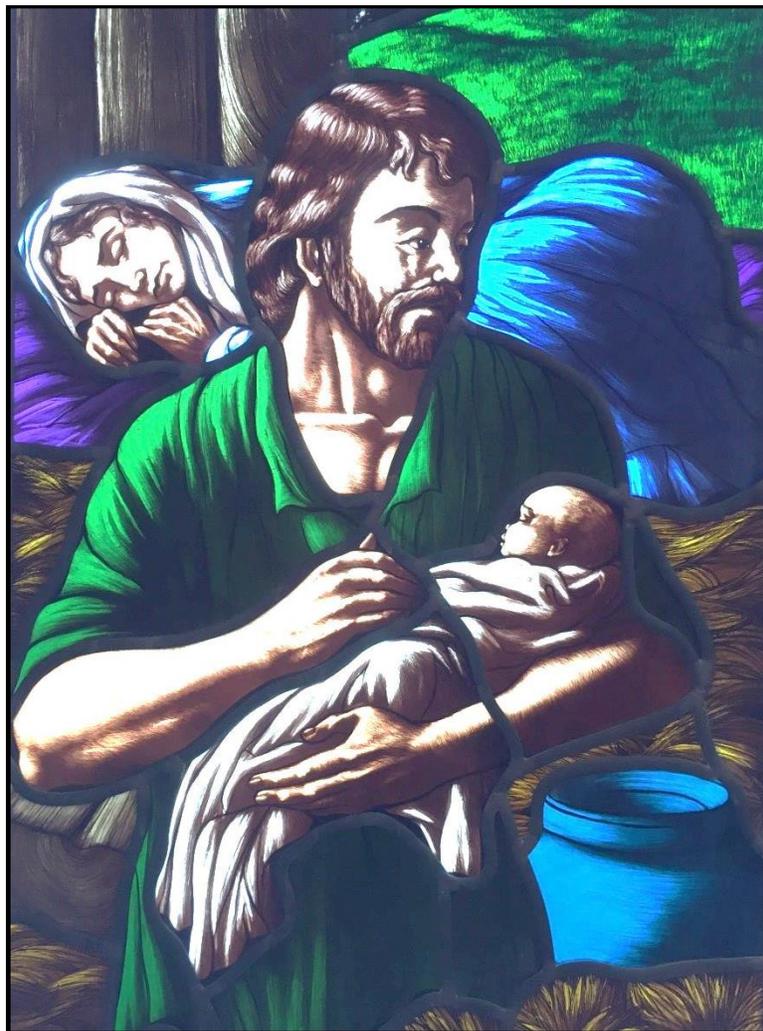


St. Joseph the Worker Catholic Church
Ozark, Missouri

Parish School of Religion
HANDBOOK
for Catechists & Families



2015-2016

Last updated 8-27-15

Parish School of Religion: Helping form “Intentional Disciples”

St. Joseph the Worker offers classes for students in Kindergarten through 12th grades through a Parish School of Religion (P.S.R.). The purpose of this program is to aid parents – the primary teachers of their children – in attaining the object of catechesis: communion with Christ.

What is “catechesis”? By definition, “catechesis” is an education of children, young people, and adults in the faith of the Church through the teaching of Christian doctrine in an organic and systematic way to form them into disciples of Christ. Those who perform the ministry of catechesis in the Church are called “catechists.”

Our catechists at St. Joseph the Worker are charged with six primary, interrelated tasks, each of which are necessary to form the Christian life of a disciple. Jesus applied each of these tasks when forming his disciples in the New Testament, and so we continue His work:

- 1) To deepen the knowledge of the Faith;
- 2) To provide a liturgical education that brings the faithful to full, conscious, and actual participation in the liturgy;
- 3) To provide a moral formation that transmits Jesus’ teaching to the faithful in a way that leads to interior transformation;
- 4) To teach people to pray in such a way that catechesis is permeated by a climate of prayer;
- 5) To prepare the Christians to live in community;
- 6) To prepare Christians to participate actively in the life and mission of the Church and foster a spirit of evangelization.

The parish’s Office of Religious Education hopes to authentically assist in empowering our children to live out their baptismal call to holiness – to become saints! The program emphasizes the necessity of the Sacraments, service, retreat, and other communal or personal devotional practices as a source of strength, guidance, and renewal in faith.

Loving Jesus, Serving Jesus, Sharing Jesus

St. Joseph the Worker Catholic Church shares in the mission and vision of the Diocese of Springfield-Cape Girardeau, under the pastoral direction of Bishop James V. Johnston, Jr., successor to the Apostles. With the bishop, we continue the mission of Our Lord Jesus Christ of building the kingdom of God on earth while keeping our eyes raised to Heaven. Through the Parish School of Religion, we share in parents’ baptismal commitment to impart knowledge, good morals and Catholic values to their children.

Registration & Fees

All the students should be registered for Parish School of Religion prior to the start of the school year. The registration usually takes place in the month of August. The information will be placed in the parish bulletin and in the gathering space of the church. The fees for Parish School of Religion are \$25.00 per child or \$50.00 per family. No child shall be denied P.S.R. enrollment because of finances. A family that wants to arrange a payment plan should contact the Pastor or Director of Religious Education.

Requirements

The family of the child registering for the Parish School of Religion must be registered members of St. Joseph the Worker Catholic Church. A copy of children’s baptismal certificates should be provided if not already on file with the parish.

GENERAL DIRECTIVES

CLASS TIME Classes for the Parish School of Religion are held from 9:15 a.m. to 10:15 a.m. on Sundays. Students should report to their classroom on time. They should use the restroom or get a drink prior to the time class begins in order to be settled at the start of class. Parents or guardians should come to the classroom to retrieve their child at the end of classes.

CALENDAR Dates of classes and breaks, etc., are found in this handbook. Please refer to the weekly parish bulletin for changes to the calendar. Every effort will also be made to notify families of changes via email, phone, texting, and the parish Facebook pages.

ABSENCES Each teacher is responsible to take roll call at the beginning of the class period. Teachers are asked to contact parents/guardians if a child has two or more consecutive absences and will notify the Director of Religious Education and/or Pastor if necessary.

OFFICE The religious education office is located in the parish's main office building. Supplies for teachers are already located in classrooms, but extra supplies may be obtained through the religious education office or from the copy room in the preschool hallway.

BOOKS AND SUPPLIES Most students will have workbooks for use in the classroom. Students are expected to take care of their books to prevent excessive 'wear,' especially if a book is meant to be used for more than one school year. Shared cost of books and materials is included in the Parish School of Religion registration fee.

RESOURCES The parish does have some text and audio/visual resources available for those interested. Please see the Director of Religious Education if you are looking for particular resources.

PARENTS Whenever possible, our teachers are encouraged to involve parents in the parish-sponsored religious education classes. Folders with 'parent checklists' may be sent home each Sunday and need to be returned with the child the following class period. Parents are encouraged to ensure their child attends all Parish School of Religion classes in addition to fulfilling their obligation to attend Sunday Mass (or preceding Vigil Mass). Parents are welcome to occasionally sit-in on their child's class, with permission of the teacher.

HOMEWORK Students may receive assignments to complete in-between classes; this is assigned at the discretion of the teacher. Students at each grade level are to memorize in heart and mind certain prayers and basic tenets of the Faith, and parents are responsible for assisting their children by praying with them and helping them to learn the prayers. Parents are free to contact the teachers at any time to discuss the faith formation of their child(ren).

SAFETY Once students arrive to their classroom, they are not permitted to leave unless permission is given to do so by the teacher. Students that need to be dismissed early must be retrieved from the classroom by their parent or guardian.

MEDICAL ATTENTION No medication will be given/taken during class time and no medication shall be brought to the classroom unless prior arrangement has been made with parents and teacher. In case of accident, injury, or illness occurring on the parish campus in proximity to classes, the Director of Religious Education and teacher shall contact the parents to determine proper response and action.

WEATHER In the case of inclement wintry weather (heavy snow, ice, etc.), classes will not be held.

Prayers and other 'Faith Basics' that should be committed to heart

KINDERGARTEN	Sign of the Cross, Our Father, Hail Mary, Glory Be, Prayer Before Meals
1 st GRADE	All of the above; and the Prayer After Meals, Seven Sacraments, names of Pastor, Bishop, Pope
2 nd GRADE	All of the above; and Responses at Mass, Guardian Angel Prayer, Act of Contrition, Formula for Sacrament of Penance, How to prepare for and go to Communion, distinction between two 'forms' of Roman Rite Liturgy*, Liturgical Seasons
3 rd GRADE	All of the above; and the Apostles Creed, Hail Holy Queen, St. Michael Prayer, the Rosary, spontaneous prayer
4 th GRADE	All of the above; and Mysteries of the Rosary, Morning Offering, Angelus Prayer
5 th GRADE	All of the above; and the Act of Faith, Act of Hope, Act of Charity, Four Last Things
6 th GRADE	All of the above; and the Memorare, Stations/Way of the Cross, Works of Mercy
7 th GRADE	All of the above; the Beatitudes, Commandments, Adoration & Benediction, Divine Praises
8 th GRADE	All of the above; Precepts of the Church, Holy Days of Obligation
HIGH SCHOOL	All of the above; 12 Apostles, Prayer for the Poor Souls in Purgatory

** The Roman Catholic Church has two 'expressions,' or 'forms,' of its liturgy, as it is commonly taught today. The 'Ordinary Form' is celebrated according to the Roman Missal, Third Edition. The 'Extraordinary Form' is celebrated according to the Roman Missal of 1962. We will work with catechists and students to learn more about the 'forms' of the liturgy in the months to come.*

Child Protection Policy

St. Joseph the Worker parish shares in the mission of the Church to care and protect all children from any form of abuse or neglect. All personnel and volunteers who are directly involved or in contact with children must undergo the relevant state and federal criminal background checks. They are also to receive Safe Environment / VIRTUS training to prevent, recognize, and appropriately report any form of child abuse. All catechists, as mandated reporters, are required to report situations of abuse or neglect to proper authorities.

Sexual harassment of/by students will not be tolerated and will be subject to disciplinary action. Any student found smoking, or in the possession of drugs, alcohol, tobacco or participating in any way in the use of drugs, alcohol, or tobacco while at any parish sponsored activity will be subject to disciplinary action. Any item viewed in the eyes of the catechist as having potential to cause bodily harm to individuals or damage to property will be confiscated. Inappropriate/offensive symbols, activities or language is not permitted.

Catechist List

Pastor	Fr. Scott Sunnenberg	417-581-6328	sjwpriest@saintjosephozark.org
Director of Religious Education	J.B. Kelly	417-827-2464	sjwdre@saintjosephozark.org
Confirmation	Robert Marmouget	417-300-4686	rmarmouget@gmail.com
	Doug Kissinger	417-581-3414	dkissinger@centurytel.net
9 th & 10 th grade	Mike Sisney	417-840-1533	mjsnsny1@yahoo.com
7 th & 8 th grade	Robert Prior	417-234-7803	rm_prior@yahoo.com
	Steve Fintel	636-448-5874	steve.fintel@gmail.com
6 th grade	Jill Sisney	417-429-7488	mjsnsny@gmail.com
5 th grade	Jeanna Humble	417-818-7037	djhumble4@yahoo.com
4 th grade	Cecilia Hardy	417-234-2806	cchardy13@gmail.com
	Rachel Marmouget		rachelmarmouget@gmail.com
3 rd grade	Mike & Connie Benna	417-771-8477	mike.benna@meeklumber.com
2 nd grade	Chastidy Parke	417-893-8623	dcparke@hotmail.com
	Maria Dunger	417-581-2558	reeree65@aol.com
	Bianca Smith	417-343-2038	bnsmith@sbcglobal.net
K-1 st grade	April Mika	417-731-6035	aprilbeth2@aol.com



2015-2016 Parish School of Religion Calendar

This calendar is subject to change. Please refer to the weekly parish bulletin for notices of calendar revisions.

- Aug. 23** - **Start PSR, Normal Classes**
Aug. 30 - Normal Classes
- Sept. 6** - **NO CLASSES (Labor Day)**
Sept. 13 - Normal Classes
Sept. 20 - Normal Classes / **Catechetical Sunday: Blessing at 8:00 Mass**
Sept. 27 - Normal Classes
- Oct. 4 - Normal Classes
Oct. 11 - Normal Classes / **Safe Environment in-class sessions**
Oct. 18 - Normal Classes
Oct. 25 - Normal Classes
- Nov. 1 - Normal Classes / **'March of the Saints' costume celebration**
Nov. 8 - Normal Classes
Nov. 15 - Normal Classes
Nov. 22 - Normal Classes
Nov. 29 - **NO CLASSES (Thanksgiving) / First Sunday of ADVENT**
- Dec. 5 - **First Reconciliation**
Dec. 6 - Normal Classes
Dec. 13 - Normal Classes
Dec. 20 - **Last Day of Classes for Semester**
Dec. 27 - **NO CLASSES (Christmas Octave)**
- Jan. 3** - **NO CLASSES (Christmas/New Year)**
Jan. 10 - Classes resume / **First Communion meeting w/ parents**
Jan. 17 - Normal Classes
Jan. 24 - Normal Classes
Jan. 31 - Normal Classes
- Feb. 7 - Normal Classes / **Safe Environment in-class sessions**
Feb. 14 - Normal Classes
Feb. 21 - Normal Classes
Feb. 28 - Normal Classes

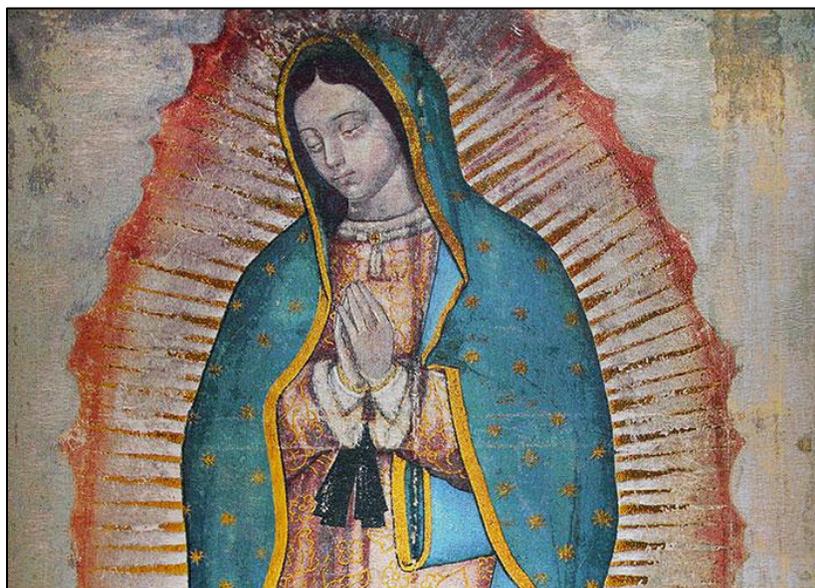
- Mar. 6 - **NO CLASSES (Spring Break for Ozark)**
- Mar. 13 - Normal Classes
- Mar. 20 - Normal Classes / Palm Sunday
- Mar. 27 - NO CLASSES (Easter)**

- April 2 - **First Holy Communion practice at 1:00 p.m.**
- April 3 - **NO CLASSES / First Holy Communion at 10:30 a.m. Mass**
- April 10 - Normal Classes
- April 17 - Normal Classes
- April 24 - Normal Classes

- May 1 - Last Day of Classes / May Crowning**

Other notable dates:

- Sept. 26 - *Catechist Retreat at Trinity Hills for ALL CATECHISTS*
- Oct. 9-10 - *Marian Conference at SEAS in Springfield for ANYONE!*
- Oct. 10 - *Catechist Institute in Springfield for ALL CATECHISTS*
- Nov. 14-16 - *Encounter with God's Call for HIGH SCHOOL MEN*
- Nov. 19-21 - *NCYC in Indianapolis for HIGH SCHOOL YOUTH*
- Jan. 15-17 - *Marian Conference in St. Louis for ANYONE!*
- Jan. 22 - *March for Life in Washington, D.C. for ANYONE!*
- Mar. 11-13 - *Diocesan Youth Conference for HIGH SCHOOL YOUTH*
- Apr. 16-18 - *Encounter With God's Call for HIGH SCHOOL MEN*
- TBA - *"Nun Run" for HIGH SCHOOL WOMEN*

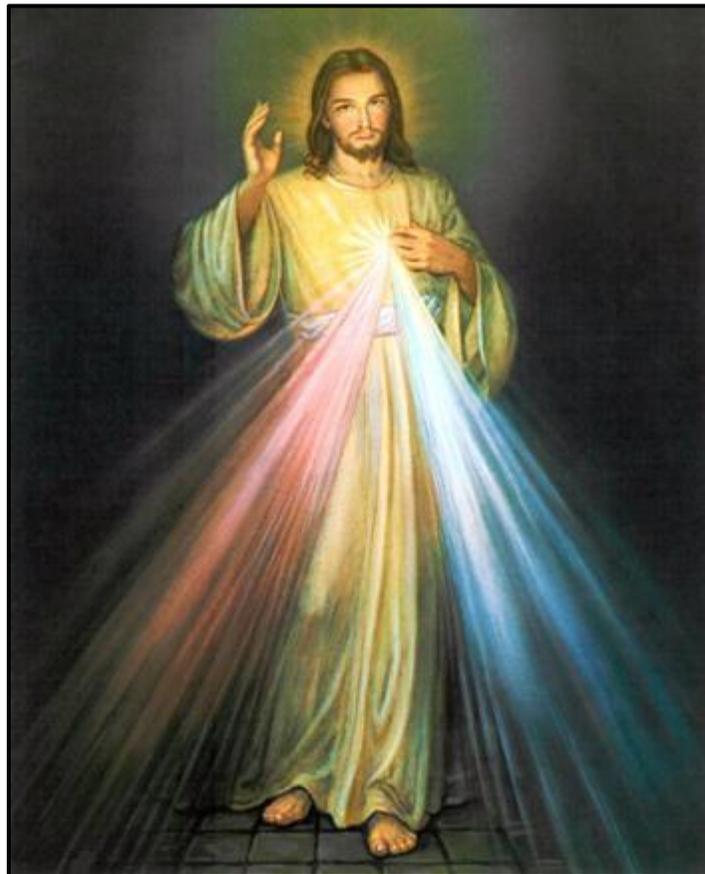


For Teachers: Assertive Discipline

SUGGESTED RULES FOR THE CLASSROOM:

1. Begin with prayer!
2. Raise your hand to speak.
3. Do not interrupt others when they are speaking.
4. Ask permission to leave your seat.
5. Follow directions.
6. Bad language is not allowed.
7. Leaving class is not permitted except for an emergency.
8. Be in your assigned seat when class begins.
9. No food, candy, or gum shall be eaten during class without express permission of the teacher.
10. Manners in the classroom are mandatory. Phrases such as "Please" and "Thank you" and "Excuse me" are highly encouraged and should be expected.
11. Conclude with prayer!

Teachers are to inform parents and the Director of Religious Education of any problems in the classroom with students. A parent-teacher-D.R.E. conference may be arranged if disruptions become regular or serious.



For Teachers: Suggestions for Discipline

1. Be prepared, confident, enthusiastic.
2. Communicate in spoken and unspoken ways that you genuinely like each of your students and are interested in each one of them as an individual.
3. Deal with the individual, but never have the entire class wait while you reprimand one student; arrange to see him or her later.
4. Never punish the whole class.
5. Handle mild forms of “horse play” as soon as they arise without treating them as serious. Repeated instances should not be ignored.
6. Foresee and forestall problems. Pray about them as you prepare the lesson. Plan what you would do or say should they occur.
7. Please be in the room before your students arrive, calm, friendly, present to them, to greet them and talk with them.
8. Use seating arrangements as a means of avoiding wrong combinations of personalities as well as of encouraging participation.
9. Develop marginal and long-range vision. You can see a lot out of the corners of your eyes.
10. Be self-controlled. Try to not let difficult moments rattle you.
11. Let the child know you accept him or her even though you cannot accept his or her behavior.
12. Be consistent in following through on your directives. Be firm and fair.
13. Never take a child’s behavior as something personal.
14. Anticipate a period of “testing” by the students, especially with adolescents, and remain persistent through this time, knowing that the group will “open up” as soon as they have tested your sincerity.
15. Be friendly but firm with a problem student. Be frank with him or her and try to discover the pressures or motives that may have caused the misbehavior. This should happen outside of class time. Try to see his or her side of the story, but don’t be taken in by a “line.”
16. Always be mindful that there are reasons why a child may behave unacceptably. Try to reflect the love and goodness of God, as would a parent.
17. Shun the slightest hint of favoritism. Avoid the tendency to be overfriendly with the students. They do not need a ‘buddy.’ They need a caring mentor and witness of the Faith.
18. Don’t force an apology. Don’t hold a grudge.
19. Don’t ever say, “God will punish you” or threaten with “a visit to the priest.”
20. Your availability before and after class could often be of benefit to students. This may be the ‘open door’ moment they need to discuss something on their mind.

For Teachers: Checklist

This is intended to be a check-up and also a goal-oriented tool for growth.

- _____ 1. I seek opportunities to deepen my knowledge of Scripture, dogma, morals, and liturgy, especially through the parish and diocesan in-service opportunities.
- _____ 2. I read regularly at least one good religious periodical (i.e. – The Mirror).
- _____ 3. I regularly tell myself how important I am to the life of each person I encounter.
- _____ 4. I am so convinced of my Faith that I want to tell others about it.
- _____ 5. I am in my classroom ahead of my students to greet each of them as they arrive.
- _____ 6. I am prepared and ready before class time begins.
- _____ 7. I spend 1-3 hours preparing each week for my class.
- _____ 8. I call each student by name with a special tone of voice.
- _____ 9. I am polite, firm, and fair with all students, showing no favoritism.
- _____ 10. I keep in touch with absentees, showing concern and interest.
- _____ 11. I am cautious and consistent in the way I correct the students.
- _____ 12. I am especially aware of an unhappy student and a student in need of special care.
- _____ 13. I ensure that the students are comfortable and have sufficient lighting and ventilation.
- _____ 14. I encourage responses from all the students, even the quiet students.
- _____ 15. When I am wrong, I apologize to the students.
- _____ 16. I carefully read through materials and resources before each lesson.
- _____ 17. I make sure I have the attention of all my students.
- _____ 18. I allow sufficient time for students to share and reflect.
- _____ 19. I provide time for the students to share what it is they are going to do with their Faith.
- _____ 20. My questions are short, simple, and clear.
- _____ 21. I praise my students often.
- _____ 22. I reconstruct a question or response for students who show difficulties expressing themselves.
- _____ 23. I begin and end every class with formal or informal prayer.
- _____ 24. I dismiss my students at the end of class with care and reminders.
- _____ 25. I try to make myself available to the parents for questions or concerns.

For Parents: Living as “Domestic Church”

“...in a world often alien and even hostile to faith, believing families are of primary importance as centers of living, radiant faith. For this reason the Second Vatican Council, using an ancient expression, calls the family the *Ecclesia domestica* (‘Domestic Church’). 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.’”

Catechism of the Catholic Church, paragraph 1656

When parents present their children for baptism, they are taking an initial step in fulfilling their role as nurturers of the life that God has entrusted to them (CCC 1251). During the baptismal ceremony, parents accept the responsibility to teach their children the Faith and to bring them up to keep God’s Commandments. The father and mother retain that role as primary educators even if they enroll their children in a Parish School of Religion, which then serves only to *assist* with the formation and instruction of each child.

Every Catholic home should be considered a “little image” of the Church, with the Father as the head, Mother as the cherished spouse (both equal before God in dignity and, always, treating each other equally in charity), and with the children brought up learning how to know, love, and serve God. The true head of the Catholic home is Jesus, just as He is Head of the Church. The constant awareness of Christ’s Kingship, with the family’s week centered on the Mass and day centered on prayer, is key. It is highly encouraged that visible reminders of the Faith be present in the home, such as plaques with Scripture verses, pictures of saints, etc.

PRAYER Children should be taught to pray formulated prayers (see Appendix 3) as well as encouraged to pray in their own words.

HOLY WATER Prayer can be further encouraged by placing a Holy Water bottle or font near your front door and in each child’s room. They should be taught what Holy Water is, what using it signifies, and how to use it. Parents can bless their children with it, signing them on their foreheads at the start and end of the day.

CRUCIFIXES Every Catholic home should have a crucifix in a prominent location, and it is appropriate to have one in every room, especially in each bedroom (crucifixes should be blessed by a priest).

FOCAL POINT OF THE HOME As soon as Catholics move into a new home, they should ask a priest to bless it. Consecrating the home to the Sacred Heart of Jesus and ‘enthroning’ an image of the Sacred Heart is a traditional practice that helps keep a family mindful of Christ being the Head of the House.

HOME ALTAR The center, or focal point, of the Catholic home should never be a television! Does your family have a ‘home altar,’ or place of prayer set aside? A ‘home altar,’ or ‘family altar,’ can be simple or elaborate, but beautiful nonetheless. Basic items that might be placed on the altar include a crucifix, statues of Our Lady and the saints, icons, flowers, and candles. *The Little Oratory by David Clayton and Leila Lawler has additional tips for ‘home altars’ and praying in the home.*

LIBRARY A family’s library – or maybe a bookcase near a ‘home altar’ – could include the Liturgy of the Hours (‘Christian Prayer’ or ‘Shorter Christian Prayer’ are popular for families), a Bible, basic catechism texts, books on lives of the saints, and writings of the saints (St. Therese the Little Flower, St. Louis de Montfort, St. Teresa of Avila, St. Francis de Sales, St. John Paul II, etc.).

Sources: John Henry, stpeterslist.com; fisheaters.com

For Parents: Checklist

This is intended to be a check-up and also a goal-oriented tool for growth.

- _____ 1. I pray daily for the grace necessary to be a good spouse and parent.
- _____ 2. Each morning, I offer my day to Jesus.
- _____ 3. Each night, I reflect on my day, examine my conscience, and resolve to do better the next day.
- _____ 4. I fulfill my obligation to attend Sunday Mass (or Saturday Vigil Mass) each week.
- _____ 5. I fulfill my obligation to attend Mass on Holy Days of Obligation.
- _____ 6. I go to Confession on a regular basis (at least once a month).
- _____ 7. I regularly read at least one good religious periodical (i.e. – The Mirror).
- _____ 8. I am so convinced of my Faith that I want to tell others about it.
- _____ 9. I seek opportunities to deepen my knowledge of the Faith (through Bible studies, online Catholic courses, reading Catholic books, etc.)
- _____ 10. I spend at least 15-30 minutes each day in personal prayer (Rosary, etc.).
- _____ 11. I read the parish bulletin to 'keep up' with the life of my parish community.
- _____ 12. I bless my children each night before they go to bed and pray for them daily.

APPENDIX 1: Liturgical Seasons

Family altars, like the rest of the home, can be decorated according to the liturgical season, changing tablecloths, sacred images, and flowers according to that season's liturgical colors and themes. Planning for classroom décor can be approached similarly.

Consider buying a mini easel to display small pictures, or some decorative place card holders, and then buy an assortment of Holy Cards to place on them according to liturgical season or Feast. For example, on the Feast of St. Nicholas, a Holy Card bearing his likeness can be set out; on Good Friday, a card depicting the Crucifixion; on Name Days, depictions of their patrons can be placed on it, etc.

The seasons' colors and some appropriate symbols for them are:

Advent	Purple	Advent candles; Advent wreath; empty crib
Christmastide	White	Star; manger, candles; bells; Mother and Child; angels; Christmas candle; holly; ivy; Christmas rose; poinsettia; wreath; Christmas tree; mistletoe; cardinals; robins
Time after Epiphany	Green	Water and wine of miracle at Cana; fish and loaves; Scallop Shell
Lent	Purple	Cross; crown of thorns; nails; Chalice; Host
Easter tide	White	Empty Tomb; egg; lamb; the Paschal candle; bells; butterfly
Time after Pentecost	Green	Church; Peter's Keys; crown symbolizing Christ's Kingship

APPENDIX 2: Mass Etiquette (to avoid ‘mass confusion’!)

including texts from the General Instruction of the Roman Missal (GIRM) and Diocesan Liturgical Norms (DLN)

ATTIRE Dress of the faithful should be appropriate and modest, and should reflect the reverence due to God and the act of divine worship (DLN 2). Mass is not just ‘another thing we do’ or the church ‘another place we go,’ and our dress should reflect the fact that we are conscious of our own physical and spiritual dignity, that we do not desire to distract others or draw undue attention to ourselves. Our attention should be on *the Word made Flesh*.

ARRIVAL Try to arrive 10-15 minutes before Mass begins. This helps to reduce distractions and provides time to get settled. Chewing gum or mints breaks the one-hour fast that is required before reception of Communion. Water and medicine are all that is permitted within the one-hour fast period.

ENTERING THE CHURCH It is appropriate to dip your fingers or hand into a holy water font upon entering the church, and then making the Sign of the Cross with same hand to recall your baptism. As a sign of reverence for the Blessed Sacrament, it is appropriate to genuflect toward the tabernacle upon entering the church or before entering your pew and taking your seat.

QUIET TIME It is important to maintain a spirit of prayer and quiet in our churches, especially immediately before and after the celebration of Mass. Devotions such as the Rosary are encouraged; if these are prayed publicly in churches, care must be taken that they not intrude upon or replace the times for quiet recollection and prayer, and should be scheduled before or after these times (DLN 3).

KNEELING To show respect for the Eucharist, we should kneel without slouching and try to avoid leaning back on the pew. If you are ill or unable to kneel, it is appropriate to sit.

OUR FATHER The *GIRM* does not indicate a posture for the Our Father other than standing. The principal celebrant and concelebrants are to extend their hands in the ‘orans’ position during the Our Father. The faithful are not to be invited or forced to join hands during the Our Father; many do not wish to join hands and can feel uncomfortable when this is suggested. Individuals and families may wish to join hands voluntarily (DLN 24).

SIGN OF PEACE The Sign of Peace is not a casual greeting or an occasion to enter into a brief conversation, but a sign of the communion that should exist among those who are about to share in the sacrament of unity that is the Holy Eucharist. The Sign of Peace should be brief and should be offered “only to those who are nearest and in a sober manner” (*GIRM*, 82). The priest is not to leave the sanctuary at this time, unless necessary due to particular circumstances (DLN 25).

COMMUNION For those planning to receive Holy Communion, enter the procession reverently and maintain that reverence through bowing the head prior to receiving Our Lord in the Host and/or Precious Blood. If someone has gum or candy in their mouth, they should not receive Communion since they have not made the Eucharistic fast. For those not planning to receive Holy Communion, it is appropriate to remain in your seat and to pray silently with the community.

LEAVING THE CHURCH The liturgy concludes with the final blessing. In many places it has become custom to sing a hymn as the priest and servers process out of the sanctuary. Once the ‘exit procession’ has concluded, it is an appropriate and traditional practice to kneel or sit and offer several minutes of prayer in thanksgiving. Genuflect toward the tabernacle before or after leaving the pew and please keep observe a ‘spirit of quiet’ so as to not disturb those who may pray for a longer period.

APPENDIX 3: Prayers

Sign of the Cross

In the name of the Father,
and of the Son,
and of the Holy Spirit. Amen.

The Nicene Creed

I believe in one God, the Father Almighty,
maker of Heaven and earth, of all things visible and invisible.
I believe in one Lord Jesus Christ, the only
Begotten Son of God, born of the Father before all ages.
God from God, Light from Light, true God from true God,
begotten, not made, consubstantial with the Father;
through Him all things were made. For us men and
for our salvation, He came down from Heaven: **(bow at the mention of the Incarnation)**
and by the Holy Spirit was incarnate of the
Virgin Mary, and became Man. For our sake He was
crucified under Pontius Pilate, He suffered death and
was buried, and rose again on the third day in accordance
with the Scriptures. He ascended into
Heaven and is seated at the right hand of the Father.
He will come again in glory to judge the living and
the dead and His Kingdom will have no end.
I believe in the Holy Spirit, the Lord, the
Giver of life, Who proceeds from the Father and the
Son, who with the Father and the Son is adored
and glorified, who has spoken through the prophets.
I believe in one, holy, catholic and apostolic Church.
I confess one Baptism for the forgiveness of
sins and I look forward to the resurrection of the dead
and the life of the world to come. Amen.

Apostle's Creed

I believe in God, the Father Almighty, Creator of Heaven and earth; and in Jesus Christ, His only Son, Our Lord, Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; He descended into Hell; on the third day He arose again from the dead; He ascended into Heaven, and is seated at the right hand of God, the Father Almighty; from there, He will come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

Our Father

Our Father, Who art in heaven, hallowed be Thy name; Thy kingdom come;
Thy will be done on earth as it is in heaven. Give us this day our daily bread;
and forgive us our trespasses as we forgive those who trespass against us;
and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary

Hail Mary, full of grace. The Lord is with thee. Blessed art thou amongst women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit.
As it was in the beginning, is now, and ever shall be,
world without end. Amen.

Hail Holy Queen

Hail, Holy Queen, Mother of Mercy; our life, our sweetness, and our hope! To thee do we cry, poor banished children of Eve! To thee do we send up our sighs, mourning and weeping in this valley of tears! Turn, then, most gracious Advocate, thine eyes of mercy toward us; and, after this, our exile, show unto us the blessed fruit of thy womb, Jesus! O clement, O loving, O sweet Virgin Mary. Pray for us, O holy Mother of God, that we may be made worthy of the promises of Christ.

An "Act of Contrition"

O my God, I am heartily sorry for having offended You. And I detest all my sins, because I dread the loss of Heaven and the pains of Hell. But, most of all, because I have offended You, my God, who are all good and deserving of all my love. I firmly resolve, by the help of Your grace, to confess my sins, to do penance, and to amend my life. Amen.

Prayer before Meals

Bless us O Lord, and these Thy gifts, which we are about to receive, from Thy bounty, through Christ, our Lord. Amen.

Prayer after Meals

We give Thee thanks for all Thy benefits, Almighty God, who lives and reigns forever and ever. Amen.

Guardian Angel Prayer

Angel of God, my guardian dear, to whom God's love commits me here;
ever this day be at my side, to light and guard, to rule and guide. Amen.

Act of Faith

O my God, I firmly believe that You are one God in three Divine Persons: Father, Son, and Holy Spirit. I believe that Your Divine Son became man, and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches, because You have revealed them, Who can neither deceive nor be deceived. Amen.

Act of Hope

O my God, relying on Your almighty power and infinite mercy and promises, I hope to obtain pardon of all my sins, the help of Your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen.

Act of Charity

O my God, I love You above all things, with my whole heart and soul, because You are all good and worthy of all my love. I love my neighbor as myself for love of You. I forgive all who have injured me, and I ask pardon of all whom I have injured. Amen.

APPENDIX 4: Basic Catholic Doctrines

The Two Great Commandments of Love

1. You shall love the Lord your God with all your heart, with all your soul, and with all your mind.
2. You shall love your neighbor as yourself.

Why God made us

God made us to know, love, and serve him in this life, and be happy with Him in Heaven. (CCC 1721)

The Decalogue (Ten Commandments)

1. I am the Lord your God, you shall not have strange gods before Me.
2. You shall not take the name of the Lord your God in vain.
3. Keep holy the Lord's Day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.

The Precepts of the Church

1. You shall attend Mass on Sundays and on Holy Days of Obligation and rest from servile labor.
2. You shall confess your sins at least once a year.
3. You shall receive the Sacrament of the Eucharist at least during the Easter season.
4. You shall observe the days of fasting and abstinence established by the Church.
5. You shall help provide for the needs of the Church.

The Beatitudes (cf. Mt. 5: 3-12)

Blessed are the poor in spirit, for theirs is the kingdom of Heaven.

Blessed are they who mourn, for they will be comforted.

Blessed are the meek, for they will inherit the earth.

Blessed are they who hunger and thirst for righteousness, for they will be satisfied.

Blessed are the merciful, for they will be shown mercy.

Blessed are the pure of heart, for they will see God.

Blessed are the peacemakers, for they will be called children of God.

Blessed are those who are persecuted for righteousness' sake, for theirs is the kingdom of Heaven.

Blessed are you when people revile you and persecute you and utter all kinds of evil against you falsely on my account. Rejoice and be glad, for your reward will be great in Heaven.

The Seven Sacraments

Baptism

Confirmation

Holy Eucharist

Penance

Anointing of the Sick

Holy Orders

Matrimony

The Three Theological Virtues

Faith, Hope, Charity

The Four Cardinal Virtues

Prudence

Justice

Temperance

Fortitude

The Seven Gifts of the Holy Spirit

Wisdom

Knowledge

Understanding

Counsel

Fortitude

Piety

Fear of the Lord

The Twelve Fruits of the Holy Spirit

Charity

Joy

Peace

Patience

Kindness

Goodness

Generosity

Gentleness

Faithfulness

Modesty

Self-Control

Chastity

The Seven Corporal Works of Mercy

Feed the hungry.

Give drink to the thirsty.

Clothe the naked.

Shelter the homeless.

Visit the sick.

Visit the imprisoned.

Bury the dead.

The Seven Spiritual Works of Mercy

Admonish sinners.

Instruct the ignorant.

Counsel the doubtful.

Comfort the afflicted.

Forgive offenses.

Bear wrongs patiently.

Pray for the living and the dead.