



Cathedral of  
Christ the King  
Youth Programs

# **Catechesis Handbook**

2010-2011

## *Welcome!*

*Do you ever stop to ask yourself, “How well am I passing on my faith?” “How am I doing in assisting my child to love God with their whole heart, mind, and soul?” This is what it means to be a parent, to ask these questions. We at Christ the King are your “helpers”. Therefore, I am proud to offer you this help for you and your children. A lot of work has gone into making this handbook informative and make you aware of the expectations that are placed upon you and your children when you sign them up for CCD.*

*As you know, you are the primary teachers of your children in the ways of the faith. We at Christ the King are honored to be assisting you in this most important role. It is easy to sometimes think that the Church is responsible to promote the faith. At your child’s baptism, you pledged before God to do your best. It makes no difference if you have your children in Catholic School or in CCD. We are helping you, but your role is most important. Please know of our support for you, however. If there is ever anything that we can do to be of assistance, I am just a phone call away.*

*The policies and procedures listed on the following pages are very important to our program. We believe that the success of the efforts of our teachers, coordinators and helpers will be dependent on how well these policies are followed and understood, especially by parents. We appreciate you taking the time to review them, and we ask that you complete and return the Parent Contract in the back of this handbook to your child’s teacher. Your cooperation and your prayers for a successful program will be most appreciated.*

*God bless you and your family!*

*Very Reverend Mark Dreves, Rector*



*"Train up a child  
in the way he should go:  
And when he is old,  
he will not depart from it."*

*Proverbs 22:6*

## **Cathedral of Christ the King Youth Programs Catechesis Handbook**

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## RELIGIOUS EDUCATION STAFF

### Rector

Very Reverend Mark Dreves .....rector@cdlex.org

### Director of Religious Education

Rod Stearn .....rstearn@cdlex.org

### CCD Director/Coordinator of Children's Catechesis

Karen Kirkland .....ctkccd@cdlex.org

### Youth Ministry Director

Elena Beauregard .....ctkyouth@cdlex.org

### Sunday Preschool Program Director

Melissa Guest.....melissarguest@insightbb.com

### RCIC Director

Kate Blair.....lady\_marchmain@yahoo.com

Our teachers are called to the ministry of educating your children about the Catholic faith. Guidance will be provided by the Director of Religious Education, and the Coordinator of Children's Catechesis will oversee the program's policies and will provide supervision when needed. All teachers are Virtus trained and required to complete 12 hours per year of Catechesis study. After 72 total hours of study, the teachers become Catechesis Certified.

The program's curriculum will be approved by the Rector, Director of Religious Education and the Coordinator of Children's Catechesis. In selecting the appropriate curriculum, we must follow the guidelines established by Bishop Gainer and the Office of Religious Education of the Diocese of Lexington. The United States Conference of Catholic Bishops sets recommendations for approved texts that we must follow.

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We want to assure all parents who have children in our program that we are committed to teaching your child the essentials of our Catholic Faith: Spiritual Formation, Scripture, Liturgy and Sacraments, the Church's Nature, Purpose and History, Doctrine, Morality and Social Justice, and Catechetical Studies.

*Please inform Karen Kirkland and your child's teacher of any special needs or circumstances that may affect the child in class including health and learning issues (i.e. allergies, reading difficulties, ADD, ADHD, etc.)*

### CCD Teachers:

*Your child's teacher will provide you with their contact information.*

**First Grade** .....Nancy Hovekamp and Jenny Owens

**Second Grade** .....Tammy Bisotti and Linda Tippett

#### **Sacraments: First Reconciliation, First Communion**

*Because of the seriousness of these Sacraments, regular Mass attendance, class attendance and parental involvement are essential.*

**Third Grade** .....Stephanie Gerke, Michele Waters and Tracy Borth

**Fourth Grade** .....Lanie Ruddell

**Fifth Grade**.....Angela Poindexter

### Youth Ministry:

**THE EDGE** .....Elena Beauregard and Core Team

**Confirmation** .....Elena Beauregard

*Because of the seriousness of this Sacrament, regular Mass attendance, class attendance and parental involvement are essential.*

**LIFE TEEN** .....Elena Beauregard

### Sunday Preschool Teachers:

**Co-Coordinator** .....Melissa Guest and Rachele Hardin

**3-year-old class** .....Teachers: Sarah Box and Maria Turner

Teacher Aides: Katie Vieth and Christina Turner

**4-year-old class** .....Teachers: Maria Wertzler and Catherine Delgado

Teacher Aides: Madeline Delgado

**5-year-old class:** .....Teachers: Carrie Leal and Illona Beresford

Teacher Aides: TBD

**Substitutes:** .....Kelly Malley, Jennifer Sullivan, Allison Williams

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## THE CCD PROGRAM

### What Does CCD Mean?

CCD stand for Confraternity (n: *a society devoted especially to a religious or charitable cause.*) of Christian Doctrine. A “CCD” was established in 1562 at Rome to help with the education of Catholics in the faith. In modern times, it has come to mean a program of Catholic education for all parish children.

### Mission Statement

The mission of the Cathedral of Christ the King’s CCD program is to foster within an educational environment the teaching and values of Jesus Christ and the Roman Catholic Church. Through the promotion of these teachings and values, a Catholic community is created where students are accepted, cherished, and challenged. We recognize that parents are the primary religious educators of their children in faith development, and we assume a mutual responsibility to enhance this development.

### Goals of the CCD Program

The Cathedral of Christ the King CCD Program exists to provide its students with a basic yet firm foundation of religious education that is developed and nurtured within a faith-filled environment. This is accomplished when these goals are achieved:

- To proclaim the message of Jesus Christ by providing a religious program based on Scripture and Tradition
- To encourage reception of the Sacraments by preparing

students to understand and appreciate their importance and necessity in their life

- To foster reverence for the Church and our Catholic religion
- To foster growth in our faith community by providing valuable experiences of shared prayer and worship
- To encourage a spirit of charity by promoting positive Christian attitudes to one’s responsibility toward God, others and self
- To encourage students to be actively engaged and responsible for their faith formation
- To foster cooperation and communication among the parish community, religious education staff, parents and students
- CCD meets from 9:45 a.m. to 10:50 a.m. every Sunday during the school year

### F.A.I.T.H. Guidelines

CTK faith guidelines provide a framework from which students begin to have an understanding of our Lord, which later become the necessary tools to become a spiritually-grounded young adult.

These guidelines act as a gentle reminder to students, parents, educators and administrators to always find Christ in everything they do.

**F**ind Christ in others

**A**ccept responsibility

**I**nspire integrity and honesty

**T**reat other with dignity and respect

**H**onor God, yourself, and others

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## **YOUTH MINISTRY**

THE EDGE is CTK's program for middle-schoolers. It is the place for middle-schoolers to come and explore faith in a fun environment. We break open the Word of God in creative ways. Middle schoolers are on THE EDGE – they're not children, but they're not really adults, either. They have a unique perspective on life, and we want to be a part of that. We at Christ the King want middle-schoolers to know the valuable role they play in the life of the Church. Above all, our goal is always to lead them to Christ by building relationships with them. We meet on Wednesday nights from 6:15–7:30 p.m. in the youth activities building following THE EDGE Mass at 5:30. Everyone is invited and encouraged to attend this special Mass prior to the program. Our Confirmation Class will meet from 7:30–8:30 p.m. for those students working toward this Sacrament.

LIFE TEEN...what is it? It's our parish-based program for high-school teens. Our goal is to create an environment in which teens can be led into relationship with Jesus Christ and the Church. It is centered on the Sunday Eucharist, beginning with LIFE TEEN Mass at 5:00 p.m. and followed immediately by a high school only LIFE Night ending at 8:00 p.m. It is a place where teens can come to be challenged to live out their faith.

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## **THE SUNDAY PRESCHOOL PROGRAM**

Christ the King's Sunday Preschool Program is offered to children ages 3, 4, and 5 during the 11:00 a.m. Sunday Mass from September through mid-May. Classes include a Catholic faith based lesson, a craft project, songs/action rhymes, and a snack. A child's age group is determined by their age on October 1st, and all children must be potty trained. There is a \$25 fee per child for materials, crafts and snack. Registration forms are available online at [www.cathedral.cdlex.org](http://www.cathedral.cdlex.org).

## **THE RCIC PROGRAM**

RCIC (Rite of Christian Initiation for Children) is the Church's program for children ages 7-12 who have been delayed in receiving their sacraments. If your child has not been baptized or missed his or her First Communion, this is the program for you! We start at the very beginning, so don't worry if your child doesn't have much background in religious education. We meet on Sunday mornings from 10 a.m. until a little after 12 noon. Interested parents should contact Kate Blair (264-9376) for more information.

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## **VACATION BIBLE SCHOOL**

Vacation Bible School (VBS) is a specialized form of religious education which focuses on children. The Cathedral of Christ the King holds their VBS Program during the summer for one week in July from 6-8:30pm. Our 2011 dates are July 27-30. VBS is a week-long program of religious education which employs Bible stories, religious songs, arts and crafts, games, skits, or puppet shows which cater to elementary school-aged children. VBS is intentionally designed to connect kids to God, create change in their hearts, and to give them opportunities to share God's love with others. Our VBS program is offered at no cost to those attending. All VBS workers are volunteers. If you are interested in helping, please email Karen Kirkland, our VBS Coordinator, at [ctkccd@cdlex.org](mailto:ctkccd@cdlex.org).

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## **PROGRAM FOR STUDENTS WITH SPECIAL NEEDS**

At the Cathedral of Christ the King, we recognize and affirm the uniqueness of each individual person. In doing so, we open our doors to the learner with special needs working in partnership with the learners' families to incorporate them into the Body of Christ through parish religious education, sacramental preparation, and all church activities for children. We strive to make our religious education programs accessible and appropriate to all persons and to address the individual and special needs of your children.

Parents of children with a special need should contact Karen Kirkland, Coordinator of Children's Catechesis, to discuss the particular need so that accommodations and modifications may be provided for your child. When appropriate, parents should bring a copy of the child's IEP (Individual Education Plan) to assist with proper planning.

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## **POLICIES AND PROCEDURES**

### **Registration**

To register your child for the CCD program, Sunday Preschool Program or Vacation Bible School, forms may be acquired at the church office or online [www.cathedral.cdlex.org](http://www.cathedral.cdlex.org). If applicable, sacramental documentation should be provided at time of registration.

### **Attendance**

To receive the maximum benefit from our religious education programs, students are asked to arrive promptly and to attend all religious education classes. If your child will be absent, please contact their teacher.

### **Emergency Information**

A *current* address and telephone number for each student must be kept on file at all times.

### **Arrival/Dismissal**

CCD meets from 9:45 a.m. to 10:50 a.m. every Sunday during the school year. For your child's safety and protection, first and second grade students should be escorted to their classroom and picked up from that location by a parent or guardian. Do not leave your child unless their teacher or assistant is present. Third through fifth grade students may be dropped off and picked up at the CKS school entrance. The Edge and Confirmation classes will meet in the youth activities building.

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### **Facility Use**

We share the building with many other parish groups including Christ the King School. Students will not be allowed in any room unsupervised and are expected to conduct themselves in a respectful manner.

### **Cancellation of Classes**

In the event of severe weather, classes may be cancelled. Cancellations will be broadcast on local television stations.

### **Electronic Items**

Electronic items such as cell phones, pagers, hand-held video games, etc. are not to be brought into religious education classes by students. CTK is not responsible for the safety of such items and their use will not be tolerated. If a student is found to be using an electronic device, the teacher will confiscate the item and return it at the end of the class period.

### **Classroom Behavior**

Children are expected to be respectful to their teachers, their fellow students and the facility. Please remember that our teachers have prayerfully committed to give of their time and talents because they believe in the necessity and importance of a religious education for all children. Disruptive behavior will be addressed by the CCD Director.

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## SACRAMENTAL PREPARATION/POLICIES

Parents are the primary educators of their children as they are their child's first teachers. According to the US Council of Catholic Bishops, *parents/guardians have the "right and duty" to be intimately involved in the Sacramental preparation of their children. This obligation springs from the commitment made at the child's Baptism to form them in the Catholic faith.*

Sacramental preparation is an integral part of the religious education program. Second graders usually receive First Reconciliation in the winter and First Communion in the spring. Seventh and eighth graders prepare for Confirmation during the school year and receive the Sacrament during the winter of their eighth grade year.

- **First Reconciliation:** A child shall participate in the CCD program for one year prior to receiving the Sacrament.
- **First Holy Communion:** A child shall participate in the CCD program for one year prior to receiving the Sacrament.
- **Confirmation:** A child shall participate in The Edge program for one year prior to receiving the Sacrament. Students meet on Wednesday evenings from 5:30–8:30 p.m. During this time, they will attend Mass, The Edge and Confirmation class. After receiving the Sacrament of Confirmation, the Confirmed youth will graduate to the LIFE TEEN program on Sunday evenings.
- If your child enters our program from elsewhere, they must provide written verification of sacraments from the parish received and a letter or transcript from the coordinator of

the former religious education program.

- If a child is in need of Sacramental preparation and is not in the grade level that provides such instruction, parents are responsible for notifying the CCD Coordinator to discuss existing options.
- These policies may be modified in the best interests of the students, at the discretion of the CCD Coordinator and after consultation with the Pastor.

These policies and guidelines are not particular to our parish program. They are consistent with policies adhered to by most CCD programs.

## PARENTAL INVOLVEMENT

It is our sincere hope that your cooperation with our policies and involvement in our program will assure the success of your child's Catechesis.

*The Church recognizes the supreme responsibility of parents as the first and foremost teachers of their children in matters of faith. Your example, prayer life and participation in the weekly Sunday liturgy and other sacraments speak volumes to your children.*

There are many ways to be formally involved in the Catechesis programs at CTK. Parents are needed as teachers, assistants, classroom helpers for special events and clerical support. Please contact the appropriate youth director if you are interested.

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## **CONFIRMED YOUTH VOLUNTEER OPPORTUNITIES**

We welcome and encourage the assistance of our church's Confirmed youth in our Catechesis programs. Their help would be greatly appreciated in the following areas:

- Classroom assistants in CCD and Preschool programs
- Vacation Bible School assistants and counselors
- Helpers for special events and sacramental programs

*Participation may be counted toward required school service hours.*

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## **RESOURCES**

Our web site, [www.cathedral.cdlex.org](http://www.cathedral.cdlex.org), and our parish library are wonderful resources for you and your children.

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## PARENT CONTRACT

I, \_\_\_\_\_, am aware of all the guidelines in the Christ the King Catechesis Handbook and will do my best to make sure our family fulfills the guidelines and expectations laid out in the handbook. Upholding these guidelines will assure the success of my child's Catechesis while attending CCD at Christ the King.

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PARENT SIGNATURE

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DATE

*Please let us know if you are interested in helping in any of the following areas:*

- VBS Volunteer
- Help with class projects, retreats or community service opportunities
- CCD Homeroom Parent (grade \_\_\_\_\_)
- CCD Teacher or Assistant (grade \_\_\_\_\_)
- Substitute Teacher (preferred grade \_\_\_\_\_)
- THE EDGE or LIFE TEEN volunteer

*Please provide contact information:*

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NAME

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E MAIL

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PHONE (HOME, CELL)

*Children enrolled in CCD:*

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NAMES AND GRADES

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*"In each child,  
God whispers a new  
secret to the world;  
adds a new dimension of  
immortality to creation"*

*Archbishop Fulton J. Sheen*



*Cathedral of Christ the King  
299 Colony Boulevard  
Lexington, Kentucky  
40502*

*Tel: 859.268.2861  
Fax: 859.268.8061*