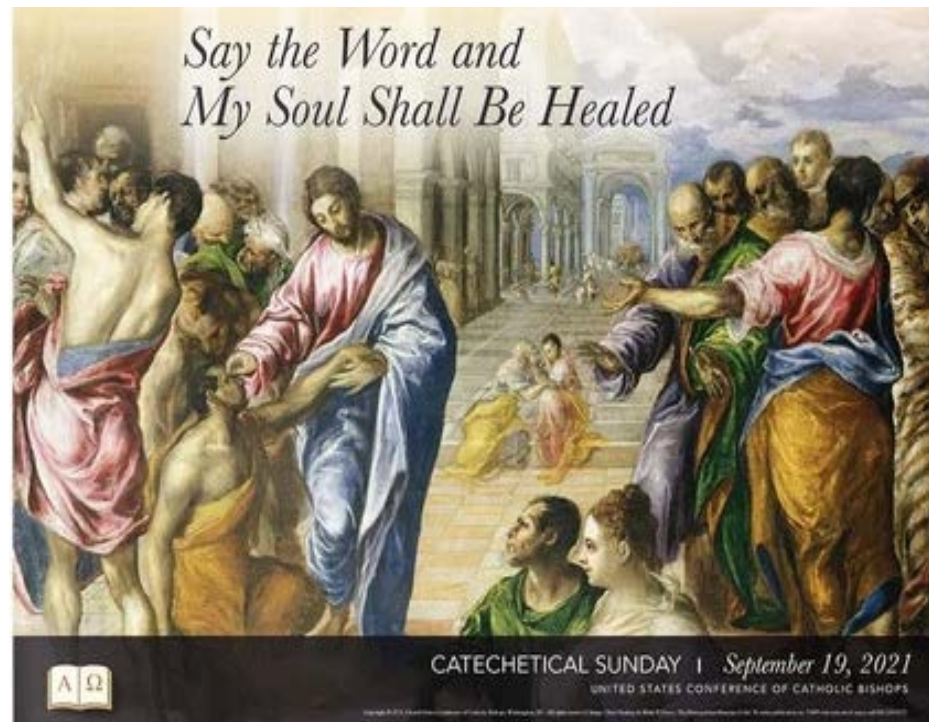


Immaculate Heart of Mary's Faith Formation Program 2021-2022



CCE Mission Statement

"We, members of the CCE program of Immaculate Heart of Mary, strive to be disciples of Christ missionaries through prayer and spiritual strengthening to God so that our community has true life in Jesus Christ. We entrust ourselves in service and sacramental celebrations for the development of strong families, united in one Faith through the teachings of the Church and liturgical celebrations.

Immaculate Heart of Mary Parish Information

7539 Ave K Houston TX. 775012

Parish Office Hours

Parish Office 713-923-2394 / Fax 713-923-6497 / Email: ihmhouston@hotmail.com

Monday to Friday 9:00 am - 12:00 pm

Tuesday to Friday 1:00 pm - 5:00 pm

Office Hours of CCE

CCE Office: 713- 921-5431 / Fax 713-923-6497 / Email: ihmpdre@gmail.com

Monday & Fridays 7:00 am – 1:00 pm

Tuesday - Wednesday and Thursday 2:00 pm – 9:00 pm

Director & Coordinators of Religious Education & Sacramental Preparation

CCE Director

Valerie Ponce

ihmpdre@gmail.com

First
Communion
Coordinator

Benita Martinez

Confirmation
Coordinators

Susie Morin & Apolonia Cornejo

Children's
Baptism
Coordinator

CCE/Office
Coordinators

Tuesday: Sandra Silva
Wednesday: Leticia Cadengo
Thursday: Beatriz García

Continuing Christian Education Program (CCE)

The CCE program in the parish of Immaculate Heart of Mary is designed as a part of the Pastoral, Parish and Archdiocesan plan.

Communication - CCE program will have strong communication with parents, students, catechists, etc. Via Parent meetings, the Remind app, Church bulletin and the Church website.

Communication and support for catechists is always recommended. Problem solving, and clarification of the policies will be made primarily by the CCE Coordinators with the guidance and support of the Director.

Interactive - CCE program will be interactive with a good training based on the curriculum and activities. This includes liturgical celebrations and crafts filled with faith to encourage the development of authentic discovery of the Gospel message.

I GENERAL INFORMATION

A. Communication: We are here to serve the needs of your children's religious education. If you have questions about the program, teaching curriculum or preparation of any Sacrament please the CCE office anytime if there is no answer, please leave a message and your call will be returned.

Parents should refer to the CCE Calendar. Reminder notes will be sent home with students, as well as information in the church bulletin.

B. Sacred and Safe CMG Program: Catechists and aides provide an affectionate Christian atmosphere in the classroom so that children can learn and recognize that they are special to God. Catechists are also positive models of Christians who are prepared to teach and discuss the designated curriculum. All catechists and assistants have completed the CMG program required by the USCCB (United States Conference of Catholic Bishops), Archdiocese of Galveston Houston, and Immaculate Heart of Mary Parish. The telephone number listed, and e-mail addresses of students will be provided to the catechists and aides. They will use them for communications strictly in accordance with CCE, Archdiocese, and the parish policy.

CMG is a required online course in our Archdiocese and parish. It must be completed by anyone who has regular contact with children in our CCE programs of, events and regular activities. Everyone must take the course, as well as complete the required paperwork required including the Code of Conduct Volunteer Information Sheet, Consent Form to check their criminal history, and three references. A description of the program may be seen on the website of the Archdiocese: www.archgh.org/SafeEnvironment

C. Prayers: All students and parents are encouraged to pray as part of their lives. The prayers are used in class to reinforce the memorization and practice at home. Please pray regularly with your children.

D. II Program Guidelines

Pre-K students: All students entering the program must be appropriate age by September 1st the age for a child to register for Pre-K is 4 years old by September 1. All children who enter this program should be able to go to the bathroom without help.

Students in Kindergarten: All kindergarten students entering the program must be 5 years old by September 1. All children who enter this program should be able to go to the bathroom without help.

Sacramental Students for First Reconciliation and First Eucharist: Students in 3rd grade or higher who are eligible for these sacraments must consult the Sacramental Preparation section of this guide for additional direction. It will require a copy of the Certificate of Baptism with the registration form and have attended CCE. one-full year prior of being placed.

Attendance Policy: Regular attendance to CCE classes is a crucial factor to help your children deepen their understanding of the teachings of the Catholic Church, Holy Bible, prayer, and community. If there are any circumstances regarding your child's participation in the program, you can report them in advance to your child's coordinator. If your child is ill and cannot attend class, please send a note when they return to class, and it will be attached to their folder.

It is not advisable to pick students up early. However, if you need to pick up your child before the end of the class, parents / guardians must come to the Office of the CCE and not the classroom. When possible, send a brief note to the CCE Office with the reason. The frequent absences in part or in whole affect your child's success in the classroom.

Late arrival is not recommended. It interrupts the catechist and class. Students who consistently arrive 15 minutes or later, may result in losing credit for attending class. A call to the parents / guardians will be made when students are consistently late or absent from class.

Children's Baptisms: Children who have not been baptized between the ages of 7-17 years are invited to attend age-appropriate classes for preparation. This additional instruction helps children learn more about the Catholic Faith and prepare for the Sacrament of Baptism. Parents with children interested in being Baptized Catholic should contact the CCE office.

Registration Forms: CCE Registration forms will be available in the parish office and Office of CCE you may also register your children on the parish website. immaculateheartofmary.org. Registration will be open according to the capacity of each class if a class exceeds capacity, we will begin alternating students to attend biweekly if needed, requiring some lessons to be done at home. Registration forms whether done online or in person must be completed accurately to ensure proper placement and may delay or prevent placement in the CCE program. The completed CCE registration forms are returned to the office of CCE. All registrations will be processed in the order they are received.

Once Your registration is received and processed you will receive an invitation to the Remind app via Text, please accept the app to receive updates to important CCE information.

Class Schedules:

All classes will be held in the CCE building and are an hour and a half in duration

Tuesday: Pre-K - 5th Grade English 6:30pm - 7:45pm

Wednesday: 6th Grade – 12th Grade 6:30pm - 7:45pm

Thursday- Pre-K - 5th Grade Spanish 6:30pm - 7:45pm

Confirmation II & sponsors will also meet every 1st Saturday of the Month 8am – 10:30am

The Sacramental Preparation classes in the parish of Immaculate Heart of Mary is based on the Archdiocesan hierarchies and the needs of this community.

Please bring a copy of your Childs Baptismal Certificates when registering for Sacramental Classes.

For your child to be enrolled for Sacramental Preparation sessions, they must meet the following prerequisites: **The Candidate must be baptized Catholic. If the candidate was baptized in another Christian faith, please let the CCE office coordinator know.**

The applicant must attend Sacramental preparation classes, with no absences.

The candidate must have attended CCE at last year, with no more than 3 absences.

Children's Baptisms:

- Children seven (7) and older must be registered in Faith Formation classes (CCE). The child must attend CCE. *Note: The Baptism date will be determined by the pastor, usually in May or June*
- Parents and Godparents are required to attend pre-baptism classes. If the parents or Godparents have already attended the classes within two years, you must provide proof of attendance from the parish where the classes were taken.
- Students, Parents and Godparents are required to attend a retreat and all scheduled meetings and events.

First Reconciliation and First Communion:

- Students who are in 3rd grade or higher for children who have been baptized
Note: The Reconciliation & Communion dates will be determined by the pastor, usually in May
- Have attended one complete year of CCE 2nd grade or higher and have attended classes regularly in the current CCE year
- Students, Parents and Godparents are required to attend a retreat and all scheduled meetings and events.

Confirmation:

Students who are in 10th grade or higher who have been baptized and have received First Holy Communion *Note: The Confirmation date will be determined by the Bishop, usually in June*

- Completed pre-confirmation classes
- Attend classes and Mass regularly with not more than 2 absences and no missing assignments
- Complete 10 projects or more of IHM Parish Community service (These service projects can be used for School community service.)
- A Confirmation retreat is required for all Confirmation Candidates.
- Students, Parents and Godparents are required to attend a retreat and all scheduled meetings and events.

Mass Attendance: Participation in Mass is an integral part of not only our religious education but of our life. It is a following of the commandment set by God. Each Mass is a unique encounter with Jesus. With a community of believers, we each can meet Him, and keep Him the center of our family life. Students preparing for a Sacrament must attend our Saturday 5:30pm vigil Mass, or one of our Sunday Mass services.

Discipline and problem solving: It is expected that all students share in the learning experiences of our faith in the CCE program. If a child's behavior disrupts the learning process for themselves or others the steps listed below will be followed to ensure participation in the class.

Procedures for student misconduct:

- First disruption - verbal warning
- Second disruption - sent to CCE Office
- Third disruption - Meeting with the parent / guardian

After the third incident, the parent / guardian will need to speak with the program coordinator to decide discipline action before the student is allowed back to class. This may include requiring the student to write an apology for their behavior, with an acknowledgment of what should be done. It could also include having a parent / guardian be REQUIRED to sit in with the student for future classes.

Circle of Grace - in cooperation with the Archdiocese, parents, students, and catechists the CCE program is designed to provide and ensure a safe Christian environment.

Our dates for presenting Circle of Grace Lessons are **Tuesday Nov 9 & 16, Wed Nov 10 & 17, 2021, and Thursday Nov 11&18, 2021.** If for some reason you do not wish for your child to attend, please notify us in writing prior to the date. And the CCE office will provide you with a lesson to give your child/ren at home.

Policy amendments

The Catholic parish of Immaculate Heart of Mary and the CCE office reserves the right to amend this guide if necessary. Parents will be notified in writing if any changes are made to procedures or information contained in this guide.

SIGN OF THE CROSS

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

THE LORDS PRAYER

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 among 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

ACT OF CONTRITION

Oh My God, I am sorry for my sins with all my heart, in choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy.

GLORY BE TO THE FATHER

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

APOSTLES CREED

I believe in God, the Father almighty, creator of heaven and earth. I believe in Jesus Christ, His only Son, our Lord. He was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified died and was buried. He descended to the dead. On the third day he rose again. He ascended into heaven and is seated at the right hand of the Father. He will come again 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

PENITENTIAL ACT

I confess to all mighty God and to you, my brothers and sisters, that I have greatly sinned, in my thoughts and in my words, in what I have done and in what I have failed to do, through my fault, through my fault, through my most grievous fault; therefore I ask blessed Mary ever-Virgin, all the Angels and Saints and you my brothers and sisters, to pray for me to the Lord our God.

SEVEN SACRAMENTS

1. Baptism
2. Eucharist
3. Confirmation
4. Reconciliation
5. Anointing of the Sick
6. Matrimony
7. Holy Orders

TEN COMMANDMENTS

1. I am the Lord thy God; thou shall not have strange gods before me.
2. Thou shall not take the name of the Lord thy God in vain.
3. Remember thou keep holy the Lord's Day.
4. Honor thy father and thy mother.
5. Thou shall not kill.
6. Thou shall not commit adultery.
7. Thou shall not steal
8. Thou shall not bear false witness against thy neighbor.
9. Thou shall not covet thy neighbor's wife.
10. Thou shall not covet thy neighbor's goods.

THE FIVE COMMANDMENTS OF THE CHURCH

1. Attend Mass on Sundays and days of obligation
2. Go to confession, if you have a mortal sin, at least once a year.
3. Receive Holy Communion at least once a year
4. Observe fasting or abstinence when necessary
5. Give ten percent of our fruits to the Church and help in its' needs.

