



SS. PETER AND PAUL

Catholic Community

PO Box 238, 107 N Olk St, Hortonville, WI 54944
Parish Administrator—Father Phil Schoofs

“We are a Christ-centered faith community of love, service and prayer.”

2026-2027 School Year

Dear Parents and Guardians,

Welcome to Ss. Peter and Paul Parish Faith Formation. We are honored to be your partners in the spiritual development of your children. This handbook outlines the overall philosophy and specific expectations of our Faith Formation program. Please share the contents with your family and retain the handbook throughout the Faith Formation year for reference.

Our Faith Formation program is focused on the love and teachings of Jesus Christ and His Church. Our goal is to provide a safe, welcoming environment for children and families to learn about their Catholic faith. We strive to lead all families to an encounter with Jesus and deepen their relationship with Him. Faith Formation supports and complements children and families as they grow in faith, but it is not meant to, nor can it, replace active participation in the sacramental life of the Church, which is a place to meet God and receive the graces we need to live as His disciples. As a result, attendance and engagement in Faith Formation classes and at weekend Mass are required as part of the Faith Formation curriculum. One must always remember that the first and most important teachers of the Catholic faith, by word and deed, are parents and guardians. Children learn best how to grow closer to Jesus by observing and imitating the prayer life and acts of charity they see in those around them.

We thank you for allowing our Faith Formation team to support you in the spiritual development of your family and we humbly ask for your prayers as we take up this most important endeavor with you.

Yours in Christ,

The Ss. Peter & Paul Faith Formation Team

Parent/Guardian Involvement

Prayer

At the foundation of a strong faith life is prayer. From the very beginning of their cognitive development, children follow our lead as we make prayer an essential part of daily life, teaching them how to talk with Jesus during life's challenges and showing them how to thank God for our many blessings.

- Pray together as a family, especially at mealtime and bedtime; teach and encourage individual prayer; help them learn the Our Father, Hail Mary, Glory Be, and Act of Contrition.
- Celebrate Sacraments and observe Holy Days; discuss Mass readings, explore materials from FORMED, utilize the parish library, and other resources.

Modeling Faith

As promised during Baptism, parents/guardians and Godparents accept responsibility to be the primary teachers of children's faith. A child's faith commitment will be strengthened by following your example. Your prayer life, sacramental participation (especially frequent Confession and weekend Mass attendance), as well as a sharing of your time, talent, and treasure, demonstrate your faith in action and show, by example, how we grow in discipleship. Parents and families are encouraged to be involved in the Faith Formation program and in the parish in any number of volunteer opportunities.

Faith Formation Sessions (see Safe Environment section)

- Catechist (regular and sub) or Catechist Aid (regular and sub)
- Serving as a hall monitor, playground supervisor or classroom floater
- Helping as a Prayer Partner
- Preparing and serving meals on Faith Formation class days
- Creating art work for classrooms and hallways or preparing class materials
- Event assistance

Parish Involvement

- Liturgies: usher, greeter, Eucharistic minister, lector, cantor, choir
- Parish grounds spring and fall clean-up
- Funeral dinner committee
- Blanket ministry
- Knights of Columbus
- Council of Catholic Women
- Lenten Fish fries
- Annual parish rummage sale

Student Drop-off/Pick-up

For everyone's safety, drop-off and pick-up must be at the main parish office doors.

Communication

Communication to families from the Faith Formation team will be via email. Please ensure any change to your email address is promptly updated with the Faith Formation office. Any concerns, questions, or feedback of any kind about the Faith Formation program should be communicated directly to the Faith Formation Coordinator.

Safe Environment

Providing a safe environment is a priority of our program. All employees, clergy and volunteers in contact with students are required to participate in safe environment training and complete a thorough background check. This training, referred to in the Diocese of Green Bay as VIRTUS/Protecting God's Children, is part of a nationwide program to maintain a safe environment for all students involved in our program.

Christian Conduct and Community Building

Each student should:

- Be in the classroom on time and stay for the duration of the class unless a parent contacts Faith Formation staff to request early release of their student.
- Be respectful and cooperative; listen and share one at a time.
- Complete assigned work before the next class, as specified by the catechist.
- Do not enter the Holy Family Center between classes.

Building Christian community among students and catechists is an important focus of our Faith Formation program. Students, staff, catechists, and all volunteers are expected to conduct themselves in a respectful manner. Non-constructive behavior will be immediately addressed to ensure a positive experience for all. Behavior issues will be handled on a case-by-case basis. The Faith Formation Coordinator reserves the right to dismiss anyone from the program who chooses to conduct themselves disrespectfully.

Drugs, Alcohol, Tobacco, and Weapons

Possession, sale, or use of drugs, alcohol, tobacco products, or weapons on parish property during Faith Formation classes and related activities is prohibited. Violators will be dismissed from the program and parents/guardians of violators will be contacted immediately. In addition, the matter will be referred to legal authorities.

Vandalism

Willful damage of parish property is cause for dismissal from the program and legal action. Restitution made by the offender(s) is required.

Attendance

Students are expected to attend all classes, including liturgies. Parents or guardians should call the Faith Formation office to report absences as soon as possible, preferably

before class begins. If a serious illness or family emergency requires multiple absences, contact the Faith Formation Coordinator to make up class work.

Cancellations

During inclement weather, Faith Formation class cancellations will align with Hortonville Public School cancellations. Cancellations for any other reason will be communicated to parents/guardians via email.

Home School

Contact the Faith Formation office if you are interested in this option.

Textbooks

Faith Formation textbooks are kept in the classroom for all students to use.

Registration and Tuition

Faith Formation registration forms are available in the office and on the Ss. Peter and Paul website. Registration is considered complete only upon completion of the registration form and payment of tuition, due prior to the beginning of the first Faith Formation class of the school year. There are additional fees for sacramental preparation. If registration is withdrawn before classes begin, a refund will be issued. Our Faith Formation program offers tuition assistance or scholarships, based on financial need. You should indicate your interest in any of these on the registration form. Tuition fees are as follows.

| <u>Enrollment and Payment</u> | <u>K-11 Tuition/Student</u> | <u>Family Maximum</u> |
|-------------------------------|-----------------------------|-----------------------|
| By August 1 | \$115 | \$350 |
| After August 1 by Sept 15 | \$135 | \$400 |

Sacramental Preparation

Information on the preparation for First Reconciliation, First Communion, and Confirmation will be communicated as the times of the Sacraments approach. Second grade students typically prepare for First Reconciliation and First Communion. High school juniors typically prepare to receive the sacrament of Confirmation.

Preparation for First Reconciliation and First Communion is covered in the classroom however the majority of the preparation is done at home with family. Resources to help guide you through the process will be distributed during parent meetings. Retreats will be a part of the preparation process for all three sacraments.

This handbook is subject to amendment. The Faith Formation team will make every attempt to communicate changes in advance, however, some amendments may have to be made immediately and communicated afterward, based on time sensitivity.