



Religious Education  
Program

**2018-2019**  
**CATECHIST**  
**HANDBOOK**

# **MISSION STATEMENT**

## **Church of the Resurrection**

### **Dubuque IA**

We, the Catholic Christian community of the Church of the Resurrection, are rich in tradition and history. We acknowledge with pride and gratitude the sacrifices and efforts made by those who came before us.

We are a growing, faith-filled parish. We value worship, education, faith development, and ministries that utilize our God-given talents.

We respect diversity, and we are committed to working together to provide the spiritual nourishment and community support necessary for our members to grow in their relationship with Christ.

We seek to become Christ-like in our daily lives by loving and serving others, especially those most in need.

Approved by the Resurrection Parish Council, 22 April 2002

---

### **Contact Information**

Director of Religious Education – Wendy Osterberger  
Church of the Resurrection 563-556-7511 x235

DBQ058RE@dbqarch.org

Cell Phone 563-564-5952

Website: <http://res-dbq.org/>



### **Severe Weather Cancellation Guidelines**

If school is cancelled, or if there is early dismissal due to inclement weather, religious education classes are automatically cancelled. If classes need to be cancelled and school is not, catechists will be notified by phone and email or text. Local media stations are notified and cancellations are publicized.

# **ROLES AND RESPONSIBILITIES**

## **THE ROLE OF PARENTS/GUARDIANS**

The church teaches that parents have the privilege and responsibility of being the primary educator of the faith of their children. This education and formation in faith occurs in many ways: by modeling faith in daily actions, by modeling good moral judgments, by sharing regular family prayer times, by attending Sunday Mass as a family.

The religious education (hereafter referred to as RE) program can only reinforce what is taught and modeled in the home. If interest in and encouragement for the RE program is shown in the home, then students will have that same enthusiasm for their faith, and will come to classes willingly.

During the brief time catechists have students for class, it is not possible to teach everything about our faith, or to help them learn all their prayers. Therefore it is essential that parents work with their children at home to learn these things, and that there be dialogue between parents and children regarding what is being learned in the RE classroom.

The support of parents is evident in an all-encompassing way when they volunteer to help as a catechist, a classroom aid, a hall monitor, a traffic controller, or an office assistant. Please consider offering time in this way as an added support for the children.

## **THE CATECHIST**

The church believes that parents are the primary educators of their children. To aid them in this work, the catechist is to “echo the Good News.” The Good News is the message of Jesus as expressed through the Catholic Church, prayer, and worship, community with each other and within the parish, and service to all peoples. Catechists help lead the children to grow in their faith and relationship with Christ in the church.

Toward this end, catechists strive to become “faith-filled, spiritually formed, trained, and competent in the skills of catechesis at the level they are working. Catechists in Catholic school and catechetical programs are to be practicing Catholics, because it is important to witness to a lived faith. Catechists are to be given ongoing in-service and formation opportunities which lead to an endorsement from the Office of Catechetical Services.”

Archdiocesan Board of Education Policy #4111.11

## **DIRECTOR OF RELIGIOUS EDUCATION**

The director of religious education (hereafter referred to as DRE) is a catechetical leader and an administrator of the parish elementary religious education (hereafter referred to as RE) program. The DRE collaborates with the pastor and other parish ministers in setting policies which pertain to faith formation, and in the planning and implementing of Generations of Faith.

The DRE is responsible for designing the elementary RE program of the parish, for supervising catechists and providing formation and in-service for them, for overseeing the sacramental preparation of those in religious education, and for collaborating with the appropriate personnel at Resurrection school site in the immediate preparations and planning of the liturgical celebrations of the sacraments. The DRE is primarily accountable to the pastor and also works in collaboration with the faith formation committee and according to their policies.

# ATTRIBUTES OF A CATECHIST

## I. Person of Faith

A catechist demonstrates commitment to grow in his/her relation to Christ by:

- Knowing and demonstrating respect toward self and others regarding individuality, space and time
- Understanding that the call to ministry is rooted in baptism and celebrated in Eucharist
- Knowing and understanding the importance of justice and peace-making in the Christian tradition
- Participating in weekends and days of renewal and retreats, and seeking spiritual direction
- Actively seeking in-service in areas of faith-understanding, spirituality, and service

## II. Personal Attributes

A catechist grows in recognizing God's action in his/her life by:

- Implementing a holistic plan to maintain and balance physical, spiritual, social and mental wellness
- Setting aside times for personal prayer and spiritual reading
- Utilizing a variety of prayer forms to enrich and express personal and communal spirituality
- Actively participating in community prayer and the worshiping community
- Engaging in justice and peace activities in home and community
- Making informed decisions with mature judgment

## III. Professional Abilities

A catechist integrates personal spirituality with God's call to proclaim the Good News by:

- Reflecting professionalism in personal appearance and manner
- Using organizational skills personally and professionally
- Maintaining and assessing catechist growth plans based on program outcomes
- Demonstrating an approachable and receptive demeanor
- Remaining calm in crisis and stable under pressure
- Working well in group relationships
- Dealing fairly and consistently with peers and students
- Developing and promoting healthy, positive, and cooperative rapport with students, catechists, and parents
- Demonstrating knowledge and awareness of grade level content

## IV. Facilitator of Learning

A catechist demonstrates practical skills for creating an atmosphere in which God's Word is heard and responded to (or acted upon) by:

- Maintaining an attractive physical and social environment that is disciplined and conducive to learning
- Establishing a classroom climate which develops student responsibility and respects individual freedom
- Working with the DRE and faculty in evaluating the total program and in planning future direction according to student needs
- Engaging students in service to the community in response to the Gospel message
- Assisting students in planning liturgies and other prayer experiences
- Developing and utilizing a variety of activities for instruction in order to meet individual learning needs and interests
- Developing and extending opportunities to include persons with special needs
- Using varied modes of assessment to determine student needs and achievement
- Providing opportunities and means whereby resource people and others join in the learning program
- Engaging in in-service opportunities on various forms of learning, classroom management and lesson planning

# **GUIDELINES FOR CATECHISTS**

## **Substitute Catechists**

If you are unable to teach, please contact a substitute from the list of substitute catechists. All substitutes are required to have a completed background check and completed the Catholic Mutual Group Training, prior to being in a classroom. Make sure the manual, lesson plan, and the substitute catechist form are given to the substitute. Call the office to inform us of your absence and who your substitute will be. If there is an emergency that prevents you from teaching, please call the DRE directly.

## **Arrival Procedure**

Upon arrival, please sign-in and take any materials from your mailbox for distribution or review. Any materials for the DRE may be placed on the round table.

Please be in your classroom 10 minutes prior to the start of class.

## **Attendance**

Please maintain a weekly record of attendance using the classroom attendance form. If a student is tardy, please note the tardiness on the attendance slip.

## **Early Departure**

Written permission is required for early departure. Send the written permission to the office. Inform the DRE if the student does not have written permission.

## **Illness or injury**

If a child becomes ill, send the child (ideally, accompanied by a classroom aide) to the RE office with a note. In the event of an injury, send the student (ideally, accompanied with a classroom aide), to the office for First Aid. Be attentive to the presence of blood; use the disposable plastic gloves found in the office. Use the Procedures for Universal Precautions (see below).

## **Supervision**

The catechist is responsible for students and for their behavior as soon as students are admitted to the classroom. This requires that students be supervised at all times. Therefore catechists may not leave their rooms during class time, nor may students be admitted to a classroom until the catechist is there. Students are required to walk at all times in the corridors and classrooms.

## **Discipline**

Prepared lessons and consistent classroom management help to prevent discipline problems. If such problems do arise, they are usually handled by the catechist. However, it is essential that the catechist communicate with the DRE as soon as possible regarding any discipline problems. The policy on discipline (see below) outlines the procedure for serious or recurrent discipline problems.

## **Classroom Order**

Students are responsible for the use of desks and their contents. Students are not to handle the property that belongs to another.

At the end of class, catechists and aides are responsible to see that the room is left in the order in which it was found: desks in the same order, chalkboards cleaned, windows closed, fans and lights off, materials returned, etc.

It is most helpful to maintain a relationship with the teacher whose classroom is being used. Each catechist should contact that teacher by leaving a note of introduction and asking if there are any particular instructions/suggestions for sharing the room on Wednesday evenings.

## **Candy/Treats/Gifts**

Catechists are not permitted to give candy, treats, or gifts to students for use in the classroom or sent home unless otherwise approved by the DRE.

## **Property**

Students are to respect the property: building, textbooks, and materials. Food and gum are not allowed in any classroom or building unless the food is part of the class program, with prior DRE approval. Personal belongings that disrupt the classroom procedure will be collected by the catechist and returned to the student after class.

## **Supplies**

Supplies (crayons, pencils, paper, etc.) are kept in the RE office for catechists to pick up before class. Please return them there after class. Contact the DRE if you need other supplies.

## **Proper Dress**

Because dress reflects attitude towards persons and activities, appropriate attire is required in RE classes.

## **Emergency Calls**

Phone calls by students will be made from the RE office. Only necessary calls will be made, with permission and assistance from the DRE. Use of cell phones in class is prohibited.

Articles Found may be claimed in the RE office upon identification.

## **Communications with Parents**

Each catechist is encouraged to write a letter, send an email, or call the parents of students early in the school year. The catechist introduction to the parents should include contact information, and encourage the support of the parents in working with their children at home. Include a summary of what the class will be studying and ask their help in memorizing prayers, commandments, etc. Continued communication with parents throughout the year is encouraged.

If a catechist wishes to have the office secretary type and/or make copies of letters/lists to be sent home, please give a copy to the office a week prior to sending the written letters home. Letters sent by catechists to parents need prior approval of the DRE, and a copy of the final letter is given to the DRE, so that the DRE is informed in the event that a parent calls with a question.

## **Prayer in the Classroom**

Prioritize a time for prayer, using both memorized formal prayers and informal spontaneous prayer. Be familiar with the formal prayer expectations for each grade level (see below).

Candles are permitted for use in limited duration, but they must always be used with caution and never left unattended.

## **Media**

Audiotapes, videos, children's books, and other resource books are available from the archdiocesan resource center and locally. Please contact the DRE for help with media.

## **Transportation devices**

Shoes with wheels (Heelys), roller-skates/blades, skate boards, scooters, and other transportation devices are not allowed to be used in the school. Heelys may only be worn with the wheel removed.

## **POLICY ON DISCIPLINE**

The respect and dignity of all persons is valued. Appropriate discipline helps all students because it contributes to a climate of learning, loving, and living. It helps each individual because it provides an environment in which to become a self-disciplined person.

Discipline problems are minimized if there are classroom guidelines and goals for learning. Each catechist will establish these, share them with the DRE, and then post them for the students.

Setting goals and offering positive reinforcement encourages students to choose appropriate behavior.

Normal discipline problems are to be handled by the classroom catechist. If there are recurrent or serious problems, the catechist discusses the situation with the DRE, who will, if necessary, implement the following procedure:

Refer the student to the RE office where the student will fill out a discipline form. The student and the DRE will discuss what would have been more appropriate behavior.

After the student and the DRE sign the discipline form, the student returns to class. After class, the DRE gives the form to the catechist to sign, and the student takes it home to obtain the signature of a parent/guardian.

The DRE will notify the parents/guardian of the disciplinary action.

Discipline forms will be filed in the RE office for the year. If a student has two forms on file, a conference will be held with the parents/guardian, the student, the catechist, and the DRE.

A mutual agreement of all the parties may involve some form of punishment.

If it should occur that any student is referred to the DRE on subsequent occasions, more grave but appropriate action will be taken, determined on an individual basis.

## **POLICY FOR THE PROTECTION OF MINORS**

The Archdiocese of Dubuque has established a program of pastoral assistance to people who believe that they or those in their care have been sexually abused as minors by clergy or other church personnel. This assistance will include help in informing civil and church authorities. Victim assistance coordinators are trained to facilitate access to appropriate professional mental health services, social service agencies, support groups, and/or individuals who can provide spiritual care. Any individual desiring help from this program is invited to call toll free **800-803-6758** or **866-319-4636** to report an allegation or to receive assistance.

# SAFETY ISSUES

## Fire and Bomb Threat Evacuation

1. Close the doors and windows if time allows.
2. Before leaving room, take a moment to make sure all students are accounted for (not in bathroom, etc.). This will help calm the students.
3. Possessions are to be left in the room.
4. Students are to remain silent and in single file throughout the evacuation.
5. Proceed out of the building through the designated exit and to the designated meeting point (cf. diagram at the end of this handbook).
6. When all are at the meeting point, take attendance to assure that all are present.
7. Return to the classrooms only after the “all clear” signal is given.

## Tornado Alert Procedure

1. The warning siren from the city will sound, or designated people will give notice to begin the following procedure (cf. diagram at the end of this handbook).
2. **Move quickly and quietly in a single line.** Everyone is to sit down and remain quiet so that any further instructions can be heard. If the signal is given to take cover, all are to face the wall on their knees and put their hands on their heads.
3. For their protection, students are not to be near the windows or exposed doorways.
4. Catechists are to stay calm. Students are to proceed to areas with hands at their sides. Silence is essential.
5. The catechist takes roll call quietly after arriving at the designated area. Make sure all are present.
6. No students are permitted to leave the building during the alert.
7. When the “all clear” signal sounds, all may return to their rooms.

## Universal Precautions

Universal precautions (UP) are intended to prevent the transmission of infection, as well as to decrease the risk of exposure. Since it is not possible to identify all infected individuals, precautions must be used with every individual. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. Using common sense in the application of these measures will enhance protection of catechetical personnel and students. All RE staff (contracted, salaried, and volunteer) are to be aware of and follow the UP:

- Wear gloves
- Clean up the spill with paper towels or other absorbent material
- Wash the area well, using a solution of one part household bleach to one hundred parts of water (1:100), or other EPA-approved disinfectant
- Dispose of gloves, soiled towels, and other waste in a plastic bag
- Clean and disinfect reusable supplies and equipment
- Use a broom or brush and a dustpan to dispose of broken glass

**Contact the DRE as soon as possible if any safety situation arises.**

## INTERNET RESOURCES

<http://www.loyolapress.com/> - our K-6 texts. Login: dbq058re@gmail.com / REres  
<http://www.smp.org/eSource/CatholicConnections/Catechist/> - our 7-8 textbook publisher

[www.christourlife.org](http://www.christourlife.org) – Our textbook publisher’s website. It contains resources to support and enhance the textbook. To view resources you will need to register and use the access code: CLP-98-294. Please do not give out this access code.

[www.harcourtreligion.com](http://www.harcourtreligion.com) – Our previous textbook publisher’s website. It contains lectionary materials for the Sunday readings, activity masters for textbook chapters, printable tests from the textbook, and more. Please do not give out the username and password..

Username: rescatechist

Password: resurrection

[www.weliveourfaith.org](http://www.weliveourfaith.org) – Sadlier publisher of textbook has a great site with lots of free access to resources and ideas.

[www.vatican.va](http://www.vatican.va) – Official website of the Vatican. Papal information, documents, letters, exhortations, encyclicals, Catechism of the Catholic Church, Compendium of the Catechism of the Catholic Church, etc.

[www.usccb.org](http://www.usccb.org) – United States Conference of Catholic Bishops website. New American Bible, Catechism of the Catholic Church, church documents, life issues, social issues, Mass readings, and movie reviews.

[www.arch.pvt.k12.ia.us](http://www.arch.pvt.k12.ia.us) – Archdiocese of Dubuque website. Media resources are available under Archdiocesan Pastoral Center>Media Services>Education Resource Center.

[www.res-dbq.org](http://www.res-dbq.org) – Church of the Resurrection webpage.

[www.newadvent.org](http://www.newadvent.org) – Catholic Encyclopedia online, St. Thomas Aquinas’s Summa Theologica, Early Church Fathers, and more. The Encyclopedia is a fantastic and detailed resource for anything Catholic.

[www.catholic.com](http://www.catholic.com) – Catholic Answers website. Good library of Catholic tracts that explain the faith in a concise manner.

[www.catholicexchange.org](http://www.catholicexchange.org) – Catholic news and articles.

[www.catholic.net](http://www.catholic.net) – Good all-purpose information site.

[www.catholic.org](http://www.catholic.org) – Catholic news and information.

[www.catholiceducation.org](http://www.catholiceducation.org) – A resource center with great Catholic articles.

[www.catholic-pages.com](http://www.catholic-pages.com) – Huge resource for most everything Catholic.

[www.catholicgoldmine.com](http://www.catholicgoldmine.com) – Site with a lot of Catholic information.

[www.catholicgreetings.org](http://www.catholicgreetings.org) – Free Catholic e-cards.

[www.americancatholic.org](http://www.americancatholic.org) – Movie reviews, daily and seasonal features, saints, and more.

[www.domestic-church.com](http://www.domestic-church.com) – Ideas and articles for Catholic families.

[www.masstimes.org](http://www.masstimes.org) – Mass times and maps throughout the country and world, especially useful when traveling. Call to confirm times before you count on them.

[www.volunteermatch.org](http://www.volunteermatch.org) – Enter a ZIP code for names of organizations that need volunteers in your area.

[www.ewtn.com](http://www.ewtn.com) – devotions, Mass readings, etc.

[www.gardenofpraise.com/bibleles.htm](http://www.gardenofpraise.com/bibleles.htm) - Bible lessons, stories, and activities for kids.

[www.sermons4kids.com/colorpg.htm](http://www.sermons4kids.com/colorpg.htm) - Children’s sermons, lessons, and coloring pages.

# INTRODUCTION

## Prayer, Beliefs, and Practices

The following Prayers, Beliefs and Practices are found in the *Compendium - Catechism of the Catholic Church* ©2006 and the *United States Catholic Catechism for Adults* ©2006. Prayers are organized from the most foundational to more complex; Belief and Practices are alphabetized. The Prayers, Beliefs and Practices have been subdivided into the grades in which it is recommended that they are to be taught. While there is no definitive statement which assigns the Prayers, Beliefs and Practices to the various grade levels, the Prayers, Beliefs and Practices coincide with suggestions and recommendations as presented in *“By Their Fruits You Shall Know Them. . .”* (NCEA) and *Sowing the Seeds of Faith* (NCCL) which reflect developmentally-appropriate levels.

This entire listing is also consistent with the following publications of the Archdiocese of Dubuque: the Catholic school religion standards/grade level expectations developed by the Office of Catholic Schools and the Basic Elements of Catholic Faith from the Office of Catechetical Services.

While other prayers of cultural/liturgical significance may be recommended and used as designated by the local site, students are expected to have an understanding of the Prayers, Beliefs and Practices contained herein, and they will be part of prayer in the school and religious education programs.

The sections include:

- Prayers
- Beliefs and Practices
- Prayers, Beliefs and Practices by Grade Levels

# PRAYERS

## **Sign of the Cross**

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

## **Our Father/The Lord's 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 are 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.

## **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. (Traditional wording)

Glory to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and will be forever. Amen. (Found in the Liturgy of the Hours)

## **Angel of God**

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.

## **Grace Before a Meal**

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

## **Grace After a Meal**

We give thee thanks, for all thy benefits, Almighty God, who live and reign forever. Amen.

## **Morning Prayer** (younger children)

God, my Father, I give you today all that I think and do and say. I'll work and study, have fun and pray. Jesus be with me all through the day. Amen.

## **Morning Offering**

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys and sufferings of this day for all the intentions of your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, for the salvation of souls, the reparation for sins, the reunion of all Christians, and in particular for the intentions of the Holy Father this month. Amen.

### **Act of Contrition**

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. Amen. (Alternate version from the Rite of Penance)

O my God, I am heartily sorry for having offended Thee, and I detest all my sins because of thy just punishments, but most of all because they offend Thee, my God, who art all good and deserving of all my love. I firmly resolve with the help of Thy grace to sin no more and to avoid the near occasion of sin. Amen. (Traditional version)

### **Jesus Prayer**

Lord Jesus Christ, Son of the living God, have mercy on me, a sinner.

### **Confiteor**

I confess to almighty God and to you, my brothers and sisters that I have sinned through my own fault, in my thoughts and in my words, in what I have done and what I have failed to do. And 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. May almighty God have mercy on us, forgive us our sins and bring us to life everlasting. Amen.

### **Apostles' 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; the third day He rose again from the dead; He ascended into heaven, and sits at the right hand of God the Father Almighty, from thence He shall 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.

### **Nicene Creed**

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is seen and unseen.

We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, one in being with the Father. Through Him all things were made. For us men and for our salvation He came down from heaven: by the power of the Holy Spirit He was born of the Virgin Mary, and became Man. For our sake He was crucified under Pontius Pilate; He suffered, died, and was buried. On the third day He rose again in fulfillment of 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.

We believe in the Holy Spirit, the Lord the Giver of life, who proceeds from the Father and the Son. With the Father and the Son He is worshiped and glorified. He has spoken through the prophets. We believe in one, holy, catholic, and apostolic Church. We acknowledge one Baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.

## The Rosary

### How to Pray the Rosary:

1. Make the Sign of the Cross.
2. Holding the Crucifix, say the Apostles' Creed.
3. On the first bead, say an Our Father.
4. Say three Hail Marys on each of the next three beads. Say the Glory Be.
5. Go to the main part of the rosary. For each of the five decades, announce the Mystery, then say the Our Father. While fingering each of the ten beads of the decade, say ten Hail Marys while meditating on the Mystery. Then say a Glory Be.
6. Announce the second Mystery and continue in the same way until each of the five Mysteries of the selected group or decades is said.
7. After saying the five decades, say the Hail, Holy Queen.

### Mysteries of the Rosary

#### Joyful Mysteries (*recited Monday and Saturday*)

- The Annunciation
- The Visitation
- The Nativity (birth of Jesus)
- The Presentation
- The Finding in the Temple

#### Mysteries of Light or Luminous (*recited Thursday*)

- The Baptism of Jesus
- The Wedding Feast of Cana
- The Proclamation of the Kingdom, with the call to Conversion
- The Transfiguration
- The Institution of the Eucharist

#### Sorrowful Mysteries (*recited Tuesday and Friday*)

- The Agony in the Garden
- The Scourging at the Pillar
- The Crowning with Thorns
- The Carrying of the Cross
- The Crucifixion

#### Glorious Mysteries (*recited Wednesday and Sunday*)

- The Resurrection
- The Ascension
- The Descent of the Holy Spirit
- The Assumption
- The Crowning of Mary Queen of Heaven and Earth

### Hail, Holy Queen

Hail, Holy Queen, Mother of Mercy, our life, our sweetness and our hope. To you do we cry, poor banished children of Eve. To you do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, your eyes of mercy toward us, and after this 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. R. That we may be made worthy of the promises of Christ our Lord.

**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 are eternal truth and wisdom, who can neither deceive nor be deceived. In this faith I intend to live and die. Amen.

**Act of Hope**

O Lord God, I hope by your grace for the pardon of all my sins and after life here to gain eternal happiness because you have promised it who are infinitely powerful, faithful, kind, and merciful. In this hope I intend to live and die. Amen.

**Act of Love**

O Lord God, I love you above all things and I love my neighbor for your sake because you are the highest, infinite and perfect good, worthy of all my love. In this love I intend to live and die. Amen.

**Memorare**

Remember, O most gracious Virgin Mary, that never was it known, that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided. Inspired by this confidence I fly unto thee, O Virgin of virgins, my Mother. To thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

**Angelus**

V. The angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit. Hail Mary . . .

V. Behold the handmaid of the Lord.

R. Be it done to me according to thy word. Hail, Mary . . .

V. And the Word was made flesh,

R. And dwelt among us. Hail, Mary . . .

V. Pray for us, O holy Mother of God,

R. That we may be made worthy of the promises of Christ.

Let us pray: Pour forth, we beseech thee, O Lord, thy grace into our hearts; that we, to whom the Incarnation of Christ, thy Son, was made known by the message of an angel, may by his Passion and Cross be brought to the glory of his Resurrection. Through the same Christ, our Lord. Amen.

**Mary's Prayer (Magnificat)**

My soul proclaims the greatness of the Lord, my spirit rejoices in God my Savior, for he has looked with favor on his lowly servant. From this day all generations will call me blessed: the Almighty has done great things for me, and holy is his Name. He has mercy on those who fear him in every generation. He has shown the strength of his arm, he has scattered the proud in their conceit. He has cast down the mighty from their thrones, and has lifted up the lowly. He has filled the hungry with good things, and the rich he has sent away empty. He has come to the help of his servant Israel for he has remembered his promise of mercy, the promise he made to our fathers, to Abraham and his children forever. Glory to the Father and to the Son and to the Holy Spirit, as it was in the beginning, is now, and will be forever. Amen.

### **Come, Holy Spirit (Prayer to the Holy Spirit)**

V. Come, Holy Spirit, fill the hearts of your faithful.

R. And kindle in them the fire of your love.

V. Send forth your Spirit and they shall be created.

R. And you shall renew the face of the earth.

Let us pray: O God, by the light of the Holy Spirit you have taught the hearts of your faithful. In the same Spirit, help us to know what is truly right and always to rejoice in your consolation. We ask this through Christ, Our Lord. Amen.

### **Prayer of St. Francis/Prayer for Peace**

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;

where there is injury, pardon;

where there is doubt, faith;

where there is despair, hope;

where there is darkness, light;

and where there is sadness, joy.

Grant that I may not so much seek

to be consoled as to console,

to be understood as to understand,

to be loved as to love;

for it is in giving that we receive,

it is in pardoning that we are pardoned,

And it is in dying that we are born to eternal life.

### **Psalm 23**

The Lord is my shepherd; I shall not want. In verdant pastures he gives me repose; beside restful waters he leads me; he refreshes my soul. He guides me in right paths for his name's sake.

Even though I walk in the dark valley I fear no evil; for you are at my side. With your rod and staff that give me courage. You spread the table before me in the sight of my foes; you anoint my head with oil; my cup overflows. Only goodness and kindness follow me all the days of my life; and I shall dwell in the house of the Lord for years to come.

## **Additional Prayers:**

### **Vocation Prayer** (Archdiocese of Dubuque)

Lord Jesus, life is Your gift to us.

Through **Baptism** You invite us to share the gift of our lives in service to others. Give us the courage and generosity to respond to Your call.

Through the **Eucharist** You fill us with Your life-giving presence and strengthen us in holiness. Give us the grace to make our efforts in Your service fruitful in Your kingdom.

Through **Confirmation** You seal us with the gifts of the Holy Spirit and send us forth. Give us the strength to proclaim Your Word and make known Your Will to all the world.

Open our hearts to Your service and move the hearts of men and women to follow You as **Priests, Deacons, Sisters and Brothers.**

Help parents, grandparents and teachers to share their Catholic faith and to encourage our young people to explore religious vocations.

Guide all people, Lord, in Your ways of compassion, truth, and peace, that we may find joy in fulfilling our vocation. Amen.

### **Prayer of Discernment**

Lord, God, we know that by baptism and the gift of the Holy Spirit, you reign in our lives, and you call us to holiness and truth. Renew us that we might be all that you want us to be, so that we live in accord with your desires. We strive to be attentive to your promptings. Help us do what is right. Grant us the gift of knowledge, to be informed; the gift of wisdom, to use our experience; the gift of understanding, to learn from one another; the gift of right judgment, to make good decisions; the gift of courage, to enact what we decide; the gift of faith, to trust You. We ask this in the power of your Spirit, and in the name of Jesus, our Lord. Amen.

# BELIEFS AND PRACTICES

## FORMULAS OF CATHOLIC DOCTRINE

### Beatitudes (Matthew 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 land.
- 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 clean of heart (or pure of heart), for they will see God.
- Blessed are the peacemakers, for they will be called children of God.
- Blessed are they who are persecuted for the sake of righteousness (or 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.

### Communion Regulations

- As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently.
- In order to be properly disposed to receive Communion, participants should be conscious of no grave sin and normally should have fasted for one hour.
- A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (CIC, can. 916).
- A frequent reception of the Sacrament of Penance is encouraged for all.

### Communion Fast

- We are expected to fast from food or drink for at least one hour prior to the reception of Holy Communion.

### Four Gospels

- Matthew, Mark, Luke, and John

Holy Days of Obligation - On these days, there is an obligation to attend Mass and to refrain from servile work as much as possible.

- Mary Mother of God - January 1
- Ascension of the Lord - 40 days after Easter or the following Sunday (celebrated on the 7th Sunday of Easter in the Archdiocese of Dubuque)
- The Assumption of Mary - August 15
- All Saints Day - November 1
- The Immaculate Conception of Mary - December 8
- Nativity of our Lord or Christmas - December 25

## Liturgical Year

- Advent-Christmas Season (Christmas day until Sunday after Epiphany)
- Ordinary Time
- Lent (Ash Wednesday until Holy Saturday)
- Easter Season (Easter Sunday until Pentecost, 50 days after Easter)
- Ordinary Time

## Parts of the Mass

### Introductory Rites

- Gathering Song
- Greeting
- Penitential Rite (or blessing and sprinkling with holy water)
- Glory to God
- Opening Prayer

### Liturgy of the Word

- First Reading (usually from the Old Testament)
- Responsorial Psalm
- Second Reading (usually from one of the letters of the New Testament)
- Gospel Acclamation
- Gospel
- Homily (an explanation of the readings)
- Profession of Faith (Creed)
- General Intercessions (Prayers of the Faithful)

### Liturgy of the Eucharist

- Preparation and presentation of the gifts
- Prayer over gifts
- Preface
- Holy, Holy, Holy Lord
- Eucharistic Prayer (during this prayer the bread and wine become the Body and Blood of Jesus)
- The Great Amen
- Communion Rite
  - The Lord's Prayer
  - Sign of Peace
  - Breaking of the Bread
  - Lamb of God
  - Reception of Communion
  - Prayer after Communion

### Concluding Rite

- Blessing
- Dismissal

### Regulations for Fast and Abstinence

- Fasting is refraining from food or drink to some degree.
- Abstinence is refraining from eating meat.
- In the United States, Ash Wednesday and Good Friday are days of fast and abstinence, and all Fridays of Lent are days of abstinence.
- The obligation to abstain from meat binds all Catholics 14 years of age and older. The obligation to fast, limiting oneself to one full meal and two lighter meals in the course of a day, binds Catholics from the ages of 21 to 59.

### Seven Sacraments

- Sacraments of Initiation: Baptism, Confirmation, Eucharist
- Sacraments of Healing: Penance or Reconciliation and Anointing of the Sick
- Sacraments at the Service of Communion: Holy Orders and Matrimony (Marriage)

### The Four Cardinal Virtues

1. Prudence
2. Justice
3. Fortitude
4. Temperance

### The Four Last Things

1. Death
2. Judgment
3. Hell
4. Heaven

### The Fruits of the Holy Spirit

1. Charity
2. Joy
3. Peace
4. Patience
5. Kindness
6. Goodness
7. Generosity
8. Gentleness
9. Faithfulness
10. Modesty
11. Self-control
12. Chastity

### The Gifts of the Holy Spirit

1. Wisdom
2. Understanding
3. Counsel (Right Judgment)
4. Fortitude (Courage)
5. Knowledge
6. Piety (Reverence)
7. Fear of the Lord (Wonder and Awe in God's Presence)

### The Golden Rule (cf. Mt 7:12)

Do unto others as you would have them do to you.

### The Five Precepts of the Church

1. You shall attend Mass on Sundays and holy days of obligation and remain free from work or activity that could impede the sanctification of such days.
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 to provide for the needs of the Church.

### The Seven Capital Sins

1. Pride
2. Covetousness
3. Lust
4. Anger
5. Gluttony
6. Envy
7. Sloth

### The Stations of the Cross

1. Jesus is condemned to death.
2. Jesus accepts his cross.
3. Jesus falls the first time.
4. Jesus meets his mother.
5. Simon helps Jesus carry the cross.
6. Veronica wipes the face of Jesus.
7. Jesus falls the second time.
8. Jesus meets the women.
9. Jesus falls the third time.
10. Jesus is stripped of his clothes.
11. Jesus is nailed to the cross.
12. Jesus dies on the cross.
13. Jesus is taken down from the cross.
14. Jesus is placed in the tomb.

### The Ten Commandments

1. I, The Lord, am your God. You shall not have other gods besides me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to 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 neighbor's goods.

### The Three Theological Virtues

1. Faith
2. Hope
3. Charity

### The Two 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. (Matthew 22:37-39)

### Works of Mercy:

#### The Seven Corporal Works of Mercy

1. Feed the hungry.
2. Give drink to the thirsty.
3. Clothe the naked.
4. Shelter the homeless.
5. Visit the sick.
6. Visit the imprisoned.
7. Bury the dead.

#### The Seven Spiritual Works of Mercy

1. Counsel the doubtful.
2. Instruct the ignorant.
3. Admonish sinners.
4. Comfort the afflicted.
5. Forgive offenses.
6. Bear wrongs patiently.
7. Pray for the living and the dead.

# PRAYERS, BELIEFS, AND PRACTICES SUGGESTED/RECOMMENDED AT DEVELOPMENTALLY APPROPRIATE GRADE LEVELS

## Kindergarten

- Sign of the Cross
- Grace Before a Meal
- Our Father/The Lord's Prayer
- Hail Mary

## Grade 1

- Sign of the Cross
- Grace Before a Meal
- Our Father/The Lord's Prayer
- Hail Mary

New Prayers, Beliefs and Practices introduced at this level are:

- Grace After a Meal
- Morning Prayer
- Glory Be
- Angel of God

## Grade 2

- Sign of the Cross
- Grace Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer
- Angel of God

New Prayers, Beliefs and Practices introduced at this level are:

- Act of Contrition
- Communion Regulations
- Communion Fast
- The Ten Commandments

## Grade 3

- Sign of the Cross
- Grace Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer
- Angel of God
- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments

New Prayers, Beliefs and Practices introduced at this level are:

- Apostles' Creed
- The Two Commandments of Love
- The Rosary
- Liturgical Year

#### **Grade 4**

- Sign of the Cross
- Grace Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer
- Angel of God
- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments
- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year

New Prayers, Beliefs and Practices introduced at this level are:

- Jesus Prayer
- Act of Faith
- Act of Hope
- Act of Love
- Seven Sacraments
- Beatitudes
- Mysteries of the Rosary

#### **Grade 5**

- Sign of the Cross
- Grace Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer
- Angel of God
- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments
- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year
- Jesus Prayer
- Act of Faith
- Act of Hope
- Act of Love
- Seven Sacraments
- Beatitudes
- Mysteries of the Rosary

New Prayers, Beliefs and Practices introduced at this level are:

- The Stations of the Cross
- Morning Offering
- Memorare
- Hail Holy Queen
- The Five Precepts of the Church
- Parts of the Mass

## **Grade 6**

- Sign of the Cross
  - Grace Before/After a Meal
  - Our Father/The Lord's Prayer
  - Hail Mary
  - Glory Be
  - Morning Prayer
  - Angel of God
  - Act of Contrition
  
  - Communion Fast
  - Communion Regulations
  - The Ten Commandments
  - Apostles' Creed
  - The Rosary
- The Two Commandments of Love
  - Liturgical Year
  - Jesus Prayer
  - Act of Faith
  - Act of Hope
  - Act of Love
  - Seven Sacraments
  - Beatitudes
  - Mysteries of the Rosary
  - The Stations of the Cross
  - Morning Offering
  - Memorare
  - Hail Holy Queen
  - The Five Precepts of the Church
  - Parts of the Mass

New Prayers, Beliefs and Practices introduced at this level are:

- The Seven Corporal Works of Mercy
- The Seven Spiritual Works of Mercy
- The Fruits of the Holy Spirit
  
- The Gifts of the Holy Spirit
- Four Gospels
- The Golden Rule

## **Grade 7**

- Sign of the Cross
  - Grace Before/After a Meal
  - Our Father/The Lord's Prayer
  - Hail Mary
  - Glory Be
  - Morning Prayer
  - Angel of God
  - Act of Contrition
  - Communion Fast
  - Communion Regulations
  - The Ten Commandments
  - Apostles' Creed
  - The Rosary
  - The Two Commandments of Love
  - Liturgical Year
  - Jesus Prayer
  - Act of Faith
- Act of Hope
  - Act of Love
  - Seven Sacraments
  - Beatitudes
  - Mysteries of the Rosary
  - The Stations of the Cross
  - Morning Offering
  - Memorare
  - Hail Holy Queen
  - The Five Precepts of the Church
  - Parts of the Mass
  - The Seven Corporal Works of Mercy
  - The Seven Spiritual Works of Mercy
  - The Fruits of the Holy Spirit
  - The Gifts of the Holy Spirit
  - Four Gospels
  - The Golden Rule

New Prayers, Beliefs and Practices introduced at this level are:

- Nicene Creed

- Come, Holy Spirit (Prayer to the Holy Spirit)
- Angelus
- Holy Days of Obligation

- Regulations for Fast and Abstinence
- The Three Theological Virtues
- The Four Cardinal Virtues

### **Grade 8**

- Sign of the Cross
- Our Father/The Lord's Prayer
- Hail Mary
- Grace Before/After a Meal
- Glory Be
- Angel of God
- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments
- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year
- Jesus Prayer
- Act of Faith
- Act of Hope
- Act of Love
- Seven Sacraments
- Beatitudes
- Mysteries of the Rosary

- The Stations of the Cross
- Morning Offering
- Memorare
- Hail Holy Queen
- The Five Precepts of the Church
- Parts of the Mass
- The Seven Corporal Works of Mercy
- The Seven Spiritual Works of Mercy
- The Fruits of the Holy Spirit
- The Gifts of the Holy Spirit
- Four Gospels
- The Golden Rule
- Nicene Creed
- Come, Holy Spirit (Prayer to the Holy Spirit)
- Angelus
- Holy Days of Obligation
- Regulations for Fast and Abstinence
- The Three Theological Virtues
- The Four Cardinal Virtues

New Prayers, Beliefs and Practices introduced at this level are:

- Prayer of St. Francis
- Mary's Prayer (Magnificat)
- Psalm 23
- Confiteor
- The Seven Capital Sins
- The Four Last Things