



Dear Families,

Welcome to a new religious education year at Christ the King Church. The purpose of this handbook is to familiarize yourself with our program, its policies and procedures, as well as share about our curriculum, catechists, and schedule. Please read through the entire handbook.

PREP strives to creatively and conscientiously incorporate prayer, service, and community alongside our religious education curriculum. We aim to incorporate three important pillars of total Christian education: content, community, and service.

It is only through the dedication and devotion of many volunteers that this ministry thrives. Responding to the Baptismal call, our catechists offer time, energy and their talents to share their faith with the children and youth in our parish. I hope you will help me show the catechists our support and gratitude throughout the year as they work to support the Church's mission.

If your family is new to Christ the King, we welcome you and hope you enjoy your PREP experience.

Sincerely in Christ,
Kirsten Osborne

Children & Youth Formation Staff

Kirsten Osborne - Director of Children & Youth Formation
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Office Phone: 615-777-8908

Emily Shore and Megan Dillon - PREP Assistants

Office Information

- Sundays: Ms. Osborne and the assistants can be found in Bailey Biggerstaff's office near the Middle School hallway.
- Weekdays: Ms. Osborne's office is in the Rectory. She is available by email, phone, or appointment.

Christ the King Children and Youth Formation Philosophy

Parents are the primary educators of their children. With this in mind, our staff regards the religious formation of a person as springing from four sources:

- 1) the lived family life and religious consciousness that can occur only in the home.
- 2) participation in the Sunday Eucharist with our community of believers.
- 3) support from the Children & Youth Formation office that enables parents to prepare their children for the celebration of the initiation sacraments, but provides the communal experience necessary for complete formation.
- 4) classroom instruction imparting basic knowledge regarding the church community and the life and teachings of Jesus Christ.

Registration Requirements

- All PREP participants must be registered members of Christ the King Church and must
- complete the PREP registration process to attend classes.
- PREP fees are due at the time of registration and can be paid by cash, check (made payable to Christ the King Church), or online through WeShare.
- Registration Fees
 - One Student - \$45
 - Two Students - \$75
 - Three or More Students - \$100
 - Additional Sacramental Fees - \$65

First Communion/Reconciliation & Confirmation (second year only)

Sacramental Preparation

- PREP provides the foundational steps in the formation process. Students need this formation before celebrating the sacraments with our group.
- Pre-Sacramental classes are required to proceed to the Sacramental class the following year.
- Sacramental classes are required to receive full preparation to celebrate the Sacrament.

- Children must complete the first level course, pre-sacramental, before moving forward to the second level course, sacramental, when preparing for First Reconciliation, First Eucharist, and Confirmation. Students should attend PREP faithfully over the course of their K-8 formation years to be prepared for Confirmation.

First Reconciliation (Penance) and First Eucharist (Communion)

These sacraments are typically celebrated in 2nd grade, depending on each child's previous participation in religious education. In addition to participating in the Sunday Eucharist and attending weekly classes, students and/or families are expected to attend events throughout the year to help with preparation. Details will be provided in our parent meetings.

Confirmation

Confirmation is typically celebrated in the 8th grade, though participation in the previous year's sessions are required before proceeding to the Confirmation preparation class. In addition to weekly Sunday PREP classes, students are expected to participate in the Sunday Eucharist and attend a retreat, and complete service activities to help prepare to celebrate the sacrament.

Attendance

- Faithful attendance is expected for all students, and it is required for those students who are preparing for a sacramental year or currently enrolled in a sacramental class.
- Please contact the formation office if your child is unable to attend class.
- If your child drops the program for any reason, please let us know.
- Students in a Preschool PREP class with a waitlist will be dropped from enrollment after three consecutive absences.

Class Times

- PreK-3 and PreK-4 PREP - 8:30 Mass
 - Preschool classes meet in the school building in the lower-level classrooms.
 - Drop your child off before Mass and sign them in using KidCheck.
- Grades K-8 meet between the Masses, from 9:45-10:45 a.m.. Classes are held in school classrooms. See classroom locations for more information on your child's class location. We will have volunteers available to help your child find his/her room.

Textbooks

Preschool

Our Preschool PREP classes use Stories of God's Love. This program exposes the children to many scripture stories. It has an added feature of stories of modern-day children who share stories relating to a Bible story and our world today.

Grades K-8

Grades K-8 will use Loyola Press' Christ Our Life. Christ Our Life is a response to the Church's call for New Evangelization. This curriculum answers this call by guiding students to know, proclaim, witness and share the Catholic Faith. Each week, catechists will incorporate Scripture, prayer and the four pillars of the Church into the lessons.

First Reconciliation & First Communion

Our FR/FC classes will use My Mass Book and My Reconciliation Book in addition to Christ Our Life. These help the students apply what they have learned in class while attending mass with their families.

Confirmation

Confirmation classes will use Saint Mary's Press Anointed in the Spirit in addition to Christ Our Life. Confirmands will also work through the book, Have Faith: Sustaining the Spirit for Confirmation and Beyond, with their sponsors as part of their spiritual journey as they prepare to celebrate the sacrament of Confirmation.

Special Education

When appropriate, we will be using Loyola Press's Adaptive Finding God curriculum to provide alternative or supplemental activities for students with disabilities. This program is based on multisensory learning and builds on students' unique talents and strengths.

Classroom Behavior

In order to facilitate spiritual growth, all children deserve a positive classroom climate. Below is a reminder concerning basic expectations for classroom behavior:

1. Follow directions and any classroom expectations of the catechist.
2. Be safe.

3. Be kind. Respectful behavior is expected from each student. This includes respect for all people, for all materials, and for the classroom and environment.

Your child's catechist will also go over these expectations. Please discuss these expectations with your child(ren), as well.

If a student chooses to disregard the above-mentioned expectations, he/she will first receive a warning from the catechist. If the misbehavior continues, a parent conference with the director and/or the catechist may be required to further address the issue.

Food/Drink Policy

- We do not allow food/drink in the classroom. This is for the safety of those who have allergies.
- Catechists may choose to have liturgically-themed parties. If this is the case, parents will be alerted ahead of time if they have children with allergies so a safe snack can be decided upon.
- Your child should not leave the Parish Hall while eating donuts between masses. Donuts must be completely finished before coming to class.

Exceptional Needs

- We strive to meet the needs of every child in our parish community, and we want to work together with parents to accomplish this while children are in our care each week.
- If your child has a medical condition or specific behavioral/learning needs, please let us know.
- Special education inclusion support is available for students with significant needs.
- All information related to a student's classroom performance, or of a personal nature, is confidential and will be treated as such by the catechists, assistants, and parish staff.

Classroom Visitors

Typically we do allow visitors in our K-8th grade classrooms, as long as parents make both the director and catechist aware ahead of time with a phone call or email.

Cancellations

In the event of severe weather, classes will be canceled. If a cancellation occurs, we will send out an email to parents.

Safe Environment

- Christ the King parish strives to meet all the requirements for the Diocese of Nashville regarding the Safe Environment program.
- Our Safe Environment program is called Circle of Grace, and this is a virtue-based program provided by the Formation Office of the Diocese of Nashville.
- The safety lessons will be incorporated into the instruction and taught by the classroom catechist or a member of the PREP or CKS staff.
- More information about this will be provided later in the year.

Opportunities within the Catechetical Ministry

PREP is a ministry based on the willingness of members of our faith community to share their time and gifts with the children and youth of our parish. There are a variety of ways parents can share and help keep the ministry thriving. All volunteers are required to complete the Safe Environment background training, CMG connect. Please contact Kirsten Osborne for information to complete this training.

- Catechists
 - The catechist is responsible for planning the lesson with the lesson guide, teaching the lessons, taking attendance, and managing the classroom.
 - Catechists can choose to teach weekly, co-teach, or teach bi-weekly.
 - Childcare can be made available for younger children if needed.
- Classroom Assistants
 - Classroom assistants assist the catechist with the children in a number of ways including classroom management, attendance, and material preparation.
 - This role can be done by a teen (once confirmed) or an adult.
- Substitute Catechist
 - If you are not available to volunteer every week or every-other-week, you can be on our sub list for a regular catechist, with as much advance notice as possible.
 - You will receive lesson plan information ahead of time to help you with preparation for the lesson you are covering.

Helpful Links

- Christ the King Church - ctk.org
- PREP - ctk.org/parish-religious-education-prgram
- CTK Children's Ministries - ctk.org/children-youth
- CTK Youth Group - ctk.org/youth-ministry
- Loyola Press - <https://www.loyolapress.com/faith-formation/christ-our-life/>
- Diocese of Nashville - <https://dioceseofnashville.com/>
- Circle of Grace - <https://archomaha.org/circleofgrace>