

The Catholic Church of the TRANSFIGURATION

Welcome ■ Celebrate ■ Grow ■ Serve



Parent Handbook

Our Great Journey

FAITH FORMATION 2021 - 2022

Preschool—Grade 12 & Adult Faith



Each year, the United States Conference of Catholic Bishops set a theme for the upcoming faith formation year. The words we pray at Mass, *"Say the Word and My Soul Shall be Healed"*, have the power to remind us of, to open our eyes to, the healing that Jesus offers us in the Eucharist which is essential, eternal, and ever open to us. We humbly ask him to say the word, and with that prayer, we have faith that, with the fantastic and improbable prospect of Jesus entering under our roof, our souls shall be healed.

Don't keep the faith.

(Spread it around!)

Living our Faith

Each grade level will have the opportunity to share God's love with others!

Preschool—Kindergarten

"Kid" Food for St. Vincent de Paul

Grade 1-5

Seasonal service projects

Grade 6-12

Various service projects throughout the year

We are so thankful for the many adults who have volunteered as Grade Service Coordinators. We still need more help, if you are interested, please contact Sheila Murray, smurray@transfiguration.com for Grades 1-5 and Theresa Brader, tbrader@transfiguration.com, for Grades 6-12, to see how you can help.

We are very excited about developing these opportunities for our kids to serve others and live the Gospel.

Jesus said, "The Son of Man did not come to be served, but to serve."

~Matthew 20:28

The Pastor's Office



Welcome to a new year of faith formation at Transfiguration. We are yet again readjusting to new ways of thought and implementation of the formational opportunities. Please be patient as we look forward to this new year. Our goal is to always grow deeper in our relationship with the Risen Lord. This desire for a closer relationship must start with you as parents and guardians of those entrusted to you.

You are the primary teachers and example of your faith life to your children. We as a parish family are here to support you in your commitment to share the living and amazing Catholic faith with your family. Thank you for living out this role in your daily lives. Thank you are deepening your relationship with the Lord who gives us life and sustains us every day. For you to learn more about your faith, we offer Our Great Journey adult faith classes.

Please make daily prayer a part of your personal and family life. I am also looking forward to seeing you at Masses. May the God bless you and your family.



Fr. Eric Hill
Pastor



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Share God's Word

A PARENT'S PRAYER

Lord, God, make me a better parent. Help me to understand my children, to listen patiently to what they have to say, to understand all their questions kindly. Keep me from interrupting them, talking back to them, and contradicting them. Make me as courteous to them as I would have them be to me. Give me the courage to confess my sins against my children and ask them for forgiveness, when I know that I have done wrong.

May I not vainly hurt the feelings of my children. Forbid that I should laugh at their mistakes, or resort to shame and ridicule as punishment. Let me not tempt a child to lie and steal. So guide me hour by hour that I may demonstrate by all I say and do, that honesty produces happiness.

May I cease to nag; and when I am out of sorts, help me, O Lord, to hold my tongue. Help me to gently correct the little errors of my children, and help me to see the good things that they do. Give me a ready word for honest praise.

Help me to treat my children as those of their own age, but let me not exact of them the judgments and conventions of adults. Allow me not to rob them of the opportunity to wait upon themselves, to think, to choose, and to make their own decisions.

Forbid that I should ever punish them in anger. May I grant them all their wishes that are reasonable and have the courage always to withhold a privilege that I know will do them harm.

Make me so fair and just, so considerate and companionable to my children that they will have genuine esteem for me. Help me to be loved and imitated by my children. Oh God, do give me calm, poise and self control. *Amen*





SEEKERS (PRESCHOOL –K), TRAVELERS, (GRADES 1-3)
VOYAGERS (GRADES 4-5), CHRISSTEEN (GRADES 6-12)
& SOJOURNERS (ADULTS)

GROWING IN FAITH

We are all on a journey to learn about God, our Catholic faith and how we are to live His love.

In Summer 2018 we re-imagined and redesigned our faith formation program to “Our Great Journey.” Our goals were to create engaging learning environments and experiences for all learners to encounter God, Jesus and the Holy Spirit. Our philosophy of “lecture little, interact much” was enhanced with center-based learning for our preschool and elementary kids, focusing on relational ministry in ChrisTeen and increasing opportunities for adults to continue the journey. Classrooms were painted, new lights and furniture were purchased.

With a team of very dedicated and creative friends, our interactive mural in the downstairs hallway was created to reflect Our Great Journey. As you enter the first floor hallway, the first art print is a picture of the earth from space. “In the beginning, God created the heavens and earth (Gen 1:1) and the Journey begins! As you travel down the hallway, the story of salvation history continues,

Year 1

- Noah’s Ark
- The Three Angels appearing to Abraham telling of God’s promise that Sarah will have a son, named Isaac, and Abraham will become the Father of All Nations
- You are the Potter, we are the Clay (Isaiah)
- Jonah and the Whale
- The Annunciation... with God all things are possible
- The First Miracle, the Wedding Feast at Cana

Year 2

- Adam & Eve
- The Twelve Tribes of Israel
- Moses & the Ten Commandments
- Daniel and the Lions Den
- The Birth of Christ
- Jesus found in the Temple

As you continue through the hallway and back to the front of the building:

- Jesus Walks on Water
- The Transfiguration
- The Calling of the Apostles — I will make you fishers of people
- Good Friday
- The Empty Tomb on Easter morning
- The Ascension of Jesus and the Great Command, “Go and make disciples.”
- The Baptism of Jesus
- Feeding of the 5000
- The parable of the Vine and the Branches
- The Last Supper
- Pentecost

The prints rotate to tell of God’s unfathomable love and invitation to Journey home to Him. Many different styles of art were selected to speak to the hearts of many types of learners. It has been amazing to hear people’s conversations about the stories of our faith as they enjoy the art. What do you see? What do you know? If you were there, would you be in this story?

Join us on the Journey to live our Parish Mission Challenge to Welcome • Celebrate • Grow • Serve.

GENERAL OFFICE INFORMATION

OUR GREAT JOURNEY

SEEKERS: Preschool & K **TRAVELERS:** Grades 1-3 **VOYAGERS:** Grades 4-5

CHRISTEEN = Programs for students in 6th through 12th grades

SOJOURNERS: Adult Faith —for all adults in the parish community

Parish office: 770-977-1442

Voice mail: ext. 125

Parish FAX: 770-578-1415

www.transfiguration.com/education/

Journey Office Hours: >Monday through Thursday: 9:30 am to 3:30 pm
 >Friday: 9:30 am to 2:30 pm
 >During all regularly scheduled classes
 >Sunday mornings during scheduled classes: 9:00 am to 1:30 pm

Staff

Director of Faith Formation, Youth Ministry, BRITE	Joyce Guris, 678-223-7355 jguris@transfiguration.com
Assistant Director Preschool & Elementary Faith Formation,.....	Sheila Murray, 678-223-7349 smurray@transfiguration.com
OCI-Children & OCI-Teen Coordinator	
Director of Adult Faith Formation.....	Cindy McFadden, 678-223-7328 cmcfadden@transfiguration.com
Sunday Morning Preschool & Kindergarten Coordinator	Lynn Southall, 678-223-7350 lsouthall@transfiguration.com
Youth Ministry.....	Theresa Brader, 678-223-7361 tbrader@transfiguration.com
Confirmation Coordinator	Karen Paonessa, 678-223-7348 kpaonessa@transfiguration.com
Administrative Assistant & Registrar	Nuvia Solano, 678-223-7325 nsolano@transfiguration.com
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Nursery Coordinator.....	Cathi Carpenter, 678-223-7338 ccarpenter@transfiguration.com



Adult Faith

Sojourners

SOJOURNER, n. A temporary resident; a stranger or traveler who dwells in a place for a time.

"For before you we are strangers and travelers, like all our ancestors." 1Chronicles 29:15

God calls us to be in this world, but not of this world. We are here temporarily as "Sojourners" in a journey to our permanent home with HIM

What is Adult Faith Formation? Why is it for you?

(from the Archdiocese of Atlanta)

"The Church's catechetical mission aims to help the faithful of all ages to grow in both human and Christian maturity, enriching the whole of life with the leaven of the Gospel. Consequently, appropriate goals and content will embrace all the faith dimensions of an adult life—for example, understanding and communicating the faith, skills needed for personal growth, the experience of family life, relationships, public service, and concern for the common good."

Three major goals guide and direct efforts in adult faith formation:

1. *Invite and Enable Ongoing Conversion to Jesus in Holiness of Life.*
2. *Promote and Support Active Membership in the Christian Community.*
3. *Call and Prepare Adults to Act as Disciples in Mission to the World.*



We have been challenged by this mission statement. Join us in our studies, classes or workshops and let us know how we are doing and how we can better serve you in the future.

Cindy McFadden, Director of Adult Faith Formation

Phone: 678-223-7328

Email: cmcfadden@transfiguration.com

WEBPAGE: www.transfiguration.com/education/adult-education/

"... adult Catholics must be mature in faith and well equipped to share the Gospel, promoting it in every family circle, in every church gathering, in every place of work, and in every public forum. They must be women and men of prayer whose faith is alive and vital, grounded in a deep commitment to the person and message of Jesus."

Our Hearts Were Burning Within Us (USCCB 1999)





2021-2022 Schedule

Sojourners

WEEKLY CLASSES: (PLEASE NOTE: This will be our schedule when we can gather together at Church. In-person classes and meetings will be limited to 20 participants.)

Sunday

9:30 a.m. / Adult Lounge / Growing Up Catholic Parenting Series

6:15 p.m. / Adult Ed/OCI Room / Busy Lives & Restless Souls

Monday

3:00 p.m. / ZOOM/ Bible in a Year (With Father Mike Schmitz) (ongoing)

4:00 p.m. / Adult Lounge / The Way of Trust and Love: A Retreat Guided by St Therese Lisieux

Tuesday

10:00 a.m. / Adult Ed/OCI Room / Tuesday Morning Spirituality

3:30 p.m. / FLC/ Senior Spirituality

Wednesday

10:00 a.m. / FLC / Centering Prayer

6:30 p.m. / Adult Lounge / A Prayerful Study of the Psalms

6:30 p.m. / Adult Ed/OCI Room / Un Paseo Bíblico a través de la Misa

Thursday

9:45 a.m. / Adult Ed/OCI Room/ Pathfinders / “Come and See – Study of Ezekiel, Hebrews and Revelation”

7:00 p.m. / FLC / Centering Prayer

7:00 p.m. / FLC / Men’s Bible Study

Friday

7:00 a.m. / FLC / Men’s Bible Study / “The Eucharist in the Gospel of John”

9:30 a.m. / Social Hall / Women in Faith / Select a study from six new offerings!

MONTHLY STUDIES, CLASSES AND GATHERINGS (These meetings occur one-two times per month.)

UNDERSTANDING OUR CATHOLIC FAITH These classes are the building blocks of our faith. All are welcome!

CATHOLIC SOCIAL TEACHINGS (CST)

CONVERSATIONS WITH CLERGY

Most Classes follow the Cobb County Calendar. In case of inclement weather we also follow Cobb County Protocol. You may also visit Transfiguration.com for updates.

Visit our **“Sojourners”** webpage for class descriptions and updated offerings.

Most in-person classes offer FREE Childcare, www.transfiguration.com/education/adult-education/

CLASS SCHEDULE

Preschool 3 and Preschool 4:	Sunday 11:00 am
Kindergarten:	Sunday 9:30 am. and 11:00 am Monday 4:00 pm
1st through 5th Grade:	Sunday 9:30 am Monday 4:00 pm Wednesday 6:30 pm
6th through 8th Grade	Sunday 6:15 pm Wednesday 6:30 pm
9th through 12th Grade	Sunday 6:15 pm*
Families forming Disciples	Sunday 9:00 am (designated Sundays, virtual) Sunday 4:00 pm (designated Sundays on-site) Sunday 6:30 pm (designated Sundays, virtual) Thursday 6:30 pm (designated Thursdays, virtual)
OCI-C (Children, Grade 3-8) & OCI-Teen (Grade 9-12)	Students attend both sessions: Sunday 11:00 a.m.—English Mass Dismissal Sunday 12:30—1:30 pm—Class for Children & Parents Sunday 2:00 pm —Spanish Mass Dismissal
OCI-A (for Adults)	Sunday: 11:00 am—English Sunday: 2:00 pm—Spanish
BRITE Elementary/ Jr High (usually every other Wednesday)	Wednesday: 6:30-7:45 pm
BRITE HS & Young Adult (usually every other Sunday)	Sunday: 4:00-5:00 pm

*Hospitality is available (\$1.00 per plate) to students in the Social Hall after the 5:00 pm Sunday Mass before small groups meet.

Class Cancellation: Inclement Weather & Emergencies:

Please download MyParish App on your phone & join our Faith Formation Groups. It's the quickest way for us to notify you of any class time changes. Also check www.transfiguration.com for scrolling banner announcements.

It is the Faith Formation Office policy to follow the Cobb County School Closing Schedule and cancellations due to weather. **If Cobb County closes due to weather emergencies, there will be no classes at Transfiguration.**

For Sunday classes: If the State Department of Transportation has issued a Travelers' Advisory, individuals should check for class cancellations on My Parish App or at Transfiguration website. Updates will be posted.

TRANSFIGURATION - OUR GREAT JOURNEY 2021-2022

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

15 The Assumption of Mary
15 Classes Begin
15, 19 & 29 FFD
25 BRITE EL/MS
29 BRITE HS/YA

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

2 & 16 BRITE EL/MS
6 & 27 BRITE HS/YA
6 No CT Classes
6, 10 & 27 FFD
20-24 Winter Break
21 Presidents' Day

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1, 15 & 22 BRITE EL/MS
2, 19, 23 FFD
5-8 No Journey
6 Labor Day
19 BRITE HS/YA
26-30 Fall Break - No Journey

MARCH '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2 Ash Wednesday
3, 6, 10 & 20, 24 & 27, 31 FFD
6, 20 & 27 BRITE HS/YA
9 & 23 BRITE EL/MS

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3 & 17 BRITE HS/YA
3, 7 & 17, 21 FFD
6 & 20 BRITE EL/MS
11 Columbus Day
31 Halloween
31 No CT Classes

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

3-8 Spring Break
15 Good Friday
16 Easter Vigil
17 Easter Sunday
24 BRITE HS/YA
24 & 27 FFD
27 BRITE EL/MS
30 First Communion

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 All Saints Day
3 Middle School Reconciliation
3 & 17 BRITE EL/MS
7 & 29 BRITE HS/YA
7, 11 & 28 FFD
11 Veterans Day
21-26 Thanksgiving Break
25 Thanksgiving Day

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1, 7 & 8 First Communion
1 BRITE HS/YA
1, 5 & 15, 19 FFD
4 BRITE EL/MS
5 Last Week of Class (on-site)
6 Confirmation
8 Mother's Day
30 Memorial's Day

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 BRITE EL/MS
2, 5 & 9 FFD
3 First Reconciliation
5 BRITE HS/YA
8 Immaculate Conception
25 Christmas Day

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

19 Father's Day

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 Holy Mary Mother of God
2 Epiphany
2-6 Winter Break
9, 13 & 23, 27 FFD
12 & 26 BRITE EL/MS
17 M.L. King Day
23 BRITE HS/YA

	Holy Day of Obligation
	Sacraments Celebration
	No Classes
	Journey (K-12) Classes & Sunday Preschool
	VBS
	First & Last Week of Classes

CURRICULUM

"Jesus is beckoning you to go on a real journey with Him - a journey in faith, which will demand all your generosity, enthusiasm, and courage. It can be a wonderful adventure. Jesus is depending on you. He depends on you to help free the world of sin and selfishness...

but always remember that you never walk alone. Christ is your constant companion.

God's kingdom will be brought to fulfillment by your efforts...first in your own lives, and then in the world around you. The world is looking for signs of God's kingdom in your lives...For this reason, I invite all of you to "seek first His kingdom and His righteousness" (Matthew 6:33). God is love, true love. Reflect that love, so that people will say "I have seen God's kingdom" - because they have come to know you...Follow the path marked out by your Friend, Jesus."

- Pope John Paul II

Objectives... what we hope to learn on Our Great Journey

Transfiguration provides a comprehensive catechetical program based on the Catechism of the Catholic Church, Scripture, Catholic teachings, and life experiences. Each grade level focuses on a specific theme, as well as Catholic prayers, Catholic vocabulary, and Mass responses. By the end of each year, students will have been exposed to and understand a variety of topics within their grade level theme. All learning is cumulative and students are expected to be familiar with the previous curriculum.

Preschool /Seekers

Theme: Old Testament (Age 3) New Testament (Age 4)

Grades K-5 www.loyolapress.com/faithformation/finding-god

Each grade level has a major theme explored in five units:

- God, Our Creator and Father
- Jesus, Our Lord and Savior
- The Church, Our Community in the Spirit
- Sacraments, Our Way of Life
- Morality, Our Lived Faith

Each year's study builds on lessons from previous years

Each class includes four activity centers for students to explore the day's lesson in different ways.

Each study unit begins with a review of a saint and his/her life.

Parents are requested to come with their children for the introduction to each unit

Kindergarten/Seekers

Theme: Creation

1st Grade/Travelers

Theme: God Found Everything Good -God & Creator

2nd Grade/Travelers

Theme: I Am the True Vine-Eucharist & Reconciliation

3rd Grade/Travelers

Theme: Fishers of Men - Church & Holy Spirit

4th Grade/Voyagers

Theme: Beatitudes and The Ten Commandments

5th Grade/Voyagers

Theme: The Bread of Life, Sacraments & Worship

MIDDLE SCHOOL CURRICULUM

Grades 6-8 have a 3 year curriculum rotation using the Catholic Connections Handbook

Year 1 **Themes:** Sacraments & Prayer, The Eucharist and Morality

Year 2 **Themes:** God, Revelations & Faith, Jesus the Christ & The Holy Spirit

Year 3 **Theme:** Scripture

Grades 6 - 8 text: www.smp.org/series/59/Catholic-ConnectionsParish-Edition/

HIGH SCHOOL CURRICULUM

Grades 9-12 have a 4 year curriculum rotation

Year 1 **Theme:** Catholic Belief

Year 2 **Themes:** Morality and Church History

Year 3 **Theme:** Old and New Testaments

Year 4 **Theme:** Church Teachings

Resources for Families

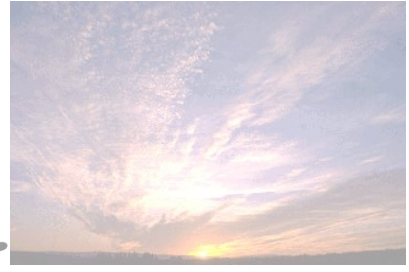
- Partners in Faith monthly, available at www.transfiguration.com/education/partners-in-faith/
- www.usccb.org has the daily readings and is a good resource for Catholic theology.
- www.transfiguration.com/education/information-for-parents/
- Each classroom has a Patron Saint who is celebrated on their feast day with the class, www.catholic.org/saints



Standardized Testing

The National Catholic Education Association (NCEA) test is administered to all 5th, 8th, and 11th grade students every 5 years. Students are evaluated on their knowledge of the Catholic faith. Grade level results are shared with families and used for curriculum planning.

Pray All Ways



WHAT IS PRAYER?

Prayer is being in relationship with God. Prayer is talking freely to God from our heart. Prayer is listening, being quiet and still in God's presence. Prayer is expressing to God your fears & concerns, discussing with Him your problems, needs & questions, sharing with Him your joys & delights.

As parents we need to assure our children that God is always listening.

"Pray without ceasing." 1 Thessalonians 5:17

Parents are the best, first and primary role models of pray-ers for their children. Parents teach prayer by praying. Make prayer and the spiritual life a priority. Pray-pray-pray-pray! As you know, there are many forms of prayer: spontaneous and conversational, memorized, learned prayers, praying with Scripture, contemplative — all are awesome ways to communicate with God.

Memorized prayers allow us to pray together as a community. There are many times throughout life when we just can't find the words to express our thoughts and find comfort in the prayers we memorized as children. Below is a list of the prayers that children will learn and memorize at each grade level. Learning is spiral, so that we expect children to learn the prayers, pray the prayers from the earliest grades forward. Parents are expected to partner with us in teaching and praying the prayers with your children. Each month we will focus on the prayers listed below.

Kindergarten	Sign of Cross and Our Father	August
1 st Grade	Hail Mary	September
2 nd Grade	Act of Contrition	October
3 rd Grade	Glory Be and Morning Offering	November
4 th Grade	Apostle's Creed	December
5 th Grade	Nicene Creed	January
6 th Grade	Memorare	February
7 th Grade	Rosary	March
8 th Grade	Prayer to the Holy Spirit <i>Angelus (see page 18)</i> <i>Regina Caeli (see page 18)</i>	April



Prayers to Learn

Sign of the Cross

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

Our Father

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 you;
Blessed are you among women,
and blessed is the fruit of your womb, Jesus.
Holy Mary, Mother of God, pray for us sinners,
now, and at the hour of our death.
Amen

Act of Contrition

O my God,
I am heartily sorry for having offended you.
And I detest all my sins
because of your just punishment.
But most of all because they offend you my God,
who are all good and deserving of all my love.
I firmly resolve, with the help of your grace,
to sin no more and avoid the near occasion of sin.
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

Morning Offering

O Jesus, I offer you all my prayers, works,
and sufferings of this day for all the intentions
of your most Sacred Heart. Amen

Apostle's 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;
on the third day he rose again from
the dead; he ascended into heaven,
and is seated at the right hand
of God the Father almighty;
from there he will 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

Memorare

Remember, most loving Virgin Mary,
never was it heard that anyone who turned to you
for help was left unaided.
Inspired by this confidence,
though burdened by my sins,
I run to your protection for you are my mother.
Mother of the Word of God,
do not despise my words of pleading,
but be merciful and hear my prayer.
Amen

Prayer to the Holy Spirit

Come, Holy Spirit and fill the hearts of your faithful,
and kindle in them the fire of your love.
Send forth your Spirit and they shall be created
and you will renew the face of the earth.
Amen

Nicene Creed

I believe in one God, the Father almighty,
maker of heaven and earth,
of all things visible and invisible.

I believe in one Lord Jesus Christ,
the Only Begotten Son of God,
born of the Father before all ages.
God from God, Light from Light,
true God from true God,
begotten, not made, consubstantial with the Father;
through him all things were made.
For us men and for our salvation
he came down from heaven,
and by the Holy Spirit was incarnate
of the Virgin Mary, and became man.
For our sake he was crucified under Pontius Pilate,
he suffered death and was buried,
and rose again on the third day
in accordance with 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.

I believe in the Holy Spirit, the Lord, the giver of life,
who proceeds from the Father and the Son,
who with the Father and the Son
is adored and glorified,
who has spoken through the prophets.

I believe in one, holy, catholic and apostolic Church.
I confess one baptism for the forgiveness of sins
and I look forward to the resurrection of the dead
and the life of the world to come.
Amen.

The Rosary

A rosary is made up of groups of beads arranged in a circle. It begins with a cross followed by one large bead and three small ones. The next large bead (just before the medal) begins the first “decade.” Each decade consists of one large bead followed by ten smaller beads.

Begin the rosary with the Sign of the Cross. Recite the Apostles’ Creed. Then pray one Our Father, three Hail Marys, and one Glory to the Father.

To pray each decade, say an Our Father on the large bead and a Hail Mary on each of the ten smaller beads. Close each decade by praying the Glory Be. Pray the Hail, Holy Queen as the last prayer of the rosary.

The mysteries of the rosary are special events in the lives of Jesus and Mary. As you pray each decade, think of the appropriate Joyful Mystery, Sorrowful Mystery, Glorious Mystery or Luminous Mystery.

The Five Joyful Mysteries

1. The Annunciation
2. The Visitation
3. The Birth of Jesus
4. The Presentation of Jesus in the Temple
5. The Finding of Jesus in the Temple

The Five Sorrowful Mysteries

1. The Agony in the Garden
2. The Scourging at the Pillar
3. The Crowning with Thorns
4. The Carrying of the Cross
5. The Crucifixion and Death of Jesus

The Five Glorious Mysteries

1. The Resurrection
2. The Ascension
3. The Descent of the Holy Spirit upon the Apostles
4. The Assumption of Mary into Heaven
5. The Coronation of Mary as Queen of Heaven

The Five Luminous Mysteries

1. Jesus’ Baptism in the Jordan
2. The Miracle at the Wedding at Cana
3. Jesus Announces the Kingdom of God
4. The Transfiguration
5. The Institution of the Eucharist

Hail, Holy Queen

Hail, holy Queen, mother of mercy,
Hail, our life, our sweetness, and our hope.

To you we cry, the children of Eve;

To you we send up our sighs,
Mourning and weeping in this land of exile.

Turn, then, most gracious advocate,
Your eyes of mercy toward us; lead us home at last
And show us the blessed fruit of your womb, Jesus:
O clement, O loving, O sweet Virgin Mary.

Prayers to Learn (continued)

Regina Caeli

V. Queen of Heaven, rejoice, alleluia.
R. For He whom you did merit to bear, alleluia.
V. Has risen, as he said, alleluia.
R. Pray for us to God, alleluia.
V. Rejoice and be glad, O Virgin Mary, alleluia.
R. For the Lord has truly risen, alleluia.

Let us pray. O God, who gave joy to the world through the resurrection of Thy Son, our Lord Jesus Christ, grant we beseech Thee, that through the intercession of the Virgin Mary, His Mother, we may obtain the joys of everlasting life. Through the same Christ our Lord. Amen.

The *Regina Caeli* (Queen of Heaven) is sung or recited in the Liturgy of Hours Night Prayer and in place of the Angelus during the Easter season, from Holy Saturday through Pentecost Sunday

The Angelus

The Angel of the Lord declared unto Mary.
And she conceived of the Holy Spirit.

Hail Mary

Behold the handmaid of the Lord
Be it done unto me according to thy word.

Hail Mary

And the Word was made Flesh.
And dwelt among us.

Hail Mary

Pray for us, O Holy Mother of God,
That we may be made worthy of the promises of Christ.

Hail Mary

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.

The Angelus (Latin for *Angel*) is traditionally recited in churches, convents, and monasteries three times daily: 6:00 am, noon, and 6:00 pm (many churches still follow the devotion, and some practice it at home).

Liturgical Programs

Prayer Services: Prayer services are part of our faith formation. They are held at various times throughout the school year during regularly scheduled class time. Students will attend as part of their curriculum, remaining with their class and under the supervision of the catechists at all times. Parents are encouraged to attend these prayer services.

Perpetual Adoration: Each year, all Journey groups will have the opportunity for Adoration of the Blessed Sacrament. We also encourage parents to bring their children to the chapel to pray together and teach about Jesus' presence in the Blessed Sacrament.

Liturgy: On holy days and other significant occasions, liturgies are prepared specifically for children. Families are encouraged to attend together. Date and time notices will be sent home from class and listed in the parish bulletin.

Prayer Listeners: For the beginning of this year, we are suspending prayer listeners and will ask catechists and parents to work together for children to learn their grade level prayers. Hopefully, in January, volunteers visit the children (Grades K-8) in the classrooms monthly to encourage and recognize prayers learned.

Reconciliation: All eligible students in grades 3 and above are encouraged to receive this Sacrament regularly. ChrisTeen students (grades 6-12) have the opportunity to attend special Reconciliation Services designed for teens. All middle school ChrisTeen students (grades 6-8) are invited to attend on Wednesday, **November 3**. Reconciliation is available every Saturday, 3:45-4:45 p.m. or by appointment. During Advent and Lent additional days and times will be announced in the parish bulletin and in class.

SACRAMENT PROGRAM INFORMATION

Order of Christian Initiation for Children, Teens & Adults: OCI-C, OCI-Teen & OCIA
Students 8 years old and older who have not been baptized, or have not celebrated First Eucharist, or have not been enrolled in Faith Formation classes, contact Sheila Murray, smurray@transfiguration.com, 770-977-1442, ext. 149 to learn more about this program.

Adults interested in becoming Catholic, please email oci@transfiguration.com. For details about the process, www.transfiguration.com/education/oci

First Reconciliation and First Eucharist

These Sacraments are generally celebrated in the 2nd grade. Children must have successfully completed 1st grade Faith Formation and be actively and consistently participating in 2nd grade Faith Formation. For older students, two consecutive years of completed Faith Formation participation are required to begin Sacrament preparation. (See below for details about Reconciliation and Eucharist preparation.) Inability to complete the requirements will delay preparation and celebration of the Sacrament.

Students are required to complete two home family study books, attend one Friday evening workshop and attend two Saturday morning retreats (one for each Sacrament). Children will be interviewed to assess their readiness for celebrating First Reconciliation and First Eucharist.

There is a First Reconciliation preparation fee of \$30 and a First Eucharist preparation fee of \$30 (\$60 for both Sacrament preparations) to cover the additional costs (workbooks, activity supplies, certificates, refreshments, etc.). This is in addition to the regular Faith Formation tuition.

Important Dates:

- The mandatory First Reconciliation meeting is: **Thursday, October 7 or Friday, October 8, 6:30-7:30 pm, First Reconciliation Parent/Child Meeting.** One parent must attend with his/her child, but both parents are welcome. An RSVP is required. Nursery will be available if reservations are made at least 5 days in advance, <https://transfiguration.com/get-involved/ministries/nursery/>
- First Reconciliation student retreat: **Saturday, November 13, 9:30 am to 12:30 pm**
- First Reconciliation Communal Penance Service: **Friday, December 3, 7:00 pm**
- Mandatory First Eucharist Parent meeting: **Thursday, February 10 or Friday, February 11, 7:00-8:30 pm**
- First Eucharist Family retreat: **Saturday, March 26 or April 2, (bilingual), 9:30 am to 1:00 pm**
- Families should also receive Reconciliation prior to reception of First Eucharist, at the Lent Penance Service or any Saturday afternoon, 3:30-4:30 pm.
- First Eucharist will be celebrated at Masses the weekends of **April 30-May 1 and May 7-8**

Family Service Activity - As part of God's family we are called to love and serve one another. All the First Communicants need to choose and participate in a service activity. They will be required to write 5 sentences about how they served others and provide a picture (drawn or photograph) of what they did. This will be due at First Reconciliation Retreat, **November 13.**



Confirmation

Read if you have a child in Grades 8-10!

General recommendation from the Archdiocese of Atlanta for the Sacrament of Confirmation is 10th grade. Continuous enrollment in Faith Formation is expected; students must have successfully completed 8th and 9th grade Faith Formation and be actively participating in 10th grade. For older students, two consecutive years of completed Faith Formation participation are required prior to the Sacrament preparation. To begin the next year of preparation, all prior requirements must be completed; including curriculum and service hours. (See below for an overview of Confirmation preparation.) Inability to complete the requirements will delay preparation and reception of the Sacrament. All details, <https://transfiguration.com/education/grades-6-12/confirmation/>

Parents & Teens are required to attend a Confirmation meeting with their teen on Sunday, Oct 10, 6:15 p.m. in the church.

One parent must attend with his/her student, but both parents are welcome. E-Journal, registration forms, and other important information are due at this meeting.
(This meeting is for those who will be confirmed during this school year.)



Students in the final year of preparation are required to complete the Confirmation E-Journal at home and attend a weekend-long Antioch retreat. In addition, students must complete a minimum of 25 service hours over 4 years. Service Summary Sheets (available in the ChrisTeen office or at www.transfiguration.com/confirmationcorner) should be turned in to the ChrisTeen office as detailed below.

- A Service Summary Sheet must be submitted at the end of 8th grade (**July 1**) with a minimum of 10 service hours (at least 5 through activities/ministries at Transfiguration). These hours are for service done in the 7th and 8th grade years.
- A Service Summary Sheet must be submitted at the end of 9th grade (**July 1**) with a minimum of 10 new service hours (at least 5 through activities/ministries at Transfiguration).
- A Service Summary Sheet must be submitted in the fall of 10th grade (**December 12, 2021**) with a minimum of 5 new service hours (at least 2-1/2 through activities/ministries at Transfiguration). This Service Summary Sheet is included in the Confirmation Workbook.

New service hours must be completed each year. Students are highly encouraged to go beyond the minimum requirements, but extra hours do not count towards the next year's service. Failure to meet the minimum requirements will delay the student's Confirmation date.

Students will be interviewed to assess their readiness for receiving Confirmation.

There is a Confirmation preparation fee of **\$175.00** to cover the additional costs (workbooks, retreats, certificates, refreshments, etc). This is in addition to the regular Faith Formation tuition. (Please note, after **October 10**, the fee increases to **\$190.00**.)

Important Dates:

- The weekend-long Antioch retreat is: **January 14-16, 2022**
- Rehearsal: **6:00 pm, Friday, May 6, 2022**
- Confirmation Mass, **7:00 pm, Friday, May 6, 2022**

SUNDAY MORNING PRESCHOOL PROGRAM—SEEKERS

The Sunday Morning Preschool program is a preparatory program developing a faith sharing community within the classroom that integrates the Gospel, church traditions and doctrines with concrete examples and experiences that are age appropriate. Working together with their faith sharing community in the classroom complements the teaching of ongoing faith formation at home. An integrated lesson plan includes activities that engage the children in active learning about their Catholic faith. We encourage regular weekly attendance as that reinforces and builds a strong foundation of community.

The Faith Formation staff and volunteers are committed to a safe environment for the children. On Sunday mornings there are many people entering and leaving the Church while preschool is assembling and dismissing. The following procedures have been implemented to insure the safety of the children:

Drop Off Procedure

- Parents must complete the [Release Authorization form](#) before dropping off children.
- Parents must escort their children to the classroom and sign them in on the attendance form.
- Parents must never leave children unattended in a classroom. They should wait for the catechist to arrive or escort the children to the Faith Formation office.
- Parents will receive a token with a number on it. This number matches the number on the Sign In/Sign Out sheet*, and should be returned when picking up children.

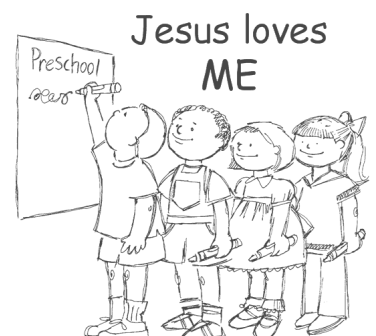
Dismissal Procedure

- Children will be released to parents when the correct token is returned and the children are signed out on the Sign In/Sign Out sheet*.
- Children will not be released to siblings under the age of 18.
- If the token is misplaced and the catechist does not recognize the parent, photo ID will be requested and names matched to the Release Authorization form before the child is released from the classroom.

*Please note: To maximize safety of our students, only one parent is permitted in the classroom for sign in and sign out at a time.

Additional Notes

- We encourage regular attendance to develop an environment of a faith-filled community within the classroom.
- Classroom doors should not be propped or held open, especially during dismissal time.
- Children should use restroom facilities before coming to class to minimize disruption of class time.
- Parents/guardians should be attending Mass during Sunday morning class times. Should the need arise, the staff should be able to locate the parent in the building.





CHRISTEEN

Grades 6-12

ChrisTeen Motto:

In giving and receiving comes belonging and believing!

The vision of the ChrisTeen program at Transfiguration is to create an environment that encourages ALL the youth of the parish to grow and develop their faith and relationship with God, their relationship with the community, and individually.

To create this environment, a process entitled *Comprehensive Youth Ministry* is used. This process is based on the following principles:

- To empower young people to live as disciples of Jesus Christ in the world today
- To draw young people to responsible participation in the life, mission, and work of the Catholic faith community
- To foster the total personal and spiritual growth of each young person
- Provide support, training, and encouragement at every turn

A wide variety of activities and programs are required to insure that the principles of Comprehensive Youth Ministry are maintained. They can be broken down into the following basic components:

- **Catechesis** — promoting a young person's growth in the Catholic faith through teaching and learning that emphasizes understanding, reflection, and transformation
- **Liturgy and Worship** — involving young people in the many and varied worship experiences in the Church, including the Eucharist and other sacraments, non-sacramental liturgies and prayer services, and individual prayer.
- **Community Life** — providing meaningful programs and activities to support and strengthen the family unit and fostering community among adolescents
- **Pastoral Care** — providing youth with sources of support and counsel as they face personal problems, pressures and important life decisions; offering appropriate support and guidance for youth during times of stress and crisis; developing a better understanding of their parents and learning how to communicate
- **Justice & Service** — guiding young people in developing a Catholic social consciousness and a commitment to a life of justice and peace through educational programs and involvement
- **Evangelization** — reaching out to young people who are not involved in the life of the community and inviting them into a relationship with Jesus and Transfiguration Parish
- **Advocacy** — empowering adolescents and adults to be ministers of the Gospel message, leading others to God as they themselves are being led; representing and supporting the needs of youth in the parish and local communities
- **Leadership Development** — empowering youth for leadership and ministry with their peers (in schools, church, and civic communities) by affirming their gifts and equipping them with the necessary skills .

Renewing the Vision: A Framework for Catholic Youth Ministry, United States Catholic Conference, 1997

ChrisTeen Retreats

Beginning in 6th grade, student retreats are scheduled to enhance faith formation. All students are strongly encouraged to attend. Students in grades 9-12, who have been retreat participants, also have the opportunity to become retreat facilitators. These teens assist in planning and leading retreat activities. Detailed retreat information will be mailed home; reminders will also appear in the parish bulletin and at www.transfiguration.com/education/grades-6-12/transfiguration-christeen-youth-retreats/

- 6th - 8th grade (**Jan. 28-29, 2022**): Discovering the Real You
- 8th grade (**April 23-24, 2022**): Anchored in Christ
- 9th grade (**March 12-13, 2021**): Who Do You Say That I Am? – Jesus Retreat
- 10th grade (**Jan 14-16, 2022**): Antioch (mandatory for Confirmation candidates)
- 11th-12th grade (**November 13-14, 2021**): “Love relationships”

Making Disciples Program

The Making Disciples Program, also referred to as “Mentoring”, is open to all enrolled 10th-12th grade students. (Students attending Catholic high schools should contact the ChrisTeen office to participate.) This program provides the opportunity for mutual faith sharing between adults and teens of Transfiguration. Students and adults are paired during the 10th grade year and, ideally, remain together until the student graduates. Each teen is asked to choose an adult mentor (a practicing Catholic who can attend all the meetings). While parents cannot be mentors for their own children, adult siblings and other relatives are eligible. The mentor does not need to be the Confirmation sponsor, but, if possible, that is best. ChrisTeen staff is available to assist with the mentor selection process, if needed.

On four Sunday evenings, the students meet with their mentors for mutual faith sharing through guided discussion topics. The meetings take place at Transfiguration during regularly scheduled Sunday evening class time. Meeting reminders are sent to both the students and the mentors.

Students not participating in the mentoring program are required to be in class.

Service

Christian life expresses itself in action. Individual members of the Body of Christ become Jesus' hands and feet, ministering to those in need. Several different service opportunities will be available to students throughout the school year. Families are always encouraged to participate! Some on-going projects include:

- “Get Well” cards – Students can make cards for parishioners who are ill. Cards should be signed with first names only. **Ministry of Caring** members will deliver them.
- “Thank You” cards – Students can make cards for Transfiguration’s pastoral staff.
- Giving Tree – Students can work together to purchase an item from the tree. Students and their families are invited to assist in sorting and delivering the gifts.
- Easter Basket project – ChrisTeen students ask parishioners to donate specific items. The teens use the items to assemble Easter Baskets that are delivered by **Ministry of Caring**.
- Mission Trip – During the summer, teens participate in a week-long mission. Includes 10 preparation meetings and fund raising.
- Any class service project that is not organized through the Faith Formation office or a Transfiguration ministry must be approved by Faith Formation staff prior to its implementation. This should be done several weeks in advance to allow for approval and completion of all necessary administrative details.

OUR GREAT JOURNEY POLICIES & PROCEDURES

Right to Amend

The Pastor and the Director of Faith Formation retain the right to amend this handbook. Parents and catechists will be notified in writing if changes are made.

Visitor Passes

In an effort to insure our children's safety, a Building Receptionist will be at the entrance to the classroom hallway. Everyone (except students and volunteers or staff with Transfiguration name badges) will be required to sign in and get a Visitor Pass.

Parent Responsibilities

The primary responsibility for the Faith Formation of children belongs to their parents. In addition, parents are responsible for:

- Supporting Faith Formation program policies and the authority of the administration and catechists.
- Modeling and supporting their children's practice of the Catholic Faith, including attending Mass regularly.
- Requiring their children to attend classes and complete all assignments.
- Insisting that their children obey the regulations and principles of good behavior.
- Discussing problems confidentially with the appropriate staff member; avoiding public criticism of catechists and program policies.
- Following the policies and procedures as stated in this handbook.
- Reimbursing Transfiguration or other individuals for any property damage caused by their children (accidentally or intentionally).
- Paying all fees on time or contacting the Journey Registrar for financial assistance.
- Attend Family sessions as scheduled for your child.

Communication

Parent Welcome Meeting:

All parents should attend the Parent Welcome Meeting held during the students' first class session of the year. (Except Sunday Morning Preschool-Kindergarten who go directly to the classroom).

Student emergency information: Changes to the information recorded on the Journey Registration form for the student's Emergency Contact Person should be reported to the Journey office immediately.

Parish bulletin, website and app: The most current, up-to-date information regarding classes, activities, and events can be found in the parish bulletin and www.transfiguration.com/education and at Myparish app. Please download the app and join the various groups to receive text alerts. The JOURNEY and ChrisTeen pages should be checked on a weekly basis. The parish bulletin is also available online at www.transfiguration.com.

Between parents and catechists (teachers): Catechists are given contact phone numbers and e-mails for all of their students. Many catechists send their own contact information home with the students in an introductory letter. If a student's catechists have not provided parents with contact information and it is necessary for a parent to speak with his/her child's catechists, parents should contact the Faith Formation office.

Report to Parents: Two progress reports will be issued for each student in Grade 1-12; one at mid-year, one at the end of the year.

Getting To and From Class

Ride Sharing:

Transfiguration does not match families for ride sharing to class. Parents interested in ride sharing can notify the [Faith](#) Formation office, give permission for the staff to give out their contact information. When ride sharing inquiries are made to the office, contact information will be released. It is up to the parents to make any and all arrangements. Transfiguration will not be held responsible.

Student Drop Off:

Students are to be dropped off for class in the circular driveway in front of the church only. Class cancellations and “No Class Today” reminders are posted at this entrance.

Students should not be dropped off at any other entrance*. Parents are expected to wait until students enter the building before driving away. For the safety of the students, parents must drop off their children no more than 10 minutes before class begins, as supervision may not be available. Students should never be left unattended on church property.

**Sunday & Wednesday - Teens whose small group meets at the Family Life Center should be dropped off at the front entrance.*

Early dismissal:

Occasionally, a student will need to be picked up before the end of class. There will be no early dismissals during the last 15 minutes of any time track, as classes are concluding and preparing for dismissal. For other early dismissals, parents must go to the Reception Desk in the Church foyer and sign out the student. Students will not be permitted to wait outside. A designated volunteer will escort the student from his/her class to the church foyer. Students will **not** be dismissed from classrooms. Other adults may sign out a student if written permission is given by the student’s parent. It is the parents’ responsibility to notify the office staff of any individuals who are NOT allowed to sign out or pick up their child(ren).

[If early dismissal requests exceed 5 occasions, please consider selecting another day/time for your child to participate in JOURNEY. We are sensitive to emergency situations; however, routinely picking up your child early from class is disruptive to the learning environment.](#)

For the safety of young drivers:

Many high school students drive to class. When high school students have an unreported (unexcused) absence, office volunteers make every effort to call the parents. This is done for the safety of the students and the peace-of-mind of the parents. To avoid receiving a call, parents should report all high school student absences (see “Attendance & Missed Classes” in the POLICIES & PROCEDURES section of this handbook) by calling **770-977-1442, ext. 125** and leave a message with student’s name and class.

Walking home:

JOURNEY elementary students are not permitted to walk home alone after classes or other events. Parents must pick up their students and walk with them when leaving the property. ChrisTeen students are permitted to walk home after class is dismissed if they have written permission from a parent. Permission notes must be turned in to the Faith Formation office before class begins.

ALL CHILDREN MUST BE DISMISSED USING CARPOOL

(except Sunday morning Preschool /K & Sunday Elementary 9:30 am classes)

Dismissal Procedures are detailed in the CARPOOL PLAN section of this handbook.

Attendance & Missed Classes

Regular attendance in JOURNEY is extremely important for continuity in faith development and faith experience.

Start time: All students should be in the classroom and ready to begin at the start of their designated time. Late arrivals disrupt the instructional time for all students. When ChrisTeen students do arrive late, they must report to the Faith Formation office upon entering the building. Elementary age students should report directly to class.

- Transfiguration requires students to attend 80% of the scheduled classes to complete grade level requirements. For most classes, this equals 5 absences for the school year.
- When a student has been absent 3 times, parents will be contacted. If a student misses 5 classes, parents will again be contacted, alerting them that make-up work must be completed to satisfy course completion. Make-up work for missed classes can be obtained by contacting the Faith Formation office.
- To receive credit for makeup work, it must be submitted with 80% accuracy within 2 weeks of notification.
- If a student misses more than 5 classes, under “normal circumstances,” the grade level curriculum for the school year will be incomplete.
- All make-up work must be completed in the current school year.

Reporting absences:

Parents should contact the Faith Formation Office, **770-977-1442, ext. 125**, if their students will not be attending class. All unreported absences are considered “unexcused”. Class work should be made up for all missed classes (excused and unexcused).

Behavior

All students will:

- Be courteous, respectful, and helpful to all teachers, adults, and fellow students
- Speak kindly and respectfully to and about others, use appropriate language
- Complete class assignments and participate in class
- Walk in the building (no running) during Journey classes
- Refrain from chewing gum, eating, or drinking in the building (without permission)
- Remain quiet in the hallways and church areas
- Use restroom facilities before coming to class
- Refrain from disruptive behavior in the building or at carpool
- Respect Transfiguration property and the property of others
- Be responsible for their actions and the consequences of those actions

For the safety of the students and the minimization of classroom disruptions, certain items should not be brought to JOURNEY class. These include, but are not limited to, the following:

real/toy knives	real/toy guns	cell phones/other electronic devices
skateboards	sharp objects	matches/lighters any toys from home

These items are subject to confiscation. Items that are confiscated will be returned to parents only.

Cell phones must be OFF and OUT-OF-SIGHT during class, unless being used for class.

Behavior continued...

It is a Faith Formation policy to discipline with love and understanding. Catechists will assist students in setting classroom guidelines that reinforce Christian attitudes. However, catechists are volunteers and are not expected to handle serious or on-going discipline problems. All catechists are encouraged to notify Faith Formation staff of such issues in a timely manner to avoid undue stress and classroom interruption.

Students who choose to ignore requests to modify their behavior in the classroom will be sent to the office. The first time a student comes to the office, behavior expectations will be discussed with the student. If problems persist and the student is sent to the office a second time, parents will be called. If there is still no improvement, the student may be dismissed from the program.

Dress Code

Wear appropriate clothing for a learning environment, no T-Shirts with inappropriate logo's or messages. The same clothing expectations & rules that apply in school, apply in Church.

Restroom Breaks

Students younger than 9th grade are not permitted to go to the restroom or to get water during class unless accompanied by a catechist or aide. There are NO exceptions to this policy. **Please remind your child to use the restroom before class starts to avoid disruptions.**

Emergencies

Student Illness/Injury: Sick or injured students will be accompanied to the office by one of their catechists. The Faith Formation staff will notify a parent. Medication, including over-the-counter medications, will NOT be dispensed by anyone except the student's parent. Verbal permission will not be accepted. Parents must come in to the Faith Formation office to dispense medication or pick up their child. In the case of serious, potentially life threatening situations, emergency medical personnel will be called immediately. **Please note:** On ChrisTeen retreats/trips, special arrangements will be made if your child needs medication. Please consult with the ChrisTeen office.

Emergency Procedures: Emergency plans are posted in all classrooms. Catechists will familiarize themselves and their students with the posted plans.

Fire Drills: Fire and emergency drills will be conducted annually. Whenever the fire alarm sounds, an announcement will be made for complete evacuation of the building. All fire alarms are to be treated seriously by everyone in the building and appropriate actions taken immediately:

- Everyone should remain calm; students will follow their catechist's cue.
- Catechists will count students before leaving and take a class list with them.
- Catechists will quietly take students to the designated exit. The last one leaving will close the door.
- Once outside, students should not walk on a sidewalk with a red curb. This is where the emergency vehicles will be parked.
- Students in the downstairs classrooms will line up, by class, on the grass area in front of the church building. Students in the upstairs classrooms will line up by class in side parking lot by the dumpster. No one is permitted to move to another class.
- Catechists will do another head count.
- Upon hearing the all-clear signal, classes will proceed back into the building in a quiet and orderly manner.
- Once inside the classroom, catechists will count their students again.

Tornado Warnings:

Tornado drill procedures are posted in all classrooms. Catechists will familiarize themselves and their students with them. There will be one tornado drill held in during the second semester. Whenever the tornado warning sounds, an announcement will be made throughout the building. All tornado warnings are to be treated seriously by everyone in the building and appropriate actions taken immediately:

- Everyone should remain calm; students will follow their catechist's cue.
- Catechists and students in classrooms/areas upstairs will proceed to designated areas in a quiet and orderly manner.
- Students will sit on the floor, facing the wall, using their arms to protect their heads.
- Parents in cars in the parking lot should come to the Adult Ed/OCI Room for safety. Students will not be dismissed until the warning has passed. Upon hearing the all-clear signal, classes will resume.

Transfiguration Catholic Church Internet Acceptable Use Policy

All classrooms are wired for internet use. Our goal is to provide opportunities to use technology so all of our parish family can learn about God and our Catholic faith through experience. Catechists are encouraged to use technology that is appropriate and meaningful to enhance the lesson. Videos must be approved prior to class use, please send the link for preview to your program coordinator. Below is the acceptable use policy for utilizing the internet. All catechists, parents and students should be familiar with this policy.

Transfiguration Catholic Church is happy to provide Internet service in our facility for educational and recreational purposes. It is understood that there are many reasons for the use of the internet, and therefore considering these, this policy has been adopted to ensure that internet use in our facilities is of a Christian spirit and of moral nature.

All users of the Internet are subject to follow these rules and regulations:

- All illegal activities are strictly prohibited.
- The use of profanity, vulgarities, or other inappropriate language is prohibited.
- The use of an identity other than the user's own is prohibited.
- Use of the Internet to access inappropriate matter is prohibited. Inappropriate material includes but is not limited to: obscene or lewd material; sexually explicit material; threatening, abusive, harassing, and/or illegally damaging of reputation to another person; demeaning to genders, race, ethnicity, religion, and/or national origins.
- Uploading and intentionally spreading viruses, vandalizing data, infiltrating systems, or any other abuse of the network is strictly prohibited.
- Supervising adults and/or staff members have the right to determine whether material or use of the internet is inappropriate.

Internet access is a privilege. Any inappropriate use of this privilege will result in a cancellation of the privilege for the user and may result in further disciplinary action subject to the discretion of the staff member

Guidelines for Internet Safety

- Full name, address, telephone number, social security number, or any other personal information should never be provided online.
- Messages that make a user feel uncomfortable or from unknown origin should not be responded to. Tell a supervising adult, staff member, or your parent if you receive messages of this nature.
- Photos should only be posted with the approval of a parent and should not include a full name.
- Face-to-face meetings with someone a user meets online should not be arranged.

Volunteers

Parents, teens, and other adults are encouraged to assist in reinforcing Catholic Christian teachings and values in the community by volunteering as catechists (teachers and co-teachers), aides, substitute teachers, office volunteers, nursery volunteers, carpool volunteers, mentors, etc. Interested individuals should contact the Faith Formation office for more information.

Parking:

Volunteers should park at the rear entrance of the church and enter through the rear doors of the foyer. This will ensure that volunteers (and their children) are not crossing traffic during carpool dismissal.

Safe Environment:

All volunteers having regular contact with youth must have these completed forms on file:

- Volunteer Application
- Background Check*
- Abuse Policy
- Ministerial Standards
- VIRTUS Training*
- Driver Form (if applicable, renew every 3 years)
- Code of Conduct
- Social Media Form

*Must be renewed every 5 years. Virtus recertification is an online learning module.

Substitute Catechists and Small Group Leaders:

It is policy to have two adults (or one adult and one teenage aide) present in each classroom. When catechists are unable to attend class, they must contact their teaching partner and make sure the partner is prepared for the lesson. Catechists may then call on parents to come and assist in class that day. All substitutes are required to check in at the Journey desk before proceeding to class. For last minute absences, the Faith Formation office should be called immediately.

Recognition:

- Sunday, **August 15**, has been designated as Catechetical Sunday at Transfiguration. All Faith Formation volunteers will be commissioned at all the Masses. Volunteers with name tags should wear them to Mass that weekend.
- The annual *Volunteer Appreciation Dinner* will be Thursday, **March 10 at 6:30 pm**. All volunteers are invited to attend.

Nursery:

Nursery will be available during all time tracks for the children of catechists and other volunteers.

Arrangements must be made at least 5 days in advance, Sign up www.transfiguration.com/get-involved/ministries/nursery/

Youth Ministry Board (YMB)

This committee, composed of adults and high school committee chairpersons, assists staff and catechists in the creation and implementation of many ChrisTeen events/activities. Some of the committee positions are elected, while others are appointments. For more information and a list of current board members, individuals should contact the ChrisTeen office.

Peer Ministry and ChrisTeen Committees

Teens are elected by their peers to provide feedback about ChrisTeen and plan events and activities for the young Church. Peer Ministers serve on various committees: Justice and Service, Liturgy and Worship, Community Life, or Evangelization. Committees meet the first Sunday of every month, **3:45-4:45 p.m.** All teens are encouraged to get involved in planning ChrisTeen events and meetings are open to everyone in grades 6-12.

Protecting God's Children Training

This special presentation (at age appropriate levels) empowers students to stand up for their right to live and learn in a safe environment. It focuses on identifying unsafe situations and appropriate actions/responses. It is not "sex" education. Parents must provide written permission, on the Faith Formation registration, for their students to attend or not attend this presentation.

Family Custodial Situations

Transfiguration abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents.

In cases of an actual divorce decree involving clear custody by one parent, Transfiguration's Director of Faith Formation must be informed by the custodial parent. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the Faith Formation Director. Unless the decree indicates otherwise, JOURNEY communications will be sent home to the parent with primary physical custody.

Unless restricted by Court Order, any non-custodial parent has the right to attend JOURNEY or Parish activities with their child. This includes Sacrament preparation meetings, family retreats, Sacrament celebrations, as well as other Children's Liturgy or JOURNEY events.

If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the Faith Formation Director with an official copy of the court order. Additionally, it is the custodial parent's responsibility to inform the Faith Formation Director if a child should NOT be released to a non-custodial parent.

It is assumed that both parents are communicating regarding the child and that all information is shared by the parents. This information includes, but is not limited to, parent meetings, Sacramental preparation, make-up work, assessments, and discussions with program personnel.

If there are questions concerning this re-statement of procedures or there are circumstances that necessitate other arrangements, individuals should contact the Faith Formation Director.

Suspected Abuse

Effective July 1, 2012 child abuse reporting rules in Georgia defined "child service organization personnel" in the Mandatory Reporting of Child Abuse Law. If a student discloses any form of abuse to Journey volunteers, the volunteers will immediately report this information to the Department of Youth and Family Services and the Faith Formation staff. The volunteers and staff will follow the policies and guidelines established by Transfiguration in compliance with the Archdiocese of Atlanta, Cobb County and the State of Georgia.

CARPOOL PLAN

Please note: more carpool volunteers are needed. Call the Faith Formation office to volunteer.

Student safety is the primary concern of staff and volunteers during carpool. The Archdiocese of Atlanta and Transfiguration have established a plan for the safe dismissal of students from Faith Formation. It is specifically designed to keep people out of the path of moving traffic. **This is the only approved method for picking up students, and everyone is expected to adhere to it.** Parents who tell their children to meet them at another church entrance, in the church foyer, or at a classroom are in violation of the safety procedures mandated by the Archdiocese. This also sets a poor example for the students, teaching them to disregard established policies. Anyone with reservations about using this carpool system should contact the pastor of Transfiguration.

It is the parents' responsibility to notify the Faith Formation Office staff of any individuals who are NOT allowed to sign out or pick up their child(ren).

During carpool, catechists will accompany their class to the loading area, monitor student behavior, and stay with their class until all students from the class have been picked up.

Monday 4:00 pm Classes

- Students will be dismissed in the circular drive in front of the church.
- Parents must enter the church parking lot using the driveway adjacent to the Family Promise House.
- Volunteers will line up cars in Rows 1, 2, 3, and 4. When these rows are filled, cars will be lined up in Rows 6, 7, and 8. Drivers should not leave their cars unattended in the carpool line or block parked cars.
- When dismissal begins, volunteers will direct cars in Row 1 to the pick up area, followed by cars in Row 2, etc.
- To expedite carpool, drivers should display the names and grades of their students (in large print) on the right side of the windshield. Students will only be allowed to enter vehicles on the passenger side. Drivers should rearrange seating prior to entering the loading area.
- When drivers follow the directions of carpool volunteers, 4 cars can be loaded at one time. All students are escorted to the loading vehicles. It is extremely dangerous to pass other vehicles in the loading zone. Such carelessness will not be tolerated.

Sunday 9:30 am OUR GREAT JOURNEY Dismissal

- To ensure safety of the students, the Drop off & Dismissal procedures for this class time will be the same as the preschool policy on page 21.

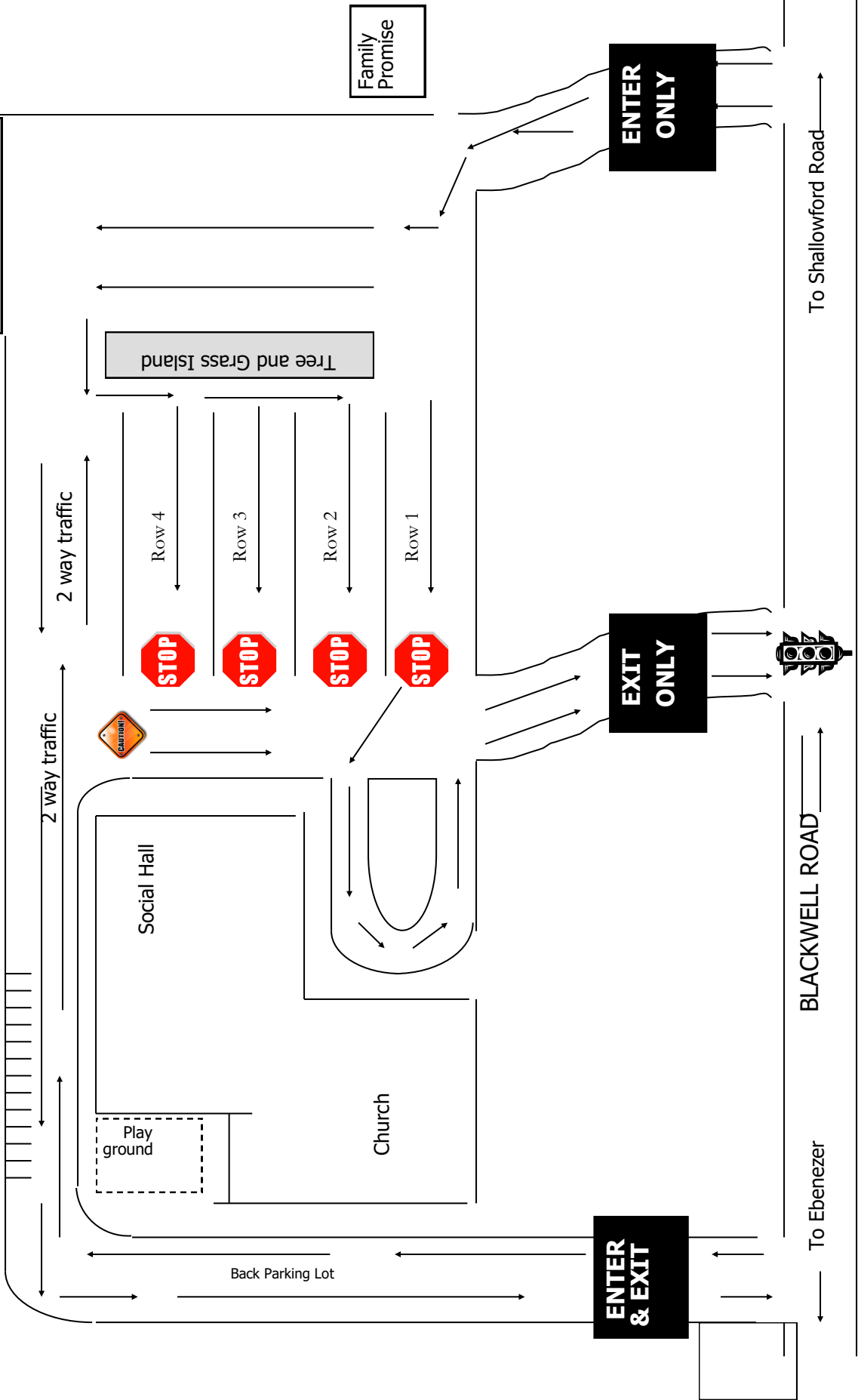
PLEASE respect and follow directions given
by our carpool VOLUNTEERS!

When their directions are
followed, carpool runs much quicker, smoother
and is safer for all involved.



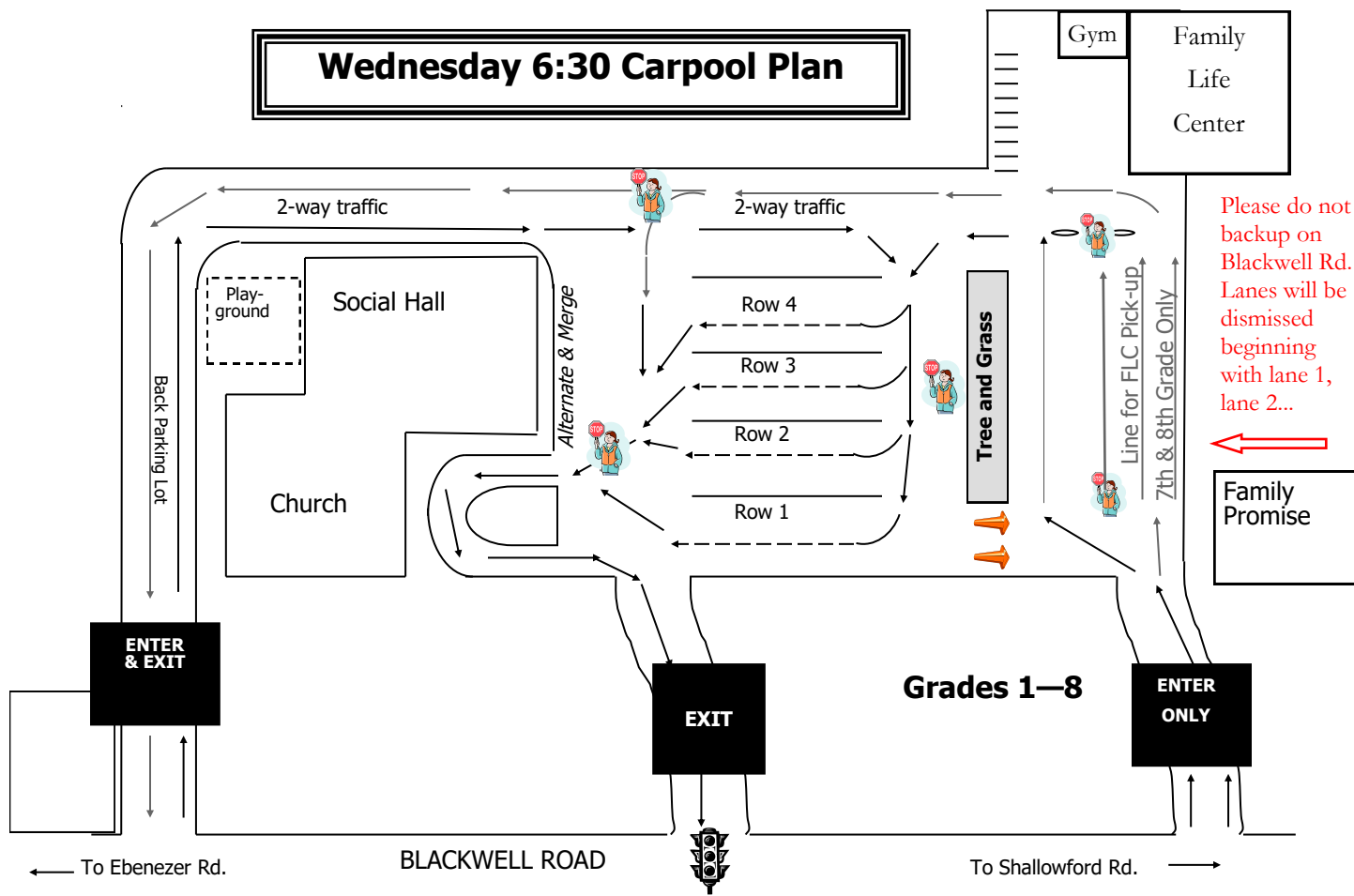
Monday 4:00 pm

Family Life Center



6:30 pm Wednesday Class

- 1st-5th grade students are dismissed from the mall area in front of the Parish Center
- 6th- 8th grade students will be dismissed in front of the Family Life Center.
- If you have students in both buildings, pick-up in the Family Life Center first and then proceed down the 2-way traffic lane. Prepare to turn left in front of Bishop Hall, but wait for the carpool volunteer's direction to re-enter and merge with the carpool line to the circular drive in front of the church.
- Cars picking up at the FLC ONLY should exit using the 2-way traffic lane following it around the back of the building and exiting through the back parking lot.
- When drivers follow the directions of carpool volunteers, 4 cars can be loaded at one time. All students are escorted to the loading vehicles. It is extremely dangerous to pass other vehicles in the loading zone.



Adult Volunteers

With the help of adult volunteers, carpool runs smoothly and quickly. The weekly commitment is about 15 minutes at the end of class. Interested individuals should contact the Faith Formation office.



Sunday Evening Classes

After the 5 pm Mass, the entrance at the back of the church will be EXIT ONLY – no cars will be permitted to enter as traffic will be a one way exit

- Students in 11th or 12th grade, along with any siblings in 6th-10th grade, will be dismissed at the front door of the Family Life Center.
- Students in 6th-8th grade without siblings in 11th or 12th grade will be dismissed via the Social Hall and picked up on the side of the Social Hall. 9th & 10th grade siblings of middle school teens should join them on the side of the Social Hall.
- Students in 9th-10th grade without siblings in 6th –8th or 11th or 12th grade will be dismissed in the circular drive in front of the church.
- If you are a 11th or 12th grade teen driver, you must park in the designated spaces in the Family Life Center parking area. (see diagram)
- If you are a 6th-10th grade student leaving with an 11th or 12th grade driver or being picked up by a parent and have an 11th or 12th grade sibling, you will meet on the corner of the circular driveway to meet a teacher who will walk you to the Family Life Center for pick up, **do not walk by yourself in the parking lot.**

Parents picking students in grades 11 and 12:

- Use the entrance by Family Promise House, closest to Shallowford Road, coming up the drive by the Family Life Center.
- Follow carpool volunteer's directions in forming two lines in the last lane (next to the woods) waiting for carpool to begin
- Carpool pick up will be from the front door of the Family Life Center.
- Continue straight to exit behind the Church, through the back parking lot.

Parents picking up students in grades 6-8 (and 9th/10th grade siblings:

- Parents enter the church parking lot using the driveway adjacent to the Family Promise House.
- Carpool Volunteers will direct cars to line up along the row to the far right of the upper parking lot and in the FLC lower parking lot. Please move as far as you can to the right or left within your row. Drivers should not leave their cars unattended in the carpool line or block parked cars.
- When dismissal begins, volunteers will direct cars to the pick-up area on the side of the Social Hall and all cars will exit around the back of the church building.
- Students will only be allowed to enter vehicles on the driver's side. Drivers should rearrange seating prior to entering the loading area.
- Drivers will continue to exit via the back of the Church

Parents picking up students in grades 9 and 10:

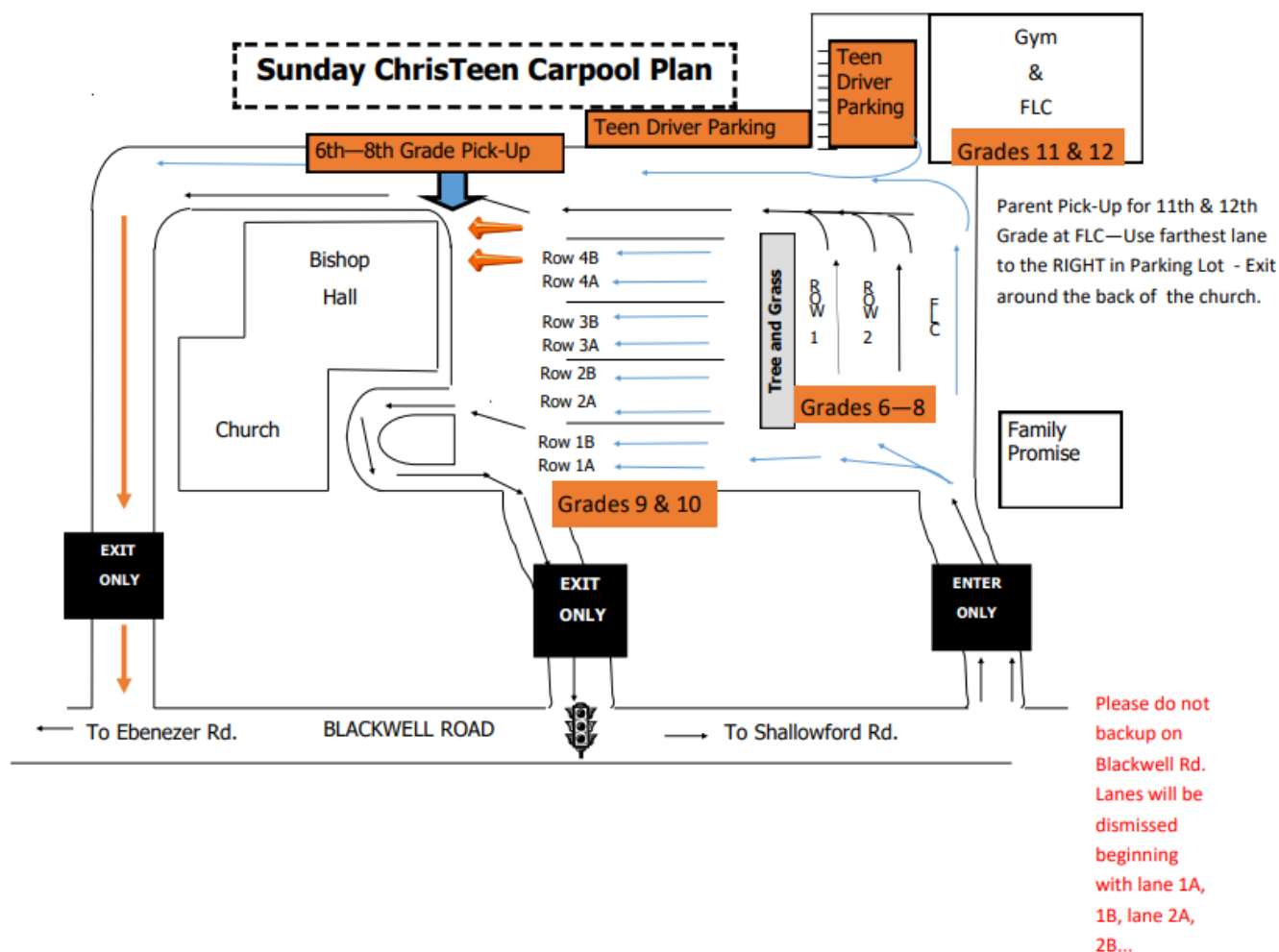
- Parents enter the church parking lot using the driveway adjacent to the Family Promise House.
- Carpool Volunteers will direct cars to line up, double stacked, with 2 rows per parking lane: 1A, 1B, 2A, 2B, 3A, 3B, 4A, 4B... Please move as far as you can to the right or left within your row. Drivers should not leave their cars unattended in the carpool line or block parked cars.
- When dismissal begins, volunteers will direct cars beginning with Row 1A to the pick-up area, all cars will exit in front of the church to the blinking light.

Please pull forward as far as possible in the designated pick-up areas so we can load as many cars as possible at one time.

DO NOT PASS ANOTHER CAR IN THE LOADING ZONES.
This is extremely dangerous and can not be tolerated.

DO NOT PICK UP STUDENTS in any other location or have them meet you in the parking lot.

This disrupts the carpool line and puts your child in danger while also posing a hazard for other drivers. Drivers should use caution in the lower lot especially as teen drivers, teachers and office volunteers are exiting the parking lanes as well.



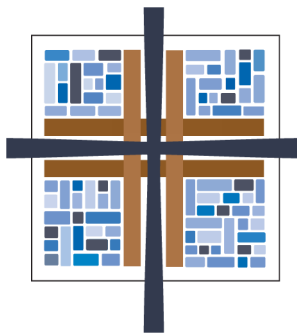
Volunteers

- Please park behind the church so that your car is not blocked in by carpool.

Note to Teen Drivers

Please use extreme caution when leaving the building and in the parking lot!

If you are an 11th or 12th grade teen driver, you must park in the designated spaces in the Family Life Center parking area!



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