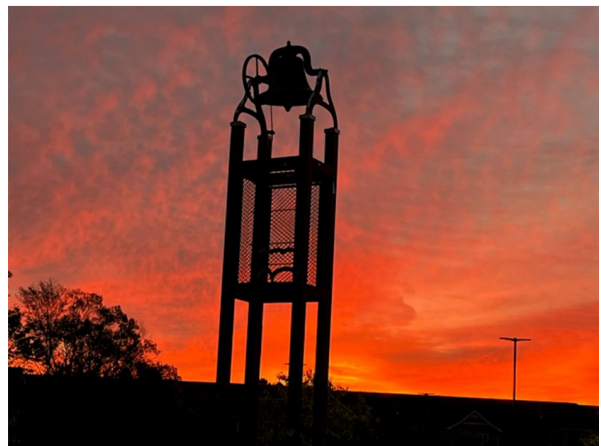


The Church of St. Therese  
of Deephaven

## **FAITH FORMATION**

# PARENT & STUDENT HANDBOOK



Revised 4/2024

## Family Formation

- Family Formation Events—GIFT\*
- Monthly Sunday Family Formation—IGNITE
- Service Events\*
- Sacrament Preparation\*
- Pancake Breakfasts for networking & fellowship
- Resources for Strengthening Faith in the Home

### St. Therese Parish Multi-Focused Faith Formation

**\*Required Formation**

## Parent Formation

- Wednesday Parent Nights\*
- Regular Reception of Sacraments\*
- Small Groups
- Parent Panel Discussions
- Retreats
- Service Events
- Prayer Opportunities
- Serving as Catechist/Core Team Member

## Child/Youth Formation

- Wednesday Sessions\*
- Retreats\*
- Celebrating Sacraments\*
- Service Events\*
- Home Connection
- Small-Group Learning
- Scripture & Prayer Focus
- Youth Discipleship

# Table of Contents

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Saint Therese Vision and Mission Statements.....	2
Parish Contact Information and Faith Connections.....	3
Faith Formation Policies.....	4-7
Sacramental Preparation.....	8-10
Program Contacts.....	8
Reconciliation.....	9
Eucharist.....	9
Confirmation.....	10
Catechesis and Formation Program Descriptions.....	11-14
Family Formation.....	11
Grades K-5.....	12
Youth Discipleship Ministry (YDM): Grades 6-7, BLAZE.....	13
Youth Discipleship Ministry (YDM) Grade 8, ASCEND.....	14
Youth Discipleship Ministry (YDM): Grades 9-12.....	15
Young Adult.....	16
Adult.....	17
Appendix 1: Acceptable Use and Responsibility Policy for E-Communication.....	18
Appendix 2: Social Media Policy.....	20
Appendix 3: Guiding Principle Regarding Human Sexuality & Sexual Identity.....	22

**Faith Formation Policies in this Handbook are subject to change. Please refer to the Faith Formation page of the St. Therese Parish website for updates. Thank you.**

# *St. Therese Mission and Vision*

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## **ST. THERESE PARISH AND SCHOOL**

is a powerful Catholic witness,  
committed to vibrant growth  
by living out Jesus Christ's call to "Go and make disciples" (Matt. 28:19)  
through our sacramental life, prayer, evangelization, catechesis, fellowship,  
service, and stewardship.

- **Sacramental Life:** We encounter Christ in the sacraments, which sanctify and empower us.
- **Prayer:** We seek intimacy with God, where He shares His Heart with us and we share our hearts with Him.
- **Evangelization:** We share the Good News that God loves us, gave His life for us, and is risen from the dead.
- **Catechesis:** We transmit the Gospel as the Church understands, celebrates, and lives it.
- **Fellowship:** We create ways to build relationships in Christ.
- **Service:** We seek to imitate Jesus who sacrificed everything to serve others.
- **Stewardship:** We recognize all our gifts come from the Lord and we give back to Him in gratitude.



**Scholarships are available upon request.**

# Faith Connections

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*Faith is a gift that is nurtured both in and by one's home and community.  
Below are suggestions for nurturing faith.*

## **In Our Faith Community**

Pastor.....	952-261-0579
Parish Office.....	952-473-4422
Faith Formation.....	952-261-0563
Music.....	952-261-0567
St. Therese School Principal .....	952-473-4355

## **In Your Home**

Join the community for Liturgy on a regular basis.

- Before Mass, read the scriptures and share your thoughts with family and friends.
- After Mass, continue the conversation with “What did you hear?” Talk about the symbols and actions.

### **Support and nurture family with intentional choices.**

- Eat and pray together. Meals were important in the life of Jesus. At mealtime, families have opportunities to share values and pass on their faith.
- Consider choices that are family-friendly and that support your values.
- Use good Catholic media content with the family. Parishioners have FREE access to FORMED.org. Fr. Andrie describes the site as “Catholic Netflix.”
- Pay attention. Look for opportunities to live and celebrate your faith.
- Protect family time by saying “no” when activities consume you.
- Clearly state your messages of faith, love, and support – often.



# *Faith Formation Policies*

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## **DRESS CODE & FAITH FORMATION ATTIRE**

The Church of St. Therese encourages students to take pride in their attire at Faith Formation. The dress and grooming of students in Faith Formation becomes the concern of staff and others if it causes disruption of the educational program or if it is inappropriate or offensive to other students.

Since we are all *made in the image of God*, students need to dress in a manner which is reflective of this respect. This should take into consideration the safety, health, and welfare of others. While we understand the importance of self expression and style in one's dress, ***there is a time and place*** for such expression. It is expected that students **will strive for modesty in their attire**. The following guidelines apply to students during their time at St. Therese at both Faith Formation and parish liturgies.

## **DRESS AND GROOMING**

**The following dress and grooming items are expressly prohibited:**

- Clothing that does not cover the midriff and chest and clothing that does not cover undergarments are examples of dress that creates a distracting environment.
- Clothing that includes words or pictures that are obscene, vulgar, or sexually explicit; convey sexual innuendo, abuse, or discrimination; or which promote or advertise alcohol, chemicals, tobacco, or any other product that is illegal for use by minors.
- Clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups or gangs.
- Shoes with wheels are not allowed in the building.
- Hats are not worn during Mass, prayer, or at any time when adults ask that hats be removed.

## **PROCEDURE FOR INAPPROPRIATE BEHAVIOR**

- **First offense** – Verbal warning
- **Second offense** – Removal from class and parent notified
- **Third offense** – Parents are called to pick up child/youth. A conference is held with child, parents, catechist, and staff to discuss when/if the child/youth may return to class.

## **TOBACCO, ALCOHOL, AND OTHER DRUGS**

The use and/or possession of tobacco products (including e-cigarettes), drugs, alcohol, or weapons are strictly prohibited on any church property or at any event.

## **ACCEPTABLE USE AND RESPONSIBILITY FOR ELECTRONIC COMMUNICATIONS**

*See Appendix 1*

# *Faith Formation Policies*

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## **ELECTRONIC DEVICES**

To create a positive learning environment, all cell phones, Smartwatches, any other electronic devices or toys must be off during class time unless asked to be used by catechist or guest speaker. AirPods or other ear buds should not be worn at any time.

## **HARASSMENT**

It is important to maintain a Christian environment that encourages faith development. Respect for the dignity of each person is essential in our Catholic tradition. It is vital that faith formation programs provide a learning and working environment free of any form of harassment or intimidation.

Harassment is defined as a single incident or pattern of behavior that creates a hostile, offensive, or intimidating environment. Harassment can include, but is not limited to, the following:

- Bullying (including cyber-bullying)
- Physical or mental abuse
- Threatening behavior
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments, jokes, or gestures

## **SAFETY PRECAUTIONS**

Faith Formation has policies in place for fire, severe weather, and medical emergencies. Catechists are informed of these policies during fall training sessions.

## **DROPPING OFF/PICKING UP CHILDREN FROM CLASSES**

- All children in grades K-5 must be escorted by a parent or another authorized adult to their assigned classroom, and then signed in by that escort.
- When class has ended, a parent or authorized adult must sign out the child from the assigned classroom.
- Any parent wishing to give their consent to have another adult pick up their child from class must fill out and sign an authorization card and leave it on file with the class catechist.

## **PARKING LOT PROCEDURE**

Only children in grades 6-12 may be dropped off at the front door of the education center (door #5) for Faith Formation classes. All other children must be escorted to their classroom by an adult.

- All vehicles must be parked in lined parking spaces in the lot. No pull-up parking along curbs or in non-lined spots is allowed. Any car parked in non-lined spot is subject to ticketing and towing.
- Anyone parking in a designated disability parking space without a disability tag or license plate will be subject to ticketing and towing.
- Extreme caution must be exercised while backing out of parking spots due to the presence of young children and youth in the lot.
- Keep your children in sight and close to you while moving through the parking area.

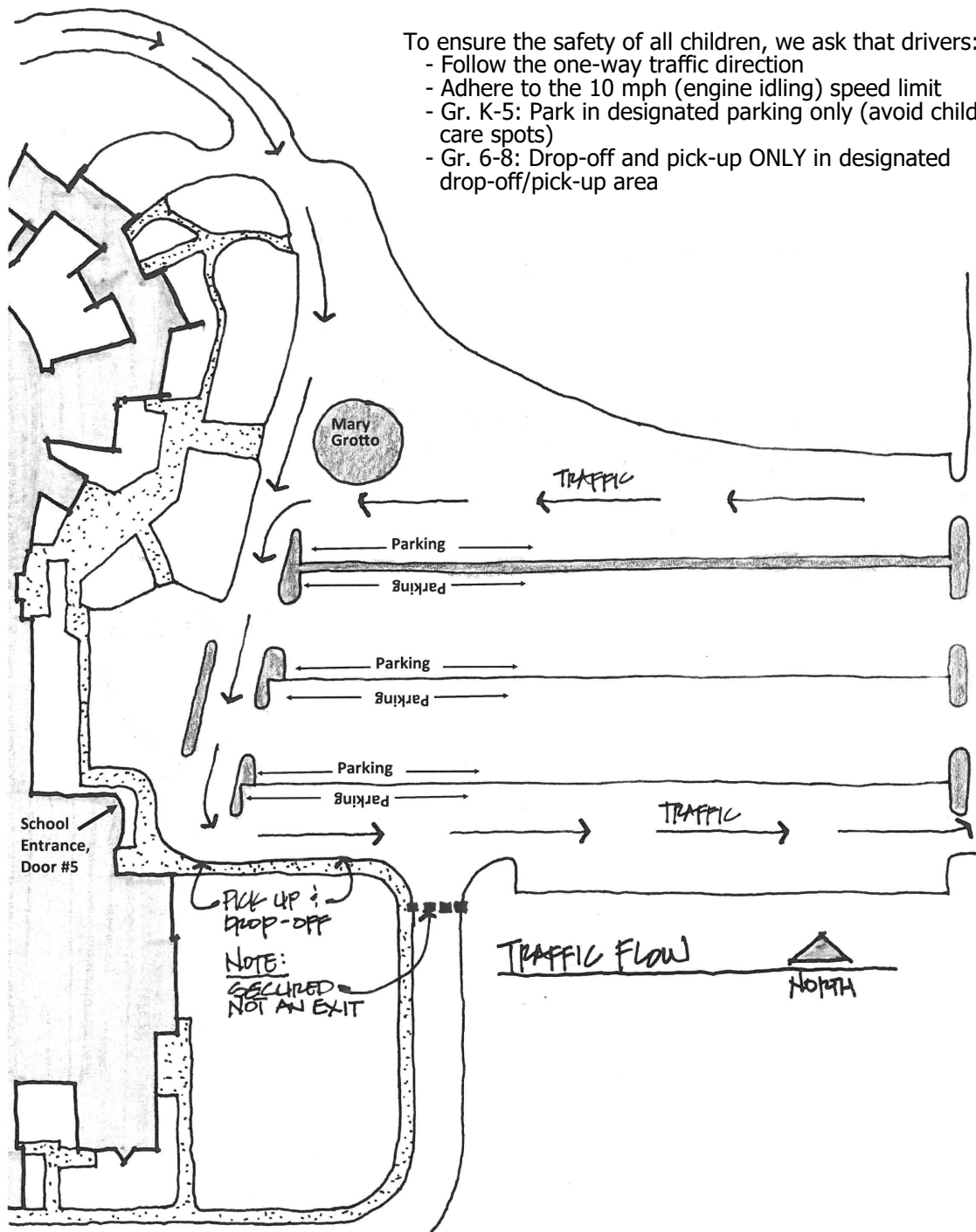
*(continued on next page)*

# Faith Formation Policies

## Faith Formation Traffic Flow and Parking

To ensure the safety of all children, we ask that drivers:

- Follow the one-way traffic direction
- Adhere to the 10 mph (engine idling) speed limit
- Gr. K-5: Park in designated parking only (avoid child care spots)
- Gr. 6-8: Drop-off and pick-up ONLY in designated drop-off/pick-up area



Revised April 2024



# Faith Formation Policies

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## **PARKING LOT PROCEDURE Continued**

- Do not use parking spaces designated “*Day Care Parking Only.*”

## **PLAYGROUND POLICY**

Children are not allowed to use the playground unless supervised by an adult.

## **ATTENDANCE**

Attendance will be taken in all classes.

- If there has been no communication from the parents and your child is not present within the first 10 minutes of class time, you will be notified. **Your child’s safety is our first concern.**
- If your youth needs to leave early, a note or message from the parent will be required.
- **Attendance line: 952-261-0565**  
This is a direct line where you can leave a message.

## **SEVERE WEATHER**

- **If inclement weather occurs, please check the St. Therese parish website (www.st-therese.org) and your e-mail for cancellation notification.**
- If St. Therese School cancels classes early, all Parish Faith Formation Programs will be cancelled as well.

## **SPECIAL NEEDS POLICY**

At St. Therese we invite all families and their children with special needs to fully participate in Faith Formation and sacramental preparation.

## **YOUTH EXPECTATIONS**

- Attend Church on Sundays and Holy Days
- To help youth become fully formed and well informed throughout their Faith Formation process, we ask students to participate in all of the scheduled classes and activities with an open mind and positive attitude.

## **POLICY FOR THE PREPARATION OF SACRAMENTS**

Uninterrupted ongoing faith formation provides the seamless faith development that is essential for the reception of the Sacraments of First Reconciliation, First Eucharist, and Confirmation. Attendance at Mass and the regular reception of the Sacraments of Reconciliation and Eucharist are crucial to the forming of one’s faith. **All students will be required to take a year of Faith Formation with 75% attendance or more** prior to registration for sacramental preparation. If not, an additional course of foundational catechesis will be required. Exceptions to this policy may be on an individual basis.

## **SOCIAL MEDIA POLICY**

*See Appendix 2*

## **GUIDING PRINCIPLES & APPLICATION OF PRINCIPLES REGARDING HUMAN SEXUALITY AND SEXUAL IDENTITY**

*See Appendix 3*

# Sacramental Preparation

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For complete information regarding sacraments, contact the staff listed below.



## **Baptism**

Baptism preparation classes are scheduled individually with each family. The sacrament of Baptism is celebrated on designated Sundays throughout the year. Children age 7 and older will enter into RCIA to prepare for Baptism, Confirmation, and First Eucharist.

Angie Wilz — 952-261-0564; [awilz@st-therese.org](mailto:awilz@st-therese.org)



## **Reconciliation**

Preparation for First Reconciliation is a family-centered program for children grade 2 and above and their families. Group celebration is in late fall.

Liz Lammers — 952-261-0563; [llammers@st-therese.org](mailto:llammers@st-therese.org)



## **First Eucharist**

Preparation for First Eucharist is a family-centered program for children grade 2 and above and their families. Group celebration is in the spring.

Liz Lammers — 952-261-0563; [llammers@st-therese.org](mailto:llammers@st-therese.org)



## **Confirmation**

The Confirmation program is open to youth grades 9 - 12. Celebration is scheduled for late winter.

James Gilbert—[jgilbert@st-therese.org](mailto:jgilbert@st-therese.org);

Joe Schiltz — [jschiltz@st-therese.org](mailto:jschiltz@st-therese.org)

## **Rite of Christian Initiation for Adults/Children (RCIA)**



RCIA is a process during which adults who wish to join the Catholic Church study with the RCIA team, their sponsors, and the members of the St Therese Parish. (Note that children age 7 and older are considered “adults” in the eyes of the Church.) When the individual and the RCIA team determines their readiness for initiation into the Catholic Church, they will celebrate the sacraments of Baptism, and/or Confirmation, and/or Eucharist.

Liz Lammers 952-261-0563; [llammers@st-therese.org](mailto:llammers@st-therese.org)

# Sacramental Preparation

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## Reconciliation

The community of St. Therese invites families with children entering the second grade or older to prepare for the Sacrament of Reconciliation. ***Sacrament preparation involves parent participation and home study in conjunction with enrollment in a Catholic School or Faith Formation program.***

Preparation for the Sacrament of Reconciliation includes these required elements:

- **Parent orientation & formation session** In this session, parents will review current Catholic teaching and practice of the Sacrament of Reconciliation, learn about the process for preparing their child for Reconciliation, and receive the catechetical teaching materials for at-home study with their child.
- **Home-study** From September through December, parents will work with their child to complete the catechetical materials in the home.
- **Parent / child retreat** This retreat provides an opportunity for both parents and children to learn and share more about the Sacrament of Reconciliation.

Contact Person: Liz Lammers 952-261-0563

## Eucharist

A child who has completed preparation for and celebration of the Sacrament of Reconciliation is invited to prepare for 1st Eucharist. ***Sacrament preparation involves parent participation and home study in conjunction with enrollment in a Catholic School or Faith Formation program.***

Preparation for First Eucharist includes these required elements:

- **Parent orientation & formation session** In this session, parents will learn about the process for preparing their child for 1st Eucharist and receive the catechetical teaching materials for at-home study with their child. In addition, the session includes an overview of current Catholic teaching and practice of the Sacrament of Eucharist.
- **Parent / child retreat** This session provides an introduction to the Eucharist at a level appropriate for the child in Grades 2-5.
- **Home-study** From February through April, parents work with their children to complete the catechetical teaching materials.
- **Rehearsal** Parents and children come together one last time prior to the reception of the sacrament to finalize preparation. Attendance at this session is required for your child to be part of a 1st Eucharist celebration in the spring.

Contact Person: Liz Lammers 952-261-0563

# Sacramental Preparation

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## Confirmation

Confirmation is a one-year program preceded by one year of foundational catechesis just prior to starting the Confirmation year. Youth may enter the Confirmation program during any of their high school years. For details on the elements of the program, please go to [www.st-therese.org/confirmation](http://www.st-therese.org/confirmation) or contact James Gilbert in the parish office at [jgilbert@st-therese.org](mailto:jgilbert@st-therese.org) or (952) 261-0566.

*Prerequisite note: St. Therese Faith Formation policy requires that all students must complete a year of foundational faith formation prior to beginning the Confirmation process. The foundational year must immediately precede the Confirmation year. A student must have attended a minimum of 75% of their Faith Formation classes during 8th Grade. If not, an additional course of foundational catechesis will be required. Attendance at a Catholic School in the preceding year fulfills this requirement. Contact a Faith Formation staff member with questions about foundational catechesis.*

**Dates and Times:** The Confirmation Mass will take place in late winter (exact date TBD). Confirmation preparation sessions will take place roughly three times a month on Wednesday evenings from 6:30 pm – 8:00 pm, beginning in September and ending in early May. Candidates are required to attend sessions both before and after Confirmation and one day-long retreat as part of preparation.

**Description:** Confirmation is an amazing moment in the life of any Catholic, but it can sometimes be mistakenly viewed as a kind of “graduation”—a last step in faith formation. Properly understood, Confirmation is a Spirit-filled call to be and live like Christ; it is a commitment to participate in his mission. Getting married or joining the army are better analogues for Confirmation than graduation.

Even after Confirmation, all of us Christians are called to never stop seeking to deepen our knowledge of our faith and our relationship with God. So, St. Therese structures its Confirmation preparation program in order to help candidates discover how they can maintain habits of regular prayer and keep growing in their faith beyond formal faith formation classes. The Confirmation program emphasizes independent preparation, with candidates practicing different types of prayer, building their own prayer routines, and engaging in long-term commitments to specific church ministries. St. Therese holds the Confirmation ceremony in late winter so that candidates have an opportunity afterwards to come together, reflect on their experience with the sacrament, and consider their lives as confirmed disciples of Christ.

### Parent Commitment:

- Attend Sunday Mass each week with your son or daughter
- Support your son or daughter so that they can practice prayer, attend Adoration, and frequent the Sacraments on a regular basis
- Discuss your son or daughter’s experience with Confirmation preparation and their feelings about the sacrament



# Family Formation

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## Family Gathering In Faith Together (GIFT) Events

Intergenerational events including Mass, a meal, prayer, station work, and speakers. The whole family participates during these Faith Formation Wednesdays. Some events include break-out sessions for youth, adults, and children.

## Parent Night Series—*Time Together* with Fr. Andrie

This series led by Father Andrie allows parents to share ideas and hear about topics of interest to help your family's faith grow. Four sessions per school year, during regular Faith Formation sessions.

## Family Service Projects

Offered during Wednesday Faith Formation sessions, included projects are: Christmas Box Project and Giving Tree; St. Therese Mobile Meal Pack.

## IGNITE Family Faith

Monthly Sunday family formation on those Sundays during the school year when we have a scheduled 5pm evening Mass. These gatherings begin at 4pm with an activity supporting the learning objective, followed by 5pm Sunday Mass, and then a community supper.

## Family Pancake Breakfasts

Join families after the 8am and 10am Sunday Masses on select dates throughout the school year to network, chat, and have some fun meeting other families of faith! Sometimes a special event or season of our liturgical year is highlighted at the breakfast.



# Catechesis and Formation

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## Elementary

Grade level: K - 5

**Dates and Times:** Sessions meet on Wednesday evenings from 4:30 – 5:45PM or 6:30 – 7:45PM from late September through early May (see Faith Formation Calendar for dates). (Kindergarten sessions begin after the MEA break in October.)

### Description:

This program is held in the St. Therese Education Center.

- Kindergarten uses the Ignatius Press *Image of God Series, Who Am I?*.
- Grades 1-5 use the Augustine Institute/Ignatius Press curriculum, *Word of Life*.

*Word of Life* is a comprehensive, multifaceted curriculum that calls children, parents, teachers, and catechists to conversion and transformation in Christ. *Word of Life* brings together faith and reason and demonstrates how the truths of the faith speak to the human heart.

The *Word of Life* curriculum responds to the 2020 *Directory for Catechesis* and its call to help Christians “give a complete meaning to their existence, educating them in a mentality of faith in keeping with the Gospel” (*Directory*, no. 77). Responding to the needs of contemporary culture and those of modern man requires an “evangelizing catechesis”. This catechesis centers on an initial proclamation of the kerygma.

### Parent Commitment—(all required elements of the program):

- Attend *Time Together* parent nights with Father Andrie.
- Family attendance at monthly GIFT—*Gathering In Faith Together*— events.
- Prioritize and participate in prayer at home with your family.
- Regular participation with your family at weekend liturgy is a central element of this program and our Catholic faith.
- Continue classroom learning at home using the workbook sheets sent home with children each Faith Formation session.
- Support your child’s catechist as a substitute or with other classroom assistance.



# Catechesis and Formation

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## Youth Discipleship Ministry Middle School BLAZE

Grades 6-7

**Dates and Times:** Sessions meet on Wednesday evenings 4:30 – 6:00PM or 6:30 – 8:00PM from late September through early May (see Faith Formation Calendar for dates). The schedule for Summer Blast, which is offered on Wednesdays in the summer, will be posted in the early spring. Additional activities, retreats, and camp as listed below.

### Description:

St. Therese's BLAZE is a Catholic middle-school youth discipleship program. It provides a safe, fun place for youth to find solid Catholic community, get answers to their questions about the faith, and most importantly, to experience Jesus in a profound and personal way. BLAZE resources speak to the spiritual, relational, cognitive, psychological, and physical maturation of middle school youth.

The BLAZE program is a two-year cycle that covers the essential and key teachings of the Catholic faith—centered on The Creed, The Sacraments, The Moral Life, and A Life of Prayer, as well as Salvation History as described in the Old and New Testaments. Youth will encounter an environment of prayer fellowship and openness where they will feel safe to express their thought and ideas about their faith.

### Parent Commitment (all required elements of the program):

- Participate with your son or daughter at Mass each week.
- Encourage your son or daughter to actively participate in class each week.
- Talk through weekly discussion questions with your son or daughter
- Be present on assigned days to assist with program-related tasks.
- One required retreat on a Wednesday evening during the Spring semester, 5-8pm.

### Other middle school activities include:

Archdiocesan events, Extreme Faith Summer Camp, Friday Night Bash, and Summer Blast.

To learn more about the above activities and keep informed about new ones, go to the parish website: » Ministries » Youth Discipleship Ministry

[www.st-therese.org/ydm](http://www.st-therese.org/ydm)



# Catechesis and Formation

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## Youth Discipleship Ministry

**Middle School ASCEND** (Confirmation preparation prerequisite course)

**Grade level: 8**

**Dates and Times:** Sessions meet on Wednesday evenings 4:30 – 6:00pm or 6:30 – 8:00pm from late September through early May (See Faith Formation Calendar for dates). The schedule for Summer Blast, which is offered every Wednesday in the summer, will be posted in the early spring. Additional activities, retreats, and camp as listed below.

### Description:

ASCEND has been created especially for St. Therese 8th graders to help them understand what they believe and why, give them the tools to defend those beliefs, and fall in love with Christ while doing it. This program will feature basic Christian apologetics, teachings on how to live a Christian life, and opportunities for them to encounter Christ. We will be drawing from a variety of resources for this program, including ALPHA; *Why We're Catholic* by Trent Horn; videos from Fr. Mike Schmitz, Ascension Press, and FOCUS; and other Catholic resources.

ASCEND is the prerequisite for the Grade 9 Confirmation preparation.

**Other middle school activities include:** Retreats, Archdiocesan events, Extreme Faith Camp, Friday Night Bash, and Summer Blast.

To learn more about the above activities and keep informed about new ones, go to the parish website, Ministries, Youth Discipleship Ministry. [www.st-therese.org/ydm](http://www.st-therese.org/ydm)





# Catechesis and Formation

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## Youth Discipleship Ministry High School

Grade level: 9-12

Youth are invited to stay connected to St. Therese throughout high school by participating in weekly activities and events, including:

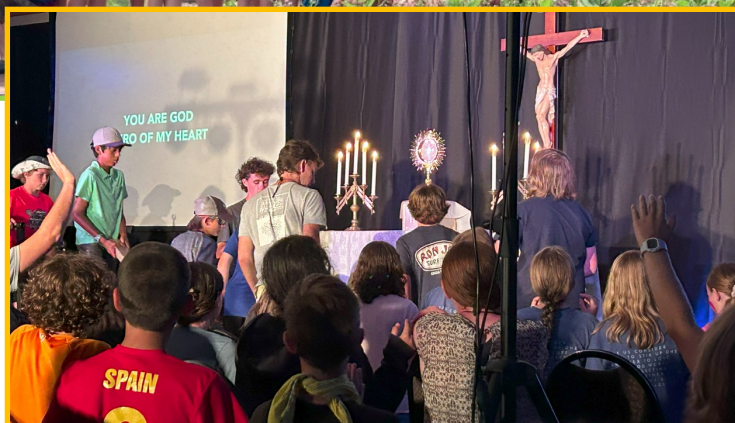
**Youth Group** – Meets twice a month on Sundays, from 3:30 pm -5:00 pm. Youth group consists of events, game nights, prayer nights, and talks. Put another way, it will be a great chance to have fun, grow in faith, and connect with friends.

**Youth Small Groups** – This will be the principal opportunity for high school Faith Formation. Small groups will meet regularly to pray, study the faith, and have fellowship. Contact James Gilbert at [jgilbert@st-therese.org](mailto:jgilbert@st-therese.org) or 952-261-0564 to join or start a small group.

**Core Team Member/Catechist** - Is your youth interested in a new leadership position? Join our Core Team and facilitate discussion among a small group of middle school students. This is a great way to model Christ to others and continue their growth in faith as well! Catechists are also needed to teach grades K-5, and youth will be partnered with an adult to lead these classes on Wednesday nights.

Other high school activities include:

- March for Life—annually in January
- Catholic Youth Summer Camp Leader—annually in July
- Steubenville Youth Conference—annually in July
- Summer Blast from June – August
- Vacation Bible School lead team—annually in June



# Catechesis and Formation

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## Young Adult Offerings

St. Therese Parish is partnered with West Metro Young Adults (WMYA), a young adult group (ages 21-39) with the focus of giving people across the west metro a place to find community. We host many events including sports nights, trivia, volunteering, game nights. Check us out on Facebook: [www.facebook.com/westmetroya](http://www.facebook.com/westmetroya)



# Catechesis and Formation

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## Adult Offerings

A living faith is a searching faith – it seeks understanding. Adults need to question, probe, and critically reflect on the meaning of God’s revelation in their unique lives to grow closer to God. A searching faith leads to a deepening conversion. Like all living things, a living faith needs nourishment.

Opportunities for adult enrichment include:

- Women’s group—annual women’s retreat, small group study
- Men’s Club — annual men’s retreat, regular social gatherings
- Small-group Bible study, Church History, or other guided reading
- Seasonal speaker series
- Parent Night Series with Fr. Andrie (required for registered Faith Formation families)
- FREE parish access to [www.st-therese.FORMED.org](http://www.st-therese.FORMED.org)

Contact: Angie Wilz, 952-261-0564, [awilz@st-therese.org](mailto:awilz@st-therese.org).

*As Catholics, we cannot follow Jesus alone. Instead, we experience and follow Him always in the context of a community of faith, i.e., the Body of Christ or the Church.*

Fr. Leonard Andrie, April 2018



Serving Others



Bible Study



Parent Night

# *Appendix 1: Acceptable Use and Responsibility Policy for Electronic Communications*

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## **Guidelines for Electronic Communications**

- Communications by Church Personnel with unrelated minors must be for professional reasons only. Church Personnel must maintain appropriate boundaries in all communications with an unrelated minor, including communications through the use of electronic devices or web-based media.
- Church Personnel should make certain that the parents or guardians of an unrelated minor are aware of the content of private electronic or print communications sent to or received from that unrelated minor or vulnerable adult. In exceptional situations when a parent or guardian is not made aware of the content of a private communication, Church Personnel must share the communication with another Church Personnel.
- Informing parents or guardians is not required for non-private communications, such as those sent to youth groups regarding meeting locations or times, or other administrative matters.
- Some Church Personnel have been issued school, parish, or Archdiocesan computers or other communication devices that are monitored for proper usage. Electronic communications sent to, or received from, unrelated minors using such devices are not private.
- Minors are prohibited from using St. Therese Parish systems, devices, or materials unless appropriate permission is given.
- If any User knowingly communicates privately with a minor as a part of his or her duties for or on behalf of St. Therese Parish/School, reasonable steps must be taken to send the minor's parent/guardian the same communication content, not necessarily via the same technology. A permission form signed by the parent(s) of the minor(s) is required for ALL communication with the said minor(s).
- Only certain approved individuals, identified per Faith Formation Social Media Policy and Protocol, may post information to social media sites or St. Therese Parish website(s) as an official representative of Faith Formation (See separate document "The Church of St. Therese of Deephaven, Faith Formation Social Media Policy and Protocol.")
- Mass emails or intranet/extranet/Internet postings to "All Parents" and the like must be approved by the Director of Faith Formation before they are sent/posted.

## **Prohibited Practices**

Users of St. Therese Parish electronic communication systems, devices, or materials and Users of personal devices and materials on the Premises under circumstances when the St. Therese Parish may become implicated in the use may not:

- Violate any federal, state, or local laws or regulations.
- Violate any archdiocesan codes of conduct, archdiocesan codes of ethics, archdiocesan safe environment or other archdiocesan policies, or policies of St. Therese Parish including but not limited to those that apply to communications or the use of information.

## *Appendix 1 (cont.)*

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- Post or cause to be distributed any personally identifying information about a person without permission or review by the person or the person's parent or guardian, if the person is under 18, unless required by the User's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, images; names or screen names; telephone numbers; home or workplace addresses; email addresses; and web addresses (URLs) of social networking sites or blogs.
- Post or distribute any communications, video, music, or pictures which a reasonable person may consider to be defamatory, discriminatory, offensive, harassing, disruptive, derogatory, or bullying.
- Post or distribute any communications, video, music, or pictures which are inconsistent with the faith or moral teachings of the Catholic Church.
- Engage in improper fraternizing or socializing.
- Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- Arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods, or participate in Internet gambling.
- Upload, download, view, or otherwise receive or transmit indecent, sexually explicit, or pornographic material.
- Damage, alter, disrupt, or gain unauthorized access to computers or others' systems; e.g. use others' passwords, trespass on others' folders, work, or files, or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- Provide information about or other propriety information from the St. Therese Faith Formation database to outside parties. Certain exceptions to this prohibition may be made with written approval from the Director of Faith Formation. Mailing addresses should only be provided in hardcopy (in label or other format as appropriate).

### **Consequences of Violations of Electronic Communications Policy**

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action.

## Appendix 2: Social Media Policy

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### **POLICY**

St. Therese Parish Faith Formation will engage in social media in a thoughtful way, focusing its efforts in specific, Faith Formation-approved virtual venues.

Certain Faith Formation employees/ volunteers will be identified as site administrators for approved social media venues. This identification will be made by the Director of Faith Formation.

Recognizing that certain Users (User as defined in the Faith Formation Acceptable Use and Responsibility Policy for Electronic Communications) currently maintain their own personal social media presences (including Facebook pages(s), Twitter account(s) and blog(s)), it is recommended that such Users abide by this Social Media Policy, the Archdiocese of St. Paul and Minneapolis Code of Pastoral Conduct, the Code of Canon Law and complementary legislation, applicable state and federal law, and the policies of the social media sites they use. Social media site visitors are also asked to abide by the Site code of Conduct (below) and will be blocked from use of the site if they violate the Code more than once.

***Site Code of Conduct:*** *(This will also be posted on the Facebook Page)*

*The purpose of this Facebook page is to provide an interactive forum where readers can gather and discuss information about the wide range of issues involving St. Therese Parish/School.*

*Followers are encouraged to post questions, comments, and concerns, but should remember this is a moderated online discussion hosted by the St. Therese Parish/School.*

*The St. Therese Parish/School appreciates healthy, constructive debate and discussion; that means we ask that comments be kept civil in tone and reflect the charity and respect that marks Christian discourse.*

*It is understood that comments made by visitors do not necessarily reflect the positions of the St. Therese Parish/School and/or the teachings of the Catholic Church. Comments will not be removed simply because they express opinions in disagreement with the teachings of the Catholic Church. However, comments that may be deleted include those that contain:*

*Vulgar language*

*Personal attacks/bullying/harassment/inflammatory remarks against a person or group*

*Links to sites that contain offensive material or attack the Catholic Church*

*Spam*

*Promotion of services, products, political organizations/agendas*

*Information that is factually incorrect*

*Content/comments off topic*

*The St. Therese Parish/School reserves the right to remove posts which/block posters who violate this policy.*

## *Appendix 2 (cont.)*

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### **Social Networking with Minors**

Be sure to have permission from a minor's parent or guardian before contacting the minor via social media or before posting pictures, video, and other information that may identify that minor.

Parents will have access to everything provided to their children. For example, parents should be made aware of how social media are being used, be told how to access the sites, and be given the opportunity to be copied on all material sent to their children via social networking (including text messages). While parents should be provided with the same material as their children, it does not have to be via the same technology (that is, if children receive a reminder via Twitter, parents can receive it in a printed form or by an e-mail list). Church personnel should be encouraged to save copies of conversations whenever possible, especially those that concern the personal sharing of a teen or young adult. (This may be especially important with text messaging.)

**Children's Online Privacy Protection Act:** federal legislation that oversees how websites interact with children under age 13. A summary is available at <http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>. Children under age 13 are not allowed to use Facebook or other social media sites which collect information. A site administrator should not knowingly allow a child under age 13 to engage in Facebook or other applicable social media sites.

Social media primarily intended for minors must utilize appropriate privacy settings.

# Appendix 3: Guiding Principles and Application Regarding Human Sexuality and Sexual Identity

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## Guiding Principles Regarding Human Sexuality and Sexual Identity

(Adopted from the MN Catholic Conference)

**Purpose:** St. Therese Catholic Parish & School is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. We are obliged to provide an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person.

Catholic teaching permeates and shapes the ethos of Catholic parishes. The following Guiding Principles shall inform the creation of policies, handbooks, statements, employee agreements, and training for employees.

- God created each person body and soul “in His own image, in the image of God he created them; male and female he created them” (Gen. 1:27). The dignity of each person and the source of his or her most important identity is found in this creation in the image and likeness of God (CCC §364).
- God uses the body to reveal to each person his or her sexual identity as male or female. A person’s embrace of his or her God-given sexual identity is an essential part of living a fulfilled relationship with God, with oneself, and with each other (*Laudato Si* §155).
- The harmonious integration of a person’s sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul in the image and likeness of God (CCC §364-65).
- The physical, moral, and spiritual differences between men and women are equal and complementary. The flourishing of family life and society depends in part on how this complementarity and equality are lived out (CCC §2333-34).
- All students and families deserve interactions with Catholic parish & school communities that are marked by respect, charity, and the truth about human dignity and God’s love (*Deus Caritas Est* §20).

**Application of Guiding Principles:** St. Therese Catholic Parish & School will relate to each child in a way that is respectful of and consistent with each child’s **God-given sexual identity** and **biological sex**. To this end, below are some examples of how these Guiding Principles apply at St. Therese Parish & School.

1. All parish & school policies, procedures, resources, employee training, and assistance given to families will be consistent with the Church’s teaching on the dignity of the human person, including human sexuality. Reflective of a commitment to a culture of transparency and understanding, these policies will be made available in relevant handbooks, agreements, and statements.
2. Student’s name and pronoun usage will correspond to his or her biological sex.
3. Student access to facilities and overnight accommodations will align with his or her biological sex.
4. Eligibility for single-sex curricular and extracurricular activities will be based on the child’s biological sex.
5. Expressions of a student’s sexual identity are prohibited when they contradict or cause disruption or confusion about the Church’s teaching on human sexuality.
6. Students who attend and employees who work at a Catholic parish & school can expect that the parish & school acknowledges that God has created each person as a unity of body and soul, as male or female, and that God-designated sexual expression and behavior must be exclusively oriented to love and life in marriage between one man and one woman.
7. The parish and school will communicate with parents or guardians about their child’s behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement or a social service agency.

## Definitions

1. **Biological sex** refers to a person’s biology as male or female based upon physical characteristics present at birth.
2. **God-given sexual identity** refers to a person’s identity as male or female that is congruent with one’s biological sex at birth.