

The Catholic Church of the  
**TRANSFIGURATION**

Welcome ■ Celebrate ■ Grow ■ Serve



**Our Great Journey is  
for Everyone!**

## **Parent Handbook**

Our Great Journey

FAITH FORMATION 2024 - 2025

Preschool—Grade 12 & Adult Faith

## *The Pastor's Office*



Welcome to a new year of faith formation at Transfiguration. 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 of the faith and an example of how to live as role models for 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 for deepening your relationship with the Lord who gives us life and sustains us every day.

Please make daily prayer a part of your personal and family life. I am also looking forward to seeing you at Mass, our perfect prayer. May 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 practices 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.

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, grace and self control. *Amen*





SEEKERS (PRESCHOOL -K), TRAVELERS, (GRADES 1-3)  
VOYAGERS (GRADES 4-5), CHRISTEEN (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.

With a team of very dedicated and creative friends, our 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,

The prints 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?

- Adam & Eve
- The Twelve Tribes of Israel
- Moses & the Ten Commandments
- Daniel and the Lions Den
- The Annunciation... with God all things are possible
- Jesus found in the Temple
- 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
- You are the Potter, we are the Clay (Isaiah)
- Jonah and the Whale
- The Birth of Christ
- The Baptism of Jesus

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

- The First Miracle, the Wedding Feast at Cana
- The Transfiguration
- Feeding of the 5000
- The Last Supper
- The Empty Tomb on Easter morning
- The Queenship of Mary
- Jesus Walks on Water
- The Calling of the Apostles — I will make you fishers of people
- The parable of the Vine and the Branches
- Good Friday & Jesus’ crucifixion
- Pentecost
- The Ascension of Jesus and the Great Command, “Go and make disciples.”

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 6<sup>th</sup> through 12<sup>th</sup> 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/faith-formation](http://www.transfiguration.com/faith-formation)

### Journey Office Hours:

- Monday through Thursday: 9:30 a.m. to 3:30 p.m.
- Friday: 9:30 a.m. to 2:30 p.m.
- During all regularly scheduled classes
- Sunday mornings during scheduled classes: 9:00 a.m. to 1:30 p.m.

### Staff

Director of Faith Formation, Youth Ministry, Preschool & BRITE .....Joyce Guris, 678-223-7355  
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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:** 678-223-7329      **Email:** [cmcfadden@transfiguration.com](mailto:cmcfadden@transfiguration.com)

[www.transfiguration.com/faith-formation/adult-faith/](http://www.transfiguration.com/faith-formation/adult-faith/)

"... 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)*







2024-2025 Schedule

# Sojourners

## WEEKLY CLASSES:

### Tuesday

10:00 a.m. / Tuesday Morning Spirituality (Meets via Zoom)

3:30 p.m. / Senior Spirituality (Meets in Room 102 and via Zoom)

### Wednesday

10:00 a.m. / Centering Prayer (Meets in Room 104 and via Zoom)

### Thursday

9:45 a.m. / Pathfinders / Scripture Study (Meets in the Family Life Center)

7:00 p.m. / Men's Bible Study (Meets in the Adult Ed/ OCI Room)

7:00 p.m. / Women in Faith (Meets via Zoom)

### Friday

7:00 a.m. / Men's Bible Study (Meets in the Family Life Center)

9:45 a.m. / Social Hall / Women in Faith / Select a study from several offerings!

## MONTHLY STUDIES, CLASSES AND GATHERINGS

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

**CATHOLIC SOCIAL TEACHING (CST)** meets monthly

**CONVERSATIONS WITH CLERGY** occurs quarterly

**SPIRITED BOOK CLUB** meets monthly

**FEATURED SPEAKERS THROUGHOUT THE YEAR. DAYS /EVENINGS OF REFLECTON ALSO OFFERED**

*In case of inclement weather we also follow Cobb County Protocol. You may also visit [Transfiguration.com](http://Transfiguration.com) for updates.*

Visit our "Sojourners" webpage for class descriptions and updated offerings.

[www.transfiguration.com/faith-formation/adult-faith/](http://www.transfiguration.com/faith-formation/adult-faith/)

# SESSION SCHEDULES

Preschool 3 and Preschool 4: Kindergarten:	Sunday 11:30 a.m. Kindergarten may select during 11:30 a.m. Mass or Family Faith sessions
OCI-C (Children, Grade 3-8) & OCI-Teen (Grade 9-12)	Sunday 10:45—12:15 p.m.—Class for Children, Teens & Parents
OCI-A (for Adults)	Sunday: 8:45 a.m.—11:00 a.m.
Family Faith, Grades K-12	Sunday 10:00 a.m.—11:15 a.m. Sunday 12:35 p.m.—1:50 p.m. Sunday 6:15 p.m.-7:30 p.m. Tuesday 5:30 p.m.—6:45 p.m. Wednesday 6:15 p.m.-7:30 p.m.
BRITE Elementary/ MS BRITE HS & Young Adult	Wednesday: 6:15-7:30 p.m. (usually every other Wednesday)

\*Each Family Faith session opens with a meal in the Social Hall. Nursery also available.

## **Cancellations: Inclement Weather & Emergencies:**

Please check [www.transfiguration.com](http://www.transfiguration.com) for 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 sessions at Transfiguration.**

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

# TRANSFIGURATION – FAITH FORMATION 2024-2025

AUGUST '24						
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

4 Happy Feast Day, Transfiguration  
 11 First Communion  
 15 Assumption of Mary  
 17 Happy 52nd Birthday Fr. Eric  
 25, 27, 28 Family Faith Sessions  
 Begin at Church  
 25 Preschool/Kindergarten  
 28 BRITE EL/MS/HS/YA

FEBRUARY '25						
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	

1 Middle School Madness  
 2, 4, 5 Family Faith, Church  
 2, 9, 23 Preschool/Kindergarten  
 5, 26 BRITE EL/MS/HS/YA  
 8-9 11-12 Grade Retreat  
 9, 11, 12 Family Faith, Home  
 9 First Communion  
 17-21 Winter Break  
 23, 25, 26 Family Faith, Church

SEPTEMBER '24						
S	M	T	W	Th	F	S
						7
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, 3, 4 Family Faith at Home  
 4 & 5 Parent Reconciliation  
 /Eucharist Meeting  
 8 First Communion  
 8, 15, 29 Preschool/Kindergarten  
 8, 10, 11 Family Faith at Church  
 11 BRITE EL/MS/HS/YA  
 15, 17, 18 Family Faith at Home  
 16-20 Cherokee Fall Break  
 23-27 Cobb Fall Break  
 29 Family Faith at Home

MARCH '25						
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 Pasta with a Purpose  
 2, 4, 5 Family Faith, Home  
 2, 9, 16, 23 Preschool/Kindergarten  
 2, 16 Youth Group  
 5 Ash Wednesday  
 9 First Communion  
 9, 11, 12 Family Faith, Church  
 11 Penance Service  
 12, 26 BRITE EL/MS/HS/YA  
 15-16 8-9th Retreat  
 16, 18, 19 Family Faith, Home  
 22 Hands On Transfiguration  
 23, 24, 25 Family Faith, Church

OCTOBER '24						
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, 2 Family Faith at Home  
 6, 8, 9 Faith Formation at Church  
 6, 13, 20, 27 Preschool/ Kindergarten  
 9, 23 BRITE EL/MS/HS/YA  
 12 Taste of the Americas  
 13 First Communion  
 13 Youth Group  
 13, 15, 16 Family Faith at Home  
 19 Hands on Transfiguration  
 20, 22, 23 Family Faith at Church  
 27 Teen/Parent Confirmation Meeting  
 27 Youth Group  
 27, 29, 30 Family Faith at Home

APRIL '25						
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			

6 First Communion  
 6, 8, 9 Family Faith, Home  
 6, 13, 27 Preschool/ Kindergarten  
 7-11 Spring Break  
 12 Seder Meal  
 13 Palm Sunday Youth Group  
 13-19 Holy Week  
 19 Easter Eggs-perience  
 20 Easter Sunday  
 29 Teen/Parent Confirmation Meeting  
 27, 29, 30 Family Faith, Church  
 30 BRITE EL/MS/HS/YA

NOVEMBER '24						
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, 5, 6 Family Faith at Church  
 3, 10, 17 Preschool & Kindergarten  
 6, 20 BRITE EL/MS/HS/YA  
 10 First Communion  
 10 Youth Group  
 10, 12, 13 Family Faith at Home  
 17, 19, 20 Family Faith at Church  
 24-30 Thanksgiving Break  
 28 Thanksgiving Day

MAY '25						
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						

4 Last Week of Sessions  
 4 Senior Night  
 4, 8, 7 Family Faith, Church  
 4 Preschool & Kindergarten  
 7 BRITE EL/MS/HS/YA  
 11 First Communion  
 18 Baccalaureate Mass  
 31 Fr Eric's 25th Anniversary Celebration

DECEMBER '24						
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 Penance Service  
 1, 3, 4 Family Faith, Church  
 1, 8, 15 Preschool & Kindergarten  
 4, 18 BRITE EL/MS/HS/YA  
 7 Breakfast with St Nick  
 8 Immaculate Conception  
 8 First Communion  
 8, 10, 11 Family Faith, Home  
 15, 17, 18 Family Faith, Church  
 23-31 Winter Holidays Break

JUNE '25						
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 First Communion  
 2-5 M4Tour (Middle School)  
 8 Pentecost & Confirmation at Masses  
 9-13 VBS

JANUARY '25						
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  
 1-3 Winter Break  
 5 Epiphany  
 5 Youth Group  
 5, 7, 8 Family Faith, Home  
 5, 12, 26 Preschool/ Kindergarten  
 12, 14, 15 Family Faith, Church  
 12 First Communion 15, 29 BRITE EL/MS/HS/YA  
 17-19 Antioch Retreat  
 19, 21, 22 Family Faith, Home  
 24-25 6-7th Retreat (Date on Hold)  
 26, 28, 29 Family Faith, Church

Holy Day of Obligation
Sacraments Celebration
Family Faith at Home
Journey (K-12) Sessions & Sunday Preschool/K
Vacation Bible School
First & Last Week of Sessions

# 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. The curriculum is lectionary based, correlating specific themes with the Sunday Scriptures, 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. All learning is cumulative and students are expected to be familiar with the previous curriculum.

### Preschool /Seekers

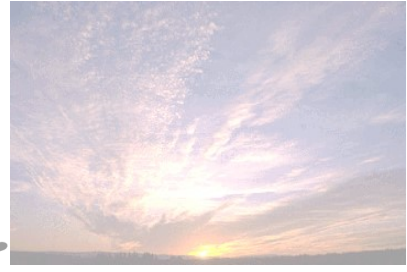
Preschool alternates years of Old Testament and New Testament stories

### Resources for Families

- [www.usccb.org](http://www.usccb.org) has the daily readings and is a good resource for Catholic theology.
- [www.transfiguration.com/information-for-parents/](http://www.transfiguration.com/information-for-parents/)
- Each classroom has a Patron Saint who is celebrated on their feast day with the class,
- [www.catholic.org/saints/](http://www.catholic.org/saints/)



# 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 prayers 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
1 <sup>st</sup> Grade	Hail Mary
2 <sup>nd</sup> Grade	Act of Contrition
3 <sup>rd</sup> Grade	Glory Be and Morning Offering
4 <sup>th</sup> Grade	Apostle's Creed
5 <sup>th</sup> Grade	Nicene Creed
6 <sup>th</sup> Grade	Memorare
7 <sup>th</sup> Grade	Rosary
8 <sup>th</sup> Grade	Prayer to the Holy Spirit <i>Angelus (see page 16)</i> <i>Regina Caeli (see page 16)</i>





# 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 to Be, three Hail Marys, and one Glory Be.

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,  
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 Opportunities

**Perpetual Adoration:** Each year, we 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 and listed in the parish bulletin.

**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. Reconciliation is available, in the confessionals in the Church foyer, every Tuesday, 5:00 p.m., Saturday, 3:30 p.m. or by appointment. During Advent and Lent additional days and times will be announced in the parish bulletin.

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](mailto:smurray@transfiguration.com), 678-223-7349 to learn more about this program.

Adults interested in becoming Catholic, please email [oci@transfiguration.com](mailto:oci@transfiguration.com). For details about the process, [www.transfiguration.com/faith-formation/oci](http://www.transfiguration.com/faith-formation/oci)

# SACRAMENT PROGRAM INFORMATION

The Sacraments have the power and grace to open our hearts to an ongoing encounter with God. The sacraments allow us to experience God's presence in Church rites and through ordinary, tangible experiences. We are transformed as we celebrate and live the sacraments.

Our Faith Formation staff will continue to collaborate with parents to prepare children for the reception of Sacraments. What we have learned is that just as for adults, there should be a discernment process for children and their parents as they prepare for the Sacraments. It doesn't have to be, and shouldn't be, a one size fits all; we all have a different path on the journey to discovering and encountering God's love.

## First Reconciliation and First Eucharist

When parents feel their child is ready, they will enter the preparation period for sacraments. As you prepare your child for the Sacrament and decide he/she is ready, please contact the Faith Formation office to meet and discuss their preparation.

As you consider preparing your child for a Sacrament, the most important preparation includes coming to Mass, praying at home, participating in Our Great Journey Family Faith sessions, and sharing faith at home. Below are the details for the immediate preparation for the Sacraments:

**Reconciliation:** We receive God's forgiveness and Jesus' healing grace. Forgiveness requires being sorry for our sins.

- The discernment process may begin as early as 1<sup>st</sup> grade. This process must include participation in 1 complete year of Family Faith Formation.
- The immediate preparation year begins the following August after one full year of discernment and Faith Formation participation is complete. The earliest grade that immediate preparation can begin is 2<sup>nd</sup> grade.
- Complete the **registration form** for Reconciliation.
- Each family will be assigned a Sacrament Mentor who will guide you through discernment and preparation.
- **Reconciliation workbook** – complete the Reconciliation workbook at home with your child
- Participate in a **Reconciliation Workshop** with your child.
- When your child is ready to receive the Sacrament of God's Forgiveness, contact your Sacrament Mentor, to set up a time to **review preparation and discuss the next step**.
- **Options** for celebrating the Sacrament of Reconciliation:  
**Advent Penance Service**, to be scheduled in December.  
**Lent Penance Service** to be scheduled in March.  
**Any time confession is celebrated**, currently Tuesdays, 5 p.m. and Saturdays, 3:30 p.m.

**Eucharist:** In the Eucharist, we receive the Body and Blood of Christ to nourish our life of faith.

- Preparation for Reconciliation is required prior to preparation for First Eucharist. The earliest grade that immediate preparation can begin is 2<sup>nd</sup> grade.
- Complete the **registration form** for First Eucharist and submit a **copy of the Baptismal certificate** if your child was not baptized at Transfiguration.
- Participate in the **First Eucharist Workshop** with your child.
- **First Eucharist workbook** – complete the First Eucharist workbook at home with your child.
- When your child is ready to receive the Sacrament of Eucharist, contact your Sacrament Mentor to set up a time to **review preparation and discuss next steps**.
- **First Communion** are celebrated at all Masses the second Sunday of each month.



## Confirmation

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

In Confirmation, the Christian becomes more closely united with Christ. With the strengthening of the Gifts of the Holy Spirit, the Christian is able to accept new responsibilities for witnessing Jesus to the world.

Our Faith Formation staff collaborates with parents to prepare children & teens for the reception of Sacraments. What we have learned is that, just as for adults, there should be a discernment process for children & teens and their parents as they prepare for the Sacraments. It doesn't have to be and shouldn't be a one size fits all; we all have a different path on the journey to discovering and encountering God's love.

When parents feel their teen is ready, they will enter the preparation period for sacraments. As you prepare your teen for the Sacrament of Confirmation and decide he/she is ready, please contact Karen Paonessa, Confirmation Coordinator, [kpaonessa@transfiguration.com](mailto:kpaonessa@transfiguration.com), to meet and discuss their preparation and schedule a date for the reception of Confirmation.

As you consider preparing your teen for Confirmation, the most important preparation includes coming to Mass, praying and sharing faith at home, participating in Our Great Journey Family Faith sessions.

- The preparation process may begin as early as 8<sup>th</sup> grade. This process must include participation in two continuous years of Family Faith Formation as well as the Confirmation/Antioch Retreat.
- The immediate preparation year begins the following August after 2 years of discernment and Faith Formation participation is complete. The earliest grade that immediate preparation can begin is 10<sup>th</sup> grade.
- Each teen must participate in the **Antioch Retreat** prior to celebrating confirmation. This retreat is offered to teens in 10<sup>th</sup> grade or older.
- Each Confirmation candidate is asked to **complete 25 hours of service** prior to Confirmation, as teens experience living their faith through active service. Teens can begin service hours in 6<sup>th</sup> grade and complete them in the beginning of their confirmation year. See website for submitting service and more details.
- Contact Karen Paonessa, [kpaonessa@transfiguration.com](mailto:kpaonessa@transfiguration.com), hours when your teen is ready for immediate preparation for Confirmation.

All the following paperwork must be completed for immediate preparation to begin.

- The online **E-Journal** should be completed by the teen with their sponsor or parent.
- Complete the **registration forms** for Confirmation and the Antioch Retreat.
- Submit a **copy of the Baptismal certificate** if your child was not baptized at Transfiguration.
- If the teen's sponsor is from another Catholic Church, a **sponsor certificate** is needed.

Confirmation dates February 28, 6:30 pm with Bishop Tran and May 18, Pentecost with Fr. Eric.

Parents & Teens are required to attend a Confirmation meeting in May and another in September. (This meeting is for those who will be confirmed during the current school year.)

**Service Summary Sheets** should be turned in to the ChrisTeen office as detailed below.

- ◇ **A Service Summary Sheet** must be submitted at the end of 8th grade with a minimum of 10 service hours (at least five through activities/ministries at Transfiguration). These hours are for service done in the 6th through 8th-grade years.
- ◇ **A Service Summary Sheet** must be submitted at the end of 9th grade 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 with a minimum of five new service hours (at least 2 1/2 through activities/ministries at Transfiguration).

There is a preparation/registration fee to cover the additional costs (workbooks, retreats, certificates, refreshments, etc). This is in addition to the regular Faith Formation registration fee.

More details, E-Journal, downloadable and online forms available at [www.transfiguration.com/faith-formation/grades-6-12/confirmation/](http://www.transfiguration.com/faith-formation/grades-6-12/confirmation/)



# SUNDAY MORNING PRESCHOOL & KINDERGARTEN PROGRAM—SEEKERS

Sunday Morning Preschool & Kindergarten 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 complements ongoing faith formation at home. An integrated session 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 & kindergarten 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 small group leader 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.

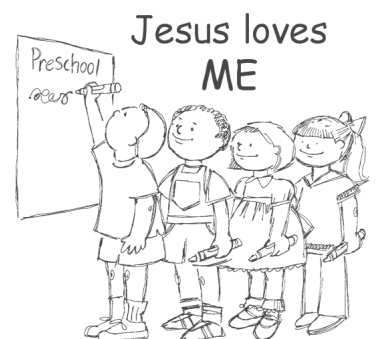
## Dismissal Procedure

- 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 small group leader 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 at a time is permitted in the classroom for sign in and sign out.

## Additional Notes

- We encourage regular attendance to develop an environment of a faith-filled community.
- 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 6<sup>th</sup> 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/](http://www.transfiguration.com/education/grades-6-12/transfiguration-christeen-youth-retreats/)

- 6<sup>th</sup> - 7<sup>th</sup> Grade Retreat (**Spring 2025**)
- 8<sup>th</sup> - 9<sup>th</sup> Grade Retreat (**March 15-16, 2025**)
- 10<sup>th</sup> Grade Antioch Retreat (**Jan 17-19, 2025**) - mandatory for Confirmation candidates
- 11<sup>th</sup>-12<sup>th</sup> Grade Retreat (**February 8-9, 2025**)

## IMPACT and ChrisTeen Committees

Teens are selected by their peers to provide feedback about ChrisTeen and plan events and activities for the young Church. Teen Leaders serve on various committees: Justice and Service, Liturgy and Worship, Community Life, or Evangelization. Committees meetings to be scheduled. All teens are encouraged to get involved in planning ChrisTeen events and meetings are open to everyone in grades 6-12.

## IMPACT Advisory Team

This committee, composed of adults and high school committee chairpersons, assists staff and small group leaders in the creation and implementation of many ChrisTeen events/activities. Some of the committee positions are elected, while others are appointments. For more information, contact the ChrisTeen office.

## 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 – Families 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 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 small group leaders/catechists will be notified in writing if changes are made.

## 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 small group leaders/catechists
- Modeling and supporting their children's practice of the Catholic Faith, including attending Mass regularly
- Attending Family Faith Sessions and completing at home sessions
- Insisting that their children obey the regulations and principles of good behavior
- Discussing problems confidentially with the appropriate staff member; avoiding public criticism of small group leaders/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

## Communication

**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 sessions, activities, and events can be found in the parish bulletin and at [transfiguration.com/faith-formation/](https://transfiguration.com/faith-formation/) as well on **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](https://www.transfiguration.com).

**Between parents and small group leaders:** Small group leaders are given family contact phone numbers and e-mails for all of their students. If a student's small group leaders have not provided parents with contact information and it is necessary for a parent to speak with them, parents should contact the Faith Formation office.



## Attendance & Missed Sessions

Regular participation in Family Faith sessions and completing At Home materials is required to complete grade-level requirements. Parents please contact Program Coordinators for materials missed.

- Transfiguration requires students to attend 80% of the scheduled sessions to complete grade level requirements. For most sessions, this equals **three** absences for the school year.
- If a student misses more than three sessions, under “normal circumstances,” the grade level curriculum for the school year will be incomplete.

## 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
- Participate in their small group
- Walk in the building (no running) during Journey sessions
- 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 your small group
- Refrain from disruptive behavior in the building
- 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 session disruptions, certain items should not be brought to JOURNEY. These include, but are not limited to, the following:

real/toy knives	real/toy guns	any toys from home
skateboards	sharp objects	matches/lighters

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 sessions, unless being used for a project or activity.**

## Behavior continued...

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

Students who choose to ignore requests to modify their behavior in the small group will be brought 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 notified. 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 logos or messages. The same clothing expectations & rules that apply in school, apply in Church.

## Restroom Breaks

Students younger than 9<sup>th</sup> grade are not permitted to go to the restroom or to get water during small group unless accompanied by an adult. There are **NO** exceptions to this policy. **Please remind your child to use the restroom before sessions start to avoid disruptions.**

## Emergencies

**Student Illness/Injury:** Sick or injured students will be accompanied to the office by one of their small group leaders. 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 rooms. Small Group Leaders 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 small group leaders' cue.
- Small group leaders will count students before leaving and take a session list with them.
- Small group leaders 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 rooms will line up, by small group, on the grassy area in front of the church building. Students in the upstairs rooms will line up by small group in the side parking lot by the dumpster. No one is permitted to move to another small group.
- Small group leaders will do another head count.
- Upon hearing the all-clear signal, small groups will return into the building in a quiet and orderly manner. Once inside the classroom, small group leaders will count their students again.

## Tornado Warnings:

Tornado drill procedures are posted in all classrooms. Small Group Leaders will familiarize themselves and their students with them. There will be one tornado drill held 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.
- Small group leaders 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.

## Transfiguration Catholic Church Internet Acceptable Use Policy

All rooms 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. Small group leaders use technology that is appropriate and meaningful to enhance the session. Videos must be approved prior to use, please send the link for preview to your program coordinator. Below is the acceptable use policy for utilizing the internet. All small group leaders/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 material 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 gender, race, ethnicity, religion, and/or national origin.
- 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 are 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, small group leaders, aides, substitute teachers, office volunteers, nursery volunteers, hospitality team members, mentors, etc. Interested individuals should contact the Faith Formation office for more information.

## 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 with each small group of minors. When small group leaders/catechists are unable to attend their small group, they must contact their partner and make sure the partner is prepared for the session. Small group leaders/Catechists may then call on parents to come and assist in small group that day. All substitutes are required to check in with the Faith Formation staff before proceeding to small group. For last minute absences, the Faith Formation office should be called immediately.

## Recognition:

- Sunday, **August 25**, has been designated as Small Group Leader Commissioning for 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 Mass* will be held in the spring. Party to follow. All parish volunteers are invited to attend.

## Nursery:

Nursery will be available during all sessions.

Excluding Family Faith, arrangements must be made at least 5 days in advance, Sign up link [www.transfiguration.com/get-involved/ministries/nursery/](http://www.transfiguration.com/get-involved/ministries/nursery/)

## 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.

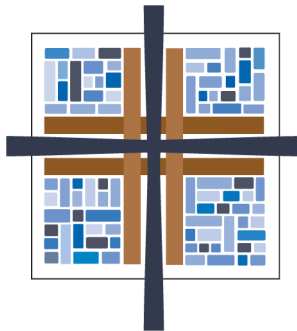
If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the Faith Formation Director with an official copy of the court order. Additionally, it is the custodial parent's responsibility to inform 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, Family Faith, sessions, 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.



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