



*The Church of  
Saint Timothy*

8 Oak Avenue North, Maple Lake, MN 55358  
office: 320-963-3726 • FAX: 320-963-2008

Dear Sixth Grade Parents,

Please read through the below information as we prepare for a new year of Faith Formation

- 1) The Faith Formation Open House will be Aug. 30<sup>th</sup> from 6-7:30pm at the school building. The catechist look forward to meeting all of the kids this year!
- 2) All Faith Formation related forms can be found through email, on the church website under the Faith Formation tab, and the church foyer.
- 3) Turn in all Faith Formation forms for 2023-24 at the same time.
  - a. Registration Sheet (double sided)
  - b. Code of conduct (one per child 6<sup>th</sup> grade and older is needed)
  - c. Parental involvement (only one per family is needed)
  - d. Authorization, Consent Release for Use of Visual Likeness and Original Works of Minors
  - e. Novel Coronavirus Acknowledgement and Assumption of Risk.
- 4) Late submission fee is \$10. This applies after August 31<sup>st</sup>.
- 5) If your child has any unique educational needs or allergies please communicate them to us via the registration form.
- 6) If your child is absent from school on Wednesday due to a sickness do not send them to Faith Formation Wednesday night.
- 7) If your child will miss a Faith Formation session, please let us know ahead of time via phone or e-mail.
- 8) The Net Retreat is set for September 25<sup>th</sup>, 3:30pm-9:00pm at the church. This is a required retreat.
- 9) Nitty Gritty Details
  - a. The program will start at 4:30pm. We will be using the side doors of the building again this year. The doors to the classroom will only be opened at 4:25 in order to give catechists some prep time and also allow for their meeting. Students are to stay with their parents in their cars until 4:25. They are not allow to hang out at the park unattended due to the After School program using it at that time. At 4:25, they can then make their way to their classroom.
  - b. At 5:45pm, the children will be released to walk to the parking lot to wait for their parents. If you prefer your child not be released without you, please let me know. If you are choosing to not get out of your car when picking them up, please drive up along the curve and wait for them so they are not running through the parking lot.
    - i. As before, we cannot send children out into the parking lot on their own.
- 10) Homeschooling is an option that can be handled on a family by family basis.

Also, I would like to remind you that we have Open Youth Room at the church on Wednesdays, after school until 7:00pm. This is available for any students, 6<sup>th</sup>-12<sup>th</sup> grade, who wants to find community at the parish and also needs a place to go after school until classes. They have time to play games, enjoy Adoration, and have a meal provided every week. It is an amazing opportunity!

If you have any questions please don't hesitate to ask. I am excited for the new year and look forward to seeing our children grow in their relationship with Jesus & His Church.

In Christ, through Mary,  
Karrie Walton  
Director of Faith Formation



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**2023-2024 Faith Formation Registration  
Grades K through 10**

**Registration at the Church of St. Timothy is required to participate in our Faith Formation Program**

Parents/Guardian Last Name:  \*Please list all names that can be contacted in case of an emergency.

Parents/Guardian First Name:

Address (PO Box):

City:  Parents Email:

State:  Parent's Cell#:

Zip Code:  Home #:

Did this student/s attend FF at St. Timothy's last year Y/N? If not, where? \_\_\_\_\_

Are you homeschooling this year? \_\_\_\_\_

Is your family currently registered as parishioners at St. Timothy? Y/N? If no, where? \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please note: After August 31<sup>st</sup> a late fee of \$10.00 will be added to each late registration.*

<b>Tuition Rate</b>	<b>Number of Youths</b>	<b>Total Tuition</b>
Grades K through 4 is \$50.00	X _____	= _____
Grades 5 through 10 is \$35.00	X _____	= _____

<b>Retreat Rates</b>		
Grades 6-8 Retreat Fee is \$15.00	X _____	= _____
Grade 9 & 10 Retreat Fee is \$75.00	X _____	= _____

Late Fee

**Total:** \_\_\_\_\_

The maximum tuition for any family is \$210.00. Please note that Retreat Rates must be paid at time of registration and are not included in the \$210.00 tuition maximum.

**For Office Use Only**

**Tuition: Please make checks payable to: The Church of St. Timothy**

Paid in Full: Yes - No

Date Paid: \_\_\_\_\_ Method of Payment: Check# \_\_\_\_\_ or Cash \_\_\_\_\_

Balance Due: \_\_\_\_\_

Amount paid will be deducted from your total

## **Emergency Medical Information**

If a child needs emergency care, we will call 911 and notify parents immediately. There is not medical insurance provided by the Parish or Archdiocese.

### **Contact person if parents cannot be reached:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Secondary Phone # \_\_\_\_\_

In the event of an emergency and I cannot be contacted, I hereby authorize that emergency treatment be administered.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

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Known allergies to medications or food:

Child's Name \_\_\_\_\_ Allergies \_\_\_\_\_

Child's Name \_\_\_\_\_ Allergies \_\_\_\_\_

The following are special circumstances regarding my child (social, medical or academic):

Child's Name \_\_\_\_\_ Concerns \_\_\_\_\_

Child's Name \_\_\_\_\_ Concerns \_\_\_\_\_

Additional information which would be helpful in teaching your child (learning disabilities, behavior tendencies, etc.) \_\_\_\_\_

### **PHOTO RELEASE**

Photo Release: I hereby grant permission for photographs taken of my child at this event to appear on St. Timothy's website, promotional flyers/videos, parish directories other parish social media sites, as well as an individual group photo going home with each person in that photo. I understand that these images will be used only in relation to these publications and this event. Any other use of said images will require my full written consent. (NOTE: If you do not grant permission, you must indicate such in a written letter to the Catholic Church of Saint Timothy, 8 Oak St. N. Maple Lake MN 55358. Notification must arrive at stated address no less than 5 business days prior to the event date.)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **TO PARTICIPATE IN THE ABOVE-DESCRIBED PROGRAM**

I warrant that my child is in good health. In the consideration of my child's participation, I agree to indemnify the parish from any claims or law suits brought by myself, my child, or others, that arise out of any behavior by my child at the event/activity described above. I also agree to pay reasonable attorney's fees or expenses incurred by the parish in defense of such a claim/suit. I agree that I am responsible for my child's conduct and actions. The event sponsor is not responsible for any injury or damage incurred or caused by my child. I understand that my child is required to comply with the code of conduct provided by the parish while participating in the event. I understand that if my child violates the code of conduct he/she may be required to be transported home at my expense.

I have read and agree to Terms and Conditions.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **KIDSMARTZ & NETSMARTZ ARE MANDATED ASPECTS OF OUR PROGRAM**

Parents will be notified prior to the date this material is to be covered at the appropriate grade level. There is an option to opt out of this material and cover it at home. We are very happy to work with you and answer any questions or address any concerns you may have. This/similar material is also covered at the public school, our students should have some familiarity with this material. I understand that the Parish must provide/cover this material as required by the Office for the Protection of Children and Youth.

I have read and agree to Terms and Conditions.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ST. TIMOTHY'S FAITH FORMATION CODE OF CONDUCT

Catechists of Faith Formation perform an invaluable service to the parents of St. Timothy's Parish. They have a time-consuming and challenging job, as you can well imagine. They need to cover much material in just over one hour a week. Your responsibility as parents is to deliver and pick up your teenager on time, to discuss with them the content covered in class, and to assure teachers of his/her consistent, appropriate behavior.

Even though infrequent, any serious attitude/discipline problems make it necessary - for the success of our program - that all parents and their students sign a behavior contract that will be strictly enforced. Every young person in faith formation is entitled to quality instruction in a supportive and safe environment.

Our policy states that: **when the adult leader considers a student's behavior to be consistently off task, inappropriate or disrespectful, that student will receive one verbal warning. Any subsequent problem will be reported to the Director of Faith Formation. Parents will be contacted before the next class period to choose one of two options:**

- A. Parents will receive leader guides and training to home school their student. A follow-up quiz will be given by the Director of Faith Formation
- B. Parents will accompany their student to his/her class to assist with instruction and behavior.

**If the behavior is severe there will be no other warnings and appropriate action will happen that night when the parent picks up the student.**

**Parent or Guardian:** I agree that my young person shall abide by the contract outlined above. I have reviewed it and discussed the contract with my child prior to signing this form. I agree that if my child fails to consistently abide by the code or engages in a serious infraction of the code, I will be notified immediately to choose from the options listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Youth Participant:** I understand and agree to the **St. Timothy's Faith Formation Behavior Contract**. I also understand that my parents(s) or guardian will be notified at the time of any infraction following one verbal warning. (Your signature must appear below in order to participate in St. Timothy's Religious Education Program.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FAITH FORMATION PARENT VOLUNTEERING

Please consider volunteering with our FF Program. We need substitute catechists, catechist aides, office staff substitutes and assistance with Retreats. If you choose to be a catechist or aide you receive discounted tuition. Contact Karrie if interested.

**AUTHORIZATION, CONSENT AND RELEASE FOR USE OF  
VISUAL LIKENESSES AND ORIGINAL WORKS OF MINORS**

This form allows you, the parent or guardian, to identify if images of your child and their original works may be used for purposes of print, online, social media communication and promotion.

I am the parent or legal guardian of \_\_\_\_\_ (full name of minor) ("My Child").

I grant the following rights to **The Church Saint Timothy** and the Archdiocese of Saint Paul and Minneapolis:

1. The right to use all photographs, pictures, portraits, vocal sounds, appearances/likenesses, video and performances (hereinafter collectively known as "image") of My Child in the possession of **The Church Saint Timothy**.
2. The right to use, reproduce, publish, exhibit, distribute, and transmit the image of My Child individually or in conjunction with other images or printed matter in the production of brochures, slides, motion pictures, broadcasts (radio, television, and other social and digital media), audio or video files, recordings, still photography, CD-Rom and any other manner of media now known or later developed;
3. The right to use, reproduce, publish, exhibit, distribute, and transmit the image of My Child individually or in conjunction with other images or printed matter on **The Church Saint Timothy** and the Archdiocese of Saint Paul and Minneapolis's Internet websites. **No home address or phone number will be published;**
4. The right to record, reproduce, amplify, edit, and simulate My Child's image and all sound effects produced;
5. The right to copyright, in the name of **The Church Saint Timothy** and the Archdiocese of Saint Paul and Minneapolis, works that contain the image of My Child;
6. The right to use and publish for general communications, advertising, commercial or publicity purposes, or for any other lawful purpose whatsoever My Child's original work; and
7. The right to assign the above-mentioned rights to third parties without notice to me.

I understand that the video files, still photos, or other media incorporating the image of My Child will become the property of **The Church Saint Timothy**. I hereby waive the right to inspect or approve the image or any finished materials that incorporate the image.

I understand and agree that no compensation will be provided, now or in the future, in connection with the use of My Child's image or My Child's original work.

I hereby release, discharge, and agree to indemnify and hold harmless **The Church Saint Timothy**, the Archdiocese of Saint Paul and Minneapolis, and their agents, employees and assigns from any and all claims, demands, right, and causes of action of whatever kind that I or My Child have or may have or may arise by reason of this authorization and from the use of My Child's image and original work, including but not limited to, all claims for libel and invasion of privacy.

This consent regarding My Child's likeness and original work is valid until such time as I choose to rescind this authorization and consent. If I choose to rescind this authorization and consent, I agree that I will inform **The Church Saint Timothy** in writing and that my rescission will not take effect until it is received by **The Church Saint Timothy**. I understand and acknowledge that it may not be possible to recall any work or photos that have been published prior to receipt of my written rescission.

I hereby authorize and consent that **The Church Saint Timothy** and the Archdiocese of Saint Paul and Minneapolis have the right to use My Child's name in connection with their educational, promotional, fund-raising activities, or for any other legitimate purpose.

Please initial: \_\_\_\_\_ Yes \_\_\_\_\_ No

I have read the above Disclosures, Authorizations, and Releases, have had the opportunity to consider their terms, and understand them. I execute this document voluntarily and with full knowledge of its significance.

Parent/Guardian Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Signature of  
Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Novel Coronavirus and Communicable Disease Assumption of Risk, Indemnification  
Agreement & Waiver of Liability  
(Adult and Minor)**

**Name of Participant:** \_\_\_\_\_

**Name of Parish/School:** \_\_\_\_\_

**Event and Dates:** \_\_\_\_\_

I acknowledge and understand, the novel coronavirus, COVID-19 has been declared a worldwide pandemic by the World Health Organization. Further, that COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact.

I hereby agree, represent, and warrant that neither the undersigned nor the registered participant child(ren) shall visit, utilize the facilities, or participate in, programs, activities, events, or services of the parish(es)/school(s) listed above, or the Archdiocese of Saint Paul and Minneapolis if he or she (1) experiences symptoms of COVID-19, including, without limitation, fever, cough or shortness of breath, or (2) has suspected or diagnosed/confirmed case of COVID-19. The undersigned agrees to notify the parish(es)/school(s) listed above immediately if any of the foregoing access, participation, or use restrictions may apply.

I acknowledge the parish(es)/school(s) listed above, and the Archdiocese of Saint Paul and Minneapolis have put in place preventative measures to reduce the spread of communicable diseases, including COVID-19. I agree to comply with measures that the parish(es)/school(s) listed above, and the Archdiocese of Saint Paul and Minneapolis may require to best protect against the introduction of viruses including, but not limited to, hygiene practices and temperature screening, related to myself and/or my child(ren). Further, I acknowledge the parish(es)/school(s) listed above, and the Archdiocese of Saint Paul and Minneapolis cannot guarantee that the undersigned and my child(ren) will not become infected with any communicable disease, including but not limited to COVID-19. I understand and agree that attending the event(s) listed above could increase my risk and my child(ren)'s risk of contracting a communicable disease, including but not limited to COVID-19.

By signing this agreement, I acknowledge the contagious nature of communicable diseases, including but not limited to COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by a communicable disease, including but not limited to COVID-19 by participating in programs of and attending the event listed above and that such exposure or infection may result in personal injury, illness, permanent disability, and death. Further, I hereby release, covenant not to sue, discharge and agree to indemnify, defend, and hold harmless the parish(es)/school(s) listed above, and the Archdiocese of Saint Paul and Minneapolis, its directors, officers, employees, and representatives, of and from any claims, including all liabilities, claims, actions, damages, or costs of any kind arising out of or relating thereto that me or my child(ren) may suffer. I understand and agree that this release and indemnification agreement includes any claims based on the actions, omissions, or negligence of myself and others, including, but not limited to, the parish(es)/school(s) listed above, the Archdiocese of Saint Paul and Minneapolis, their employees, volunteers, program participants and their families, whether a communicable disease, including but not limited to COVID-19 infection, occurs before, during, or after attendance of the event(s).

**I have read and agree to all the terms of this Assumption of Risk, Indemnification Agreement and Waiver of Liability**

Signature Date \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

(Rev. 2/2022)

**FAITH FORMATION PARENT SIGN-UP GRADE  
K - 10**

In order for our Faith Formation program to run successfully with opportunities available for our kids, we need many volunteers. In the last few years, volunteerism has decreased dramatically within our church and the US Catholic Church as well. Please offer a gift of time to the kids by choosing an opportunity to serve them throughout the year.

I will be able to help in the following ways:

	Name	Phone/cell #	e-mail address
1. Catechist	_____	_____	_____
2. Substitute	_____	_____	_____
3. Be a teacher aide in the classroom	_____	_____	_____
4. Provide clerical help to the staff	_____	_____	_____
5. Babysit for catechists	_____	_____	_____
6. Pray for our students, teachers & aides	_____	_____	_____
7. Assist with Retreats	_____	_____	_____
8. Be a driver for youth events	_____	_____	_____
9. Be involved with service Or Fun Outings	_____	_____	_____
10. Leading a teen small Group	_____	_____	_____
11. Providing food/snacks	_____	_____	_____

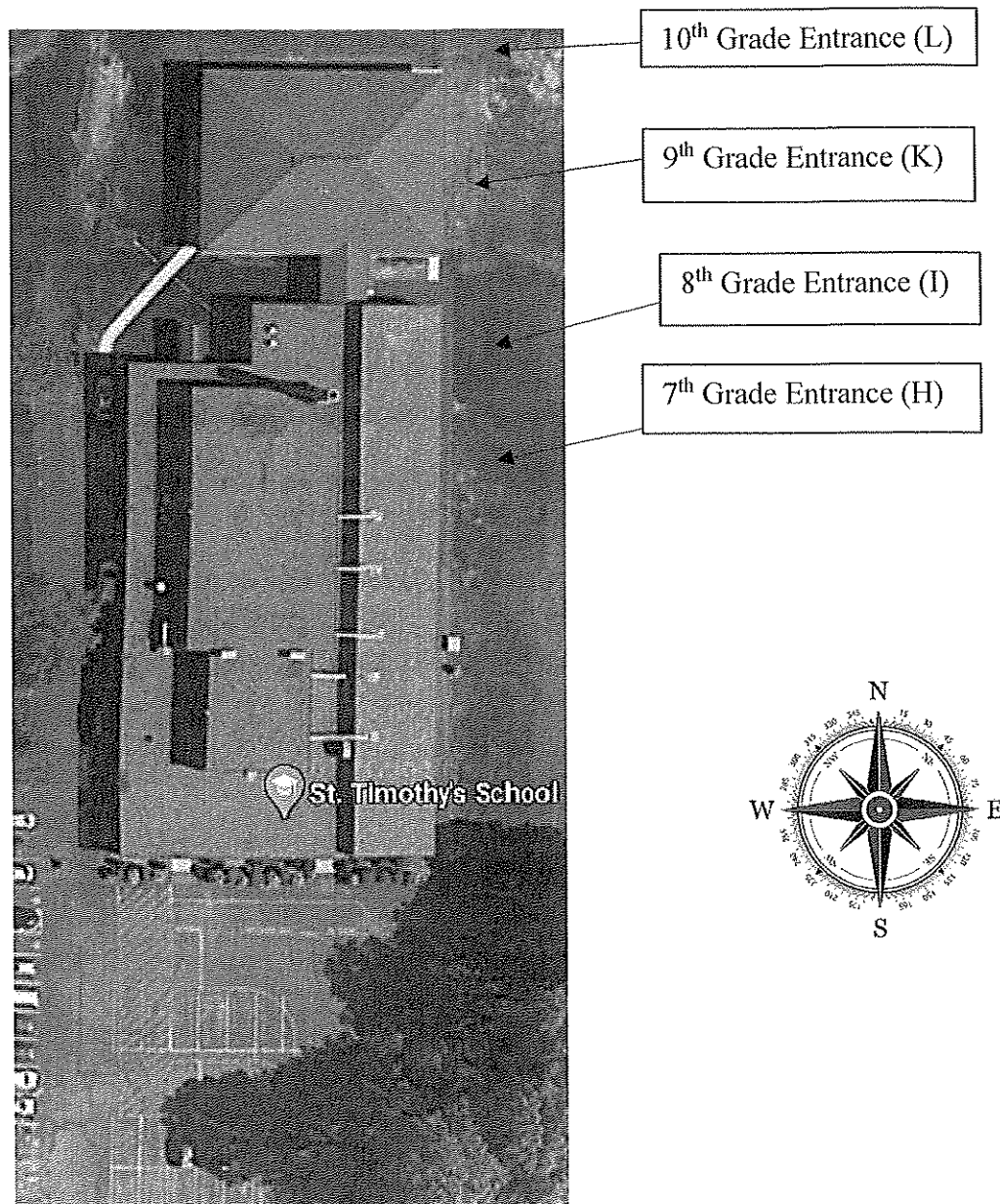
For some of these, you will need to be Virtus trained, which is not hard to do. If you have any questions, please let me know. Thanks!

# Faith Formation Calendar 2023-2024

Date	First Session 4:30-5:45	Second Session 7:00-8:15
30-Aug	Registration Night 6:30pm	
6-Sep	Meet with Catechists @ 6:30pm in School Gym	
11-Sep	Student Blessing @ all Sunday Masses	
13-Sep	<b>Opening Mass for Students and parents @ 6:30pm</b>	
17-Sep	Catechetical Sunday - Blessing of Catechists @ 10am Mass	
20-Sep	First day of Faith Formation Classes	
25-Sep	Net Retreat 6th-8th graders from 3:30pm-9:00pm Church basement	
27-Sep	FF	FF
	Confirmation Parent/Mentor/Candidate meeting @ 6pm in school gym	
4-Oct	FF	FF
8-Oct	Rite of Enrollment @ 10am Mass	
11-Oct	FF	FF
18-Oct	No Classes Fall Holiday	
25-Oct	FF	FF
29-Oct	Confirmation Meetup 2pm-4:30pm Church Basement	
1-Nov	<b>All Saints Day - Families are to attend Mass @ 6:30pm</b>	
8-Nov	FF	FF
15-Nov	FF	FF
22-Nov	Thanksgiving Break	
29-Nov	FF	FF
3-Dec	Confirmation Meetup 2pm-4:30pm Church Basement	
6-Dec	FF + St. Nick	FF + 9th-10th Reconciliation
13-Dec	FF + 3rd-6th Reconciliation	FF + 7th-8th Reconciliation
20-Dec	<b>Advent Mass for Classes 6pm?</b>	
3-Jan	FF + Christmas Party	FF Christmas party + Confirmation party
10-Jan	FF	FF
13-Jan	First Reconciliation Retreat 8:30am-11am @ School	
17-Jan	FF	FF
24-Jan	FF	FF
27-Jan	First Reconciliation 9:00am	
31-Jan	FF	FF
4-Feb	Confirmation Meetup 2pm-4:30pm Church Basement	
7-Feb	FF	FF



14-Feb	<b>Ash Wednesday - Families are to attend Ash Wednesday Mass @ 6:30pm</b>	
21-Feb	FF	FF
28-Feb	FF + 3rd-6th Reconciliation	FF + 7th-8th Reconciliation
March 2-3	Confirmation Retreat @ Camp Friendship	
6-Mar	FF + Stations K-2	FF + 9th-10th Reconciliation
13-Mar	FF + Stations 3-6	FF + Stations
20-Mar	FF	FF
27-Mar	No School Spring Break	
3-Apr	FF + Easter Celebration!	FF + Easter Celebration!
6-Apr	FHC Retreat 8:30-11am @ St. Timothy's School	
10-Apr	FF	FF
11-Apr	Confirmation Meeting 7pm @ Church	
14-Apr	Confirmation Rite of Sending 10am Mass	
	Confirmation Meetup 2pm-4:30pm Church Basement	
17-Apr	FF	FF
18-Apr	FHC Meeting 7pm @ Church	
21-Apr	First Holy Communion @ Noon Mass	
24-Apr	FF	FF + 10th Confirmation test
28-Apr	Confirmation Basilica @ 2pm	
1-May	FF	FF + 10th Mass and Pizza Party
5-May	FHC May Crowning 10am Mass	
8-May	Last Day of Classes + May Crowning (5th and 6th to OYR)	
15-May	Faith Formation Potluck 6pm School Parking Lot	
22-May	Catechists Final Meeting 6pm in Church Basement	



Student published information includes, but is not limited to, photos and names of students who have received awards and participated in classroom and co-curricular activities. These may be published in local newspapers; website for St. Timothy's Catholic Church and appears internally within the church on bulletin boards and other recognition showcases. If you do not want your child's name or photo to be used for these purposes, please contact Karrie Walton at 320-963-3726 or at [kw Walton@churchofsttimothy.org](mailto:kw Walton@churchofsttimothy.org).