

Confirmation Program Confirmation II 2017-2018

Handbook



Our Lady of Mount Carmel
Catholic Community
Church & School
Archdiocese of Galveston-Houston

Fr. Abelardo Cobos, Pastor.

www.mtcarmelalive.org

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Friends of Confirmation II 2017-2018

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OLMC Confirmation II 2017-2018 Schedule At a Glance

<p>September Fourth Sunday Candidates Session, 9:30AM Fourth Sunday Candidates Mass, 12PM All Souls Day Candle Fundraiser starts</p>	<h2 style="text-align: center;">OLMC Confirmation II 2017-2018 Schedule At a Glance</h2>	
<p>October First Wednesday, Adore, Catholic Charismatic Center, 7PM First Saturday Community Rosary, 4:30PM First Saturday Family Mass, 5PM Second Sunday Gifts of the Holy Spirit Session, 9:30AM Second Sunday Parents Meeting, 9:30AM Fourth Sunday Candidates Session, 9:30AM Fourth Sunday Community Rosary, 11:30AM Fourth Sunday Candidates Mass, 12PM</p>	<p>January First Saturday Community Rosary, 4:30PM First Saturday Family Mass, 5PM Second Sunday Gifts of the Holy Spirit Session, 9:30AM Second Sunday Parents Meeting, 9:30AM Service Project: SVdP Fourth Sunday Candidates Session, 9:30AM Fourth Sunday Community Rosary Fourth Sunday Candidates Mass, 12PM</p>	<p>April First Wednesday, Adore, Catholic Charismatic Center, 7PM First Saturday Community Rosary, 4:30PM First Saturday Family Mass, 5PM Second Sunday Gifts of the Holy Spirit Session, 9:30AM Second Sunday Parents Meeting, 9:30AM Fourth Sunday Candidates Session, 9:30AM Fourth Sunday Community Rosary, 11:30AM Fourth Sunday Family Mass, 12PM Sponsors Day of Reflection - Spring</p>
<p>November First Wednesday, Adore, Catholic Charismatic Center, 7PM November 2, All Souls Day Mass First Saturday Community Rosary, 4:30PM First Saturday Family Mass, 5PM Service Project: SVdP Second Sunday Gifts of the Holy Spirit Session, 9:30AM Second Sunday Parents Meeting, 9:30AM No Fourth Sunday Candidates Session - Thanksgiving</p>	<p>February First Wednesday, Adore, Catholic Charismatic Center, 7PM First Saturday Community Rosary, 4:30PM First Saturday Family Mass, 5PM Second Sunday Gifts of the Holy Spirit Session, 9:30AM Second Sunday Parents Meeting, 9:30AM Ash Wednesday Lent Communal Penance Fourth Sunday Candidates Session, 9:30AM Fourth Sunday Family Mass, 12PM Sponsors Day of Reflection - Winter</p>	<p>May First Wednesday, Adore, Catholic Charismatic Center, 7PM First Saturday Community Rosary, 4:30PM First Saturday Family Mass, 5PM</p>
<p>December First Wednesday, Adore, Catholic Charismatic Center, 7PM December 2, Service Project: Archbishop Flores Dinner & Dance No First Saturday Family Mass December 6, Advent Communal Penance Second Sunday Gifts of the Holy Spirit Session, 9:30AM Second Sunday Parents Meeting December 24, Service Project: Christmas Decorations No Fourth Sunday Candidates Session - Christmas</p>	<p>March First Saturday Community Rosary, 4:30PM First Saturday Family Mass, 5PM Second Sunday Gifts of the Holy Spirit Session, 9:30AM Second Sunday Parents Meeting, 9:30AM Retreat 2018 Service Project: Holy Week/Triduum Service Project: Easter Decorations</p>	<p>June – September Additional dates will be provided in 2018. Information provided is accurate as printed on Wednesday, September 13. All dates are subject to change. Please check the monthly schedule, parish bulletin, or website for updates.</p>
<p>Holy Days of Obligations</p>	<p>January 1, solemnity of Mary, Mother of God Thursday of the Sixth Week of Easter, solemnity of the Ascension August 15, the solemnity of the Assumption of the Blessed Virgin Mary</p>	<p>November 1, the solemnity of All Saints December 8, the solemnity of the Immaculate Conception December 25, the solemnity of the Nativity of Our Lord Jesus Christ</p>

Our Lady of Mt. Carmel Catholic Community
Confirmation Program
Confirmation II 2017-2018
www.mtcarmelalive.org

Faith Formation Contact Information

Coordinator of Faith Formation

Clara Cruz

phone/cell: 713-645-6673/281-414-8747

email: ccruz@olmchou.org

Confirmation Coordinator

Francis Bui

cell: 713-498-6066

email: fvbui@yahoo.com

Mailing address

Our Lady of Mt. Carmel Catholic Community
6723 Whitefriars Dr.
Houston, Texas 77087
attn: Confirmation Program

Website

www.mtcarmelalive.org

Fee Schedule

Sacramental Preparation

\$50, goes directly to OLMC Faith Formation to support supplies and buildings

Retreat

\$130, covers dorms and meals, for 3-days, 2-nights

Payment Plan

\$25, non-refundable deposit required at time of registration, no later than September 12, 2017.

\$20*, required at time of late registration, after November 1, 2017.

\$50, payment plan due by September 24, 2017.

\$50, payment plan due by October 22, 2017.

\$35, payment plan due by November 26, 2017.

\$20, payment plan due by December 24, 2017.

*Late Registration

\$20, applies to all registration that occurs after Tuesday, November 1, 2017.

Candidates Attendance Policy

Requirement

All Confirmation II candidates are required to attend the Second Sunday Gifts of the Holy Spirit Session (GHS), also known as Sacramental Preparation Classes as printed on the Confirmation II 2017-2018 Calendar, unless otherwise noted. The Second Sunday Gifts of the Holy Spirit Session is held once a month on the second Sunday.

Fourth Sunday Candidates Sessions may consist of guest speakers, special topics, team building activities, and/or inter-ministries events and is held once a month. Special Sessions may be held on various date(s) and advance notice will be provided.

Verification

Attendance will be taken at the Second Sunday Gifts of the Holy Spirit Session, Fourth Sunday Candidates Sessions, or Special Sessions by a Confirmation II catechists or peer leaders. This attendance may include a verbal roll call, sign-in sheet, or candidate check-in. It is each candidate's responsibility to ensure that his/her attendance is recorded accurately.

Service Project Attendance Policy

Requirement

All Confirmation II candidates are required to volunteer in service projects as printed on the Confirmation II 2017-2018 Calendar, unless otherwise noted. This unique opportunity for Christian service allows the candidates to be able to give back to their parish and surrounding communities. The type(s) and location(s) of the service projects are determined to provide maximum exposure and use the time, talents, and treasure that God has given to the candidates. All service projects are performed by the entire Confirmation II class. Service project(s) volunteered outside of the OLMC Confirmation Program will not be considered.

Service projects are project based and not hours based and therefore are not considered optional.

Verification

Attendance will be taken at the service projects by a Confirmation II catechists or peer leaders. This attendance may include a sign-in sheet or candidate check-in. It is each candidate's responsibility to ensure that his/her attendance is recorded accurately.

Community Service Hours

Candidates who volunteer will receive community service hours. An added bonus is that some OLMC service projects will be eligible for double hours (2x) or triple hours (3x). Community service hours earned can be submitted to high school counselors for college scholarship considerations. At the conclusion of Confirmation II, if all service projects were participated in, a minimum of 100 community service hours would have been volunteered.

Parents Attendance Policy

Requirement

Parents of Confirmation II candidates are required to attend Parents Meeting on the Second Sunday of each month as printed on the Confirmation II 2017-2018 calendar, unless otherwise noted. These meetings are designed to inform parents about upcoming events, changes, and candidates status.

The monthly meetings will include sharing and discussions of contents similar to what the candidates are receiving. Bilingual translation will be available for all communication. It is the responsibility of the parents to keep informed through the following media:

- Website: mtcarmelalive.org
- Parish bulletin
- Email notifications
- in person meeting with catechists
- phone calls with catechists

Verification

Attendance will be taken at each parents meeting by a Confirmation II catechist. This attendance may include a verbal roll call, sign-in sheet, or parent check-in. It is each parent's responsibility to ensure that his/her candidate is given credit for their attendance.

If the parents are not able to attend, an adult (18 years of age or older) may attend in their absence. Once a sponsor is selected, it would be the sponsors to substitute.

Stewardship/Offertory Policy

All Confirmation II families are required to contribute to the collections at Our Lady of Mt. Carmel Catholic Community on a weekly basis. Envelop can be provided for convenience. It is the act of giving that is practiced. The amount of the weekly collections is secondary. Online donations will be quickest, by going to mtcarmelalive.org.

Sponsors Attendance Policy

Requirement

Sponsors of Confirmation II candidates are required to attend the *Sponsors Days of Reflections* (February, April, June, and August) as printed on the Confirmation II 2017-2018 calendar, unless otherwise noted. These meetings are designed to share how and why the sponsor was confirmed. Additionally, the sponsors and candidates will be able to build on their relationship with discussions, group activities, and fellowship. Bi-lingual translation will be available upon request.

Requirements to be sponsor are provided below as a reference. Additional information and discussions will be addressed in subsequent sessions.

- ✚ *Be a Catholic.*
- ✚ *Been confirmed. Preferred not to be in the last two years.*
- ✚ *Received the Sacraments of Eucharist.*
- ✚ *Leads a life in harmony with the faith and the role to be undertaken.*
- ✚ *Completed the sixteenth year of age.*
- ✚ *Not be bound by any canonical penalty legitimately imposed or declared (e.g. if married, the marriage must be recognized by the Catholic Church as valid).*
- ✚ *Not be cohabiting (living) with anyone unless he/she is the spouse and married by the Catholic Church.*
- ✚ *Not be the father or mother of the one to be confirmed.*
- ✚ *Reside in the Houston metropolitan area.*
- ✚ *Able to participate in all sponsors event and activities.*
- ✚ *Not an OLMC Confirmation II catechists or peer leaders.*
- ✚ *Not the pastor of OLMC.*

Verification

Attendance will be taken at each Sponsors Day of Reflection by a Confirmation II catechist. This attendance may include a verbal roll call, sign-in sheet, or sponsor check-in. It is each sponsor's responsibility to ensure that his/her candidate is given credit for their attendance.

Mass Attendance Policy

Requirement for Candidates

Confirmation II candidates are required to attend Mass on a weekly (Saturday/Sunday) basis, preferably at Our Lady of Mt. Carmel Catholic Community (OLMC). Mass during the week as part of a school event/activity will not be considered.

- The First Saturday, 5pm Mass is the Family Mass. Confirmation II candidates along with their parents and family members will sit together in the front reserved pews and also will serve as lectors, altar servers, ushers, or in the choir. This is a required group Mass attendance.
- The Fourth Sunday, 12pm Mass, is the Candidates Mass. Confirmation II candidates will sit together in the front reserved pews and also will serve as lectors, altar servers, ushers, or in the choir. This is a required group Mass attendance.
- Holy Days of Obligations are required of candidates. Some are celebrated during the week and others are abrogated on the weekend.

Requirement for Parents

To show how important Christ's sacrifice is to our salvation, Confirmation II parents are invited to attend Mass with their candidates. When you attend Mass, make sure your candidate is seated with you. Arrive for Mass before the processional and stay until the last song is complete. Attend the complete service - Mass does not begin at the Gospel nor does it end when the Eucharist has been received. Respect during Mass is respect for the Lord.

Verification

OLMC Mass times are Saturdays, 5:00pm, Sundays, 8:00am, 10:00am, and 12:00pm. Before Mass, candidates are asked to sign-in with a Confirmation II catechist to receive credit. At the beginning of the Liturgy of the Word, when the First Reading starts, it is considered late and the candidate will not be considered in attendance.

If the candidate attend Mass at any Catholic church, a church bulletin with the signature of the priest or deacon as well as the candidate's name clearly written on the front is required to within one week of the absence.

Reminders

Confirmation II candidates should refrain from leaving the pews during Mass to go to the restrooms unless it is an emergency. No candidates should be loitering in the vestibule (back of the church) by the OLMC Bookstore, Our Lady of Guadalupe, or doors of the church.

Mass Dress Code for Female - No short skirts, shorts, low necklines, spaghetti strap dress, bare shoulders or stomach. No blue jeans or jeans with holes. No flip flops. Heels should not be higher than 2". Flats are recommended. Red polo.

Mass Dress Code for Male - No muscle shirts, t-shirts or shorts. No blue jean or jeans with holes. No flip flops. Red polo.

Supplies Policy

Bible (BYOB)

All Confirmation II candidates are required to have and bring a Bible to all Confirmation II related sessions, meetings, events, or activities, unless otherwise noted. Confirmation II have the Bible in stock. The cost is \$20.

BYOB (bring your own Bible) will be used to remind the candidates when the Bible are needed. The recommended Bible for Confirmation is *Catholic Youth Bible Revised: New American Bible*.

Shirt (S)

All Confirmation II candidates are required to have and wear a red, short-sleeve pique polo shirt with two or three buttons. The polo shirt cannot have any brand/logo larger than a quarter on the front chest area. The polo shirt cannot have any brand/logo on the sleeves. Design patterns are not allowed on the back or on the front.

Department retailers such as JC Penny, Sears, Target, Kohl's, Marshalls, or Ross have these in stock and cost should be no more than \$25. With seasonal inventory, these red, short-sleeve pique polo shirts can be found at a discount. S (shirt) will be used to remind the candidates when the redshirts are to be worn.

Rosary (R)

All Confirmation II candidates are required to have and bring a starter rosary and rosary pamphlet. The OLMC Bookstore has these in stock. R (rosary) will be used to remind the candidates when the rosary and rosary pamphlets are needed.

Notebook (N) and Pen (P)

All Confirmation II candidates are required to have and bring a composition or spiral notebook and a favorite pen to the Second Sunday Gifts of the Holy Spirit Sessions and Fourth Sunday Candidates Sessions.

Calendar and Missalettes

All Confirmation II candidates will be issued an OLMC wall calendar and missalette. These are provided to aid the in keeping organized and also as a resource for sessions discussions. It is the responsibility of the candidate to keep up with these items.

Fines

The following fines will be assessed for each violation:

- \$1 - first violation for not having a Bible, not wearing polo shirt, not bringing a notebook or pen.
- \$5 - second violation for not having a Bible, not wearing a polo shirt, not bringing a notebook or pen.
- \$10 - third violation for not having a Bible, not wearing a polo shirt, not bringing a notebook or pen.
- \$20 - subsequent violation(s).
- \$1 - rental fee each time for not having a Bible, not bringing a notebook or pen.

Employment and Extracurricular Policy

Priority

The Confirmation II is a journey which needs to be the first priority for the candidates. Distracting factors that may impede on building a relationship with God and limit clear discernment and openness are employment (seasonal, part-time, or full-time jobs) or extracurricular (athletics, cheer, academic teams, or band). The demands of academics are part of all students whether in Catholic high school or public high school. These include exams, projects, rehearsals, practices, college prep courses, or college entrance exams prep courses. Academic related employment such as internships or work study are not considered employment for pay.

Employment

Confirmation II candidates are not permitted to be employed during Confirmation II 2017-2018 that will conflict with any scheduled events or activities as printed on the Confirmation II 2017-2018 calendar, unless otherwise noted. All employment related absences will be considered unexcused.

Internships as part of the academic requirements are not consider employment.

Extracurricular

Confirmation II candidates who participate in extracurricular activities such as athletics, cheer, academic teams, or band may be required to accompany their respective groups to events or even to travel. These circumstances are scheduled in advance. Exceptions may include competitions or tournaments where advancement is based on the winners of the events on the particular day.

All extracurricular related absences must include advance notice with contact information of the coach, instructor, or school official. Emailed, typed, or hand written notices are acceptable. A schedule will not be sufficient. Failure to provide advance notice will be considered unexcused.

Cell Phone and Electronics Policy

Check-in

Cell phones and/or portable electronics must be checked-in upon arrival at any Confirmation II related events or activities, unless otherwise noted. This is to minimize distractions so that the focus can be on forming and building a relationship with God. The cell phones and/or portable electronics will remain checked-in the entire duration until departure. At the departure of any Confirmation II related events or activities, the candidates may pick-up and resume using the cell phones and/or portable electronics.

Emergency

For Confirmation II candidates - If an emergency situation should arise while at any Confirmation II sessions, monthly group meetings, service projects, or other related events/activities, the candidates will be allowed to have access to his/her cell phone.

For Confirmation II parents – If an emergency situation should arise while the candidates are attending any Confirmation II sessions, monthly group meetings, service projects, or other related events/activities, the parents can contact the Coordinator of Religious Education or Confirmation II catechists.

Disciplinary Action

- ✎ Cell phones and/or electronics will be confiscated.
- ✎ Parents of the candidate(s) will be notified to come to OLMC.
- ✎ \$25 fine will be required to return the cell phones and/or electronics.

Fundraiser Policy

Parish

Confirmation II families will be invited to participate in fundraisers throughout the year. The purpose of the fundraisers are to raise funds to support the entire parish community. It is our responsibility as Catholics and OLMC parishioners to be good stewards by contributing of our time, talents, and treasures. Examples in the past included parish bazaar raffle tickets, parish gala.

Ministry

Confirmation II families will be required to participate in fundraisers throughout the year. The purpose of the fundraisers are to raise funds to support Confirmation II 2017-2018. The proceeds help to defer expenses otherwise would come from the parish budget and/or families. Examples in the past included All Souls candles, spaghetti plates, lemonade stand, ice cream, and garage sale.

Confirmation II families may opt not to participate in the fundraiser throughout the year. Payment options of credit card, check, or cash will be available to pay off the required balance of the fundraisers.

Candidates that do not fulfill the fundraisers sales quota will be required to pay off the outstanding balance(s).

Candidates that have outstanding balance(s) will not be eligible to participate in profit-sharing.

Driving Policy

Permission

Confirmation II candidate(s) who will be driving himself/herself to and from OLMC Confirmation II related sessions, meetings, or events are required to have written permission from the parents authorizing the candidate to drive. The written permission will also include the make, model, year, color, and license plate of the vehicle.

License and Insurance

Confirmation II candidate(s) who will be driving himself/herself to and from OLMC Confirmation II related sessions, meetings, or events are required to submit a copy of his/her Texas Drivers License as well as a copy and current proof of insurance. OLMC will keep these copies in the candidate's file in case of any emergencies. OLMC will not be held liable for any damages or injuries that may occur while the candidate(s) are driving to and from OLMC Confirmation II related sessions, meetings, or events.

Carpool

Confirmation II candidate(s) who will be driving himself/herself to and from OLMC Confirmation II related sessions, meetings, or events are not permitted to drive another candidate or carpool unless explicit written permission has been obtained from both candidates' parents. Confirmation II strongly discourages carpool.

Behavior

Confirmation II candidate(s) who will be driving himself/herself to and from OLMC Confirmation II related sessions, meetings, or events are to be respectful of others by keeping the music volume to an appropriate level, maintaining proper speed and control in a parking lot, and last but not least, observe all Texas driving laws.

Disciplinary Actions

- ✎ Candidate(s) along with vehicle will be detained. Car keys will be confiscated.
- ✎ Parents of the candidate(s) will be notified to come to OLMC to pick up the candidate(s) and vehicle.
- ✎ \$50 fine will be required to return car keys.

Food and Drinks Policy

Nourishments

Confirmation II candidates may be arriving to Confirmation II sessions, group meeting, service projects or other related events/activities after a long day. Drinks are to maintain hydration and light snacks to prevent hunger are permissible. Full meals are discouraged. No food or drinks are permitted in Church.

Candidates that have dietary restrictions and/or food allergies should inform the Confirmation II catechists.

Fasting and Abstinence

On days of fasting and abstinence, Confirmation II candidates should observe accordingly.

Chewing Gum Policy

Littering and Property Damage

Due to littering and property damage throughout the OLMC campus on concrete sidewalks, desks, chairs, benches, and church pews, it has been decided that no chewing gum will be permitted on OLMC campus. Please dispose of chewing gum in the proper trash receptacles especially before entering Church for Mass.

Medication Policy

Candidates on medication will need to inform the Confirmation II catechists and provide the medication with instructions in a zip lock bag. Candidates will not be permitted to self-administer any medication(s) without a Confirmation II catechists present.

Confirmation II sessions, group meeting, service projects or other related events/activities may take place both indoors and outdoors. Exposure to nature should be expected and the candidates should dress and prepare accordingly.

Weather Policy

News

The pastor of OLMC may close classes and offices due to inclement weather or emergencies (flooding, icy roads, power failures, etc.). Once the decision is made, an official announcement will be provided.

Contact

OLMC Confirmation II will communicate the announcement with the candidates and parents of inclement weather by website, phone calls, text messages, or emails. Additional information may be obtained by calling the OLMC Parish Offices at 713-645-6673 or Confirmation II catechists.

Notice

Confirmation II candidates and parents are urged to use their best judgment when these inclement weather situations occur. OLMC Confirmation II will not be held responsible should any injuries or damages occur in transit to/from the OLMC campus due to inclement weather.

Coupon Policy

Confirmation II candidates will be issued eight excused absence coupons for 2017-2018. The excused absence coupons are required to be attached to the document indicating the reason for absence. The excused absence coupons can only be used IF prior arrangement were made.

Confirmation II catechists will not replace any lost or damaged, and will not reissue any additional coupons.

Confirmation II candidates that do not use any coupons will be eligible to redeem them as bonus on the final exam.

Communication Policy

Candidates Responsibility

If the candidate is late for other reasons, the following should be observed:

- ✉ Phone call to Confirmation II catechists or Faith Formation Office.
- ✉ Text message to Confirmation II catechists.

If the candidate is absent for other reasons, the following should be observed:

- ✉ Prior arrangement(s) must be made in writing, with a minimum of at least 48 hours advance notice.
- ✉ Arrangement is a written note from a doctor, coach, and/or instructor.
- ✉ Emergency is the “day-of”, at which time a phone call and speaking to Confirmation II catechists or Faith Formation Office is required. Voicemail is not acceptable.

The candidate excused absence will be made-up at the discretion of the Confirmation II catechists. Make-up sessions will be held on Saturday, 8:30am, OLMC parish center.

Confirmation II candidates that accumulate **three unexcused absences** will need additional preparation time, to readjust priorities, and asked to return in 2018-2019 to receive the Sacrament of Confirmation.

Parents Responsibility

If the parents are absent for other reasons, the following should be observed:

- ✉ An adult representative may substitute in the absence of the parents. The preferred would be the sponsor.

The parents excused absence, if no substitute was present, will be made-up in the same month of the absence. Make-up meeting will be held on Sundays, 8:30am, OLMC parish center.

Sponsors Responsibility

No absences permitted. No make-up for *Sponsors Days of Reflections* will be offered.

Grievance Policy

Confirmation II candidates and parents have the right to express concerns or request additional clarification on information that are shared during Confirmation II 2017-2018 either verbally or in writing. The following are the point of contacts and order to address.







1. Confirmation II catechists – 2017-2018 catechists
2. Confirmation II coordinator – Francis Bui
3. Coordinator of Religious Education – Clara Cruz
4. Pastor – Fr. Abelardo Cobos

To ensure proper and timely resolution, please DO NOT approach the pastor directly. Allow the Confirmation II catechists, Confirmation II coordinator, and/or Coordinator of Religious Education an opportunity to assist. Failure to do so may result in delay of receiving resolution or clarification. Matters that require the pastor input will be escalated as needed.

All issues will be documented and will become part of the candidates files. These include but are not limited to in person conversations, written emails/text messages, voicemails/phone calls.

Confirmation II Handbook

This acknowledgment form is to be completed by both the Confirmation II candidate and his/her parents and returned to the OLMC Faith Formation Office.

-  I attended the OLMC Confirmation II Orientation.
-  I received and have a copy of the OLMC Confirmation II 2017-2018 Handbook.
-  All Confirmation II policies in the handbook were explained to me clearly.
-  All of my questions and/or concerns were addressed and answered in an acceptable manner.
-  I understand what my responsibilities are as a candidate for the Sacrament of Confirmation here at Our Lady of Mt. Carmel Catholic Community.
-  I understand what my responsibilities are as the parents of the Confirmation II candidate here at Our Lady of Mt. Carmel Catholic Community.

Confirmation II Candidate's Signature

Date

Print Name of Candidate

Confirmation II Parent's Signature

Date

Print Name of Parents