



Church of the Epiphany  
1900 111th Ave NW  
Coon Rapids, MN 55433

April 2009

Dear Parents/Guardians:

God has blessed us in many ways. We are honored that you have chosen to entrust your son/daughter to us for their formal faith formation. We are partners with you in providing prayer, faith experiences, formal classes, community building, and service opportunities.

Enclosed are the 2009-2010 Faith Formation Registration and Volunteer forms. We need the registrations early so we have more time to recruit and train volunteers for our 900+ children/teens. We are having an **Early Bird Special**. Everyone registered **by June 30** will have tuition at **this year's tuition rate** (\$75 per child with a household maximum of \$225). Those who are registered **after June 30** will have tuition of \$100 per child with a household maximum of \$300. Anyone registered **AFTER August 1 will be placed on a waiting list.** I know that some of you do not know your child's fall schedules. That's all right. Please register now. If you need to make changes you can contact our office. We do ask that you provide payment with the registration. There are three ways to pay: check, credit card or monthly withdrawal. **No family is turned down because of financial challenges.**

Who should register?

- Children who are 3 by September 1, 2009 (Sunday School)
- Children in grades K - 10 who attend a public/charter school or who are home schooled
- 10<sup>th</sup> graders who attend a Catholic High School (no fee for Confirmation prep)
- 2<sup>nd</sup> graders who attend a Catholic School ***other*** than Epiphany (no fee for sacramental prep)
- Current 8<sup>th</sup> graders in Epiphany School who will be attending a public high school
- Confirmed teens in grades 11 & 12 are encouraged to attend Sunday nights (no fee)

Please review the program descriptions on the back of this letter. Calendars will be available on our parish website ([www.epiphanymn.org](http://www.epiphanymn.org)) or in the parish office in early August. All sessions begin the week of September 20<sup>th</sup>. We need hundreds of volunteers. Please take time to reflect on how you might share your gifts in one of our programs. For general registration questions, please contact Sue Linville at either 763.862.4331 or [slinville@epiphanymn.org](mailto:slinville@epiphanymn.org). For questions about financial assistance, please contact me. Registrations can be mailed or brought to the Parish office.

Easter Blessings!

Katie Gebhard  
Director of Faith Formation  
763.862.4335  
[kgebhard@epiphanymn.org](mailto:kgebhard@epiphanymn.org)

# Program Descriptions/Options:

**Sunday School:** For children who are 3 by September 1, 2009 through grade 1. The programs are during the 8:45 and 10:30 Masses.

**Special Education:** Designed for children with special educational needs. Meets during the 10:30 Mass.

**Elementary:** Grades 1-5. Classes meet Tuesdays from 6:30-7:45 and Wednesdays at either 5:00-6:15 or 6:45-8:00.

**First Reconciliation and First Eucharist:** Parents are directly involved in helping their children prepare for these sacraments. There are parent sessions and learning centers.

**Rite of Christian Initiation of Children:** Designed for children in grades 4-10 who have not received Baptism, Reconciliation and/or Eucharist. Classes meet on Wednesdays from 6:45-8:00. Please list RCIA on the registration form under session.

**Middle School:** Teens in grades 6-8 have a choice of two different class models. Sunday evenings are from 7:00-8:30 and use the *LifeTeen* format which is more of a youth ministry/interactive model. Wednesday evening sessions are from either 5:00-6:15 or 6:45-8:00. This model is a more formal setting using the Harcourt Religion Series. We also offer a variety of youth events throughout the year.

**High School:** Teens in grades 9-10 have a choice of two different class models. Teens in grades 9 & 10 are part of Confirmation preparation. Teens in grades 11 & 12 who have already been confirmed are encouraged to participate and help at the Sunday evening session. Sunday evenings are from 7:00-8:30 and use the *LifeTeen* format which is more of a youth ministry/interactive model. Wednesday evenings are from either 5:00-6:15 or 6:45-8:00. This is a more formal model using St. Mary's Press *Catholic Youth Handbook*. Teens are expected to participate on a very regular basis because this is preparation for Confirmation. In 10<sup>th</sup> grade there are special additional sessions and a retreat for those being confirmed. We also provide various youth events throughout the year.

**10<sup>th</sup> Graders attending a Catholic High School:** must be registered (no fee) and attend the special Confirmation sessions and a retreat. They are not required to attend weekly class sessions. Please list CHS on the registration form under session.

**Home School:** A program designed for parents who wish to teach their children/teen at home. We will provide materials. If your child/teen is celebrating a sacrament, attendance at the special meetings/retreat/learning centers is required.

Choose the class time you want and put the bolded code under session on the front of the form.

## Session

- S 8:45:** Sunday at 8:45 for 3 year olds - grade 1
- S 10:30:** Sunday at 10:30 for 3 year olds - grade 1
- S 7:00:** Sunday at 7:00 for grades 6-12
- T 6:30:** Tuesday at 6:30 for grades 1-5
- W 5:00:** Wednesday at 5:00 for grades 1-10
- W 6:45:** Wednesday at 6:45 for grades 1-10



Church of the Epiphany  
 Faith Formation Registration  
 1900 111th Ave NW  
 Coon Rapids, MN 55433

Home phone: \_\_\_\_\_

Parent/Guardian

Alt. phone: \_\_\_\_\_

Address

E-mail: \_\_\_\_\_

City/State/Zip

Provide to receive communications electronically

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<u>Child</u>	<u>Birthdate</u>	<u>Age</u>	<u>M/F</u>	<u>Grade</u>	<u>Session</u>
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Circle Sacraments received:    Baptism    Reconciliation    Eucharist    Confirmation

Special Needs (medical, learning, physical): \_\_\_\_\_

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<u>Child</u>	<u>Birthdate</u>	<u>Age</u>	<u>M/F</u>	<u>Grade</u>	<u>Session</u>
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Circle Sacraments received:    Baptism    Reconciliation    Eucharist    Confirmation

Special Needs (medical, learning, physical): \_\_\_\_\_

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<u>Child</u>	<u>Birthdate</u>	<u>Age</u>	<u>M/F</u>	<u>Grade</u>	<u>Session</u>
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Circle Sacraments received:    Baptism    Reconciliation    Eucharist    Confirmation

Special Needs (medical, learning, physical): \_\_\_\_\_

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<u>Child</u>	<u>Birthdate</u>	<u>Age</u>	<u>M/F</u>	<u>Grade</u>	<u>Session</u>
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Circle Sacraments received:    Baptism    Reconciliation    Eucharist    Confirmation

Special Needs (medical, learning, physical): \_\_\_\_\_

**Early Bird Special: \$75.00 per child, family maximum \$225.00 if registration form is received by June 30, 2009. Check, credit card, or ACH needs to be included to receive this rate.**

**After June 30<sup>th</sup> registration fee is \$100.00 per child, family maximum of \$300.00. Must be received in the Parish Office by August 1, 2009.**

**If registration is received after August 1<sup>st</sup> we will place your child/ren on a waiting list until a space becomes available.**



# Authorization for Credit Card Payment and Automatic withdrawal

## Please Print

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Envelope # \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

## Credit Card Information

Type of credit card: Mastercard: \_\_\_\_\_ Visa: \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Number on the back of the card (signature box) \_\_\_\_\_

Amount to be charged \$ \_\_\_\_\_

Signature \_\_\_\_\_

## Automatic Withdrawal Information

Total amount due: \_\_\_\_\_

Amount to be deducted: \_\_\_\_\_ Checking: \_\_\_\_\_ OR Savings: \_\_\_\_\_

Frequency of withdrawal, PLEASE CHECK ONE (First payment will be deducted 10/1/09)

\_\_\_\_ Monthly on the 1<sup>st</sup>      \_\_\_\_ Monthly on the 15<sup>th</sup>      \_\_\_\_ Twice per month 1<sup>st</sup> & 15<sup>th</sup>

Signature \_\_\_\_\_

## **BANK INFORMATION**

I (we) authorize The Church of the Epiphany through its bank to establish automatic withdrawals from my (our) bank account or credit union identified below. The bank or credit union is also authorized to charge these entries to my (our) account. This authority will remain in effect until I give reasonable notification to terminate this authority or the balance is paid in full.

# Please attach voided check here



# Faith Formation Volunteer Form 2009-2010

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

E-mail: \_\_\_\_\_

### Check the requirements that have been completed

For Adults

For Teens

\_\_\_\_ Background Check

\_\_\_\_ Grade in School

\_\_\_\_ Virtus Training

\_\_\_\_ Two (2) letters of recommendation

\_\_\_\_ Code of Conduct

\_\_\_\_ Code of Conduct

### Sunday School - Sunday Mornings

Catechist (Team Teacher)	___ 8:45	___ 10:30	___ 3yr	___ 4yr	___ Kind	___ 1 <sup>st</sup>
Classroom Assistant	___ 8:45	___ 10:30	___ 3yr	___ 4yr	___ Kind	___ 1 <sup>st</sup>
Substitute Catechist	___ 8:45	___ 10:30				
Special Education	___ 10:30	<b>ONLY</b>				
Music Leaders	___ 8:45	___ 10:30				
Child Care in Nursery	___ 8:45	___ 10:30				
Office Assistant	___ 8:45	___ 10:30				

### Elementary - Tuesday & Wednesday Evenings

Catechist	Tues. 6:30 _____	Wed. 5:00 _____	Wed. 6:45 _____	
Grade preferred	___ 1 <sup>st</sup>	___ 2 <sup>nd</sup>	___ 3 <sup>rd</sup>	___ 4 <sup>th</sup> ___ 5 <sup>th</sup>
Classroom Assistant	___ 6:30 Tues.	___ 5:00 Wed.	___ 6:45 Wed.	
Substitute Catechist	___ 6:30 Tues.	___ 5:00 Wed.	___ 6:45 Wed.	
Child Care in Nursery	___ 6:30 Tues.	___ 5:00 Wed.	___ 6:45 Wed.	
Clerical Assistant	___ 6:30 Tues.	___ 5:00 Wed.	___ 6:45 Wed.	
Hall Monitor	___ 6:30 Tues.	___ 5:00 Wed.	___ 6:45 Wed.	

**Middle School/High School Opportunities on back!**

## Middle & High School - Sunday and Wednesday Evenings

Core Leader (Catechist)	<input type="checkbox"/> Middle School	Sundays 6:30 <input type="checkbox"/>
	<input type="checkbox"/> High School	Wed. 5:00 <input type="checkbox"/>
		Wed. 6:45 <input type="checkbox"/>
Core/Catechist Assistant	<input type="checkbox"/> Middle School	Sundays 6:30 <input type="checkbox"/>
	<input type="checkbox"/> High School	Wed. 5:00 <input type="checkbox"/>
		Wed. 6:45 <input type="checkbox"/>
Substitute Catechist	<input type="checkbox"/> Middle School	<input type="checkbox"/> High School
Child Care in Nursery	<input type="checkbox"/> Sunday	<input type="checkbox"/> Wednesday
Hall Monitor	<input type="checkbox"/> Sunday	<input type="checkbox"/> Wednesday
Office Assistant	<input type="checkbox"/> Sunday	<input type="checkbox"/> Wednesday
Youth Events	<input type="checkbox"/> Middle School	<input type="checkbox"/> High School
Set-up-Take-down	<input type="checkbox"/> Sunday	<input type="checkbox"/> Wednesday

### **Rite of Christian Initiation of Adults (RCIA)**

Sponsor

Team

### **Policy from the Archdiocese of St. Paul and Minneapolis:**

Volunteers over 18 years old who have regular contact with minors or vulnerable adults shall have a background check and sign a Code of Conduct. Volunteers younger than 18 years old will submit written statements from trustworthy adults attesting to their character, lack of misconduct, and dependability for the volunteer position considered. A written statement from their current principal or teacher should also be obtained. Call Kathleen Howland, Human Resource Director at Epiphany at 763.862.4347 for more information or contact a Faith Formation staff person. VIRTUS training for those 18 and older is also a requirement. Registration for this training is done on the Internet at [www.virtus.org](http://www.virtus.org).

**Discipleship as a way of life involves giving  
of your time and talent to your church.  
Come and share your talents with us.**

Please return this form to Sue Linville at the Parish office as soon as possible. If you have any questions please call 763.862.4331.