

# SACRAMENTAL POLICY FOR SCHOOL-AGED CHILDREN

ARCHDIOCESE OF PERTH

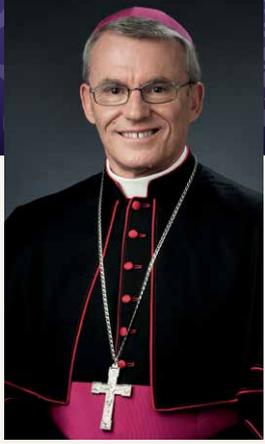


*A family-focused, parish-based, school and Parish Religious Education Program supported approach to the preparation and celebration of the sacraments*

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# PROMULGATION LETTER



Dear Friends,

The sacraments are at the heart of the life of the Church. Through these gifts, God's faithful 'are given access to the stream of divine grace which flows from the paschal mystery of the passion, death, the resurrection of Christ' (SC 61).

The Church teaches us that the sacraments require faith which is the 'first stage of human salvation' (Council of Trent). I ask that all communities work together to provide every opportunity for the gift of faith, implanted in children through Baptism, to be properly nurtured, bearing fruit in discipleship, empowered by the Confirming Spirit and continually inserted into and drawing life from the Paschal Mystery in the Eucharist.

This policy will require all who play a role in the nurturing of faith to work together. 'The family which has the primary duty of imparting education needs the help of the whole community' (GE 3). This is especially so in forming faith. The community within which most families should find the support they need is the parish. This, in some manner, represents 'the visible Church constituted throughout the world' (LG 42). The Parish Religious Education Program (PREP) is a key ministry providing catechesis to children not attending Catholic schools. Our Catholic schools 'support parishes with their responsibility of supporting parents as the first educators of their children' (Mandate of the Catholic Education Commission of Western Australia). This policy envisages all these communities working together to help children come to know Our Lord Jesus Christ in the sacraments; in knowing him to love him; and in loving him to follow him.

The Sacrament Policy for School-Aged Children, which by this letter, I formally promulgate for the Archdiocese of Perth, establishes a framework within which parents, parishes, PREP and Catholic schools should collaborate to prepare children for the celebration of the sacraments. It sets out Theological Principles, Pastoral Principles and Strategies for Implementation which will guide the various communities making up the Archdiocese. The document may be fruitfully used to help parents and educators grow in their understanding of faith and sacraments.

This policy is to be reviewed in 2018.

+ Timothy Costelloe SDB

Most Reverend Timothy Costelloe SDB DD  
Archbishop of Perth  
20 March 2014





*For God so loved the world that he gave his only Son,  
so that everyone who believes in him  
may not perish but may have eternal life.* John 3:16

Christ has entrusted this Good News to his Church. *'In that body, the life of Christ 'is poured into believers who, through the sacraments, are united in a hidden and real way to Christ...'* (LG 7)

*'The sacraments of Christian initiation - Baptism, Confirmation, and the Eucharist - lay the foundation of every Christian life ... The faithful are born anew by Baptism, strengthened by the sacrament of Confirmation, and receive in the Eucharist the food of eternal life'* (CCC 1212).

Responding in faith to Jesus Christ we accept God's gracious call to pass through the waters of Baptism. *'Baptism is the source of the new life in Christ from which the entire Christian life springs forth'* (CCC 1254). Through Baptism, we become a member of the community of the Church and share in the mission of Jesus.

The new life in Christ received at Baptism is strengthened by the Spirit of God in Confirmation. Confirmation empowers the baptised to witness to Jesus Christ through word and action.

Baptism and Confirmation are completed through the Eucharist. The Eucharist joins us to Christ and one another. Each time we participate in the Eucharist, our strength to live out our mission as proclaimers of the Gospel and witnesses to Christ's love is sustained.

The sacrament of Penance celebrates God's love for us through the gift of forgiveness. In our faith journey beginning in Baptism, there are times when we do not live up to the Gospel command to love God and to love our neighbour (*Matt. 22:36-40*). The sacrament of Penance enables us to experience God's mercy through forgiveness of our sins. The sacrament gives us the help to work at and grow in our relationship with God, our relationship with the Church and our relationships with family and the community.

The Christian life of its very nature is lived in union with all whom Jesus Christ was united - the Father, the Holy Spirit, his Church, his body for which he gave himself, and all people whose lot he came to share (*cf. GDC 81*).

*'It is only within the faith of the Church that each of the faithful can believe'* (CCC 1253). Parents are the first heralds of the Gospel to their children; through the unselfish love they offer and through their witness to the life of Christ. For most believers, their own family is the first and most profound experience of the love of Christ.

The faith of parents and children is born, grows and is expressed in the parish. The local parish is the community into which new members are initiated and grow into their new life in Christ.

## 1. *Sacraments in the life of the Church*

The sacraments take place within the context of a Christian community that we call a parish. In this way, we are welcomed into the much bigger community of the Church, established by Jesus Christ, and faithfully guided by the teachers of the Church under the direction of the Bishop. From this framework flows the process of catechesis of the sacraments of initiation.

It is the role of the Bishop of the diocese to consider the particular circumstances of the local church and establish appropriate policies in accordance with the current teachings of the Church. (CIC 841)



## 2. *The initiation journey and the Christian community*

- 2.1 Christian initiation is about becoming a member of the church; the faith community that follows Jesus.
- 2.2 From the time of the Apostles, becoming a Christian has been accomplished by a journey and initiation in several stages (CCC 1229)<sup>1</sup>.
- 2.3 The completion of initiation must not be seen as an end, but the beginning of a life of discipleship.
- 2.4 Christian initiation involves participation in, and commitment to, the stories, rituals and mission of the faith community.
- 2.5 The initiation of new members gives life to the Christian community and is the responsibility of the whole Christian community – parents, priests, educators and parishioners. (GDC 1997, 219, 220)
- 2.6 The primary places and sources of catechesis<sup>2</sup> are the family, the parish, and the Catholic school. By their exercising the roles appropriate to each and working in partnership with each other ‘Christians are born in the faith, educated in it and live it.’ (GDC 253)

**The preparation for and the celebration of sacraments for school-aged children is family-focused, parish-based, and supported by the Catholic school and the PREP.**

<sup>1</sup> These stages form a single continuous process beginning with Baptism: “Baptism, the Eucharist, and the sacrament of Confirmation together constitute the ‘Sacraments of Christian initiation’ whose unity must be safeguarded.” (CCC 1285)

<sup>2</sup> “The definitive aim of catechesis is to put people not only in touch, but also in communion and intimacy, with Jesus Christ” (GDC 80).



### 3. *The family*

'Parents are the primary educators in the faith.' (GDC 255) They are the first and irreplaceable source of faith (LG 11). They have the right and obligation to request sacraments from the church for their children and collaborate with the parish priest in achieving this.

3.1 Parents play an active role in the initiation of their children by:

- seeking to grow in their faith journey and in their understanding of the meaning and implications of the sacraments;
- supporting their children to learn to pray, believe, experience parish community and to live as Christians in the context of their family life;
- giving their children the opportunity to experience belonging to a parish faith community and, in particular, to celebrate Sunday Mass with their community;
- presenting their child for the sacraments of initiation.

3.2 The role of grandparents is of growing importance in the family's catechesis of the child. (GDC 255)

**Families work in partnership with the parish priest and those who are preparing the child. With their support, they ensure the readiness of the child to receive the sacraments and in collaboration with them, discern when their child is ready.**

## 4 *The parish*

The parish is the initiating community. The local parish is the face of the church, the community of believers that welcomes new members, celebrates their initiation and nourishes and sustains their journey into Christian maturity.

- 4.1 The parish provides the experience of belonging to a worshipping community where children can participate in the stories, celebrations, ministries, prayers and rituals – and especially the celebration of the Eucharist – that enables them to enter into a personal relationship with Jesus. It is the most important place in which the Christian community is formed and expressed.<sup>3</sup>
- 4.2 The parish provides the experience of belonging to a community of faith that is constant throughout the different phases of life. For this reason, the celebration of sacraments occurs in the candidate's home parish. This will usually be the geographical parish. In some instances it will be the one with which the candidate and their family identifies.
- 4.3 The parish, under the leadership of the parish priest, seeks out, welcomes and encourages parents and their children to become fully initiated and active members of the church community.
- 4.4 It is primarily the responsibility of the parish, under the leadership of the parish priest, to coordinate the activities of those involved in the initiation journey of parish members.
- 4.5 Sacramental times are special times of grace for the whole family when the parish needs to especially exercise its responsibilities towards families:

*'[T]he parish community must give special attention to parents. By means of personal contact, meetings, courses and also adult catechesis directed towards parents, the Christian community must help them assume their responsibility... of educating their children in the faith.'* (GDC 227).

The parish supports the family to provide a home environment that promotes the growth of faith for all their family members and leads them into celebrating the faith-life of the parish community especially through their participation in the Mass.

- 4.6 The celebration of sacraments are especially graced events for the parish and should involve the whole community.

<sup>3</sup> "The parish is, without doubt, the most important locus in which the Christian community is formed and expressed. This is called to be a fraternal and welcoming family where Christians become aware of being the people of God. (Catechesi Tradendae 67b) ...The parish is also the usual place in which the faith is born and in which it grows." 257 also 258 ff.

- 4.7 The parish actively seeks out, engages with and supports the children and their families:
- i. who do not identify with a parish;
  - ii. who are unable to participate for any reason in the initiation process;
  - iii. whose reception of a sacrament has been deferred due to pastoral considerations.

- 4.8 The parish will take special care to support children with special needs and their families in accordance with their needs and within the resources of the parish, as well as in collaboration with appropriate agencies. “The responsibility to make sacramental life accessible and meaningful to persons with disabilities rests with a parish’s leaders.” (M. T. Harrington in *The Liturgy Documents: A Parish Resource, Vol. 2*)

It is important that in this endeavour the parish distinguish between diverse needs and respond appropriately. The following ought to be taken into consideration:

- i. physical disabilities are likely to involve needs associated with access;
  - ii. intellectual disabilities may require the modification of programs and consideration given to alternative modes of delivery.
- 4.9 As all candidates are initiated into full membership of the parish community, it is important that during the sacramental process they are identified as ‘parish candidates’ regardless of whether their preparation occurs in the PREP, Catholic school or home schooling.



## **5** *The role of the parish priest*

'The priest, as a collaborator with the Bishop, has received the mandate and responsibility of encouraging, co-ordinating and directing the catechetical activity of the community with which he has been entrusted' (DMLP 47). The priest must ensure that this ministry and catechesis is carried out in accordance with the policies and pastoral practices of the Archdiocese.

- 5.1 The parish priest plays a key and active role in the sacramental preparation process.
- 5.2 The parish priests' responsibilities include ensuring that 'children are properly prepared for first confession and first holy communion, and for the sacrament of Confirmation, by means of catechetical formation over an appropriate period of time' (CIC 777). Both the Catholic Religious Education Syllabus and the mandated PREP require that this preparation extend over a two year period for Penance and Eucharist and over a further two year period for Confirmation.
- 5.3 The parish priest ensures that appropriate ongoing catechesis is available for all children when the sacramental process has been completed.
- 5.4 In order for preparation for the sacraments 'truly to bear fruit into the future, the parish priest will call parents, school and catechists to work harmoniously together.' (Archdiocese of Perth, Policy on the Sacrament of Confirmation 2009)

## **6.** *The Catholic school and the Parish Religious Education Program*

Catholic schools and PREP assist parishes in their responsibilities to parents by providing the knowledge and understanding of the Catholic faith, including knowledge about the sacraments.

- 6.1 The role of Catholic schools and PREP in the sacraments of initiation is to:
  - teach the mandated religious education program relating to the sacraments;
  - provide opportunities for catechesis;
  - provide an environment that witnesses to and teaches gospel values to the students and their parents;
  - respect the primary role of parents in the faith education of their children, support them in that role and inform them about the processes for sacrament preparation and celebration available in the parish;
  - participate in the parish sacramental team as appropriate.
- 6.2 The Catholic school will work closely with the parish in preparing for and celebrating the sacraments.

## Guiding Principles

The following strategies emerge from the Pastoral Principles of this policy.

**The model strongly recommends that the sacraments are celebrated in the parish in which the family worships.**

*The parish provides the experience of belonging to a community of faith that is constant throughout the different phases of life. For this reason the celebration of sacraments occurs in the candidate's home parish. This will usually be the geographical parish. In some instances it will be the one with which the candidate and their family identifies.*

[4.2 Pastoral Principles]

*As all candidates are initiated into full membership of the parish community, it is important that during the sacramental process they are identified as 'parish candidates' regardless of whether their preparation occurs through state, Independent, Catholic or home schooling.* [4.9 Pastoral Principles]



## 1. Working as a community in the preparation and celebration of the sacraments

### 1.1 The parish sacramental team

Parish Representatives	Catholic School Representatives (Where there is a parish school)	PREP Representatives
Parish Priest ( <i>team leader</i> )	A member of the Leadership team	Parish Catechist Coordinator
Sacramental Coordinator	Teacher of the sacrament	Catechist of the sacrament
Liturgy Committee	Parent	Parent
Music ministry		
Parish Pastoral Council		

## 1.2 Task of the parish sacramental team

*It is primarily the responsibility of the parish, under the leadership of the parish priest, to coordinate the activities of those involved in the initiation journey of parish members.* [4.4 Pastoral Principles]

- ✚ Establish a shared vision for the preparation and celebration of the sacraments of Baptism (for school-aged children when appropriate) Penance, Eucharist and Confirmation in accordance with the Theological and Pastoral Principles of this Policy.
- ✚ Liaise with the Catholic schools and PREP to establish the sacramental program, and determine dates for the celebration of the sacraments. It is strongly recommended that dates are determined in the fourth term of the previous year, if not earlier.
- ✚ Communicate the essential information for the sacraments to Catholic, State and Independent schools in which the children of the parish attend.
- ✚ Liaise with, inform and encourage the parish community to support the initiation of members through:
  - noticing, welcoming and encouraging children and their families;
  - celebrating with them as appropriate;
  - praying for children and their families;
  - modelling the Christian life.
- ✚ Set up the procedures and structures for the celebration of the sacraments of Baptism (for school-aged children when appropriate) Penance, Eucharist and Confirmation in accordance with the Theological and Pastoral Principles of this Policy.
- ✚ Coordinate faith formation opportunities for parents (and interested parishioners) through parent meetings and workshops for the sacraments of Penance, Eucharist or Confirmation. These meetings are to be hosted by the parish where possible.
- ✚ Coordinate the Retreats for the sacrament of Penance, Eucharist and Confirmation to include all candidates of the parish celebrating a sacrament.
- ✚ After the celebration of each sacrament, debrief the process, preparation and celebration of the sacrament with the team. This document should be used to inform ongoing practice. (See Appendix Two)

## 2. *Procedures for the preparation of the sacraments of Penance, Eucharist and Confirmation*

The parish sacramental team has the responsibility to ensure the structures for the preparation for the sacraments (Baptism), Penance, Eucharist and Confirmation are in accordance with the Theological and Pastoral Principles of this Policy.

### 2.1 **Enrolment and commitment**

*As all candidates are initiated into full membership of the parish community, it is important that during the sacramental process they are identified as 'parish candidates' regardless of whether their preparation occurs in the PREP, Catholic school or home schooling.*

[4.9 Pastoral Principles]

#### **Considerations for implementation**

- ✚ Parents are informed of the procedures for the enrolment of their child for the sacraments. Some different models are listed below.

#### *Model One - Information and enrolment meeting*

The parish sacramental team invites all parents who wish their child to receive the sacrament of (Baptism) Penance, Eucharist and Confirmation within the year to enrol their child into the sacrament.

- Information to be disseminated through PREP, the Catholic school and the parish bulletin. Information to be sent to nearby Catholic, state and independent schools.
- All communication should be on parish letterhead.

At the meeting held in the parish, parents are informed of the dates, procedures and expectations for the celebration of the sacraments. An overview of the sacraments of initiation and Penance will be presented.

Parents are then invited to enrol their child for the appropriate sacrament at the parish by the stipulated time.

Enrolment forms are gathered by the sacramental team or the nominated person.

### *Model Two - Information evening and enrolment ceremony within Mass*

The parish sacramental team invites all parents who wish their child to receive the sacrament of (Baptism) Penance, Eucharist and Confirmation within the year to enrol their child into the sacrament.

- Information to be disseminated through PREP, the Catholic school and the parish bulletin. Information to be sent to nearby Catholic, state and independent schools.
- All communication should be on parish letterhead.

At the meeting held in the parish, parents are informed of the dates, procedures and expectations for the celebration of the sacraments. An overview of the sacraments of initiation and Penance will be presented.

Parents are invited to present their child to the community at an **enrolment ceremony** at a weekend Mass over one or a number of weekends.

### *Model Three - Information and enrolment meeting; and commitment ceremonies within Mass*

The parish sacramental team invites all parents who wish their child to receive the sacrament of (Baptism) Penance, Eucharist and Confirmation within the year to enrol their child into the sacrament.

- Information to be disseminated through PREP, the Catholic school and the parish bulletin. Information to be sent to nearby Catholic, state and independent schools
- All communication should be on parish letterhead.

At the meeting held in the parish, parents are informed of the dates, procedures and expectations for the celebration of the sacraments. An overview of the sacraments of initiation and Penance will be presented.

Parents are then invited to enrol their child for the appropriate sacrament at the parish by the stipulated time.

Enrolment forms are gathered by the sacramental team or the nominated person.

At the beginning of the preparation time for each sacrament a **commitment ceremony** is held. The commitment ceremony is celebrated during Sunday Mass(es) over one or a number of weekends, as nominated by the parish sacramental team. The focus of the commitment ceremony is to present to the parish community the children who are preparing for the sacrament and for children, parents and the parish community to make a commitment to the preparation of the sacrament.

### *Model Four - Dissemination of information and enrolment for sacrament*

The parish sacramental team invites all parents who wish their child to receive the sacrament of (Baptism) Penance, Eucharist and Confirmation within the year to enrol their child into the sacrament.

- Information to be disseminated through PREP, the Catholic school and the parish bulletin. Information to be sent to nearby Catholic, state and independent schools
- All communication should be on parish letterhead.

Parents **enrol** their child for the appropriate sacrament **into the parish** by the agreed time.

Enrolment forms are gathered by the sacramental team or the nominated person.

## 3. *Formation opportunities*

The parish sacramental team has the responsibility of organising the formation programs in the parish for sacramental preparation.

### 3.1 **Retreats for sacramental candidates**

#### Considerations for implementation

- ✚ The parish sacramental team will coordinate the retreat program for all children receiving the sacraments of Penance, Eucharist and Confirmation in the parish. Where possible, these should be held at the parish or at a place suitable for a retreat.

### 3.2 **Supporting families**

*Parents play an active role in the initiation of their children by:*

- *seeking to grow in their faith journey and in understanding the meaning and implications of the sacraments;*
  - *supporting their children to learn to pray, believe, experience parish community and to live as Christians in the context of their family life;*
  - *giving their children the opportunity to experience belonging to a parish faith community and, in particular, to celebrate Sunday Mass with their community;*
  - *presenting their child for the sacraments of initiation and the sacrament of Penance.* [3.1 Pastoral Principles]
- ✚ The parish sacramental team will organise family formation opportunities, including Parent Meetings and workshops, for each of the sacraments of Penance, Eucharist and Confirmation. These meetings are to be hosted by the parish (where possible).

### 3.3 **Considerations for family-focused parent evenings.**

Where possible use the parish facilities. Advertise meetings in the parish for all interested parishioners to attend.

<p><b>One meeting per sacrament</b></p> <p>Parent and child workshop</p>	<p><b>Two meetings per sacrament</b></p> <p>General information night held at the beginning of the year presenting an overview of the sacraments of initiation and Penance</p> <p><b>OR</b></p> <p>Adult formation night on the specific sacrament for parents (and in the case of Confirmation, sponsors may be invited)</p> <p><b>AND</b></p> <p>Parent and child workshop</p>	<p><b>Three meetings per sacrament</b></p> <p>General information night held at the beginning of the year presenting an overview of the sacraments of initiation and Penance</p> <p><b>AND</b></p> <p>Adult formation for night on the specific sacrament for parents (and in the case of Confirmation, sponsors may be invited)</p> <p><b>AND</b></p> <p>Parent and child workshop</p>
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(see Appendix One for Outline of meetings)



## 4. *Preparation for the sacraments*

### 4.1 **The religious education of children**

*Catholic schools and PREP assist parishes in their responsibilities to parents by providing the knowledge and understanding of the Catholic faith, including knowledge about the sacraments.*

*The role of Catholic schools and PREP in the sacraments of initiation is to:*

- i. teach the mandated religious education program relating to the sacraments;*
- ii. provide opportunities for catechesis;*
- iii. provide an environment that witnesses to and teaches gospel values to the students and their parents;*
- iv. respect the primary role of parents in the faith education of their children, support them in that role and inform them about the processes for sacrament preparation and celebration available in the parish;*
- v. participate in the parish sacramental team as appropriate.*

[6.1 Pastoral Principles]

### 4.2 **After preparation for the sacrament has been completed**

The parish sacramental team will ensure that:

-  parents are informed that the preparation is completed;
-  the parish priest is informed that the preparation is completed;
-  parents are advised of the procedures for approaching the parish to inform them of the readiness of the child.

## 5. *The celebration of sacraments of Baptism (for school-aged children), Penance, Eucharist and Confirmation*

### 5.1 The ceremony

#### Considerations for implementation for the sacraments of Eucharist and Confirmation

- ✚ The sacraments of Eucharist and Confirmation are to be celebrated within parish Masses. The celebrations of the sacraments take place during regular Saturday Vigil or Sunday Mass(es) over one or a number of weekends.
- ✚ Celebration of sacraments includes all children in the same ceremony. It should not be exclusive of any one group.
- ✚ In those circumstances where Confirmation ceremonies are scheduled outside the regular Sunday Mass times, parishioners are invited to attend.
- ✚ Parishes which have two churches within their boundaries may consider celebrating the sacraments at both by giving families the option of choosing the church which they frequent.

#### Considerations for implementation for the sacrament of Penance

- ✚ The parish sacramental team, in consultation with the parish priest, determines the Rite of Reconciliation which will be used for the celebration of the sacrament.
- ✚ The parish sacramental team choose the most appropriate model for the celebration of the sacrament.



### *Model One*

When the sacrament of Penance is celebrated **within** the regular parish Reconciliation time

- The celebrations of the sacrament takes place over one or a number of advertised days.
- Parents are invited to take their children to the sacrament on the given day/s.

### *Model Two*

When the sacrament of Penance is celebrated at **a time other** than the regular parish Reconciliation time.

- Choose a time when parents are able to attend the celebration.
- Celebration of sacrament includes all children in any one ceremony.

*Invite parishioners to attend the celebration*

## **5.2 Engaging families within the ceremony**

Parents present their child in Baptism and thus have the ultimate responsibility of presenting their child for the other sacraments.

### **Considerations for involving parents in the ceremonies**

- ✚ It is expected that the family sit with their child at the ceremony to emphasise the role and responsibility of the parents.
- ✚ The family/parents present their child when receiving the sacrament.

## **5.3 Engaging the parish community**

- ✚ Encourage the parish community to pray for children and families during preparation times through the Prayer of the Faithful, parish prayer group and other relevant means appropriate to parish tradition.

## *Appendix One* *Outline for parent meetings*

### **Meeting One - GENERAL INFORMATION EVENING**

This meeting is generally held at the beginning of the year. It is advisable to spend a portion of the meeting explaining the parish procedures for the sacrament and a portion of the meeting to presenting an overview of the three sacraments. This serves as a reminder to parents of what is at the core of the particular sacrament their child is celebrating.

*This meeting is designed to inform parents of:*

- the enrolment procedures;
- the dates for the commitment ceremony and other relevant ceremonies;
- the dates for the celebration for the sacrament;
- an overview of the three sacraments using language that is familiar and understandable to parents.

*The outcomes of this meeting are to:*

- provide parents with the parish procedures for the celebration of the sacraments of Penance, Eucharist and Confirmation;
- support parents in their understanding of the sacrament to empower them to be nurturers of faith.

### **Meeting Two - ADULT FORMATION NIGHT**

This meeting is an opportunity to educate parents in the theological understanding of a specific sacrament their child is celebrating. The meeting is designed for parents and can be opened to interested parishioners.

*This meeting is designed to educate parents with an understanding of the sacrament their child is preparing and celebrating. The session should:*

- include an overview of the theology of the sacrament;
- emphasise how the sacrament relates to the lived experience of family life;
- use language that is familiar and understandable.

*The outcome of this meeting is to:*

- support parents in their understanding of the sacrament to empower them to be nurturers of faith.

The purpose of this meeting is **not** to spend a significant time on the logistics of the day of the celebration.

### Meeting Three - PARENT AND CHILD WORKSHOP

If the parish is conducting one parent meeting per sacrament it is recommended that the meeting be a parent and child workshop.

#### *These workshops are designed to:*

- relate the sacrament to the lived experience of the family;
- connect Church with the domestic church;
- use language that is familiar and understandable;
- provide the structure and support the parent needs to be nurturers of faith;
- be interesting and fun.

#### *The process:*

- allows interaction between parents and children;
- consolidates for children what they are working on in class;
- educates parents by promoting their understanding of the sacrament in the context of daily life. Parents hear the language that is used in class.

#### *The outcome:*

- faith sharing occurs that might not otherwise happen;
- participants go home with a common experience;
- encourages further discussion in the home;
- promotes greater parent participation;
- empower parents;
- is non-threatening.

#### *Best times to facilitate workshop:*

- **Penance** – at the beginning of the **preparation** time;
- **Eucharist and Confirmation** – as **close as possible** to the celebration.

*Appendix Two*  
*Debriefing process for the parish sacramental team*

**NAME OF SACRAMENT** \_\_\_\_\_

**DATE(S) OF THE CELEBRATION** \_\_\_\_\_  
\_\_\_\_\_

**ENROLMENT PROCEDURES**

Was the dissemination of information effective?

Yes  No

Recommendations for future \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the meeting with parents communicate date(s) for the:

Enrolment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Retreats	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Celebration	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Did the meeting with parents communicate the:

Procedures	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Expectations	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
An overview of the sacraments	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Recommendations for future \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were the enrolment procedures clearly outlined?

Yes

No

Recommendations for future \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FORMATION OPPORTUNITIES**

**Comment on:**

Were the dates appropriate?

Yes

No

Recommendations for future \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the facilitator suitable?

Yes

No

Recommendations for future \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the theological content appropriate?

Yes

No

Recommendations for future \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CELEBRATION OF THE SACRAMENT**

**Comment on:**

Were the dates appropriate?

Yes

No

Recommendations for future \_\_\_\_\_

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Was the distribution of families across the Masses manageable?

Recommendations for future \_\_\_\_\_

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Comments on feedback from Parishioners.

Recommendations for future \_\_\_\_\_

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Other comments relating to the preparation and celebration of the sacrament.

Recommendations for future \_\_\_\_\_

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## *Appendix Three*

### *Archdiocesan support agencies*

#### **Catholic Education Office of WA**

**Address** 50 Ruislip St, Leederville WA 6007

**Phone** Catechist Service Team (parishes)  
Dr Pina Ford - 08 6380 5334  
  
Religious Education and Faith Formation Team  
(schools) Diana Alteri - 08 6380 5343

#### **Centre for Liturgy Archdiocese of Perth**

*The Centre for Liturgy provides formation and support to parish communities in all aspects of liturgical life.*

**Director** Sr Kerry Willison RSM

**Address** 28 Marda Way, Nollamara WA 6061

**Phone** 08 9207 335

#### **Emmanuel Centre**

*Catholic Ministry with Deaf and Hard of Hearing People of WA*

**Address** 25 Windsor Street, Perth, WA 6000

**Phone** 08 9328 8113 voice, 08 9328 9571 TTY

#### **Personal Advocacy Service (PAS)**

*PAS assists parishes in offering faith education, sacramental preparation and advocacy support for people with intellectual disabilities. PAS provides training and ongoing formation for parish volunteers (advocates).*

**Director** Anabelle May

**Address** 28 Holdhurst Way, Morley WA 6062

**Phone** 08 9275 5388

## *Appendix Four*

### *Existing support documents within the Archdiocese*

- 2010** *Role of the Catholic Schools in Supporting Sacramental Preparation in the Archdiocese of Perth.* Policy Statement. Catholic Education Office of Western Australia.
- 2008** *Policy on the Sacrament of Confirmation.* Archdiocese of Perth, Western Australia.
- 1999** *One in Christ. People with Disabilities in the Life of the Church.* A Pastoral Letter from the Archbishop of Perth Most Reverend Barry J Hickey.
- 1999** *Church's Liturgical and Sacramental Commitment to People with Disabilities.* Policy for the Archdioceses of Perth.

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- Catholic Church (1994). *The Catechism of the Catholic Church.*
- Congregation for the Clergy (1997). *General Directory for Catechesis.*
- Congregation for the Clergy (1994). *Directory on the Ministry and Life of Priests.*
- John Paul II (1979). *Catechesi Tradendae.*
- Second Vatican Council (1964). *Lumen Gentium.*
- Second Vatican Council (1965) *Gravissimum Educationis.*
- Second Vatican Council (1963) *Sacrosanctum Concilium.*

### *Abbreviations*

- CCC** Catechism of the Catholic Church
- CIC** Code of Canon Law
- DMLP** Directory on the Ministry and Life of Priests
- GDC** General Directory for Catechesis
- GE** Gravissimum Educationis
- LG** Lumen Gentium
- PREP** Parish Religious Education Program
- SC** Sacrosanctum Concilium



This Sacramental Policy Booklet was issued by:

**Most Reverend Timothy Costelloe SDB**  
**Catholic Archbishop of Perth**

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