



## **Basilica of St. Joseph Proto-Cathedral Religious Education Handbook 2025-2026**

Parents and Guardians,

Thank you for your interest in the religious education program at St. Joseph. We are honored to support you in your child's faith formation through this ministry. We look forward to a great year!

### **Academics**

The Religious Education program offers students age-appropriate classes that focus on Catholic doctrine and tradition, bible study, social justice, preparation for the reception of the sacraments of Eucharist, Reconciliation and Confirmation.

### **Administration**

As the pastor of the Basilica of St. Joseph Proto-Cathedral, Fr. Randy Hubbard is the principal administrator of all religious educational programs of the parish.

### **Admission**

All children attending grades 1-8 are welcome to attend the Religious Education program. The program does not discriminate on the basis of race, sex, color, or national origin. The program does not discriminate on the basis of disability, if with reasonable accommodations; the student can meet the behavioral requirements of the program. Special accommodations can be arranged for students with special needs for religious education classes and sacramental preparation.

### **Announcements**

A schedule of the classes will be provided at the beginning of the academic year. It is also available online through the parish website and Google Classroom and in the parish office. Notification of any changes will be made via email and via Remind message.

### **Attendance**

Students are expected to attend classes on a regular basis to progress to the next grade level. If you anticipate the inability to attend a class or cannot attend due to illness, please contact your catechist or the director to obtain any missed lessons or important information. The director, catechists and assistants appreciate everything you are doing to see that your child receives a quality Catholic Religious Education by attending the classes regularly. Attendance is important to your child and to the catechists. The children's participation in each of the weekly sessions is vital to the success of the program.

### **Conduct**

In accordance with the philosophy of the Religious Education program, which emphasizes deep respect for human dignity and the uniqueness of each individual, students will consider the rights of other students while they are attending the Religious Education program. In order to encourage mature development and personal responsibility students are expected to cooperate with the policies of the Religious Education program and the instructions of the catechist. This requires that all students be courteous in their relationship with others and attentive to other behaviors, so that they are appropriate.

The director or others designated reserve the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, toys, cell phones and other electronic devices or anything that will detract from a learning situations are not allowed at the school at any time.

The director, in accordance with state laws, will determine the appropriate disciplinary action to be taken concerning the presence of these items in the school. **Items that are taken will be returned to the parent/guardian at the conclusion of the class.**

### **COVID-19 Protocol**

The Religious Education program will abide by the regulations determined by the Archdiocese of Louisville.

### **Discipline**

Teaching time is limited. Therefore, proper discipline is necessary. Disruptive behaviors will not be allowed. Parents or guardians will be notified in case of discipline problems and corrective action will be expected. When appropriate or if needed for the smooth running of a class, a parent(s) may be asked to remain in class to help supervise the students. We would also ask that students come prepared for class by getting a drink, using the restroom, etc., so that already limited time is not used.

### **Dress Code**

Children should wear clothing that is appropriate for a Catholic setting. Shirts or other attire that display images or sayings that are inappropriate or that interfere with the educational process, are not allowed. The catechist or the director will determine whether something is inappropriate and will notify the parent or guardian. The parent or guardian will be called and asked to immediately pick-up the student, who will wait in the cafeteria with a supervisor.

### **Health**

The catechists are not permitted to dispense any form of medication to students unless necessitated by a medical emergency. It is the parent or guardian's responsibility to notify the director of any special medical conditions.

### **Inclement Weather Policy**

Religious Education in-person classes will be canceled in the event of Inclement Weather. This includes a chance of potential accumulation of snow or ice. Families will be notified via email and Remind message of these updates. All lessons will be emailed by the catechist for the family to complete at home if in-person classes are cancelled. If classes are scheduled in-person and you deem it unsafe for your family to travel to St. Joseph, please communicate with us and your lesson can be emailed.

### **Mass Servers**

All students between grades 4-8 are invited to sign up to be altar servers. Training is provided. Contact Kim Hovious, [khovious@stjoechurch.com](mailto:khovious@stjoechurch.com) or call the parish office for details.

### **Online Access**

To access all forms and information online, please join our Google Classroom. You will only be able to join with a non-school generated Google account. **Class code: csxm4mj**

### **Parish/School Property**

The parent or guardian of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs, including labor, or replacement. As parishioners we have the right to use the classrooms for our program, but are expected to respect the property of teachers and students at all times.

## **Time of Program**

The front door of the school and the back cafeteria door, accessible via the small parking lot, will be open starting at 9:45A. Students will move to their classrooms at 10:00A (or slightly after if Mass does not conclude by 10:00A). Children will stay with their catechists until 10:50A. Parents need to pick-up their child from the cafeteria at 10:50A. Children may not meet their ride in the parking lot. Parents/Guardians need to come to the cafeteria to pick-up your child in person. A catechist will wait with all children while they wait for their ride to pick them up.

## **Sacrament Programs**

The times and dates of parent/guardian/child meetings for Sacrament Preparation Programs will be announced.

Additional information will be in the parish bulletin, emailed or posted in Google Classroom.

Sacraments are recorded in the parish records of your child's baptism. If your child was baptized at St. Joseph, the records will be maintained at the parish office. If your child was baptized at another parish, please note this in your registration so the proper notation can be made in that parish's records.

## **Tuition**

The cost of Religious Education is \$30 per student. Online payment is available on the Religious Education page of the Parish Website or through Google Classroom. Cash or check is also accepted at the Parish Office in person or mailed to

Basilica of St. Joseph  
c/o Religious Education  
310 W. Stephen Foster Ave.  
Bardstown, KY 40004

If you need financial assistance, please contact the Parish Office and we are happy to discuss options with you! Please do not let the cost keep your family from participating in our RE program.

## **Volunteers**

We need RE teachers, adult and youth assistants, and substitutes for this year. If you are interested in discussing leading a group of students as a volunteer, please contact the parish to discuss options. Archdiocese of Louisville training courses are available through Faith Formation department. See the Catechist Training under the Ministries tab on the parish website for details.

## **Youth Mass**

Youth-led Masses are scheduled throughout the year. Masses will be coordinated by the Director of Youth and Young Adult Formation. All young people within the Parish are invited to participate. Sign-ups will be posted.

## ***Right to Amend***

*St. Joseph Religious Education program reserves the right to amend this handbook at any time and for any reason. After the start of the current instructional year's program, notice of amendments will be sent by email to the email address noted on the registration form.*

## **Contact Information**

Lauren Nolan, Director of Youth and Young Adult Formation  
502-348-3126 LNolan@stjoechurch.com