



Welcome to St. Charles Confirmation – Year 1!

The St. Charles Borromeo Family welcomes you and your family to a great year of faith. Our goal is to assist families, the primary teachers of their Catholic faith, by providing guidance and teaching for you and your children and to help you share and live the Gospel.

Attached are the 2022/2023 registration materials for Confirmation – Year 1. Completed forms can be returned in person or by mail the SCB Parish Office 10834 Moorpark Street, North Hollywood, CA 91602 with the registration fee of \$175 for the first year or returned by email it to the SCB Confirmation Coordinator, Richard Klee at richard.klee@la-archdiocese.org.

This packet contains the following items:

- Welcome Letter
- Confirmation Year 1 Calendar
- St. Charles Borromeo Confirmation Program Policies and Expectations
- General Registration Form
- Emergency Information Form
- Parent/Guardian Release for Student or Minor Form
- Permission to Walk/Bike/Drive from Location Form
- “Empowering God’s Children & Young People Safety Program Form

A copy each candidate’s birth certificate, Baptismal certificates, and First Holy Communion certificate must be on file to participate in the program.

The registration packet must be complete by September 30, 2022. Please direct any questions to the SCB Confirmation Coordinator, Richard Klee at richard.klee@la-archdiocese.org or by phone at 213-948-0506 or 818-766-3838.

YEAR 1 CONFIRMATION CALENDAR 2022-23

September

Sunday, September 18	12:15 pm – 1:00 pm	Welcome and Info Meeting	St. Charles
Tuesday, September 27	7:00 pm – 8:00 pm	Year 1 Parent Meeting	Zoom

October

Saturday, October 1	9:00 am – 2:00 pm	“Beginning the Journey” Retreat	St. Charles
Sunday, October 9	11:00 am – 12:00 pm	St. Charles Family Mass (serving)	St. Charles
Wednesday, October 27	4:00 pm or 7:00 pm	Online Session #1	Zoom
Sunday, October 16	9:15 am – 10:30 am*	In-Person Session #1, *11:00 Parish Mass	St. Charles

November

Sunday, November 6	11:00 am – 12:00 pm	St. Charles Parish Mass (serving)	St. Charles
Wednesday, November 9	4:00 pm or 7:00 pm	Online Session #2	Zoom
Sunday, November 13	9:15 am – 10:30 am*	In-Person Session #2, *11:00 Family Mass	St. Charles

December

Sunday, December 4	4:00 pm – 5:30 pm	Family Advent Prayer	St. Charles
Sunday, December 11	11:00 am – 12:00 pm	St. Charles Family Mass (serving)	St. Charles
Wednesday, December 14	4:00 pm or 7:00 pm	Online Session #3	Zoom
Sunday, December 18	9:15 am – 10:30 am	In-Person Session #3, *11:00 Parish Mass	St. Charles

January

Wednesday, January 4	4:00 pm or 7:00 pm	Online Session #4	Zoom
Sunday, January 8	9:15 am – 10:30 am*	In-Person Session #4, *11:00 Family Mass	St. Charles
Sunday, January 22	11:00 am – 12:00 pm	St. Charles Parish Mass (serving)	St. Charles

February

Wednesday, February 1	4:00 pm or 7:00 pm	Online Session #5	Zoom
Sunday, February 5	9:15 am – 10:30 am*	In-Person Session #5, *11:00 Parish Mass	St. Charles
Sunday, February 12	11:00 am – 12:00 pm	St. Charles Family Mass (serving)	St. Charles
Wednesday, February 22	5:00 pm – 5:45 pm	Family Ash Wednesday	St. Charles
Thursday, February 23	7:30 am – 3:45 pm	LA REC Youth Day (Optional)	Anaheim

March

Friday, March 3	5:00 pm – 6:34 pm	Family Stations of the Cross	St. Charles
Wednesday, March 8	4:00 pm or 7:00 pm	Online Session #6	Zoom
Sunday, March 12	9:15 am – 10:30 am*	In-Person Session #6, *11:00 Family Mass	St. Charles
Sunday, March 19	11:00 am – 12:00 pm	St. Charles Parish Mass (serving)	St. Charles
Friday, March 31	6:00 pm – 8:00 pm	Year 2 Confirmation Mass	St. Charles

April

Wednesday, April 19	4:00 pm or 7:00 pm	Online Session #7	Zoom
Sunday, April 23	9:15 am – 10:30 am*	In-Person Session #7, *11:00 Parish Mass	St. Charles

May

Sunday, May 7	11:00 am – 12:00 pm	St. Charles Family Mass (serving)	St. Charles
Tuesday, May 9	7:00 pm – 8:00 pm	Year 1 Parent Meeting	Zoom
Wednesday, May 17	4:00 pm or 7:00 pm	Online Session #8	Zoom
Sunday, May 21	9:15 am – 10:30 am*	In-Person Session #8, *11:00 Parish Mass	St. Charles

ST. CHARLES BORROMEO CONFIRMATION PROGRAM POLICIES AND EXPECTATIONS

CANDIDATE EXPECTATIONS

The basic schedule for Confirmation is a monthly unit with independent work, a Zoom session, and an in-person session on Sunday morning. Candidates are expected to attend 11:00 am mass with their family after the Sunday morning sessions, and also attend one other mass each month with their family and participate by assisting in some way.

Candidates are expected to attend mass weekly, attend scheduled Confirmation sessions, complete assignments, participate in required service at the Holy Family Service Center, and attend various activities that take place during the year aside from the regular Confirmation sessions. Additional activities include retreat, family events, sponsor and candidate events, candidate interviews, and service projects.

Creating an environment in which all feel welcomed, respected, and safe is a priority of the Confirmation program. As such, candidates are expected to be respectful towards all involved in the program, including their fellow candidates. They are expected to follow all safety rules and respect the law.

PARENT/GUARDIAN ROLE AND RESPONSIBILITIES

The Confirmation team is committed to serving the needs of every family enrolled in the confirmation program. Our sincere hope is to partner with you as your family navigates through the spiritual and emotional growth of the candidate. Parents/Guardians are the first and foremost catechists of their children through example, prayer, family faith education, and participation in the life of the church:

- **Mass Attendance:** Attendance at Mass is considered a very high priority for the candidate to understand the centrality of the Holy Eucharist in our lives as Catholics.
- **Prayer:** Praying as a family encourages and introduces the candidate to an atmosphere of faith.
- **Support:** It is important that you take an active participation in the candidate's faith formation. Connect with the Confirmation team. Parents/guardians ensure the candidate attends mass weekly, attend scheduled sessions in the calendar, complete their homework and required service hours, as well as participate in the various activities that take place during the year aside from the regular Confirmation sessions. Additional activities include retreat, sponsor and candidate events, candidate interviews, and service projects, attend the parent discussions, and the end of retreat family conversations.
- **Hospitality:** Parents are requested to take a turn donating snacks for the in-person sessions and events.
- **Interview:** An interview (Zoom or in-person) with the Confirmation Coordinator is required for all candidates/parents.

ATTENDANCE & ABSENCES

Good attendance, participation, and completing assignments are vital to the program and should be a priority for the candidate. Each month's unit will include an assignment, a Zoom session, and an in-person session at St. Charles. Cameras must be on during Zoom sessions. Absences from any session, online or in-person, may leave a candidate unprepared to receive the Sacrament and put a candidate in jeopardy of being removed from the program. In addition to Zoom and in-person sessions, retreats, rituals, prayer, liturgy, sponsor events, etc. are requirements of the program. If the candidate is unable to attend any required event, arrangements must be made with the Confirmation Coordinator for an appropriate make-up activity, if possible.

TARDIES AND EARLY DISMISSAL

Our in-person time is limited and tardiness or leaving early can be disruptive to the process. If a candidate is late or leaves early, it will be considered a partial absence, which can put a candidate in jeopardy of being removed from the program due to absences. Any candidate, who needs to leave early, must bring a written note to the session and the parent/guardian must come the room to have the candidate released.

ARRIVAL AND PICK-UP

It is important to arrive on time to each session and expect to stay the entire time. Attendance will be taken at each session. At the end of the session, candidates will be dismissed with the expectation that they will meet their parent/guardian who will then assume responsibility for their teen, pursuant to the "Permission to Walk/Bike/Drive from the Location and Location's Sponsored Events" form.

SPONSORS

Sponsors should be chosen by the candidate. It is recommended that the sponsor chosen by each candidate is a person who lives locally in order to be accessible to the candidate and available to participate in the program. Sponsors MUST be a Confirmed and practicing Catholic, ideally sponsors would be the Baptismal godparents. Parents MAY NOT be sponsors for their child.

SERVICE

Service is an important part of the Confirmation program. All Confirmation candidates will be asked to serve at the St. Charles Holy Family Service Center. Details will be provided at the first meeting/session.

CONFIRMATION COSTS

Each family is expected to contribute \$175* toward the cost of the Confirmation preparation program. Please contact the Confirmation Coordinator, Richard Klee at richard.klee@la-archdiocese.org or by phone 213-948-0506 or 818-766-3838 with any questions about costs/finances.

* No candidate will be turned away if unable to pay the program costs.

We have read, understand, and accept the above information and requirements regarding the Expectations of Candidates and Parents/Guardian for the St. Charles Confirmation Program and Youth Ministry Program.

Candidate Name (Printed): _____

Candidate Signature: _____ Date: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

PARISH FAITH FORMATION PROGRAM:

**YEAR 1 - CONFIRMATION AND YOUTH MINISTRY
ST. CHARLES BORROMEO – NORTH HOLLYWOOD**

Payment Information / Información de Pago

Registration Fee / Cuota: \$175.00

Paid by / Forma de pago

Check # / No. de Cheque: _____

Cash / Efectivo CC / Tarjeta de crédito _____

GENERAL REGISTRATION INFORMATION / INFORMACIÓN GENERAL DE INSCRIPCIÓN

INFORMATION FOR CHILD OR YOUTH / INFORMACIÓN SOBRE EL(LA) HIJO(A)

First Name / Primer Nombre _____

Middle Initial / 2º Nombre (inicial) _____

Last Name / Apellido _____

Male/Masculino

Female/Femenino

Cellphone # / No. de teléfono celular _____

Date of Birth / Fecha de nacimiento _____

Age / Edad _____

Sex / Sexo _____

Name of School / Nombre de la escuela o colegio _____

City / Ciudad _____

Grade / Grado _____

Do you have any of the following documents for your child/youth? If yes, please attach a copy of the document(s) to this form. / ¿Tiene usted alguno de los siguientes documentos sobre su hijo(a)? Si responde "sí", favor de proveer una copia junto a este formulario.

Birth Certificate Yes/Sí
Certificado de Nacimiento No

Baptismal Certificate Yes/Sí
Certificado de Bautismo No

1st Communion Certificate Yes/Sí
Certificado de 1ª Comunión No

What is the last year of Religious Education your child has attended?

Quando fue la última vez que su hijo(a) estuvo inscrito en la educación religiosa? _____

Living Arrangements

With both Parents

With Father

With Mother

With Guardian

El hijo (la hija) vive con: Ambos padres

Con el padre

Con la madre

Con su guardián

Are there any custody issues or a restraining order in place?

Yes / Sí No

¿Hay alguna orden de restricción o caso de custodia legal pendiente?

If "yes", enclose a copy of the most recent applicable court order(s). / Si responde "sí", favor de proveer una copia de la orden de la corte.

Given the nature of the program, does your child or youth have any physical, mental, emotional, cognitive, or other limitations or restrictions that would require the parish to make a minor adjustment to enable your child or youth to participate? / Dada la naturaleza de este programa, tiene su hijo(a) alguna limitación física, mental, emocional, de aprendizaje, o alguna restricción por la que la cual la parroquia debe hacer pequeños ajustes que permitan a su hijo(a) participar? Yes / Sí No

If "yes", what type of restriction does your child or youth have or what adjustment(s) will be needed? / Si responde "sí", que tipo de restricciones tiene su hijo(a) y que tipo de cambios o ajustes se necesitan hacer?



PARENT OR GUARDIAN INFORMATION / INFORMACIÓN SOBRE EL PADRE, MADRE O GUARDIÁN

Father or Guardian First and Last Name / *Nombre y apellidos(s) del padre*

Email / *Dirección de correo electrónico*

Address / *Dirección*

City / *Ciudad*

Zip Code / *Código postal*

Home Phone # / *No. teléfono de casa*

Work Phone # / *No. teléfono de trabajo*

Cell phone # / *No. de teléfono celular*

Mother or Guardian First and Last Name / *Nombre y apellidos(s) de la madre*

Email / *Dirección de correo electrónico*

Address (if different) / *Dirección (si no es la misma)*

City / *Ciudad*

Zip Code / *Código postal*

Home Phone # / *No. teléfono de casa*

Work Phone # / *No. teléfono de trabajo*

Cell phone # / *No. de teléfono celular*

PARENT OR GUARDIAN SIGNATURE / FIRMA DEL PADRE, MADRE O GUARDIÁN

By signing this document, I give permission for my child/children/youth to participate in this faith formation program, whether conducted onsite or online. / *Al firmar este documento doy permiso para que mi hijo o hija participe de este programa de formación en la fe, ya sea de forma presencial o en línea.*

Signature / *Firma*

Date / *Fecha*



EMERGENCY INFORMATION FORM / FORMA DE INFORMACIÓN PARA EMERGENCIAS

A separate form must be completed for each child. / Esta forma debe de ser completada por cada hijo(a)

ST. CHARLES BORROMEO – NORTH HOLLYWOOD

Child or Youth Full Name / Nombre complete del hijo(a)

If a parent or guardian can't be reached in an emergency, please contact: / Si el padre, madre o guardián no pueden ser contactados en una emergencia, favor de contactar a:

First and Last Name / Nombre completo

Relationship to child or youth / Parentesco con el hijo(a)

Emergency contact phone # / No. de teléfono de contacto para emergencias

Name of Family Doctor / Nombre del médico familiar

Phone # / No. de teléfono

Name of Family Dentist / Nombre del dentista familiar

Phone # / No. de teléfono

Medical Insurance Carrier / Compañía aseguradora de salud

Carrier Policy # / No. de póliza

Group # / No. grupo

Medical Insurance Address Information / Dirección de la compañía aseguradora de salud

Phone # / No. de teléfono

List any medical condition which restricts physical activity or requires special attention or minor adjustments. Include conditions such as asthma or allergies (e.g. peanuts, bee stings, etc.) If none, please indicate "none". / Enumere cualquier condición médica que restrinja la actividad física o requiera atención especial o algún tipo de ajuste menor. Incluya afecciones como el asma o alergias (por ejemplo: al maní, las picaduras de abejas, etc.) Si no hay ninguna, por favor indicar "ninguna".

Does your child or youth take any medications? / ¿Está su hijo(a) tomando algún medicamento?

Yes / Sí No

If "yes", please provide a list. / Si responde "sí", provea una lista de medicamentos.



Earthquake or Disaster Release Information / Información sobre el paradero de su hijo(a) en caso de emergencia o terremoto

This section must be completed for each child or youth by a parish staff or leader, in the event of an earthquake or other disaster. / *Esta sección debe ser completada para cada hijo(a) por una persona que es empleada o líder en la parroquia, en caso de un terremoto u otro desastre.*

Name of Child or Youth / *Nombre complete del hijo(a)*

Was (were) released to: / *Su hijo(a) fue(ron) entregado(a)(os/as) a:*

Date & Time: / *Fecha y hora:* _____

Location to where the child(ren) or youth was taken: / *Lugar a donde fue llevado su hijo(a):*

Parish staff or leader releasing the child: / *Empleado o líder parroquial que entregó a su hijo(a):*

PARENT OR GUARDIAN SIGNATURE / FIRMA DEL PADRE, MADRE O GUARDIÁN

By signing this form, I understand that the parish does not assume responsibility for payment of physician. However, in an emergency the parish may choose a physician. In an emergency, I give the parish permission to have my child(ren) or youth receive medical treatment. / *Al firmar esta forma, entiendo que la parroquia no asume responsabilidad financiera por los servicios de un(a) doctor(a). Sin embargo, en una emergencia, doy permiso a la parroquia para que seleccione a un doctor(a). En caso de emergencia, doy permiso para que la parroquia obtenga tratamiento médico para mi(s) hijo(s) o hija(s).*

Signature / *Firma*

Date / *Fecha*



PARENT/GUARDIAN RELEASE FOR STUDENT OR MINOR (NONCOMMERCIAL)

Name of Location: St. Charles Borromeo, North Hollywood

The Location intends to use your child’s image, name, voice and/or work for noncommercial purposes relating to the event(s) or activity(ies) identified below.

Description of events/activities to which this Release applies:

Parish Confirmation program and related activities

Duration of Release: 2022-2023 Catechetical Year

This section to be completed by Parent/Guardian:

I, _____ am the parent/guardian of
_____, a minor.

I hereby authorize the Location to use the following personal information about my child:

Image: ____ yes ____ no **Voice:** ____ yes ____ no

Name: ____ yes ____ no **Work:** ____ yes ____ no

I understand and agree that my child’s image, voice, name and/or work (“Personal Information”) relating to the events or activities described above will be used for noncommercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that my child’s Personal Information may be copied, edited and distributed by the Location in publications, catalogues, brochures, books, yearbooks, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (“Materials”).

The Location may use the Personal Information at its sole discretion, with or without my child’s name or with a fictitious name, and with accurate or fictitious biographical material. The Location will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. In exchange for the opportunity given to my child by the Location to participate in the activity, I agree that neither I, nor my child, will receive monetary compensation, royalties or credit. I understand and agree that the Location shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Location intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.



I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Location and its affiliated entities, employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Location. However, my new authorization will not have the effect of revoking this Authorization, and the Location will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature: _____ **Date:** _____

Print Name: _____ **Relationship to Child:** _____

Address: _____

Telephone: _____ **Cellphone:** _____

Email: _____

Name of Child: _____ **Age:** _____



PERMISSION TO WALK/BIKE/DRIVE FROM LOCATION AND LOCATION'S SPONSORED EVENTS

I, _____ (name of parent/legal guardian), give my permission for my minor child, _____ (name of minor) to be released from St. Charles Borromeo - Confirmation (name of school/parish/other location) ("Location") or a Location-sponsored event to walk, ride a bicycle or drive otherwise leave the Location or the Location-sponsored event on his/her own.

I understand that once my child has left the Location, my child may not return and is no longer the responsibility of the Location or of school or parish personnel.

I, on behalf of myself, my child, spouse, heirs and family members, hereby release, discharge, indemnify, defend and hold harmless Location, its administration, staff, clergy, employees, officers, volunteers, agents, and representatives from any and all claims, losses, accidents, injuries, causes of action, liability or damages arising out of, or relating to the release and/or transportation of my child in accordance with this permission form.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____



"EMPOWERING GOD'S CHILDREN & YOUNG PEOPLE©" SAFETY PROGRAM
Archdiocese of Los Angeles
"Permission Slip"
2022-2023

TO: Parent/Guardian

FROM: Saint Charles Borromeo Confirmation and Youth Ministry Programs

SUBJECT: "Empowering God's Children & Young People©" Safety Program

DATE: 2022-23 Catechetical Year

The Office of Safeguard the Children for the Archdiocese of Los Angeles is once again providing the "Empowering God's Children & Young People©" Safety Program to all schools, Religious Education Programs and Youth Ministry. The program focuses on empowering children and young people with the knowledge, understanding and tools they need to keep themselves safe from abuse.

The lessons include the VIRTUS® Introductory Video "Empowering God's Children," a variety of classroom activities, a Parent/Child Take-Home activity, and a "Catechetical Connection" to the Catechism of the Catholic Church to magnify God's desire for the happiness, health and safety of all children and young people.

Also included is a lesson on Summer Safety to be presented to classes at the end of each school year to remind our students to put "Safety First."

If you would like additional information regarding "Empowering God's Children & Young People©" Safety Program, or if you would like to review the materials/videos, please feel free to contact the SCB Confirmation Coordinate, Richard Klee at richard.klee@la-archdiocese.org or by phone at 213-948-0506 or 818-766-3838. You may also visit the ADLA Safeguard the Children website at <https://lacatholics.org/departments-ministries/safeguard-the-children/>.

SAINT CHARLES BORROME0 CONFIRMATION AND YOUTH MINISTRY PROGRAMS

Parent Permission Slip for the Safety Program

I understand that this form must be completed and returned for my child to participate in the "Empowering God's Children & Young People©" Safety Program class lesson. My signature below is authorization of my permission for my child's participation.

Child's Name (printed): _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

