

**Our Lady Star of the Sea  
Catholic Church**



**Faith Formation  
Parent Handbook  
2016/2017 School Year**

Dina L. Voutour  
Director of Faith Formation  
904-567-1960

July 15, 2017

Dear Parents,

Welcome to the 2017/2018 Faith Formation Program. We are now accepting registrations for Faith Formation Classes for children who will attend here at Our Lady Star of the Sea Parish. Parishioners of St. John Paul II parish need to consult their parish bulletin for information regarding registration for classes at St. John Paul II.

The Catechists and I look forward to working with your child/children this year. Our goal is to help you bring your child closer to Jesus. This is accomplished by grade level Catechetical Instruction and the study of: Prayers, the Teachings of the Church and the Traditions in our faith.

We are however only part of the Faith Formation process. As parents you are the primary educators of your child/children. It is our function to assist you in the Faith Formation of your children. Please attend Mass each weekend as a family and participate in the Sacraments on a regular basis. We encourage you to pray with and for your child.

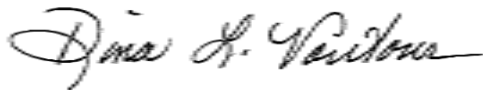
We are blessed with a large student enrollment in our Faith Formation Program. We are equally blessed with wonderful people who donate their time and talent as Catechists for the children.

You, as a parent are an important part of our team, and we welcome your comments and suggestions. Please feel free to call the Faith Formation Office at 904-567-1960.

Please read the handbook for all of the information you need regarding registering your child/children for Faith Formation at Our Lady Star of the Sea Catholic Church.

We look forward to sharing the teachings and rich traditions of our Catholic Faith with your child.

Peace be with you,

A handwritten signature in cursive script that reads "Dina L. Voutour".

Dina L. Voutour  
Director of Faith Formation

## **Mission Statement:**

Our mission is to hand on the rich teachings and traditions of the Roman Catholic Church to the youth of our parish. We hope to accomplish this by striving to know, love and serve God, as witnesses' to the Good News of Jesus Christ, and through active participation in liturgical celebrations, stewardship and evangelization.

## **Staff:**

Pastor: Monsignor Keith R. Brennan, (904)285-2698 ext. 211, Email: [krb@olsspvb.org](mailto:krb@olsspvb.org).  
Rev. Fr. David Keegan, Parochial Vicar, (904) 285-2698 ext. 207 email: [frdavid@olsspvb.org](mailto:frdavid@olsspvb.org).  
Sr. Lucy Clynes D.W., Pastoral Associate, (904) 285-2698 ext. 240, email: [lclynes@olsspvb.org](mailto:lclynes@olsspvb.org).  
Deacon Dan Scrone, (904) 285-2698 ext. 221, email: [dds@olsspvb.org](mailto:dds@olsspvb.org)  
Director of Faith Formation: Dina L. Voutour, (904)567-1960 Email [dvoutour@olsspvb.org](mailto:dvoutour@olsspvb.org)  
Administrative Assistant to the D.F.F.: Kimberly Voutour (904)567-1960 Email: [kvoutour@olsspvb.org](mailto:kvoutour@olsspvb.org)

## **Office Address:**

Our Lady Star of the Sea  
Office of Faith Formation  
545 A1A North  
Ponte Vedra Beach, Florida 32082

## **Right to amend:**

This handbook is primarily a means of communication. It is meant to provide you the parent/guardian, with helpful information on how we intend to go about our work. Our Lady Star of the Sea Faith Formation Program reserves the right to amend this handbook if necessary. Parents will be notified in writing, if changes are made to any procedures or information contained in this handbook.

## **Facilities:**

Classes for students in Kindergarten through Fourth Grade are held in the Palmer Catholic Academy Preschool Building located on the Church grounds. This is the second building on the right hand side as you drive onto the Church grounds.

Classes for Fifth through Eighth Grades held in the Browning Center on the Church grounds. This is the first building on the right hand side as you drive onto the Church grounds.

Please note that both buildings have school tile flooring and for safety reasons we ask that students do not wear flip flops or heeie shoes in the building.

## **Communication:**

The Faith Formation Program at Our Lady Star of the Sea prefers to contact families whenever possible by email. Emails will be sent to previously registered families for yearly registration of Faith Formation Class, reminders of Holy Days of Obligation, reminders of no class, etc.

Announcements and sign up forms for parish events involving families in Faith Formation will also be emailed. Examples: the Cook-Off, the Angel Ball, Father-Daughter Dance, Lenten Fish Fry, Mother-Daughter Tea, a weekly family letter, Bulletin Announcements and Sign Up Forms, etc.

When necessary the Faith Formation Program staff will contact you by phone or through the United States Postal Service.

## **Attendance Policy:**

Regular and prompt attendance at Faith Formation classes is expected of all students. Lessons build one upon another and the understanding of one concept is a necessity in learning the next. If your child is ill and unable to attend class, please notify the Faith Formation Office at 904-567-1960 or at the following email addresses: [dvoutour@olsspvb.org](mailto:dvoutour@olsspvb.org) or [kvoutour@olsspvb.org](mailto:kvoutour@olsspvb.org).

## **Arrival Policy:**

**We encourage children to be on time for the beginning of class. To ensure the safety of your child, please verify that the teacher is in the classroom.**

Children in Kindergarten through Second Grade should be walked to their classroom. For the safety of all children please be sure the Catechist/Teacher is present before leaving your child.

Children in Third through Eight Grade – parents are welcome to walk their child to class. If you choose you may drop your older child off once they are comfortable as to where their classroom is. For the safety of all children please be sure the Catechist/Teacher is present before leaving your child.

## **Sign Out/Dismissal Policy:**

**We require all registered students to be signed out from their classroom by an authorized adult/guardian. Please complete the enclosed, “Authorization for Pick-Up Form that is in the attached forms folder. Please list all of the adults that you wish to pick up your children from class, their relationship to your child and their phone number. Adults not known to the Catechist or Staff will be asked for a photo I.D. Students who are not picked up in a timely manner will be brought to the Faith Formation Office (located in the first building on the right hand side of the property) to wait for their parent or guardian for sign out.**

## **Volunteers:**

Adult volunteers are needed as Catechists, Classroom Aides, Substitute Catechists, or Door Monitors for the Palmer Catholic Academy Preschool Building and the Browning Center. Youth Volunteers are also needed as classrooms aides.

All adults (18 years of age or older) Catechists and adult Volunteers are required to complete a volunteer application, be finger printed specifically for the Diocese of St. Augustine, and complete a "Protecting All God's Children" class."

All adult Catechists and Adult Classroom Aides are required by the Diocese of St. Augustine to complete Level I Catechist Certification during their first two years as a Catechist or Classroom Aide. Classes are offered at the Parish and through the Diocese of St. Augustine. Additionally volunteers are asked to read the Standards of Ethical Conduct for Lay Employees and Volunteers, sign and return the Acknowledgement Form on the last page of that document.

All youth volunteers are required to have completed the celebration of Confirmation. If your child is interested in volunteering in the Faith Formation Program please contact, Dina Voutour at 904-567-1960 or [dvoutour@olsspvb.org](mailto:dvoutour@olsspvb.org) As youth volunteers turn age 18 they are considered adult volunteers and are required to complete an adult volunteer application, be fingerprinted, and complete the "Protecting God's Children Class". If an 18 year old is a Catechist they are required to begin Catechist Certification Level I.

## **REGISTRATION INFORMATION**

The Parish Children who do not attend the Catholic School should attend the Faith Formation Program every year from Kindergarten through the Eighth Grade so that there are no gaps in their Faith Formation.

Registration for Faith Formation Classes will begin on Monday, July 17, 2017 through Thursday, August 17, 2017. Registrations received on and after Thursday, August 17, 2017 will be charged a \$25.00 late fee.

Registration is offered to children age 5 who are entering Kindergarten through the Eighth Grade.

Parents may select time they wish for their child/children to attend Faith Formation Classes. Assignments to class will be on a first come, first serve basis. Once a class has reached a capacity of 25 students, any other students wanting that time slot will be placed into the alternate session until they too are filled. When both grade levels are at capacity, classes will then be filled on a rotation basis between all three sessions. Reminder: Both sessions will offer classes for Kindergarten through Eighth Grade.

After the Faith Formation Office has received your registration paperwork, your child/children will be assigned to a class. You will be notified by email in mid-August which class/time your child has been assigned to. If the class time you want is at capacity when you turn in your registration paperwork you will be notified immediately that the class time is no longer available.

**The options for class day and time are:**

Wednesday 4:30-5:30 p.m.

Wednesday 6:00-7:00 p.m.

**The fee for Faith Formation is \$50.00 for one child and \$25.00 for each additional child. Reminder: There is a \$25.00 late fee for those who submit registration paperwork after Thursday, August 17, 2017.**

**Children the age of Seven and never Baptized or Baptized in another Faith Tradition**

The Diocese of Saint Augustine in explaining the Guidelines for reception of school-aged sacraments identifies two avenues of preparation: Immediate and Remote.

For children who reach the age of seven and have not been baptized or have been baptized in another Christian tradition participate in the Rite of Christian Initiation of Adults (RCIA) modified for children.

The remote preparation for the sacraments of Penance, Eucharist and Confirmation takes place within the family and their appropriate grade level at Palmer Catholic Academy or the Faith Formation program of the parish.

The RCIA sessions are the immediate preparation to celebrate the Sacraments of Baptism, Confirmation and Eucharist for these children.

Parents are asked to make an appointment with Sister Lucy Clynes, DW at the Parish Office (285 2698 ext. 240 or [lclynes@olsspvb.org](mailto:lclynes@olsspvb.org)).

**Returning Families:**

Returning families need to **review, correct/update and return** the computer generated registration form as well as the four required forms with payment to the Faith Formation Office. Please make your check payable to: Our Lady Star of the Sea Catholic Church. We are not able to accept credit or debit cards.

**New Families:**

New Families need to complete the blank Faith Formation Form and the four additional forms and return all paperwork along with payment to the Faith Formation Office. Please make your check payable to: Our Lady Star of the Sea Catholic Church.

## Required forms due at registration:

- The computer generated registration forms
- The Emergency Contact/Medical and Learning Challenges Form
- The Class Session Time Selection Form
- Authorization for Pick up Form
- Photo Release Form
- Payment in Full
- Baptismal Certificates for your child/children
- Profession of Faith Certificate if applicable
- First Eucharist Certificate when applicable
- Confirmation Certificate if applicable
- Transfer Letter for the children transferring to our program from another Catholic Faith Formation. If transferring from a Catholic School the final report card.
- **The Code of Conduct Acknowledgment Form (Page 12) from the Parent Handbook. Please read the Code of Conduct (Pages 10 and 11) with your children that will be attending Faith Formation, ALL the children you enroll and a parent/guardian are required to sign page 12 and return it with your registration paperwork. This must be completed each new school year.**

**Reminder: Your registration paperwork cannot be processed if any of the above paperwork is missing.**

## Curriculum:

Kindergarten through Sixth Grade Text “We Believe, Catholic Identity Edition with Project Disciple”, by Sadlier Inc.

Seventh Grade Text: “We Live Our Faith, As Disciples of Jesus” by Sadlier Inc.

Eighth Grade Text: “Decision Point”, by Matthew Kelly.

Scope and Sequence for Kindergarten through Seventh Grade:

<http://www.sadlier.com/religion/parish/catholic-identity-religious-formation-program>

The Eighth Grade Decision Point Catechist material, student material, and DVD’s are available to see completely on line at: <http://dynamiccatholic.com/confirmation/>.

## Sacraments of Reconciliation and Eucharist:

All of the documents of our Church stress the importance of parents as the first and best educators of their children in the faith. Through example, prayer and attendance at weekly Sunday celebrations of the liturgy, parents model what being a Catholic means.

The Faith Formation Program and the Catholic School assist parents in the faith formation of the children and **remote preparation** for sacraments.

The proper context **for immediate preparation** as well as celebration of Penance and Eucharist for the first time is the parish. The required Immediate Preparation sessions are held here on the parish

grounds. There is an introductory parent meeting for the parents of the children who wish to celebrate the Sacraments of Reconciliation and Eucharist for the first time. The date of this meeting is to be announced. There are two mandatory retreats for each of those two Sacraments to be attended by at least one parent and the student preparing to celebrate the Sacraments.

Please consult the Diocese of Saint Augustine website for a more complete understanding of the Sacramental Guidelines; <http://www.dosafl.com/sacramental-preparation/>  
Students are required to be enrolled in Faith Formation the year prior to celebrating a Sacrament. Students Preparing for Sacraments are also required to be enrolled in their grade level class.

### **Sacrament of Confirmation:**

There is no additional fee for the preparation for the Sacrament of Confirmation. All families of Confirmation Candidates are required to submit to the Faith Formation Office a newly issued Baptism Certificate for the Confirmation Candidate if your child has been attending Faith Formation here for less than six years, or if the child was not baptized here. To obtain a newly issued Baptism Certificate contact the Church where your child was baptized and request a newly issued baptismal certificate. It is prudent for families who need the newly issued Baptism certificate to begin this process now and that is especially true for those who were baptized in a foreign country.

**There is a mandatory Confirmation Retreat that is held in the springtime for all Confirmation Candidates. Families will be notified at a later time when the retreat will be held. The Confirmation Retreat is led by the Our Lady Star of the Sea Youth Director, Catherine Savilla.**

**There will be a Mandatory Confirmation Meeting for Confirmation Candidates and their parents on Thursday, January 11, 2018, 6:00-7:00 pm.**

**Confirmation Candidates are required to complete a minimum of 30 service hours. Students have from June 1, 2016 through March 14, 2018 to complete the 30 service hours.**

### **Special needs students:**

At Our Lady Star of the Sea, students with special needs are mainstreamed in the Faith Formation Program. Parents need to identify their child's special need(s) to the Director of Faith Formation and the child's Catechist and explain the best way of working with the child and their needs.

### **Medication:**

The Faith Formation Staff and Catechists do not distribute medication of any kind to students. If your child is ill, or has a fever do not send them to class. Children who appear ill after arriving to class will be brought to the Faith Formation Office to wait for their parent. The parent will be called to pick them up, in the event we cannot reach you, we will call the emergency contact person that you listed.



## **Emergency Class Cancellation Policy:**

- In the event of a Hurricane Evacuation of Ponte Vedra Beach, Faith Formation Classes will be cancelled.
- In the event of a Hurricane Warning for the Ponte Vedra Area, Faith Formation Classes may be cancelled.
- In the event of a Tornado, Faith Formation Classes will be cancelled.
- As always, parents should use their best judgment on whether or not to bring their child to class if they are concerned about the weather.
- The cancellation of class will be emailed to families, posted on the parish website, and recorded on the Faith Formation voicemail.

## **Expectations:**

### **Parents:**

- Parents and Children attend weekly Celebration of the Eucharist. Mass times are Saturdays: 5:30 pm and Sundays, 7:30 am, 9:00 am, 11:00 am, and 5:30 pm.
- Insure that students attend class regularly.
- Insure that students are prepared for class by completing homework assignments and that they bring their book to class each week.
- Communicate special needs and circumstances that affect their child within the classroom.
- Be an active participant in your child's faith formation.
- Advise us when your child is ill and unable to attend class, and complete all makeup work.
- Advise us if significant changes occur in your child's life.
- No Distribution of Candy, Snacks, or Information Flyers by parents: before, during or after Faith Formation.

### **Catechists:**

- Provide a loving, Christian atmosphere within the learning environment so that the children will be able to grow in their faith.
- Prepare and teach assigned and approved curriculum.
- Be a Christian role model.
- Communicate regularly with and involve the parents/guardians in the faith development of their children.

## **Discipline:**

All students are expected to share in the faith learning experiences of the Our Lady Star of the Sea Faith Formation Program. If a child's behavior disrupts the learning process for themselves or others, the steps below will be followed to ensure that class instruction may continue:

- At the first incident the child will be reminded of expected behavior and the consequences of misbehavior.
- After the second incident the child will be moved within the classroom to a less disruptive area.
- If inappropriate behavior continues a third time, the child will be sent to the Faith Formation Office to complete their Faith Formation assignment. The child's parent or guardian will be contacted.
- Habitual repetition of this process may result in a parent sitting with their child in their child's class for the remainder of the school year or removal from the program.
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### **Code of Conduct for Faith Formation Students:**

**Parents please read and discuss the Code of Conduct for Faith Formation Students with the child/children you are enrolling prior to signing the 2016/2017 Parent/Student Acknowledgement Form.**

The basic premise in this code of Conduct for Children and Youth that is all humanity functions at its best when behaviors and expectations are clearly outlined. Young people in particular, need to be made aware of correct and incorrect behaviors as well as the consequences associated with them. Forming good moral consciences in children and youth is a primary role of the family with support and guidance from the local Church community. This code is used in conjunction with existing local or diocesan policies, protocols or other codes and it not intended to supersede them.

- Attend weekly Mass and participate in the Sacraments of Reconciliation and Eucharist. Mass times; are Saturdays: 5:30 pm and on Sundays, 7:30 am, 9:00 am, 11:00 am, 5:30 pm.
- Christian behavior is expected at all times
- Bring your Faith Formation textbook to class each week.
- Attend class on a regular basis and complete all homework assignments.
- Respect for individuals, the community, and facilities being used are required.
- Dress must be in accord with the activity and appropriate for a Christian environment.
- Do not wear heeie shoes or flip flops to class.
- Do not bring Fidget Spinners to class.
- No skating or skateboarding on church property.
- Do not bring friends or relatives who are not registered in our Faith Formation Program to class with you.
- Co-operation and self-control are necessary when participating in programs and activities.
- No Food or drink is allowed during Faith Formation Classes in either building. Children with snacks from home are to consume the food or drink before entering the building.
- All electronic devices such as games, cell phones, etc. are not allowed at Faith Formation class. If any electronic devices are brought to class they will be confiscated.

Unacceptable behavior and lack of cooperation will not be tolerated, and will be addressed appropriately. Examples of unacceptable behavior are as follows, though not limited to:

- Disrespect for adults and peers
- Being a bully
- Use of vulgar language, gestures and use of racial slurs
- Damaging of property
- Fighting or intent to injure others
- Constant disturbance of others at work or in an activity
- Cheating
- Do not touch another student or an adult.
- Possession of weapons, possession and or use of alcohol or drugs are forbidden.
- No child or youth has the right to treat another in any manner that will cause physical or emotional pain. Therefore, harassment of any kind is viewed as unchristian and therefore unacceptable.
- Coercion or threats to do something physically hurtful or for the purposes of ruining another's reputation or good standing is unacceptable behavior.
- Food and drink is not allowed in either building during Faith Formation. Snacks and drinks must be consumed in your vehicle prior to entering the building.
- Cell phones, and electronic equipment are not allowed at Faith Formation. If these items are brought to class they will be confiscated and returned at the end of class.

**Each child that is being registered into the 2017/2018 Faith Formation Program is required to read and to understand and sign the Code of Conduct Acknowledgement Form. At least one Parent is required to sign the Code of Conduct Acknowledgement Form on page 12 of this handbook.**

**After signing the Acknowledgement Form (on Page 12) you must return it with your other registration paperwork or your registration cannot be processed.**

**2017/2018 Parent/Student Code of Conduct Acknowledgment Form**

**This completed form is required at the time of registration for your child/children for the 2017/2018 Faith Formation School Year.**

**This is to acknowledge that I/We have received and read the Our Lady Star of the Sea Handbook for the Faith Formation Program. We understand the contents of the Handbook for the Faith Formation Program and agree to cooperate with the Parish policies set forth in this handbook.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Please have each child you are registering in the 2017/2018 Faith Formation Program sign below.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**I understand that by enrolling my child (children) in the Faith Formation Program, I agree to my children attending class on a weekly basis, that they will bring their textbook as well as homework each week to class and that I will have them to class on time and sign them out of class on time.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Reminder: Return this completed page with your child/children's Faith Formation Education registration paperwork.**

**FAITH FORMATION CALENDAR 2017/2018 July 17, 2017**

<b>Week #:</b>	<b>Date: Tue or Wed.</b>	<b>Class Schedule for classes in the Class Room:</b>	<b>Reason of NO CLASS:</b>
1	Sept. 6	Faith Formation Class	
2	Sept. 13	Faith Formation Class	
3	Sept. 20	Faith Formation Class	
4	Sept. 27	Faith Formation Class	
5	Oct. 4	Faith Formation Class	
6	Oct. 11	Faith Formation Class	
7	Oct. 18	Faith Formation Class	
8	Oct. 25	Faith Formation Class	
	Nov. 1	<b>No CLASS</b>	<b>NO Class due to the Holy Day of All Saints. Please give your child/children an opportunity to Celebrate this Holy Day of Obligation with you at Mass at 7:00pm.</b>
9	Nov. 8	Faith Formation Class	
10	Nov. 15	Faith Formation Class	
	Nov. 22	<b>NO CLASS</b>	<b>Due to Thanksgiving School Break</b>
11	Nov. 29	Faith Formation Class	
12	Dec. 6	Faith Formation Class	
13	Dec. 13	Faith Formation Class	
	Dec. 20	<b>ALL STUDENTS NO CLASS in Regular Classroom</b>	<b>*Advent Parish Penance Service: Tue. Dec. 19, 2017 7:00pm, counts as a class for all students 2<sup>nd</sup> through 8<sup>th</sup> grade.* <u>No class for grades Kindergarten and 1st</u></b>
	Dec. 27	<b>NO CLASS</b>	<b>Christmas Break</b>
	Jan. 3	<b>NO CLASS</b>	<b>Christmas Break</b>
14	Jan. 10	Faith Formation Class	
15	Jan. 17	Faith Formation Class	
16	Jan. 24	Faith Formation Class	
17	Jan. 31	Faith Formation Class	
18	Feb. 7	Faith Formation Class	
	Feb. 14	<b>NO CLASS</b>	<b>Due to Ash Wednesday</b>
19	Feb. 21	Faith Formation Class	
20	Feb. 28	Faith Formation Class	
21	Mar. 7	Faith Formation Class	
22	Mar. 14	Faith Formation Class	
23	Mar. 21	Faith Formation Class	
	Mar. 28	<b>NO CLASS</b>	<b>Due to this being HOLY WEEK as well as the Parish Mission. Please note: The Lenten Penance Service is MONDAY, March 26, 2018, 7pm. Children are to sit with their child/children and this counts as a class for all students 2<sup>nd</sup> through 8<sup>th</sup> grade. NO Class for Kindergarten and First Grade.</b>
24	Apr. 4	Faith Formation Class	
25	Apr. 11	Faith Formation Class	
	Apr. 18	<b>NO CLASS</b>	<b>Due to the Celebration of Confirmation for Eight Graders on this date.</b>
26	Apr. 25	Faith Formation Class	
27	May 2	Faith Formation Class	
	May 9	<b>NO CLASS</b>	<b>Due to TPC Traffic</b>
28	May 16	<b>LAST Faith Formation Class</b>	

Please see next page for additional information.

**\*The Advent and Lenten Parish Penance Services are each only held one time yearly at our Parish. All students from Second through Eighth grade who attend the Faith Formation Program on either Session on Wednesday are requested to attend the Penance Service and are encouraged to celebrate the Sacrament of Reconciliation. The Advent and Lenten Parish Penance Service counts as a class for grades Second through Eighth Grade.**

**Children in Kindergarten or First grade students do not attend the Parish Penance Services because they will not have been prepared to celebrate the Sacrament of Reconciliation. There will be no Faith Formation Class at all for Kindergarten and First Graders on the weeks we hold the Advent or Lenten Parish Penance Service.**

**Dates of Celebrations of Sacraments:**

**The Celebration of Reconciliation for the first time for Second Graders is Tuesday, December 19, 2017, 7:00 pm at the Parish Penance Service.**

**Confirmation (typically for Eighth Graders) is Wednesday, April 18, 2018, 6:00 pm.  
Rehearsal for Confirmation is Tuesday, April 17, 2018 6:00-7:30 pm. Sponsor and Candidate are required to attend.**

**The Celebration of Eucharist for the first time is at weekend Masses throughout the month of May 2018. Parents will be given an opportunity to schedule their child's Celebration at a later date.**