

# Our Lady Star of the Sea Catholic Church

## Faith Formation Parent Handbook 2019/2020 School Year



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

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## *Our Lady Star of the Sea*

545 A1A North ✦ Ponte Vedra Beach, Florida 32082

2019-2020 Catechetical Year

Dear Parents and Guardians:

On August 6 the Church will celebrate the feast of the Transfiguration of the Lord. We learn within the Gospel of Luke (LK 9:28B-36) that Jesus took Peter, John and James with him up the mountain to pray. While praying his appearance was changed and the apostles saw his glory. From the cloud came a voice that said: ***"This is my chosen Son; listen to him"***

All of us, parents, catechists and the parish community are involved in the ongoing education and formation in faith of the children of the parish. Through what is experienced at home, what is provided at the parish especially at the various liturgies and sacramental celebrations, we invite the children to listen to the Lord.

We realize that the one hour a week for less than thirty weeks a year can merely touch the surface of what our faith offers the young people along their faith journey. We continue to offer our support and pledge our involvement in the ongoing formation of your child.

***The National Directory for Catechesis*** United States Conference of Catholic Bishops May 2005 supports and delineates the various documents that affirm the need for structured catechesis that is age appropriate, and supportive of the Christian values present within the family. We all seek to encourage the children to develop a sense of trust, freedom, selflessness and joyful participation.

I look forward to learning how the year begins as well as how it develops for your family, especially your children. Be assured of the ongoing prayerful support and interest of all within the Parish Staff.

Thank you.

Sincerely,

Msgr. Keith R. Brennan

Pastor

Dear Parents,

Welcome to the 2019/2020 Faith Formation Program at Our Lady Star of the Sea Parish.

The Catechists and I look forward to working with your children this year. Our goal is to bring your child and your family closer to Jesus. We will strive to accomplish this through the study of: Prayers, the Teachings of the Church and the Traditions of our Faith. We will also include service projects and special activities.

We are, however, only part of the Faith Formation process. As parents you are the primary educators of your children. Attending Mass each weekend as a family, participating in the Sacraments on a regular basis and praying with and for your child, are good ways to foster a strong faith formation.

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

You as parents 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 or e-mail your questions to me at [dre@olsspvb.org](mailto:dre@olsspvb.org).

Please read the Faith Formation Parent Handbook for all 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 Jesus' love with each one of you.

God Bless,



Karen H. Pabian  
Interim Director of Faith Formation

## Mission Statement:

To inspire our parish community to live a life of stewardship, community involvement, and faith with the grace with our Blessed Mother Mary.

Vision Statement: Our vision is to create a loving, caring, faithful community that bears witness to Good News of Jesus Christ through active participation in the liturgical celebrations, stewardship, Catholic education and evangelization.

## Facilities:

Classes for students in Kindergarten through Fourth Grade are held in the Palmer Catholic Academy Preschool Building located on the church grounds.

Classes for Fifth through Eighth Grades are held in the Browning Center on the Church grounds directly next to the Preschool.

## Arrival Policy:

We encourage children to be on time for the beginning of class, but no earlier than 10 minutes prior to the start of their session.

Children in K-2 should be walked to their classroom. Please be sure the Catechist is present before leaving your child.

Children in 3-8 parents are welcome to walk their child to class. If you choose you may drop your older child off once they are comfortable doing so.

## Dismissal Policy/Sign Out:

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 file. Please list all 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 Browning Center) to wait for their parent or guardian for sign out.

## Attendance Policy:

Regular attendance at Faith Formation classes is necessary to ensure that your child is receiving the best formation possible. Lessons build one upon another and the understanding of one concept is a necessity in learning the next. If a student misses more than two classes in a Sacrament Year (Second or Eighth) or 4 classes in a non-sacrament year a meeting will be called between the parents, teacher and DRE to discuss how the problem can be resolved.

PLEASE schedule any extracurricular activities; such as sports, dance or gymnastics, etc after class or on a different day.

If your child is ill and unable to attend class, please notify the Faith Formation Office at 904-567-1960 or at the following e-mail address, [kvoutour@olsspvb.org](mailto:kvoutour@olsspvb.org).

## REGISTRATION INFORMATION

Returning Families: please review, correct/update and return the computer-generated forms as well as the four required forms and signed Code of conduct Form along with payment to the Faith Formation Office.

New Families: please complete the blank Faith Formation Form, the four additional forms and the signed Code of Conduct. Return all forms, Sacrament Certificates, and if applicable a letter of transfer from a previous parish along with payment to the Faith Formation Office.

**WE ARE UNABLE TO ACCEPT CREDIT OR DEBIT CARDS.**

### Fees:

The fee for Faith Formation is \$50.00 for one child and \$25.00 for each additional child.

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

Registration for Faith Formation will begin on July 24, 2019 through August 22, 2019.

A late fee of \$25.00 begins Friday, August 23, 2019. All registrations submitted after Friday, August 23, 2019 will be processed the following week on Thursday, August 29, 2019.

### Class Options:

Wednesday    Kindergarten through Eighth Grade    4:30- 5:30 **OR**    6:00-7:00.

Parents may select the time they wish their child/children to attend class. Assignments to class are on a first come first served basis. Once a class has reached a capacity of 20 students any other students wishing that time slot will be placed in the alternate session.

You will be notified which class/time your child has been assigned. If the class time you requested is at capacity when you return your paperwork you will be notified as soon as possible that it is no longer available.

### 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 K-7<sup>th</sup> -<http://sadlier.com/religion/parish/catholic-identity-religious-formation-program>.

The Eighth Grade Decision Point Catechist material, student material and DVD's are available online at: <http://dynamiccatholic.com/confirmation/>.

### **For students in sixth & seventh grades:**

We have a new addition to our curriculum this year. Our Youth Ministry Director, Catherine Savilla

will meet with the sixth and seventh graders in the Cultural Center three times this school year during their regular class time. This collaboration of Faith Formation and the Youth Ministry will encourage the students to enrich their faith journey in a community setting outside of the Faith Formation classroom. Students will remain on campus in the Cultural Center. Parents will drop off their child at the Cultural Center and sign them out from the Cultural Center. Please check the Faith Formation Calendar for specific class dates. Reminders for these classes will also be emailed to parents.

#### Special Needs Students:

At Our Lady Star of the Sea, students with special needs are mainstreamed in the Program. Parents are asked to identify their child's special need to the Director and the child's Catechist. The parents, Director and Catechist will work out a plan that best fits the child's needs.

#### Medication:

Faith Formation Staff and Catechists may not distribute medication of any kind to students. If your child is ill or has a fever, please do not send them to class. Children who appear ill after arriving to class will be brought to the office and the parent will be called to pick them up.

#### Communication:

The Faith Formation Program prefers to contact families whenever possible by email. When necessary we will contact you by phone or through the US Postal Service.

#### **EMERGENCY CLASS CANCELLATION NOTIFICATION**

In the event of a Hurricane or Tornado warning or evacuation for the Ponte Vedra Area, classes will be cancelled. The cancellation will be emailed to families, posted on the parish website and recorded on the Faith Formation voicemail.

As always, parents should use their best judgment on whether to bring their child to class if they are concerned about the weather.

#### Classroom Behavior:

Occasionally a student disrupts class by his/her behavior. Disruptive behavior is not fair to the Catechist or to other students who are there to learn. If a child is disruptive, he/she will be reminded of expected behavior and the consequences of misbehavior. If the behavior continues, they will be moved within the classroom to a less disruptive area. If inappropriate behavior continues a third time, the child will be brought to the Faith Formation Office and their parent or guardian will be called.

#### Cell phones:

Students are not to use their cell phones during class time. All phones are to be put on silent so as not to interrupt the class. Phones used during class time in any way, (texting, reading texts & gaming, etc.) will be taken from the student and returned at the end of class. This policy will be strictly adhered to.

## **FAITH FORMATION SACRAMENT PREPARATION AT OUR LADY STAR OF THE SEA**

As per diocesan policy, students are required to be enrolled in Faith Formation for two years prior to celebrating a Sacrament. (For example: students preparing for Reconciliation and Eucharist must have completed Grade One and be enrolled in Grade Two, students preparing for Confirmation must have completed Grade Seven and be enrolled in Grade Eight.) Exceptions to these requirements would need to be discussed with the Director of Faith Formation and the Pastoral Associate.

### SACRAMENTS OF RECONCILIATION AND EUCHARIST - Grade 2

A Penance retreat for Second Grade Students and at least one parent will be held on Saturday, Oct. 5, 2019 beginning with 8:30 Mass and ending at Noon.

A Eucharist retreat for Second Grade Students and at least one parent will be held on Saturday, March 7, 2020 beginning with 8:30 Mass and ending at Noon.

Please consult the Diocese of Saint Augustine website for a more complete understanding of the Sacramental Guidelines: <http://www.dosafl.com/sacramental-preparation> if needed.

### SACRAMENT OF CONFIRMATION – Grade 8

All families of Confirmation Candidates are required to submit to the Faith Formation Office a newly issued Baptism Certificate for the Candidate if your child has been attending Faith Formation here for less than 6 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 new certificate. It is prudent for families who need the newly issued certificate to begin the process early and that is especially true for those who were baptized in a foreign country.

The Confirmation Meeting for Confirmation Candidates and their parents is Tuesday, October 22, 2019 from 6:00pm - 8:00pm.

Confirmation Candidates are required to complete a minimum of 30 service hours. Our students begin volunteering in their faith community and their residential community at the end of their Faith Formation for 6<sup>th</sup> grade class, allowing two school years to complete the 30-hour requirement. Information will be sent home at a later time and is also available outside the 8<sup>th</sup> grade classroom.

The deadline for eighth graders to submit their service hours for the Celebration of Confirmation in 2020 is Friday, March 27, 2020.

The Confirmation Retreat for all Confirmation Candidates is Saturday, March 28, 2020. The Retreat is led by the Our Lady Star of the Sea Youth Director, Catherine Savilla.

Confirmation rehearsal: Thursday, May 7, 2020 6:00-7:30pm. Candidate & Sponsor must attend. If the sponsor is unavailable to attend a parent must stand in proxy.

Confirmation Mass: Saturday, May 9, 2020 11:00am.

As mentioned earlier, your child's' Religious Education is a “team effort”, including parents and catechists. The following are some guidelines for both to follow –

Parents support the formation of their child through:

- Attend weekly Celebration of the Eucharist with their children. Mass times at OLSS are Saturday: 5:30pm and Sunday: 7:30am, 9:00am, 11:00am and 5:30 pm.
- Pray daily with your child.
- Ensure that students attend Faith Formation class regularly.
- Ensure that Students are prepared for class by completing assignments and by bringing their book to class each week.
- Communicate special needs or significant changes that effect your child or family to the DRE and/or Catechist.
- Be an active participant in your child's faith formation – review lessons and talk with your child.
- about them and review any homework assignments.

Catechists will:

- Provide a loving, Christian atmosphere within the learning environment so that the children will be able to grow in their faith and deepen their relationship with Our Lord.
- Prepare and teach approved curriculum, supplementing lessons with fun, interesting activities using resources available per grade level.
- Be a Christian role model.
- Communicate regularly with and involve the parents/guardians in the faith development of their children.
- Be afforded professional growth opportunities to further their knowledge of our Faith and Traditions, and to share this knowledge with our students.



## Faith Formation Calendar 2019/2020 School Year

August 28	Parent/Teacher Meet & Greet in the Cultural Center	
Sept. 4	Class	
Sept.11	Class	
Sept. 18	Class	
Sept. 25	Class *6 &7 <sup>th</sup> graders meet in the Cultural Center*	
Oct.2	Class	
<b>Sat. Oct 5</b>	<b>Penance Retreat for all 2<sup>nd</sup> graders &amp; at least one parent</b>	
Oct. 9	Class	
Oct. 16	Class	
<b>Tues. Oct 22</b>	<b>Confirmation meeting 6:00pm in the Cultural Center. Parent &amp; Student attend.</b>	
Oct. 23	Class	
Oct. 30	Class	
Nov. 6	Class	
Nov. 13	Class	
Nov. 20	Class	
<b>Nov 27</b>	<b>NO CLASS. Thanksgiving Break</b>	
Dec. 4	Class *6 &7 <sup>th</sup> graders meet in the Cultural Center*	
Dec. 11	Class *Advent Penance Service at 7:00pm. Early dismissal at 6:45*	
Dec. 18	Class	
<b>Dec. 25</b>	<b>NO CLASS. Merry Christmas</b>	
<b>Jan. 1</b>	<b>NO CLASS. Happy New Year</b>	
Jan. 8	Class	
Jan. 15	Class	
Jan. 22	Class	
Jan. 29	Class	
Feb. 5	Class	
Feb. 12	Class	
Feb. 19	Class	
Feb 26.	Class *Ash Wednesday Early dismissal at 6:45*	
March 4	Class *6 &7 <sup>th</sup> graders meet in the Cultural Center*	
<b>Sat. March 7</b>	<b>Eucharist Retreat for all 2<sup>nd</sup> graders &amp; at least one parent</b>	
<b>March 11</b>	<b>NO CLASS.</b>	<b>TPC</b>
<b>March 18</b>	<b>NO CLASS</b>	<b>St. John's County Spring Break</b>
March 25	Class	
<b>Sat. March 28</b>	<b>Confirmation Retreat</b>	
April 1	Class	*Lenten Penance Service at 7:00pm. Early dismissal at 6:45*
<b>April 8</b>	<b>NO CLASS</b>	<b>Holy Week</b>
April 15	Class	
April 22	Class	
April 29	Class	
May 6	Class	
May 13	Class	
May 20	Final Class	

**Please turn over for Important Sacrament Dates for Reconciliation, Eucharist & Confirmation**

**Important Dates for Second Grade:**

**Saturday, Oct 5, 2019** Penance Retreat from 8:30am – 12:00pm for the parent & student.

**Wednesday, December 11, 2019** First Penance at the Advent Penance Service at 7:00pm.

**Saturday, March 7, 2020** Eucharist Retreat from 8:30am – 12:00pm for the parent & student.

First Eucharist is celebrated at weekend Masses through the month of May. Parents will be given an opportunity to schedule their child's Celebration later.

**Important Dates for Confirmation:**

**Tuesday, October 22, 2019:** 6:00-8:00pm Confirmation Information Meeting. Parent & Student attend

**Saturday March 28, 2020** Confirmation Retreat for the Confirmation Candidate. Time to be announced later.

**Thursday, May 7, 2020:** Confirmation rehearsal. 6:00-7:30pm Candidate & Sponsor are to attend. If the Sponsor cannot attend the rehearsal a parent should stand in proxy.

**Saturday, May 9, 2020** Confirmation Mass 11:00am. Candidate & Sponsor meet in Cultural Center at 10:00am.

## **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 2019/2020 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.

### **Students Should:**

- Attend weekly Mass.
- 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.
- For the safety of students, they should not wear flip flops 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.

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
- 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 Bullying. 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 should be placed on silent for Faith Formation Class and not used by students during class.

**Each child that is being registered into the 2019/2020 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. After signing the Acknowledgement Form, you must return it with your other registration paperwork, or your registration cannot be processed.**