

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

**Faith Formation Parent Handbook
2020/2021 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

August 2020

Dear Parents:

In the many roles that you continue to provide within your family structures: parent, counselor, leader of prayer, formator in faith-you have also been balancing since mid-March the role of assistant to your child in virtual learning!

The leadership within the parish continues to pray for you during these ongoing challenging times as we each look to learn and live the new normal around us caused by the virus.

I want to assure you as your pastor, that the Catechetical Team have been diligently working to provide a safe and enriching environment for your children in faith formation.

Listening to your responses to the surveys, we will be offering off site education as the initial outreach of the catechetical program, working with you to assist your working with your child during the early months. This will be reevaluated in December and plans developed for January 2021.

The safety and protection of your children, our Staff and catechists are our priorities. The sanitizing of all common areas, social distancing and wearing of masks are some of the way we are working through these days.

Marguerite Goglia, our new Director of Faith Formation has been diligently and creatively working with Kim Voutour in designing avenues to help the catechetical component of your working within the home. As the domestic church, we are privileged to share in your mission of education within the faith.

Know that all the Parish Staff are but a phone call away.

Continued promises of prayers for your family and request that you keep the intentions of the parish in your prayers.

Sincerely,

Msgr. Keith R. Brennan, Pastor

August 2020

Dear Families,

Welcome to the 2020-2021 Faith Formation Program at Our Lady Star of the Sea Parish. We are humbled to join you in the task that you have already started within your homes, to share faith with your children. As the children study the Prayers, Teachings and Traditions of the Church, we thank you for this opportunity to witness faith coming alive within each child entrusted to our care.

Realizing that their Faith Formation experience is largely developed by what they witness at home, we acknowledge and affirm that:

“Parents are, through the witness of their lives, the first heralds of the Gospel for their children” (Familiaris Consortio, 39). It is because of this, that the Second Vatican Council uses the expression “domestic Church” to describe the Christian home as a vibrant center of living and contagious faith where parents pass on the faith to their children by word and example.

With the above in mind and due to Covid 19, we will be offering Parent Taught, home based sessions September 2020 through December 2020. Children will be placed with a Catechist in either the Early or Late Session on Wednesday in anticipation of resuming classes in 2021. At registration, families will receive textbooks, envelopes, and additional resources. Families will receive lesson plans on a weekly basis via email, on Wednesday. Lesson plans will assist families in working with their children grades K – 7. The 8th grade Catechist will meet via Zoom with the children to work through materials and have discussions. As always 8th grade parents are invited to view materials (see Curriculum section of the Parent Handbook). One monthly Zoom Meeting or Parish Live event via the Parish Facebook page will be expected for children in grades K-7; grades 1 & 2 and 7 & 8, will have two Zoom Meetings or Parish Live Events via the Parish Face Book page monthly; links will be sent with the lesson. To further grow in faith, we encourage celebrating weekly Mass; the Sacraments and praying daily as a family.

We are blessed with many Catechists who donate their time and talent to share faith in our program. They are an integral part of creative brainstorming, lesson plans, and zoom meetings, we thank them for all they have done and will do throughout this year.

Please take the time to read the Faith Formation Parent Handbook for information you need regarding registration. We welcome any suggestions you may have and invite you to call the Faith Formation Office at 904-567-1960 or email me at dre@olsspvb.org.

Peace & Blessings,



Marguerite Goglia
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.

2020 Covid-19 Policy

When classes resume at the Parish, the following applies:

Students and their authorized adults will be required to wear a mask.

We ask that everyone self-screen the following: If anyone in your household has had: cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, fever of 100.4 or above. If someone in your household has had contact with a person who is a lab confirmed to have COVID-19, or a person that has travelled outside the area over the last two weeks, we ask that you inform the Faith Formation office 904-567-1960 or kvoutour@olsspvb.org.

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.

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.

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:

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.

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.

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.

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.

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 their parent/guardian at the end of class. This policy will be strictly adhered to.

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.

As mentioned earlier, your child's Faith Formation 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: 5:00 and Sunday: 8:00am, 10:00am and Noon.
- Pray daily with your child.
- Ensure that children attend Faith Formation class regularly.
- Ensure that children are prepared for class by completing assignments and by bringing their text book to class each week.

- Communicate special needs or significant changes that effect your child or family to the DRE
- Be an active participant in your child's faith formation – review and talk about lessons with your child 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.
- Be a Christian role model.
- Prepare and teach approved curriculum, supplementing lessons with fun, interesting activities using resources available per grade level.
- 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.

REGISTRATION INFORMATION

Returning Families: please review, correct/update and return the computer-generated forms as well as the 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 additional forms, the DOSA release 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:

To assist our families this year with tuition cost, the fee for each student is \$20.00.

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

Registration for Faith Formation will begin on August 5, 2020.

Class Options:

Due to Covid-19 all Faith Formation will be a home-based program from September – end of 2020. We hope to resume on campus classes in early 2021. When classes resume on campus the time options will be:

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| Wednesday | Kindergarten through Eighth Grade | 4:30-5:30 | OR |
| Wednesday | First through Eighth Grade | 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 14 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 turn in 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-7th, <https://www.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:

Our Youth Ministry Director, Catherine Savilla will periodically meet with the sixth and seventh graders in the Cultural Center during their regular class time when classes resume on campus. 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. You will be notified of these specific dates. Reminders for these classes will also be emailed to parents.

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 a Saturday in February 2021, exact date to be determined. 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 in April 2021, exact date to be determined. beginning with 8:30 Mass and ending at Noon.

SACRAMENT OF CONFIRMATION – Grade 8

The Confirmation Meeting for Confirmation Candidates and their parents will be held in 2021, date to be determined.

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 6th grade class, allowing two school years to complete the 30-hour requirement. Information will be sent home later and is also available outside the 8th grade classroom.

The deadline for eighth graders to submit their service hours for the Celebration of Confirmation in 2021 is Thursday, March 25, 2021.

Families will be notified of the date for Confirmation Retreat for all Confirmation Candidates, any Confirmation rehearsals, and the Confirmation Mass via email.

Faith Formation Fall/Winter 2020/2021 Lesson Calendar

Lesson plans will be emailed weekly to parents on the following dates:

- September 9
- September 16
- September 23
- September 30
- October 7
- October 14
- October 21
- October 28
- November 4
- November 18
- December 2
- December 9
- December 16

In December, there will be an evaluation of local and state mandates in relation to Covid-19 and the possibility of reopening classes on Our Lady Star of the Sea Campus. Email and USPS Mail will be sent to families to keep them advised of an updated calendar and procedures.

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 2020-2021 Parent/Guardian & 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 always expected.
- Complete class assignments weekly
- Attend Zoom/ Live Facebook Classes
- Wear a mask on OLSS campus and during Faith Formation when classes resume on campus.
- Bring your Faith Formation textbook to class each week and pencil
- 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 are 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 2020/2021 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.