

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

**Faith Formation Parent Handbook
2021/2022 School Year**



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

Pastor: Monsignor Keith R. Brennan, (904)285-2698 ext. 211, Email: krb@olsspvb.org
Rev. Fr. Bastian Mathew, Parochial Vicar, (904) 285-2698 ext. 207 email: frbastian@olsspvb.org
Rev. Matthew King, Parochial Vicar (904) 285-2698 - fmatt@olsspvb.org
Sr. Lucy Clynes D.W., Pastoral Associate, (904) 285-2698 ext. 240, email: lclynes@olsspvb.org
Faith Formation Office: dre@olsspvb.org



Our Lady Star of the Sea

545 A1A North ✧ Ponte Vedra Beach, Florida 32082

Dear Parents:

As we look toward the beginning of our Faith Formation Program 2021-2022, I wanted to “look back and look ahead”.

The past year was a challenging one for everyone on so many levels, especially our children. They experienced many areas of their education and formation virtually and lacking in the sense of community outside of the immediate family. COVID-19 hit us hard and made many challenges to how we interacted and negotiated our relationships.

I am incredibly grateful for the generosity of our Catechetical Staff and Catechists who weekly provided creative and engaging sessions for virtual learning in the faith. An additional benefit with the online sessions is the increased involvement of parents in the formation and education of your children.

The new Sadlier Program ***Christ In Us*** that we will be implementing in Grades K to 6 supports this enhanced parental involvement, including videos for parents to deepen the various content sessions with the children. The information is presented in an attractive manner and engages the children’s involvement. This enhances what we have been doing in our two-year preparation for Confirmation using ***Decision Point***.

The recently updated ***Directory for Catechesis*** stresses the role of the faith community and so I want to encourage our families to continue to celebrate the sacramental life of the Church and attend weekly mass as a family. I also encourage all to participate in one of the forty-five ministries of Our Lady Star of The Sea Parish. The events offered, especially by the Family Life Team enhance the ever deepening of family life within a parish.

Know that the Pastoral Staff remain committed to assisting you in your role “as the first and best educators of your child in the faith”.

Blessings in this Year of Rejuvenation within our parish.

In Christ,

Msgr. Keith R. Brennan

Pastor

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.

Arrival Policy:

We encourage children to be on time for the beginning of class, but no earlier than 5 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 email address, dre@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: 7:30am; 9:00am, 11:00am and 5:00pm.
- 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 textbook 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:

- Be a Christian role model.
- Communicate regularly with and involve the parents/guardians in the faith development of their children.
- Prepare and teach approved curriculum, supplementing lessons with fun, interesting activities using resources available per grade level.

- 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 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: Register with the Parish at: <https://bit.ly/3cstfro> then complete the Faith Formation registration which consists of: 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:

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

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

Registration for Faith Formation will begin on June 15, 2021. A late fee of \$25.00 per family will go into effect on August 16, 2021.

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 "Christ In Us" 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-6: <https://bit.ly/3bVG7pl> and Scope and Sequence for 7th: <https://bit.ly/3wywN2T>

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

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, October 23, 2021 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 26, 2022 beginning with 8:30 Mass and ending at Noon.

SACRAMENT OF CONFIRMATION – Grade 8

Confirmation will be held on Thursday, May 19, 2022, at 6:00pm.

The Confirmation Meeting for Confirmation Candidates and their parents will be held in 2022, date to be determined.

Confirmation Candidates are required to complete a minimum of 30 service/stewardship 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 2022 is Thursday, March 31, 2022.

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

Tentative Faith Formation Calendar 2021-2022

September 8	Week 1	
September 15	Week 2	
September 22	Week 3	
September 29	Week 4	
October 6	Week 5	
October 13	Week 6	
October 20	Week 7	
October 27	Week 8	
November 3	Week 9	
November 10	NO CLASS	- Observance of Veteran's Day
November 17	Week 10	
November 24	NO CLASS	- Thanksgiving Week
December 1	Week 11	
December 8	Week 12	
December 15	Week 13	
December 22	NO CLASS	- Christmas Break
December 29	NO CLASS	- Christmas Break
January 5	NO CLASS	- Christmas Break
January 12	Week 14	
January 19	Week 15	
January 26	Week 16	
February 2	Week 17	
February 9	Week 18	
February 16	Week 19	
February 23	Week 20	
March 2	Week 21	
March 9	NO CLASS	- TPC
March 16	NO CLASS	- Spring Break
March 23	Week 22	
March 30	Week 23	
April 6	Week 24	
April 13	Week 25	
April 20	Week 26	
April 27	Week 27	
May 4	Week 28	
May 11	Week 29	
May 18	Week 30	

Important Sacrament Dates:

Saturday, October 23, 2021 - Penance Retreat 2nd Grade from 8:30-12:00pm
Saturday, March 26, 2022 - Eucharist Retreat 2nd Grade from 8:30-12:00pm.

To be Announced: First Penance Date & First Eucharist Mass Date

To Be Announced: Confirmation Retreat Date
Confirmation: Thursday, May 19, 2022, at 6:00pm

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 2021/2022 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, 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.
- 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 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 2021/2022 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.