

**ST. ANNE
CATHOLIC CHURCH**

**2018-2019
FAITH FORMATION
POLICY HANDBOOK
FOR
PARENTS & STUDENTS**

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Faith Formation Office
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Dear Parents,

Welcome to a new religious education year! We are happy to have your children enrolled with us. You are to be commended for setting religious education as a priority for your family, and we look forward to working with you in the instruction of our faith to your children.

This Faith Formation Policy Handbook has been developed by the Faith Formation staff to help make the 2018-2019 Faith Formation Year as rewarding as possible for everyone involved. As parents who enrolled their children in our program, you have taken a significant step toward providing your children with a faith foundation to see them through the rest of their lives. As we journey through the Faith Formation year together, you and your family will often make sacrifices to accomplish this goal. It is our hope that the information contained in this handbook will guide your family through the year. Please read through the material carefully and if you have any questions or concerns be sure to bring them to our attention.

We believe that thorough sacramental preparation and consistent attendance at class and Mass are key to enhancing the effectiveness of the program. We ask that you review the section *Students' Guidelines* with your children in an effort to ensure that they know what is expected of them as participants in this program. Finally, please sign and return to the Parish Office the attached form acknowledging that you have read and understand these policies.

Sincerely yours in Christ,

Fr. John F. McEvoy

Faith Formation Team

Pastor

Very Rev. John F. McEvoy, V.F.

Religious Education Coordinator

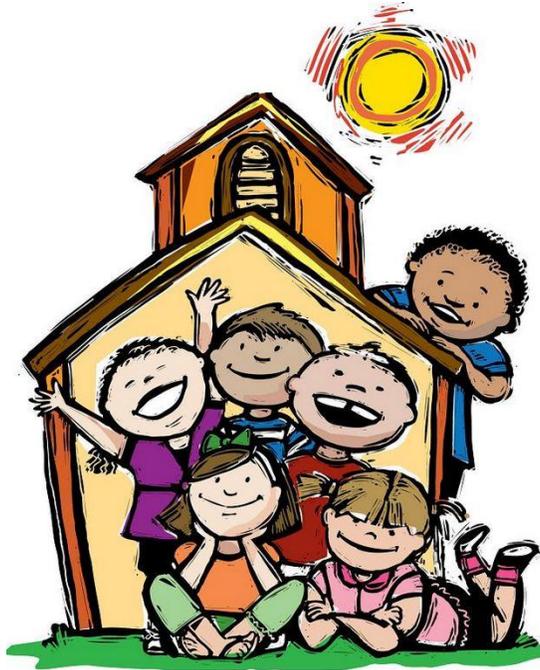
Carissa Hoffmann

Faith Formation Support

Michelle Melendez

Youth Ministry Coordinator

Taylor Moliterno



FORMATION & SACRAMENTAL PROGRAM

The family has an essential role in preparation for and celebration of a sacrament. The Sacramental Program at St. Anne consists of ***six continuous years** of religious education: Two years of instruction for First Penance and First Communion, two years of continuous Faith Formation, and two years of instruction for Confirmation. Students receiving sacraments must have continuous Catholic formation.

GRADE	PROGRAM
Pre-K & Kindergarten	Catechesis of the Good Shepherd & Faith Formation
1 st	1 st Year of 1 st Eucharist Preparation
2 nd	2 nd Year of 1 st Eucharist Preparation and 1 st Penance Preparation
3 rd and 4 th	Continuous Faith Formation
5 th	1 st Year of Confirmation Preparation
6 th	2 nd Year of Confirmation Preparation
7 th and 8 th	Middle School Youth Group
9 th , 10 th , 11 th and 12 th	High School Youth Group

ELEMENTARY STUDENTS

Sundays 8:30 AM to 9:45 AM (followed by 10 AM Mass on the 1st Sundays of the Month)

Classes begin promptly at **8:30 AM**

All parents of Pre-K and Kindergarten classes must accompany their child/children into the classrooms.

Make sure the Catechist is present.

Do not leave your child unattended.

On the First Sundays of the month class ends with the Faith Formation Family Mass at 10 AM. Children can be picked up after mass.

MIDDLE SCHOOL/HIGH SCHOOL STUDENTS

Sundays 11 AM to 12:30 PM

Class starts at **11AM** please be on time for the sake of the teacher and the other students.

On the First Sundays of the month class starts with attendance at the 10 AM Mass. After Mass students proceed to their assigned classrooms.

Students must be signed in and out of classrooms by parent/guardian at each session. Neighbors, relatives, and siblings may not sign a student in or out unless the person has a signed letter from the **parent** permitting the sign in/out. Please be prompt in picking up your youth. If the youth drives themselves they must fill out a Self-Driver Form which will need to be signed by you.

SACRAMENTAL PREP CLASSES

Dates provided in the Faith Formation Calendar

All Students, making a sacrament this academic year, and a Guardian are to attend these Prep Classes! They take place either in the Church itself or in St. Joachim Hall.

PARENTAL GUIDELINES

◆◆ *It is essential that the Office has updated phone numbers for parents and students.* ◆◆

SAFETY

For safety reasons, students are not allowed outside the building without Catechist supervision. Please help us maintain the safety of your child during drop off and pick up. Be aware of the traffic patterns. We encourage you to be patient during pick up and drop off.

ATTENDANCE

The Faith Formation program consists of approximately 30 sessions. The number of sessions attended helps determine eligibility for the sacraments of First Reconciliation, First Communion, and Confirmation. It is very important for students to attend classes throughout the year to benefit their retention of basic Catholic doctrine. If your family has a complication which hinders your child from consistently attending, please call the Office. We will work with you in maintaining the religious education of your child.

Diocesan policies require accurate attendance records be kept. Attendance is recorded weekly. **Parents should call the Faith Formation Office at 645-1714, ext. 6017** if a child is sick and/or is going to miss class for whatever reason; this constitutes a “reported absence.” A reported absence is recorded as an **excused absence**. An “unreported absence” will be recorded as an **unexcused absence**. Several unexcused absences indicate a message to your child that classes may not be important.

Parents/guardians will receive a call from the Office each time their child has an unexcused absence. After several unexcused absences, parents will be required to meet with the Religious Education Coordinator to discuss the child’s progress. **If unexcused absences continue, the parent and student will be required to meet with Fr. John.**

DISCIPLINE

Our volunteer Catechists attend weekly to help you, the parent, impart our Catholic Faith to the youth of St. Anne. We welcome all students into our program. However, when a student is disruptive in class the disruption affects the entire class. Sometimes the disturbing student has to be removed so the class is able to continue its religious education.

- If a student continues to be disruptive (whether in class, in the halls, or outside the building), the student will be sent to the Faith Formation Office. The Faith Formation Coordinator will discuss the issue with the student, who will sign a dated slip documenting the visit. The parent will be notified of the meeting.
- If disruptions persist, the parent will be contacted to come into the Office to discuss the issue with the Catechist, the Team Leader, and the student. The parent may have to attend class with their child for the child to continue in the program. **If after the above efforts the unacceptable behavior continues, the parents and the student will be required to meet with Fr. John.**

EMERGENCY PROCEDURES

If you need to contact your child/children for any **emergency**, call the Parish Office (813) 645-1714. Please make sure we have a **valid number to contact you**. Call the Office whenever there are changes to your home/cell numbers.

SEVERE WEATHER

In the event of a hurricane, St. Anne is in **Evacuation Zone A**. If there is an order to evacuate this area of Hillsborough County, Saint Anne Parish will **not be open**. Do not bring your children to class.

If the weather is severe and Hillsborough County residents are being advised to stay off the roads, use your own judgment and err on the side of safety. If you decide to bring your child to Faith Formation, make sure to confirm class is being held. **NEVER JUST DROP YOUR CHILD OFF AND LEAVE.**

STUDENTS' GUIDELINES

FOR CLASS

Please do not bring sports equipment, iPods, games, toys, food, drink, or gum to class. **All cell phones must be put on silent.** Using a cell phone to play games or for texting is prohibited. If a student is found using a cell phone during class hours without permission from the Catechist, the cell phone will be collected from the student and held in the Faith Formation Office. Parents will be asked to claim the cell phone from the Office.

Recommended Dress code: For Sunday classes we ask that the students dress in their "Sunday best", for they will be attending the 10 AM Mass. Dress comfortably, and keep in mind that God is our King and we are entering into His house.



SUNDAY MASS ATTENDANCE

Attending Mass is very important for your family's faith journey. "On Sundays and other days of Holy Obligation the faithful are bound to participate in the Mass" (2180, Catechism of the Catholic Church). Mass attendance is especially recommended for students preparing to receive the sacraments. Each student making a sacrament this year will be given a mass attendance card each month, which each is to get signed by the priest, deacon, or catechist seen at that mass. If your family is not participating in Sunday Mass, it becomes an obstacle for us to properly prepare your child for First Communion or Confirmation.

The 10:00 AM Sunday Mass is the Family Mass. The first Sunday of the month we have a special Mass where the students sit with their classmates and the Mass is geared toward them. At 9:45 AM, the teachers of elementary students escort their students from their classrooms to the church to attend Mass together. Middle School and High School students also attend this Mass and then after Mass walk to their classrooms to dive deeper into God's word.

DIOCESAN STATEMENT OF COMMITMENT

The Diocese of St. Petersburg remains committed to the *Charter for the Protection of Children and Young People* adopted by the United States Conference of Catholic Bishops. All employees and persons serving in ministry who are entrusted with the care, responsibility, or supervision of children, youth, and/or vulnerable adults are required to comply with the fingerprint policy for background screening. Further, the Diocese has established safe environment training programs for employees and volunteers serving in parish and school communities. Anyone who has been harmed by someone serving in ministry is encouraged to contact law enforcement, the Florida Abuse Hotline at 800-962-2873, or the diocesan Victim Assistance Minister at 1-866-407-4505.

DIOCESAN HARASSMENT POLICY

This policy intends

- That each individual is free from physical, psychological or verbal intimidation and harassment in the schools, early childhood centers, religious education and youth ministry settings;
- That each individual involved in schools, early childhood centers, religious education and youth ministry programs maintain and further develop attitudes and behaviors which express respect for others and are reflective of each person's God-given dignity;
- To encourage a heightened sensitivity toward behaviors that others may find offensive and intimidating, whether these behaviors refer to race, religion, color, gender, sexual orientation, national origin, age, marital status, familial status, veteran status or disability.

This policy is not intended to otherwise limit the expectation of staff, children, students, and volunteers to engage fully in the traditions of teaching, celebrating, participating in and being formed by the Catholic faith, including but not limited to curriculum, catechesis, the sacraments, other liturgies, workshop services and ministries.

EXPLANATION OF HARASSMENT

Harassment can result from a single incident or from a pattern of behavior involving verbal, written or physical conduct or communication. Harassment encompasses a broad range of behaviors, which could include, but are not limited to:

1. Physical, mental or verbal abuse.
2. Insults, jokes, or derogatory slurs based on one or more of an individual's protected statuses.
3. Unwelcome sexual advances or touching.
4. Implicit or explicit requests for sexual favors.
5. Unwanted sexual comments (serious or humorous).
6. Unwanted sexually-suggestive telephone calls, letters, e-mails, etc.
7. Unwanted forced involvement in activities (e.g., physical, religious, etc.).
8. Coercion of religious styles or personal beliefs upon a participant.
9. Intimidation in front of a group or forced personal sharing in groups.
10. Inappropriate media or music use which would violate this policy.

CONFIDENTIALITY

The right to confidentiality, both of the complainant and of the accused, will be respected to the extent possible, but will be consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when the conduct has occurred.

FAITH FORMATION AND SPECIAL EVENTS DATES 2018-2019

Elementary Classes: 8:30 a.m. to 9:45 a.m.

Middle/High School: 11 a.m. to 12:30 p.m.

Color Code:

Black: Everyone

Gold: ALL classes go to 10 a.m. Mass and sit with their class

Purple: First Communion Students (Students receiving the Eucharist in 2019 for the 1st time)

Red: Confirmation Students (Students being confirmed in 2019)

Hours: Hours available for Confirmation students.

Green: Parish Family Events

September 2018

9. 1st DAY OF CLASSES

16. Classes: Catechist Sunday! Blessing at 10 a.m. Mass

23. Classes

26. Parent Orientation 6:30 p.m. SJH

30. Classes

October 2018

7. Classes

7. Faith Formation Family Mass 10 a.m. HOURS

10. First Communion prep Parents & Students 6:30 p.m. SJH

10. Confirmation prep Parents & Students 6:30 p.m. SJH

14. Classes

21. Classes

27. Family Faith Fest! Saturday, from 10 am to 6 pm at Al Lopez Park in Tampa

28. Classes (*Class and teacher chooses a patron saint and one student to wear costume*)

November 2018

4. Classes

4. Faith Formation All Saints Day Family Mass 10 a.m. Saint Parade! HOURS

4. ALL SAINTS DAY CELEBRATION! 11 a.m. - 1 p.m. Grass lot next to FFC HOURS

11. Classes

14. First Communion prep Parents & Students 6:30 p.m. CHURCH

14. Confirmation prep Parents & Students 6:30 p.m. CHURCH

18. No Classes -Thanks Giving Break

22. Feast of Thanksgiving

25. No Classes -Thanks Giving Break

December 2018

2. Classes

2. Faith Formation Family Mass 10 a.m. HOURS

8. "THE MEANING OF CHRISTMAS" Party 11 a.m. - 12:30 p.m. SJH HOURS

9. Classes

16. Classes

- 23. NO CLASSES - Christmas Break
- 24. Christmas Eve FAMILY Mass 4 p.m. (*Still Nativity*) **HOURS**
- 30. NO CLASSES - Christmas Break

PARISH INFORMATION DATES

October

- 6. (Saturday) Blessing of Pets 11 a.m. COURTYARD **HOURS**

November

- 1. **All Saints' Day Holy Day of Obligation**
- 2. All Souls Day Mass! All are welcome to attend 7 p.m.
- 21. Thanksgiving Vigil Mass 7 p.m.
- 22. Thanksgiving Mass 8 a.m.

December

- 5. Catechist Advent Retreat! 6:30 p.m. SJH
- 5. Advent Penance Service 7 p.m. CHURCH
- 8. **The Immaculate Conception Holy Day of Obligation 10 a.m. CHURCH**
- 8. **"THE MEANING OF CHRISTMAS" Party 11 a.m. - 12:30 p.m. SJH HOURS**
- 9. Catechist Christmas Lunch (Catechist families are welcome) 12:30 p.m. SJH
- 12. Our Lady of Guadalupe 5:30 a.m. Mass

January 2019

1. ALL Faith Formation Families are welcome to attend 5:30 p.m. CHURCH
6. Classes resume Three Kings (Epiphany of the Lord)
6. Faith Formation Family Mass 10 a.m. Three Kings Mass HOURS
13. Classes
16. First Communion prep Parents & Students 6:30 p.m. SJH (Fr. John's 70!)
16. Confirmation Prep 6:30 p.m. Parents & Students SJH (Fr. John's 70!)
20. Classes
27. Classes

February 2019

3. Classes
3. Faith Formation Family Mass 10 a.m. 10th Anniversary of our Church HOURS
6. First Communion prep Parents & Students 5:30 p.m. SJH
10. Classes
13. Confirmation Prep 6:30 p.m. Parents & Students SJH
15. St. Valentine's Day Father Daughter Dance! 7 - 8:30 p.m. SJH HOURS
17. Classes
24. Classes

March 2019

3. Classes
6. Faith Formation Family Mass 10 a.m. HOURS
6. Ash Wednesday Mass First Communion prep & Confirmation Prep 7 p.m. CHURCH
10. Classes
17. NO CLASSES - Spring Break
24. NO CLASSES - Spring Break
31. Classes

April 2019

3. Confirmation Reconciliation Service 6:30 p.m.
7. Faith Formation Family Mass 10 a.m. HOURS
7. Classes
10. First Communion Reconciliation Service 6:30 p.m.
14. Classes
21. NO CLASS Easter!
27. First Communion practice 8:30 a.m. (Saturday)
28. Last Classes
29. Confirmation Practice 7 PM CHURCH & SJH
30. Confirmation 7 PM CHURCH & SJH

May 2019

4. First Communion 10 a.m. Mass (Saturday)
5. May Crowning 10 a.m. Mass (Sunday)

PARISH INFORMATION DATES

January

1. Mary Mother of God, Holy Day of Obligation

March

6. Ash Wednesday Mass 6:30 p.m.

Vacation Bible School!



(Ages 4- 12 years)
June 17-21, 2019

More news to come about this *Pawsome Adventure!*

PARENTAL/GUARDIAN ACKNOWLEDGEMENT

(Please complete and return this page to the Faith Formation Office)

By signing this form I acknowledge that I have read and understand these policies, and will abide by the guidelines and procedures. I also acknowledge that my child/children has/have been informed of their guidelines.

Signature: _____

Date: _____

Printed Name: _____

Name of Child/Children: _____
