

2017 – 2018 St. Jude Parish  
Office of Faith Formation Handbook

**Mission Statement**

We, the parish family of St. Jude, are committed to Jesus and His teachings. Striving to continue His works, we come together filled with the Holy Spirit, to respond to the needs of His people. Our nurturing and spiritual support builds a community of Faith, Hope and Love.

Together, we journey with Him.

Welcome to St. Jude’s Faith Formation program. Our goal is to assist you in the faith formation process of your child. Together we will open our hearts to grow in the knowledge and love of Jesus Christ.

**Staff**

Eileen Will.....Adm. of Formation Coordinator  
Laura Guisto.....Secretary for Faith Formation  
Susan Donohue.....Volunteer

**Office Hours** –May – September

Monday – Wednesday 8:00 a.m. – 5:30 p.m.

**WHILE CLASSES ARE IN SESSION**

Monday & Wednesday 11:30 a.m. – 8:00 p.m.

Tuesday, 9:00 a.m. – 5:30 p.m.

Address: 89 Overlook Drive, Mastic Beach, NY 11951

Telephone 631-281-2835

Email: faithformation@stjudemb.org

Parents are the primary educators of their children. Our program is intended to work in partnership with parents in order to assist them in living their vocation as educators of their children. It is intended to complement, not replace, the catechesis children should receive in the home. We cannot properly educate your child in the faith without your help. Your interest and assistance is vital. Please remember that we are partners in this endeavor.

As we strive to inspire our students to practice their faith in daily life and to form sound habits that will serve them for the rest of their lives, please remember that Catholics are obliged to attend Mass each Sunday (or Saturday Evening Vigil Mass) and each Holy Days of Obligation. This is not an option. Mass attendance is MANDATORY for all **STUDENTS**.

As prayers are not repetitiously taught in class, we ask that you pray daily with your child at home.

**PRAYERS TO LEARN**

The Sign of the Cross  
Hail Mary  
Our Father

Glory Be  
Act of Contrition  
Apostles Creed

**Safe Environment**

Our catechists are volunteers who share their faith with the children of our parish, as they assist parents in their role as the child’s primary catechist. To ensure a safe environment for all our students our catechists are required to:

1. Go through an interview process.
2. Agree to a background check.
3. Complete the Virtus - Protecting God’s Children - Child Abuse Awareness Course.

Volunteer opportunities are available for:

1. Catechists: **PLEASE CONSIDER THIS IMPORTANT MINISTEY**
2. Classroom Assistants & Hall Monitors
3. Ushers for Communion and Confirmation Masses
4. Security

Must be over 18 years of age

### **Admission**

Our faith formation program is open to all children in grades 1-12. We do not discriminate on the basis of race, sex, nationality or disability.

### **Children with Special Needs**

Providing faith formation for special children is an important part of our program. Every reasonable effort will be made to assist parents to provide the best possible experience for their children.

### **Registration Policy**

1-Religious instruction in our parish requires a formal registration process. Typically, a child begins formal religious instruction when he/she starts 1<sup>st</sup> Grade. Registrations are accepted beginning in March for the following school year. Children must be re-registered each year for Faith Formation; they are not automatically moved to the next grade level with the same Catechist.

2-Re-registration is done through the Faith Formation Office, beginning in March. Forms can be downloaded from St. Jude website; stjudemb.org. All forms will be kept in order as received. You will be notified by mail of class assignment. If there is NO class available, your child will be placed on home study. Class registration ends September 1, 2017, after which **ONLY** home study is available. No registrations are accepted after October 30, 2017.

3-To register your child for the first time, you **MUST** come into the Faith Formation Office with the registration form and the child's original Baptismal Certificate. If your child has **not been** baptized, submit their original birth certificate and arrange Baptism at the rectory after registering your child for Faith Formation classes. For older children who have received First Reconciliation and First Holy Communion you need to provide their original certificates for those sacraments as well. All forms will be kept in order as received

4-Children transferring from another parish's faith formation program or Catholic School will need to bring in their original Baptismal Certificate as well as a letter of transfer from the previous faith formation program stating levels completed and sacraments received along with the church and date of their reception. All forms will be kept in order as received.

5-Children who have not received prior instruction may be evaluated to determine the appropriate level at which they should begin the faith formation program.

### **Fees**

1-While the parish covers a substantial amount of the cost of faith formation, a registration fee is required which must be paid at the time of registration. This fee covers books, salaries, DVDs, videos, mailings, photocopies and other materials used during the school year.

2-In addition, children receiving sacraments will be required to pay an additional sacramental fee which covers the costs associated with the sacramental masses such as music, certificates, mass booklets, Confirmation robes, retreat supplies and fees, etc. Information regarding those fees can be obtained upon request.

3-All fees are to be paid directly to the Faith Formation Office, **not the catechist**.

### **Class Sessions**

Level 1 - 6:

Mon & Wed: 4:15-5:15 p.m. or 5:30-6:30 p.m.

Saturday: 9:30-10:30 a.m. & 10:45-11:45 a.m.

Conf. Prep. 1: Monday. - 6:45-7:45 p.m. & additional large group sessions.

Conf. Prep. 2: Wednesday. - 6:45-7:45 p.m. & additional large group sessions.

## Home Study

Students must be registered in our program and use materials and textbooks which we provide. Students must complete their entire home study packet and Grade Level Report to receive credit for the year. Students in Confirmation Prep 1 & 2 are NOT eligible for home study.

## Classes

Classes are offered for students in grades 1 to 6, provided we have a Catechist teaching that particular grade. If no class is available or if classes are full, Home Study is offered. Please note that children in First Level will move up to Second Level as a class. Generally, they will have the same teacher, day and time for both years.

## Confirmation Prep 1 & 2

This is a 2 year program for preparation to receive the Sacrament of Confirmation.

## Arrival and Dismissal

- 1-For the safety of your child, ALL students must be escorted to their classroom and picked up from their classroom. **PARENTS ARE REQUIRED TO SIGN THEIR CHILD/REN IN AND OUT OF CLASS.**
- 2- Under no circumstances are side doors of the parish center allowed to be used. All parents, students, and catechists are to enter and exit the parish center using the main doors off the lobby.
- 3-No one is permitted in the classrooms unless a catechist is present in the room.
- 4-Outside doors of the building will be locked 10 minutes after classes begin. Once classes begin no one is allowed to remain in the building except the classes that are in session. If special circumstances arise and anyone else must remain in building, they will be required to sign in and out at the main entrance and must remain in the lobby area.
5. If a circumstance arises where you need to pick up your child early, please let the security person or Faith Formation Office know before you sign your child into class and let the teacher know you will be picking up your child early. This will allow you back into the building earlier.
6. A note is NEEDED for any child that is not brought or picked up by their parent stating who will bring/pickup child. The note must be dated and signed by the parent. These notes must be given to the Catechist at the beginning of class.

## Attendance

Students are expected to attend class each week, to arrive for class on time and to remain in class for the entire time class is in session. Attendance will be taken in each class. Parents are expected to take seriously this responsibility for their child's attendance.

- 1-If a child will be absent the parent must call the Faith Formation Office to advise of the absence.
- 2-Only 3 absences are allowed per school year. All work assigned by the teacher to make up these absences must be completed in a timely manner.
- 3-After 3 absences the parent will be called by the Faith Formation Office with the possibility of child being taken out of class and placed on home study. Any child with 5 absences will be placed on home study.
- 4- An essay will be assigned to all Confirmation Preparation 1 & 2 students who are absent from any large group presentation regardless of the reason for their absence. Make up work must be completed and returned to the office in a timely manner.
- 5- Excessive absences for students in the sacramental classes that is; Level 1 & 2, Confirmation Preparation 1 & 2 and may result in a delay in reception the sacraments.
- 6-If a serious health problem arises, it is the parent's responsibility to call the Faith Formation Office (not the Catechist) so that we may make any necessary arrangements to accommodate your child's health needs.
- 7- **WE ARE A MASS CENTERED PROGRAM**

## Homework

Catechists may assign homework to their students as a way of reinforcing material taught in class. Students are expected to attend classes faithfully each week and to complete all homework assignments. All students must have a folder for notices sent home. It is the parents responsibility to view any and all notices.

## Emergency Closings and Individual Class Cancellations

***ST. JUDE FAITH FORMATION DOES NOT FOLLOW THE SCHOOL CALENDAR FOR ALL SCHOOL RECESSES. IF THE PUBLIC SCHOOL CLOSES DUE TO BAD WEATHER, IT DOES NOT MEAN THAT FAITH FORMATION CLASSES HAVE BEEN CANCELLED.***

1-When Faith Formation classes are cancelled due to inclement weather the following stations will announce the closing:

**WALK Radio 97.5 FM**

**NEWS 12 Television**

**YOU WILL NOT RECEIVE A PHONE CALL FROM THE CATECHIST OR  
FAITH FORMATION OFFICE**

2-When an individual class is cancelled by the Catechist, he/she will call the students to notify them of the cancellation.

## Books

Ignatius Press, Faith & Life series

Students receive a text book that must be returned to the office in good condition at the end of the year or you will incur a charge to replace the book. If a child loses his/her book a new one must be purchased at an additional fee. If you wish to keep your child's textbook at the end of the year you may pay an additional fee of \$20.00 to do so.

## Discipline

Disruptive behavior in the classroom is not acceptable, it interferes with the catechist and those students who wish to learn. Any disruptive student will be sent to the office and the parents will be called. Repeated disciplinary problems will result in child being removed from class and placed on home study.

## Student Conduct and Dress Code

1-Respectful and courteous behavior is expected at all times.

2- Students must dress in attire appropriate to a visit to the church. Our efforts to teach reverence for God and each other include guiding students in how to best present themselves modestly and respectfully. Please refrain from tight fitting clothing, short shorts or skirts, bare midriffs, halter tops, spaghetti straps or any shirt/top that exposes cleavage. Pants should be worn at the waist, no sagging pants that expose undergarments, basketball jerseys or see through mesh that does not have a T-shirt on underneath.

3-Articles of clothing which depict themes of drugs, alcohol, profanity, weapons and innuendo are forbidden.

4- Hats, caps, hoods, etc. are not to be worn in the classroom, parish center or Church at any time.

5- Cell phones must be powered off and put out of sight during class time.

6- Headphones, MP3 players, I pods or any other electronic devices should not be brought to class.

7- No games or toys brought into classroom.

8- No lit candles, matches, cigarette lighters, etc. are allowed to be brought into the classrooms.

9- **ABSOLUTELY NO parties, food or drink are permitted in the classrooms or in the Church at any time.** No gum chewing during class or Large Group presentation.

10- No unauthorized persons, guests or friends allowed in the classroom during class. Only children whose names are on the class list are allowed in the classroom during class time.

11-Students will be reminded of the above guidelines once. If the students continue to ignore the guidelines they will be referred to the office to set up a meeting with the parents.

12-The Parish Center and Church buildings, their furnishings (tables, chairs, blackboards, pews, etc), and grounds are for the use of all parishioners. Their careful and respectful use is expected of all students. Anyone caught vandalizing Church property in any way will be immediately sent to the office and their parents will be called. The family will be

held responsible for the cleaning, repair or replacement of any damage done by the student through vandalism. Depending on the extent of damage, the child may also be removed from the program.

13-Any student found in possession of an illegal or unauthorized substance on parish property or at parish sponsored events will be immediately suspended from the program.

### **Bathroom**

We ask that parents encourage their children to use the bathroom before arriving for class. If your child has a physical condition that might require multiple trips to the bathroom, they must notify the Faith Formation Office and the catechist.

### **Change of Address and/or Telephone Number**

Please inform the office and the catechist of any change of address or telephone number.

### **Medical Conditions**

1-Parents should inform the Faith Formation Office of special medical conditions such as allergies, asthma, auditory or visual impairments, seizures, etc. This information will be shared with staff and catechists on a “need to know” basis.

2-Medications will not be given to any child by a catechist or other staff member.

3-In the event of an accident or incident, the Faith Formation Office must be notified immediately and an incident report must be filled out and submitted

### **Custody Issues and Orders of Protection**

1-Where an order of protection is in effect, the parent **MUST** provide the Faith Formation Office with the original order of protection which will be photocopied. If possible, a picture of the person against whom the order was entered should also be provided.

2-Where an order of protection is in effect, the parent or guardian must provide a list of names of those persons allowed to pick up the child. This list must bear the notarized signature of the parent or guardian.

3-Where there is an order of protection in effect, anyone picking up the child must present photo I.D.to the catechist.

4-Non custodial parents will have access to information regarding student’s progress and reception of sacraments and will be provided with such information unless the custody agreement specifically forbids this. In such cases, the custodial parent must provide the Faith Formation Office with the original custody agreement which will be photocopied.

### **Emergency Procedures and Fire Drills**

Emergency exit plans are posted in each classroom and Catechists have been instructed of emergency procedures. Fire drills will be conducted once a year.

### **Right to Amend**

The catechetical leader and the Faith Formation program reserve the right to amend the Parent Handbook for just cause. Parents will be notified if changes are made.

### **DATES TO REMEMBER**

September 11, 2017, 7:00 p.m. PCMH, **Mandatory Parent Meeting for Grades 1-6 (Student Book Pick Up) Books will not be handed out during class time.**

September 13, 2017, 6:45 – 7:45p.m. At Church **WELCOME EVENING OF PRAYER FOR CP1 & CP2.**

September 18, 2017, 7:00 p.m. PCMH, **Mandatory Parent Meeting for CP1.**

September 20, 2017, 7:00 p.m. PCMH, **Mandatory Parent Meeting for CP2.**

### **YOU WILL BE NOTIFIED OF THE FUTURE PARENT MEETINGS**

### **DAYS OFF DURING THE YEAR 2017-2018**

Classes begin Monday, September 18, 2017.

All classes end week of April 16, 2018

**THERE WILL BE NO FAITH FORMATION CLASSES ON THE FOLLOWING DATES**

October 9, 2017- Columbus Day

November 22 & 25 2017 - Thanksgiving No Classes

December 25, 2017 - January 1, 2018 - Winter Recess

(Classes resume Wednesday, January 3, 2018)

January 15, 2018 - Martin Luther King Day

February 19<sup>th</sup> to 24<sup>th</sup> 2018 – Mid-Winter Recess

April 2<sup>nd</sup> to 7<sup>th</sup> 2018 – Spring Recess

**St. Jude Parish General Information**

Rev. Gregory Yacyshyn	Pastor
Rev. John Ryan	Administrator
Msgr. John Heinlein	In Residence
John Gagliardi	Permanent Deacon
Tom Gillen	Permanent Deacon
Ken Geoghan	Permanent Deacon
Mark Hermann	Permanent Deacon
Joseph Simeone	Permanent Deacon

**Mass Schedule**

Mon., Tues., Thurs. & Fri. 9:00 a.m.

Wednesday 9:00 a.m. & Noon

Saturday 8:30 a.m.

**Saturday Evening**

5:00 p.m. (Vigil Mass)

7:30 p.m. (Spanish Mass)

**Sunday**

8:00 a.m. (Italian & English)

9:30 a.m. Children's Choir

11:30 a.m. Adult Choir

5:00 p.m. (Youth Mass)

**Reconciliation**

Saturday 3:30 – 4:45 p.m.

Wednesdays 2:00-2:45 p.m.

or by appointment - 281-5743