

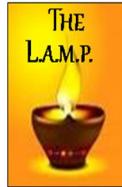


# *Santa Maria del Mar*

2016 - 2017

## *Faith Formation Parent Handbook*

**The Lamp Pre-K to 5<sup>th</sup> grade**



**The Light 6<sup>th</sup> – 8<sup>th</sup> grade**



**Life Teen 9<sup>th</sup> – 12<sup>th</sup> grade**



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## **WELCOME**

Dear Parents and Students:

Welcome to a new year of Faith Formation and Youth Ministry at Santa Maria del Mar. We are very excited to have all our wonderful Catechists, Core Team members and young people back with us again.

As your children embark on this year's journey of faith, we would like to remind you of the foundations of our religion so that we can work together to instill these traditions in our children. The Precepts of the Catholic Church are the minimum action required of Catholics. These precepts remind us that Christian life requires a commitment to prayer and active participation in the liturgy and sacraments.

### **THE SEVEN PRECEPTS OF THE CHURCH**

1. To keep holy the day of the Lord's Resurrection; to worship God by participating in Mass every Sunday and on the holy days of obligation; to avoid those activities that would hinder renewal of the soul and body on the Sabbath.
2. To lead a sacramental life; to receive Holy Communion frequently and the Sacrament of Penance and Reconciliation regularly.
3. To study Catholic teaching in preparation for the Sacrament of Confirmation; to be confirmed, and then to continue to study and advance the cause of Christ.
4. To observe the marriage laws of the Church; to give religious training.
5. To strengthen and support the Church – one's own parish community and parish priests, the worldwide Church and the Pope.
6. To do penance, including abstaining from meat and fasting from food on the appointed days.
7. To join in the missionary spirit and work of the Church.

We look forward to getting to know each of you and working with you as we pass on the story of our Catholic faith to our children.

God Bless,  
Kimberly Cazzaniga  
Youth Ministry and Coordinator of Religious Education

# **Santa Maria del Mar Catholic Church Religious Education Team**



**Pastor** Father Alberto Esposito  
**Deacon** Mike Moody

## **Religious Education Committee (REC)**

Maribel Alvarado Karen Bulman Kim Cazzaniga

Vi Drexler Mary Kay Kuchta

Mary Olivett

John Pires Bill Stead

**The Lamp: Denise Collins**  
**The Light: Kimberly Cazzaniga**  
**Confirmation: Margie Check**  
**Life Teen: Angela Young**  
**Sacramental Coordinator: Kimberly Cazzaniga**

## ATTENDANCE

Your child is required to have a minimum of thirty (30) hours of Faith Formation per year. Pre-K through fifth grades will begin at 10:00am and end at 11:30 am. The Light will meet on Wednesdays of each month from 6:30-8:00pm in the Hall, Learning Center and Church. Life Teen meets every Sunday from 5pm – 8pm in the church. After Life Teen’s Mass, the teens go to the hall for a meal and Life Night. The First Sunday of the month we will have monthly socials for all 6<sup>th</sup> graders – 12<sup>th</sup> graders. This begins at the 5pm Mass and ends at 8 pm in the Hall.

Attendance is taken at the start of each class. It is important that a parent (Pre-K – 5<sup>th</sup> grade) or your teen (grades 6<sup>th</sup> – 12<sup>th</sup> grade can sign in by themselves) sign into class each week. Excessive absences are described as missing **five (5) class hours** in any given year or more than **two (2) class hours** in a sacramental year. Cases of excessive absence will be brought to your attention by your child’s Catechist. In these instances you will need to work out a plan for your child to make up this missed time and work. Your child’s catechist or the CRE will be available to help your child make up their hours.

You will receive a Calendar of Events at the start of classes. Please keep this calendar handy as it will keep you up to date on all the exciting events, holidays and days off.

## BOOKS

If your child receives a book, please be sure that you put your child’s name somewhere on or in the book. Your child is to bring their book to class each week so they can follow along with the classroom work. If your child’s book is lost or misplaced, please inform your child’s Catechist as you will need to purchase another book.

## **CELL PHONES & ELECTRONIC DEVICES**

Cell phones and other electronic devices must not be visible, turned on or used during class or Mass. Text messaging is not allowed during class or Mass. If you need to reach your child during class, please call your child's teacher. Their contact information will be made available to you at the Orientation Meeting or the first day of class. If it becomes necessary, your child's teacher has been instructed to take your child's cell phone or electronic devices. This property will be returned to you when you sign your child out of class. The teens in the Light and Life Teen program will have their phones taken away and their parent must come in and take it back from the teacher.

## **CHILD SAFETY PROGRAM**

A Child Safety Program provided by the Diocese of St. Augustine is included in our curriculum. This is provided for children as part of an ongoing effort to help create and maintain a safe environment and to protect all children from sexual abuse. Parents will be informed when these classes will be held and may request to attend with their children.

## **COVENANTS**

The Covenant you signed at the time you enrolled your child, is an agreement between you and your parish community. Santa Maria del Mar is committed to living out the agreement to help you teach your child the Good News of Jesus Christ.

Your commitment is to:

- ♥ Attend Mass regularly
- ♥ Receive the Sacraments
- ♥ Pray together at home
- ♥ Participate in Parish ministries
- ♥ Attend Faith Formation meetings

Your involvement in Parish ministries makes Santa Maria del Mar the vibrant stewardship parish that it has become. You will soon receive a list of ministries and it is our hope that you are able to get involved in some of the incredible ministries offered here at Santa Maria del

Mar. By signing a covenant you are making a promise that you are committing your time and talent to our youth, ministries and our parish.

### **DRESS CODE**

Students are to come to Faith Formation dressed modestly and appropriate for worship at Mass. If students arrive improperly dressed, you will be asked to correct your child's attire.

Student will adhere to the following policy:

- No ball caps, hoods or other headgear is to be worn inside the Learning Center.
- No sunglasses worn inside unless medically necessary (a doctor's note must accompany student).
- No spaghetti straps, tank tops, halter tops, strapless tops or tops which expose the shoulders, unless a cover up is worn.
- No tops which expose undergarments, cleavage or midriff.
- No see through blouses or see through cover ups.
- No muscle shirts or undershirts.
- No tops with words or pictures promoting profanity, drugs or other illegal activity.
- No shorts, skirts or dresses shorter than your fingertips at your sides.
- Shoes must be safe and appropriate for a learning environment.

### **GUIDELINES/BEHAVIOR**

At Santa Maria del Maria we live by the Fruits of the Holy Spirit. All students at SMdM Faith Formation are expected to learn and live by these guidelines that come from Galatians 5: 22-23. Using the Fruits of the Holy Spirit as a guide we ask all students to display these values and to respect each other, their teachers and all property belonging to others.

If your child exhibits inappropriate or disruptive behavior there are several ways that this can be addressed:

- Your child's Catechist/Core Leader may first discuss the inappropriate behavior with your child.
- Your child's Catechist/Core Leader may discuss the problem behavior with you either before or after class.
- In cases of extreme emergencies, you will be contacted immediately via phone to discuss the problem.
- In cases of extreme emergencies, you may be asked to come to the Learning Center/Hall to pick up your child from class.

- In cases of extreme inappropriate or disruptive behavior, we may need to explore other options for teaching your child.

## **HOME SCHOOLING**

Home Schooling for Faith Formation as described by the Diocese of St. Augustine is for students that are also home schooled for secular studies. However, if you do home school, your child must attend Faith Formation's 2 year Sacramental Prep classes here at the Learning Center. This includes 1<sup>st</sup> and 2<sup>nd</sup> grade for Holy Communion and 7<sup>th</sup> and 8<sup>th</sup> grade for Confirmation.

## **HOMEWORK**

Homework may be assigned to your child. Your child may be asked to complete a page in their workbook, read a scripture that pertains to that week's Liturgy or research a specific saint for a project. Please work with your child to complete their assignment. You are your child's first catechist, their role model and the person they will look to for guidance as they develop a loving relationship with God. Reviewing your child's class work and homework will reinforce their Faith Formation lesson. We will do our best to keep parents informed through e-mail when projects and homework is requested.

## **MASS ATTENDANCE**

The Church says that all Catholics, who have reached the age of reason, are obliged to attend Mass every Sunday and Holy Days of Obligation. We also believe that as your child's first catechist, coming to Mass reinforces the fact that you are not alone in your efforts. At Mass, your family shares in the Spirit and Body of Christ with other members of our church family. Attending Mass with your children passes on the traditions of your Catholic faith. And as the late Bishop Fulton Sheen said in describing Mass "...it is worship of the God who made us and saves us. It is an opportunity to praise God and thank Him for all that He has done for us."

At Santa Maria del Mar we are blessed with two days full of Masses. They are awesome celebrations of our Catholic Faith. Each Mass has its own personality. Some are contemporary and some traditional, but in each you will hear God speaking to your heart. Join us, all are welcome.

Mass Schedule at Santa Maria del Mar

Saturday	5:00 PM
Sunday	9:00 AM
Sunday	11:30 AM
Sunday	5:00 PM

\*\*\*there is a Neo-Catechumenal Mass every Saturday evening starting at 7:30pm

**Altar Server Ministry**

**You have to have had your First Communion to be an altar server. For more information about becoming an Altar Server, contact Maureen Constantinou at [msceagles55@gmail.com](mailto:msceagles55@gmail.com)**

**Children’s Mass/Children’s Choir**

Faith Formation children from Pre-K to 5<sup>th</sup> grade will serve at Children’s Mass once a month as lectors, gift presenters, ushers, altar servers and singers in the Children’s Choir. The children will be selected each week to participate in the joy of the Liturgy. Please help your child prepare for Mass by reviewing their Mass assignment for the week. Schedule will be available on the web-site and given out at the beginning of the year. Contact Kim Cazzaniga to sign up for Choir at (386) 439-2791, [kim@smdmcc.org](mailto:kim@smdmcc.org) or through the church office.

**MEDICATION**

Students are NOT to bring medication into the classroom. If your child needs to take medication, please do so before class begins or after class is over. If your child absolutely needs to take medication while class is in session, please be on hand to administer that dosage.

**PARENTAL RESPONSIBILITIES**

The Faith Formation Program is intended to assist, NOT, replace parental responsibility to educate children in the Catholic Faith. Your attendance will also send the proper message to

your child that you care enough about their Religious Education to get involved. Parent Meetings and information will be sent by e-mail weekly and throughout the year will be posted on our church web-site.

## **PARKING**

The area in front of the Learning Center is a fire lane for the use of emergency vehicles *only*. Parking or waiting in your vehicle is not permitted in front of the building. Parents are asked to park in designated parking areas when coming into the building to drop off and/or sign their child in or out of class. We thank you in advance for your cooperation.

## **PERSONAL INFORMATION**

If you change your address, any of your phone numbers or email address during the course of the year, please let us know right away. If an emergency occurs while your child is at Faith Formation, we will need to reach you right away.

## **REGISTRATION FEES**

Registration tuition for the school year has been set by the Religious Education Committee to make the Faith Formation Ministry self-sustaining. Your participation in parish events is strongly encouraged and is your response to a Stewardship Way of Life.

The Tuition for this year is as follows:

\*\*\*Note: All tuition fees are waved if you are a Catechist or Core Member for our Youth Programs. ☺

All Programs Pre-K – 8<sup>th</sup> grade:

\$65.00 (1<sup>st</sup> child) \$55.00 (2<sup>nd</sup> child) \$45.00 (3<sup>rd</sup> child)

\*Maximum cost per family is \$165.00 (not counting supplemental fees)

Life Teen 9<sup>th</sup> – 12<sup>th</sup> grade:

\$25.00 is the minimum donation required

Sacramental Fee: (2<sup>nd</sup> Grade and 8<sup>th</sup> Grade) \$40.00

(All students must pay this even if your parent is a Catechist or Core Member)

## **SACRAMENTAL PREPARATION**

Children who have not received Baptism or received their 1<sup>st</sup> Holy Communion will be assigned to their age appropriate Faith Formation class. They will however, also be enrolled in an additional class to instruct them in the Sacrament(s) they are missing. These will be announced on our web-site and through our Religious Education Office.

## **SACRAMENTAL YEARS**

Preparation for 1<sup>st</sup> Holy Communion (2<sup>nd</sup> grade) and Confirmation (8<sup>th</sup> grade) is a two year process. Very often parents will only sign their children up for Faith Formation when it is time for 1<sup>st</sup> Holy Communion (2<sup>nd</sup> grade) or Confirmation (8<sup>th</sup> grade). Those children are missing out on learning the very foundations of their Catholic Faith. To receive a Sacrament and not know why or have the history behind that Sacrament is like letting your child walk down the aisle for high school graduation without ever having attended school. It would be meaningless. Your children need to have that fire burning within them for a life time, the same fire that brought you here to enroll your child.

For that reason, if your child has missed a Sacramental Prep Faith Formation grade,( 1<sup>st</sup> and 7<sup>th</sup>) they may not automatically be placed in a Sacramental Class. Your child will need to be tested before they can enter the second year (2<sup>nd</sup> grade or 8<sup>th</sup> grade) of the Sacramental Prep. A Communion or Confirmation Prep class may be needed to prepare your child for their 1<sup>st</sup> Holy Communion or Confirmation.

## **SAFETY**

The safety and protection of your children is of the utmost importance to us. Everyone who comes in contact with your child has been fingerprinted and has passed a background check.

For that reason, anyone entering the Learning Center, while class is in session, must stop by the Learning Center office. They will be asked to identify themselves. Strangers or anyone without a purpose for being in the Learning Center will be asked to leave. You are welcome to wait outside or in the Parish Hall.

To increase security in the Learning Center and also control the flow of traffic within the building, all persons will enter the building through the north door marked “ENTRANCE”. The south end door will be marked “EXIT”, it will be used to leave the building.

### **SIGNING INTO CLASS**

Students of the Lamp will be signed into class by their parent or guardian. Students of Light and Life Teen are responsible to sign themselves in and out of class. Students are to arrive at class 15 minutes before classes begin so they are settled and prepared to start class on time.

We have noticed that as the year goes on, some children are coming to class later and later, sometimes up to 20 minutes late. By that time, the lesson is over. What remains is the interaction between the students and the teacher. The late child, not only distracts the other students but also cannot relate to what they are discussing, that lesson is lost. If your child is late, just like in school, you will be asked to come into the Learning Center office for a late slip and your child will need to make up that work by a specific date to get credit for that day. Your child will not be marked present until their makeup work has been turned into their teacher.

### **SIGNING OUT OF CLASS**

For safety reasons and to avoid mass confusion at the end of class, students will remain in their seats until their teacher calls their name. The child will be called after their parent or guardian has signed their child out of class. If you wish to talk to your child’s Catechist, please do so *after* all the children have been released to their parents so that you will have that teacher’s full attention.

While we appreciate your enthusiasm about peeking into the window to watch your child during classes it can become distracting. Once the children hear talking or activity in the hallway, in

their mind, class is over. For that reason, we ask that you not enter the building until five minutes before class ends. If for any reason you need to enter the building before that time, you will need to stop by the Learning Center office.

### **SPECIAL NEEDS**

Santa Maria del Mar is a pioneer in Special Needs Faith Formation in our Diocese. We are very proud to be the only Parish in the Diocese of St. Augustine to offer this unique setting for God's Special Angels. This class is available for students ages 7 and above from anywhere in the Diocese. Students are taught by specially trained catechists, at their own pace, using the same Diocese approved, Santa Maria del Mar Faith Formation Curriculum. They receive religious instructions and prepare for First Holy Communion and Confirmation utilizing a teaching method that is designed specifically for each student. If you feel the Special Needs class is a better fit for your child or if you know of a Special Needs person that could benefit from this class, please let us know. Contact Maribel Alvarado for more information: (386) 237-2552

**Faith Formation Family Covenant with  
The Church Community of Santa Maria del Mar**

*What is a STEWARDSHIP Parish?*

*Santa Maria del Mar is a stewardship parish. You are probably asking yourself, what is stewardship? As stewards we are accountable to God for our time, talent and treasure. We return to the Lord, the giver of all our gifts, a truly grateful first share of our time, talent and treasure. Stewardship is a complete lifestyle, a life of total accountability and responsibility acknowledging God as Creator and Owner of all. Stewardship is responsible management of our God-given resources of time, talent, and treasure. It enhances our relationships with God and one another. Stewardship is living out a commitment to be Christ-centered rather than self-centered and involves a conversion of the heart. Stewardship is a lifelong journey with each person at a different place on the path.*

**2016– 2017 Handbook Acknowledgment of Receipt**

**Family Name:** \_\_\_\_\_ (please print)

We have attended a Meeting regarding the contents of the Santa Maria del Mar Religious Education Handbook for grades Pre-K to 12 for the 2016-2017 school year. We also acknowledge that we understand the contents of this document and can download a copy on our church website:

Initial Here: \_\_\_\_\_ Date: \_\_\_\_\_ [www.smdmcc.org](http://www.smdmcc.org)

*As active members of the Church Community of Santa Maria del Mar, we are committed to the Gospel Way of Life as given to us by Our Lord and Savior, Jesus Christ, and His Family, the Church. We desire to express our commitment to Jesus Christ by means of this Covenant with our parish community.*

1. We commit to living out our personal and communal relationship with God the Father, Jesus, His Son and the Holy Spirit through *Prayer, Hospitality, Formation, and Service*.
2. We commit to attending Mass each week in thanksgiving for the many gifts we have received from the Lord.
3. We commit to studying the faith and praying with our children on a regular basis.
4. We commit to participating in at least one ministry of the parish, not only to serve God and the Church but also to build loving relationships.
5. According to our means and wise discernment, we commit to making a realistic financial offering to our parish community.
6. We commit to attending the Parent Meetings with the Pastor and guest speakers so as to stay connected in love with leadership.

Signed before God and our community:

**Parents:** \_\_\_\_\_