

**St. Joseph Catholic Church
Parish Religious Education Program
(P.R.E.P.)
Parent Handbook**

Pastor

Reverend Robert J. Hoeffner

Deacons

Reverend Mr. Alfred P. Somma

Reverend Mr. Michael P. Mintern

Religious Education

Lin Wyatt - Director of Religious Education

Colleen Danella - Administrative Assistant

Jeanne Richardson - P.R.E.P. Coordinator

Religious Education Office

321-727-1565 (8:30am-4:30pm)

321-768-0633 (after 4:30pm)

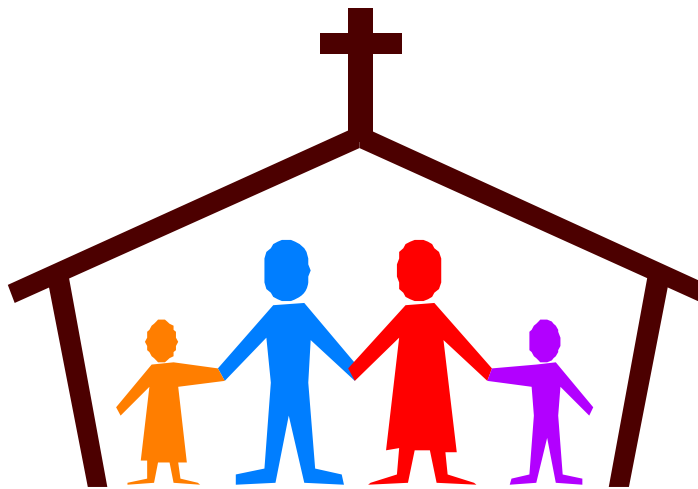
321-723-8866 (after 7:00pm)

321-676-2579 (fax)

www.st-joe.org (website)

Parish Religious Education Program Mission Statement

It is our purpose to assist families, adults, young adults, teens and children to enter into a life-long relationship with God, Jesus Christ and the Holy Spirit through the catechesis set forth by the Roman Catholic Church. It is the responsibility of the catechetical ministries to help support families accept the challenge that the Gospel places before them in the modern world.



As a Catholic Community, we will always stress the importance of weekly participation in the Holy Eucharist. We encourage you to make the faith journey with your child and make Mass a “Family Affair”

Dear Parents:

Welcome to the Parish Religious Education Program (PREP). Thank you so much for registering and taking a real interest in the religious education of your child. As Pastor I look forward to working with you in faith formation.

Our weekly program here at St Joseph is centered on the Lectionary, the Word of God as it is proclaimed in the Sunday Eucharist of the parish. Each Wednesday night we proclaim the readings that you and your family will hear in the Sunday liturgy. I begin to break open that Word, and the classroom teachers continue that process. In this way your children are prepared to benefit in the best way when they hear that Word proclaimed in the parish community's prayer. Their faith formation depends on our working together: 1) the Liturgy of the Word and classroom teaching on Wednesdays, 2) your teaching, example and encouragement all week, and 3) the parish community gathered to celebrate the Lord's Day at Eucharist. All these are important in the formation of your child's faith.

If your child is preparing to celebrate the sacraments of initiation (Baptism, Confirmation, First Communion, or First Reconciliation) there will be special emphasis on those experiences of the Church at prayer. There will be workshops, retreats, evenings of reflection and sacramental catechesis. It is extremely important that you take the time and interest to participate in these experiences as outlined in the program. They are very important in the preparation of your child for reception of these sacraments.

I think we have a great prepared team here, and a very fine program of catechesis and formation. However, there is no possible way that we alone can form your child in faith with one hour a week over a nine month period. Faith formation is a life-long task. If our effort here is going to be successful and helpful, we need your help. The Vatican Council tells us that you are the primary teachers of your children in the faith. We stand ready to help you in that responsibility. Thank you for your confidence and trust in us to assist you in this wonderful mission!

*Fr. Bob Hoeffner
Pastor*

P.R.E.P. POLICIES



Please take a few minutes to read the following information. It is important that you understand your role as primary catechists in your child's faith formation and our role, which is to enable, enhance, inform, and reinforce the Catholic Christian values that you are striving to teach.

+ **Faith** formation is a life long, ongoing process - one that needs a family's commitment to the Catholic Christian tradition. Mass and class attendance, parent meetings, days of reflection, retreats and community service are all required if what the parent is truly seeking is a solid, faith-filled, Catholic spirituality and education.

+ **Students** preparing for the reception of sacraments are required to attend Mass and religious education classes on a regular basis. Chronic absenteeism may be a cause for the delay of reception of sacraments.

+ **Parents/Guardians**, as primary catechists, are responsible for teaching prayers, discussing materials

sent home, attending parent meetings and other events which serve to enhance the child's faith formation process.

+ **Students** preparing for sacraments will be deemed ready for the reception of the sacraments by the Director of Religious Education, the respective catechists and Pastor and Parent consultation when necessary.

+ **Parents/Guardians** are required to have their child arrive at the church on time and picked up at the school at the close of the session. Students in Pre-K-fifth grade must be signed out by a parent/guardian or designated person approved by the parent/guardian. Pre-K students must be escorted to and from the classroom by the parent or guardian or approved person.

+ **All** students preparing for the reception of sacraments are required to attend classes from September through May. Students who enroll after November 1st and before December 31st will be expected to participate in extra curricular activities in order to be properly prepared. Dates and times will be made available at the discretion of the Director of Religious Education and respective classes.

DISCIPLINE

+ Students are required to behave appropriately in church and class. In order for catechists to be effective, they must maintain good classroom management.

+ Students who disregard the rules set forth by the catechist and class will be posed with certain consequences. Please note the following:

- **1st Offense - Time-out** according to the nature of the behavior.
- **2nd Offense - Parent notification** if student decides not to cooperate.
- **3rd Offense - Parent attendance** during class time if inappropriate behavior persists.

+ Failure of a family member to act in a truly Christian manner or cooperate fully with our parish policies may lead to an alternative measure of parent home schooling child.

+ Students have the right to privacy in regard to their personal possessions unless there is cause to believe that a student is concealing material prohibited by law or that may distract from the educational process. Cell phone use on campus is not allowed without the teacher's acknowledgement. If a cell phone is brought to class, the student must turn it off. If the

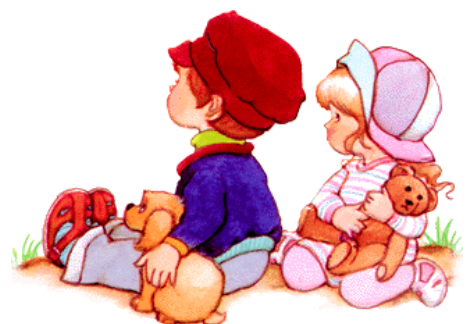
student does not adhere to this policy, the catechist may take the phone and return it at the end of class. St. Joseph Catholic Church reserves the right to search and seize any items which could inhibit the safety of each individual and the common good of the church/school.



THE TEN COMMANDMENTS OF CONDUCT ARE:

- 1. Respect religious education staff, which includes catechists and assistants.***
- 2. Respect classmates and self; respect other people's property.***
- 3. Respect church property.***
- 4. Remove hats when entering facilities.***
- 5. Leave chewing gum, food and drinks at home.***
- 6. Obscenities and profanities are prohibited.***
- 7. Running in church and facilities is prohibited.***
- 8. Disruptive talking, yelling or screaming is prohibited.***
- 9. Leaving class or church property without parental or church staff consent is prohibited.***
- 10. Follow class rules set forth by catechist and class.***

All children are entitled to a Catholic Christian education/formation and we promise to do our best to ensure the highest quality program to you and your family. With guidance from the Holy Spirit and your full cooperation and commitment, this can be a successful year for all of us.



SAFETY AND HEALTH

+ Fingerprinting Policy of the Diocese of Orlando, “Child Sexual Abuse and Prevention Booklet” and Children’s Online Privacy Protection Rule and the Diocese of Orlando may be viewed on the following websites: www.st-joe.org and www.orlandodiocese.org.; click on link “Who We Are”.

+ Medication: Medicine is never dispensed by those in the parish religious education program. If children require medicine, parents must be required to come to class to dispense it themselves or to make other arrangements.

CUSTODY ISSUES

+ Parents and Guardians who do not share joint custody must provide paperwork which expresses sole custody.

REGISTRATION & FINANCES

+ Registration will take place on the last two weekends of August after all Masses in Building 200.

+ All students in K- 12 grades will gather in the church each week at 6:30pm for Children’s Liturgy of the Word. They will be dismissed with their

catechists to classrooms from the church. Parents of children in grades K-fifth will be required to pick up their children from the classroom and sign them out. This is done in order to guarantee the safety of our young children. Your cooperation and support are greatly needed and very much appreciated! Please note, ID will be required when picking up children. Parents of children in K-12 grades are required to stay for the first session.

+ The Diocese of Orlando is requiring that all children enrolled in religious education classes have baptismal certificates on file. Children not baptized must have birth certificates on file.

+ Fees for the year: \$45.00 for one student; \$60.00 for two students; \$75.00 for three or more students. There is an additional fee of \$15.00 for students in Confirmation, First Communion & Christian Initiation Classes.

There will be additional fees for the Sacrament of Confirmation, i.e., retreat, robes, as outlined in the Confirmation handbook.

Kindergarten - 12th Grade Calendar 2010 - 2011
Class Time: 6:30pm - 8:00pm

Sept.	15 - P.R.E.P. Orientation - 6:30pm in the Church
	22
	29
Oct.	06
	13
	20
	27
Nov.	03 - NO CLASS - Parish Festival
	10
	17
	24 - NO CLASS - Thanksgiving
Dec.	01
	08
	15
	22 - NO CLASS - Christmas Break
	29 - NO CLASS - Christmas Break
Jan.	05
	12
	19 - Respect Life Mission - 6:30pm in the Parish Center
	26
Feb.	02
	09
	16
	23 - NO CLASS - Parish Mission
March	02
	09 - NO CLASS - Ash Wednesday
	16
	23
	30 - NO CLASS - Spring Break
April	06
	13
	20 - NO CLASS - Holy Week
	27
May	04
	11 - LAST CLASS

Pre-K Calendar 2010 - 2011
Class Time: 9:45am - 10:45am
Building 100 - Room 101

Sept.	19 - Pre-K Begins
	26
Oct.	03
	10
	17
	24
	31
Nov.	07
	14
	21
	28
Dec.	05
	12
	19
	26 - NO CLASS - Christmas Break
Jan.	02
	09
	16
	23
	30
Feb.	06
	13
	20
	27
March	06
	13
	20
	27
April	03
	10
	17 - NO CLASS - Palm Sunday
	24 - NO CLASS - Easter
May	01
	08 - LAST CLASS

SACRAMENTAL PREPARATION SCHEDULE

PARENT MEETINGS

- **Confirmation Parent Meeting (8th grade & CIC High School)**
Wednesday - September 29th - 7:00pm in the Parish Center
- **First Communion/Reconciliation Parent Meeting**
(2nd grade & CIC Elementary)
Wednesday - October 6th - 7:00pm in the Parish Center
- **CIC Parent Meeting (non baptized students)**
Wednesday - October 13th - 7:00pm in the Parish Center

RECONCILIATION CATECHESIS

(2nd grade, CIC students and parents required to attend)

- **Wednesday - October 20th - 6:30pm in the Church**
- **Wednesday - November 17th - 6:30pm in the Church**

THE SACRAMENT OF RECONCILIATION

(2nd grade and CIC 3-7th grade students)

- **Saturday - January 22nd - 10:00am in the Church**

FIRST COMMUNION CATECHESIS

(2nd grade, CIC 3-7th grade students and parents required to attend)

- **Wednesday - March 23rd - 6:30pm in the Church**
- **First Communion Retreat - Saturday - April 9th - 8:30am in the Parish Center**

CONFIRMATION CATECHESIS

(8th grade, CIC High School students, non-baptized CIC students and parents required to attend)

- **Wednesday - January 26th - 6:30pm in the Church**
- **Wednesday - February 16th - 6:30pm in the Church**

CELEBRATION OF THE SACRAMENTS OF INITIATION

CONFIRMATION

(8th grade and CIC High School baptized Catholic)

- **Twilight Retreat (8-12th grade students only) - TBD**
- **Rite of Enrollment - TBD**
- **Rehearsal - TBD**
- **Confirmation - TBD**

CIC SACRAMENTS OF INITIATION

Baptism/Confirmation/First Communion

(for those students not baptized)

- **Rehearsal - Wednesday - April 20th - 6:30pm in the Church**
- **Retreat for the Elect - Saturday - April 23rd - 8:30am in the Church**
- **Easter Vigil Mass - Saturday - April 23rd - 8:00pm in the Church**

FIRST COMMUNIONS

(2nd grade students)

- **Sunday - May 15th - 11:30am Mass**
Rehearsal - Friday - May 13th - 6:30pm in the Church
- **Saturday - May 28th - 4:30pm Mass**
Rehearsal - Wednesday - May 25th - 6:30pm in the Church
- **Sunday - May 29th - 9:45am Mass**
Rehearsal - Friday - May 27th - 6:30pm in the Church

FIRST COMMUNION

(CIC 3-7th grade baptized Catholic and/or Christian)

- **Saturday - May 7th - 4:30pm Mass**
- **Rehearsal - Wednesday - May 4th - 7:00pm in the Church**

ST. JOSEPH CATHOLIC CHURCH

SACRAMENTAL PREPARATION POLICIES

- **INFANT BAPTISM:**

- a. Children who have not yet reached the age of reason (6 years old and younger).
- b. Parents must contact the parish office for information and classes.

- **BAPTISM FOR OLDER CHILDREN:**

- a. Children the age of six (6) years to adult are required to enroll in classes for the preparation of baptism, confirmation and communion.
- b. Children must attend religious education classes and Mass on a regular basis.
- c. Classes are generally in session from September through May.
- d. Parents can enroll children in classes the end of August.

- **FIRST RECONCILIATION/FIRST COMMUNION:**

- a. Children must be baptized Roman Catholic and seven (7) years old at the time of reception.
- b. Children must attend religious education classes and Mass on a regular basis.
- c. Classes are generally in session from September through May.
- d. Parents can enroll children in classes the end of August.

- **CONFIRMATION:**

- a. Children must be baptized Roman Catholic, have received communion and be thirteen (13) years of age or in the eighth grade.
- b. Children must attend religious education classes and Mass on a regular basis.
- c. Classes are generally in session from September through May.
- d. Parents can enroll children in classes the end of August.

- **CHRISTIAN INITIATION OF CHILDREN (C.I.C.)**

- a. Children beyond the age of reason (7 years old) in grades 3-12 who have not been baptized, will be assigned to the Christian Initiation for Children (C.I.C.) classes for preparation of Baptism/Confirmation/Communion which they will receive at the Easter Vigil.
- b. Sponsors are required for those seeking baptism/confirmation/communion.
- c. Children validly baptized in another Christian tradition recognized by the Catholic Church will be assigned to a CIC class, and prepared to make a Profession of Faith, and receive Reconciliation, Confirmation and First Communion.
- d. Children beyond the age of reason (7 years old) in grades 3-7 who have been baptized Catholic but not yet received Reconciliation/Communion will be prepared for First Reconciliation/First Communion which they will receive during the Easter season (April/May).
- e. Children must attend religious education classes and Mass on a regular basis.
- f. Classes are generally in session from September through May.
- g. Parents can enroll children in classes the end of August.

A HUNDRED YEARS FROM NOW

...It will not matter what my bank account was, the sort of house I lived in or the kind of car I drove...

But the world may be different because I was important in the life of

a

CHILD



Photo/Video Permission Form
St. Joseph Catholic Church
P.R.E.P.

I, the undersigned parent or legal guardian of

Do hereby consent, authorize and grant permission to the Diocese of Orlando, Orlando, Florida, its agents, employees or duly authorized representatives to take photographs or video or said child and do further consent to the publication, circulation and dissemination of said photographs or video or any duplication or facsimiles thereof for any purposes if deem proper.

In granting such permission, I hereby relinquish and give to the Diocese of Orlando, Orlando, Florida, all rights, title and interest I may have in the finished pictures, negatives, reproductions or copies, and further waive any and all rights to approve the use of such photographs or video and so release any and all claims of any nature whatsoever arisen for their use.

Photographs and videos will never be done in an offensive or negative manner. Discretion regarding posting of photographs and/or videos will be used at all times. Safety of our children is first and foremost in all areas of ministerial and pastoral care.

I do NOT permit my child to be photographed, etc.....

Parent/Guardian Signature / Date

Dear Parents,

This is your copy of the Parish Religious Education Handbook for St. Joseph Catholic Church. In order that you might better understand the philosophy and requirements of our Religious Education Program, it is important that you thoroughly read this booklet.

Please sign and return the slip below which indicates that you have read and accepted the rules and regulations.

In His Name,

Lin Wyatt
Director of Religious Education

Tear here and return

I have read and do accept the rules and regulations as printed in this booklet.

Student's Name _____
(Print Full Name)

Mother's/Guardian Signature _____

Father's/Guardian Signature _____

