

St. Timothy Catholic Church
www.sainttims.org

Mass Schedule
Daily Mon.-Sat. 9am
Saturday Vigil 5:30pm
Sunday 7:30am, 9am, 11am & 5:30pm

Sacrament of Reconciliation
Saturday 9:30am & 4:30pm

Like Clay in the Hands of the Potter

Jeremiah 18:6

Religious Education/office hours:
Staffed Monday–Thursday

Peggy Cloutier
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Faith Formation 2019-2020

Parent/Student Handbook

Class Sessions

Sunday

Grades 1, 3, 4, & 5
10:30-11:45am

Or

First Holy Communion
(FHC) 10:30am-12:00

Monday

Grades 1, 3, 4, & 5
4:30-5:45pm

Or

First Holy Communion
(FHC) 4:30-6:00pm

Parish Mission Statement

We the people of St. Timothy Parish, seek to become a bright beacon of faith in Christ by fostering a family community in a loving and spiritual environment in which we may grow in service and knowledge of God.

17512 Lakeshore Rd., Lutz, FL 33558
813-961-1716

CCC 1656 In our own time, in a world often alien and even hostile to faith, believing families are of primary importance as centers of living, radiant faith. For this reason the Second Vatican Council, using an ancient expression, calls the family the Ecclesia domestica (the domestic Church) (Lumen gentium 11). is in the bosom of the family that parents are “by word and example . . . the first heralds of the faith with regard to their children. They should encourage them in the vocation which is proper to each child, fostering with special care any religious vocation.”(Lumen gentium 11).

The Faith Formation staff and volunteer catechists are here to help parents in passing on the faith to the children of the parish. Parents are primary in the learning process. Children will follow their parents’ example in word, action and attitude. Are we setting the example for how we want our children to live their faith?

Mass Attendance

Parents seeking to raise their children in the fullness of the Catholic faith, should attend Mass every Sunday and every holy day of obligation. Nothing is more important for faith formation than our celebration of the Eucharist with our Parish community. Please make every effort to attend Mass regularly. Families are encouraged to attend the 9am family friendly Mass. Please do not drop off your children for faith formation and leave the 11am Mass early to pick them up as this will disrupt the reverence of the Mass.

Mass Commitment for families: please discuss as a family

- I will go to Mass every Sunday.
- I will prepare for Mass by reading the Sunday readings ahead of time.
- I will get to the celebration ahead of time.
- I will pray the prayers being offered during Mass.
- I will sing the songs.
- I will pay attention during the homily.
- I will not talk to people around me, text message, play games on my cell phone, eat or sleep during Mass.
- I will go to Holy Communion.
- I will pray about serving somehow in the Mass either as a lector, reading the prayers of the faithful, Eucharistic Minister, bringing up the gifts, etc.

Our Family Commitment to each other (each family member sign below)

Safe Environment Sessions

Updated Parent Session will be at Orientation on September 8th & 9th.

The session for children will be on the following dates:

Grades 1 & 3rd - September 29th & 30th

Grades 4-5 – October 6 & 7th

First Holy Communion- October 13th & 14th

These sessions are presented to students at a developmentally appropriate level and parents are welcome to join us for these sessions.

First Holy Communion

First Holy Communion year parent meetings will be on September 15th & 16th and January 26th & 27th. As a reminder, First Communion preparation is a two-year process. Children must attend in 1st grade in order to receive First Holy Communion in 2nd grade.

Adult Faith Formation Opportunities

Bible Study is offered on Tuesday mornings at 10am and on Tuesday evenings at 7:00pm.

FORMED is Catholic faith on demand and is available on the homepage of our website.

Look for information on Adult Confirmation classes in the bulletin.

You can also sign up for once a week e-mail blasts at the bottom of our homepage where it says Newsletter and enter your e-mail address.

Additional opportunities will be offered throughout the year and will be announced in the bulletin and the website. www.sainttims.org

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 status(es)
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-mail, etc.
7. Comments or jokes based on issues of modesty and developing social awareness
8. Unwanted forced involvement in activities (e.g., physical, religious, etc.)
9. Coercion of religious styles or personal beliefs upon a participant
10. Intimidation in front of a group of forced personal sharing in groups
11. Inappropriate media or music use which would violate this policy



RCIA adapted for children

Rite of Christian Initiation Adults (RCIA) adapted for children will be offered to children who are 7 years old or older who have not been baptized or have been baptized in a different denomination.

Curriculum

Books and materials used follow Diocesan Guidelines for Religious Education, which are approved by the United States Conference of Catholic Bishops. Loyola Press, "Finding God" grades 1 and 5, "Discover: Finding Faith" using Catholic Children's Bibles for grades 3 & 4.

You can find relevant information at www.loyolapress.com, and <https://www.smp.org/series/93/Discover-Finding-Faith-in-Life/> to find information for both parents and children.

First Reconciliation and First Communion preparation:
www.dynamiccatholic.com/Blessed.

Class Attendance

Since each grade level of our faith formation has its own curriculum focus, regular attendance in all grade levels is essential for the development of mature faith—

Faith Formation is a lifelong process and should continue beyond the early formative years of life through the adult years.

Attendance will be monitored. Students will be given make-up work when they miss class.

In the event of excessive absences, additional instruction may be required. This is especially true in the two years of instruction of sacramental preparation. Please contact the office if you know that your child will miss more than 1 class and make arrangements for take-home class work

ACRE Assessment

For the purpose of assessing the Faith Formation program, the Diocese of St. Petersburg has established guidelines for administering the Assessment of Catholic Religious Education to students in grades 5 and 8. The questionnaire will be administered as directed by the Diocesan Office in the spring of the school year.

Volunteering

Each family will be required to volunteer three (3) times each semester, during the time frame in which your child(ren) attends class. Volunteers are placed where needed, not necessarily in your child's class. Volunteer sign-ups are online using the "SignUp.com" website
<https://signup.com/go/WWDmFOx>

Safety

The safety of children is most important to all involved in the parish faith formation programs. Please assist us in providing a safe environment for all students with the following procedures.

Arrival: Parents of children, (gr. 1-5), must bring their children to their classroom and stay with your child until their catechist arrives. Please don't drop off you child more than 15 minutes prior to class.

In the event of severe weather, please check the St. Timothy web site at www.sainttims.org for the cancellation of classes. We will also e-mail you. Please use your judgement as to safety to drive.

Dismissal: Parents of children, (gr. 1-5), must pick them up at the classroom. Please, let's not put our catechists in a compromising situation by sending someone who is not listed on the drop off/pick up list. Please bring picture ID. Communicate with the catechist if someone other than a parent will pick-up the student. Please be on time.

NO student will be allowed to walk without a parent to the parking lot.
PLEASE GIVE YOUR CHILDREN CLEAR INSTRUCTIONS
ABOUT HOW THEY WILL BE PICKED UP. Safety of all children is most important.

Discipline Policy

Students in the Faith Formation Program are expected to behave in a manner that reflects the ideals of our Christian faith and which promotes a positive learning environment. To establish this policy our program has some basic rules:

1. Keep hands, feet and other objects to yourself.
2. Talk respectfully—no name calling, teasing, cursing, etc.
3. Follow directions the first time
4. Cell phones, electronic devices, & toys or any distractions are not allowed in class.

Severe disruption of class will result in the child being removed from class and the parent being called. A meeting will be held with the Director at that time.

Harassment Policy for Non-Employment Situations in Schools/Centers, Parish Religious Education and Parish Youth Ministry Programs of the Diocese of St. Petersburg

POLICY:

The Diocese of St. Petersburg requires that each parish, Catholic school or early childhood center establish and adopt this policy that prohibits any form of harassment by any individual. The Diocese of St. Petersburg strives for the establishment of a Christian, professional and supportive educational environment for all persons engaged in or involved with religious education programs, schools and early childhood centers, and parish youth ministry programs in non-employment situations. No parish, school, or early childhood center will be responsible for off campus harassment, unless it occurs at a parish-, school-, or early childhood center-sponsored event.

PURPOSE OF THE POLICY:

The 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 persons' 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, worship services and ministries.

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 this conduct has occurred.