



SAINT TIMOTHY  
CATHOLIC CHURCH

# FAITH FORMATION

2021-2022

PARENT/STUDENT  
HANDBOOK

17512 Lakeshore Rd., Lutz, FL 33558

## **Class Sessions**

### **Grades 1, 3, 4 & 5**

Sunday 10:30-11:45am or Monday 4:30-5:45pm

### **First Holy Communion (FHC)**

Sundays from 10:30am-12:00 noon

or

Mondays from 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.

*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.

## **Curriculum**

Books and materials used in Faith Formation sessions follow Diocesan guidelines and are approved by the USCCB (United States Conference of Catholic Bishops).

Grades 1 & 3 use St. Mary's Press Discover!  
St. Mary's Press website: <https://www.smp.org/>

First Reconciliation and First Holy Communion Preparation use Dynamic Catholic Blessed.  
First Reconciliation and First Communion preparation: [www.dynamiccatholic.com/Blessed](http://www.dynamiccatholic.com/Blessed)

Grades 4 & 5 use Gospelweeklies.com

## **Class Attendance**

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

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

Please do not send your child to class if sick. We can send you makeup work.

## **Volunteering**

Families are encouraged to volunteer in classrooms. This year we especially need volunteers in 4th and 5th grade weekly to help with small group activities in the youth center. We will send a SignUpGenius signup out by email.

## **Safe Environment**

Parent sessions will be at parent gathering in September.

Student sessions will be during your child's class time.

# 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 will walk them to the classroom and stay with the child until their catechist arrives. Please don't drop off your 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](http://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 must sign out at the classroom. 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.

**COVID-19:** We will continue to monitor the situation in our area and follow Hillsborough County and Catholic School recommendations.

**DO NOT SEND** your child to Faith Formation if they are sick or had a fever within 24 hours.

## 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.

## First Holy Communion

First Communion preparation is a two-year process. Children must attend first grade Faith Formation or Catholic School to prepare for FHC in second grade.

## Adult Faith Formation Opportunities

**Bible Study** [https://sainttims.org/bible\\_study/](https://sainttims.org/bible_study/)

**Formed** is a Catholic faith on demand and is available on the homepage of our website.

**Adult Confirmation** <https://sainttims.org/adult-confirmation/>

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 email address.

Additional opportunities will be offered throughout the year and will be announced in the bulletin and the website at [www.sainttims.org](http://www.sainttims.org)

## **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.

**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 or forced personal sharing in groups
11. Inappropriate media or music use which would violate this policy

**Online Meetings, Classes and Program Events:  
Protecting Minor Children  
(During Covid 19 Online Programs/classes and all future  
online programming involving minor children/vulnerable adults)**

St. Timothy Catholic Church 1st-5th Grade Faith Formation  
Program(s) will be abiding by these practices:

The entire Social Media Policy (March 2019 and Addenda for Video Streaming May, 2020) of the Diocese of St. Petersburg can be found on the Communications Office Website at: <https://www.dosp.org/communications/resources-2/>

- Parental consent via email for participation of minor children will be obtained. Such communication will be saved for future reference.
- Parents must be notified of the methods of communication which are used in each particular ministry and must be granted access in such communications. Parents will receive all invitations to programs or classes for minor children. It will be the parent's prerogative to approve the participation of their child by opening the class/program session for their child or forwarding the link to their child. Both will be evidence of parental consent to participate.
- Sessions will be recorded in case there is a question later about what was discussed. These recordings will be retained by authorized parish personnel for no more than 30 days or as the platform archive limits allow.
- One adult catechist/parish staff member and a second adult volunteer or staff member present during the Zoom call. At least two Diocese of St. Petersburg Safe Environment Trained and screened adults will actively participate in the entire online session/class.
- Online "chatting" with minors is not permitted unless it is part of the Student Information System Platform or video conferencing.

St. Timothy Catholic Church

[www.sainttims.org](http://www.sainttims.org)

## **Mass Schedule**

Daily Mon-Sat 9am

Wednesday 6pm

Saturday Vigil 5:30pm

Sunday 7:30am, 9am, 11am, & 5:30pm

## **Sacrament of Reconciliation**

Wednesday 6:30pm

Saturday 9:30am & 4pm

## **Faith Formation Education Office**

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