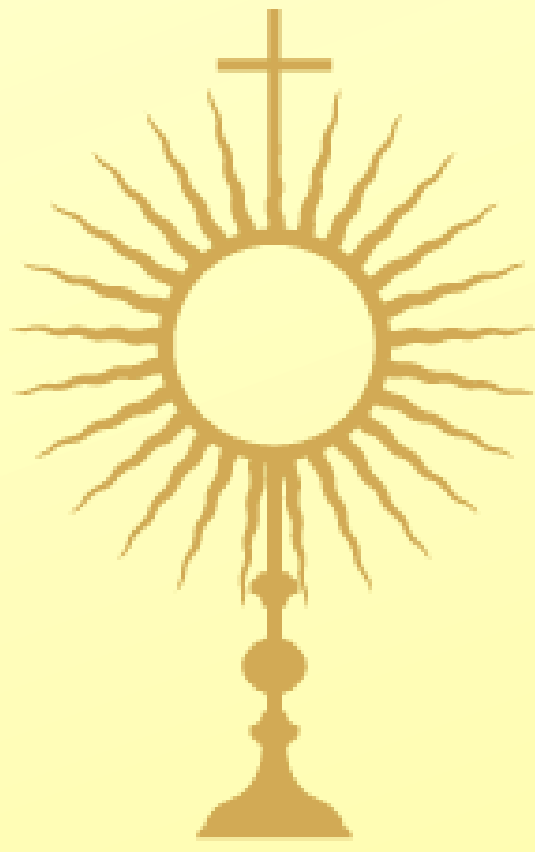


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ST. TIMOTHY CATHOLIC CHURCH  
FAITH FORMATION

2024-2025



PARENT/STUDENT  
HANDBOOK

17512 Lakeshore Rd., Lutz, FL 33558

# **Class Sessions**

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

Sunday 10:30-11:45am or Monday 4:45-6:00pm

### **Catechesis of the Good Shepherd**

Sundays from 10:30-11:45am

Mondays from 5:00-6:15pm

Wednesdays from 9:45-11:00am

*"The future of the world and of the Church passes through the family" Saint John Paul II*

Through engaging curriculum, prayerful reflection, sacramental preparation, and active participation in the life of the Church, we seek to equip families to grow in their Catholic faith and their relationship with Christ and His Church. We aspire to empower our families to live out their faith authentically in their daily lives, embracing the call to love God and neighbor.

### **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 and to live out the faith at home.

### **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.

# Curriculum

Books and materials used in Faith Formation sessions follow Diocesan guidelines and are approved by the USCCB (United States Conference of Catholic Bishops). Click on the links to learn more about each curriculum.

Grades 1 & 3 use Word of Life curriculum by Augustine Institute.

**Word of Life Series (<https://www.wordofliveseries.org>)**

Those enrolled in their First Holy Communion year will use the Ascension Press Renewed and Received Curriculum.

**Renewed and Received - Ascension ([ascensionpress.com](http://ascensionpress.com))**

Grades 4 & 5 uses Lectionary-based curriculum based on the Mass readings

**Our Home study program uses the following curriculums**

Grades 1 & 3 and 4th and 5th use Word of Life curriculum by Augustine Institute.

**Word of Life Series (<https://www.wordofliveseries.org>)**

Those enrolled in their First Holy Communion year will use the Ascension Press Renewed and Received Curriculum.

**Renewed and Received - Ascension ([ascensionpress.com](http://ascensionpress.com))**

## First Holy Communion

First Communion preparation is a two-year process. Children must have one year of faith formation prior to preparing for FHC or attend Catholic School.

## OCIA Adapted for Children

Order of Christian Initiation Adults adapted for children (**OCIC**) will be offered to children who are 8 years old or older who have not been baptized.

Sessions take place on 8 Sundays, once a month, to help these children receive their sacraments. On all other Sundays the child will attend Faith Formation classes with the grade they are in.

Please check the OCIC parent calendar to learn more about the requirements.

# Volunteering

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

## Safe Environment

Information regarding the safe environment program, Circle of Grace, will be passed to parents at the initial parent meeting. Children will receive their lesson on the first day of class.

## 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 the safety of driving during inclement weather.

**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.

# Resources for Parents and Families

St. Timothy has a wide variety of outreach and community life ministries. More information can be found on our website. 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).

Family sessions are now available to create opportunities for family fellowship and faith enrichment. Please refer to the parent calendar and the Church bulletin to see the current monthly offerings for family sessions this school year.

## Other Recommended Resources

All families can access Formed.org for free here at St. Timothy.

What is **Formed**? **Formed.org** is “Catholic Faith On Demand”. Similar to Netflix, Formed.org gives you access to Catholic movies, audio books, radio talks, podcasts, studies and much more! It’s all at your fingertips! It’s easy and free to start enjoying FORMED!

Formed is a Catholic faith on demand service that provides access to thousands of movies, programs, audio, and books instantly. You can access this resource for free using the homepage on our website.

It’s easy and free to start enjoying FORMED!

- 1 Go to <https://signup.formed.org>
- 2 Select your parish, St. Timothy Lutz FL
- 3 Register with your name and email address
- 4 Check that email account for link to begin using Formed

**Scepter** publishers is another great resource that provides books and free spiritual reading covering topics such as living the faith, how to bring the faith home, and how to pray. More can be found here.

[Free Catholic Spiritual Reading, Scepter Publishers](#)

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

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 10am & 4pm

### **Faith Formation Education Office**

Phone: 813-961-1716

Joseph Nieves-Serrano  
Director of Faith Formation  
[Joe@sainttims.org](mailto:Joe@sainttims.org)

Carla Pomponio  
Faith Formation Coordinator  
[Carla@sainttims.org](mailto:Carla@sainttims.org)

Gina Gawieniczuk  
Ministry Resource Specialist  
[Gina@sainttims.org](mailto:Gina@sainttims.org)