



## ***Resurrection Parish***

260 Conrow Road  
Delran, NJ 08075  
856-461-6555

# **Complete Parish Faith Formation PARENT HANDBOOK 2011—2012**

If you did not receive a smaller version of this document please contact the Parish Office.

Dear Primary Catechist,

As we begin another school year, I am excited about some of the developments in our Faith Formation Program. As you have been reading in the bulletin, this November we will be introducing a new translation of the Mass. ***The Mass is not changing, but some of the language will be different.*** This gives us an excellent opportunity to revisit the meaning of the Mass in our lives.

During the season of Lent, the entire parish will be invited to participate in the **Living the Eucharist Program**. This will take place in homes or Resurrection Parish center with small groups coming together to reflect on the weekly scriptures and the celebration of the Mass. There will also be a family program that you can conduct in your own homes with your children. I encourage every family to participate in this renewal program. The Mass is the source and summit of our faith. Why not give some time in examining this treasure of ours?

Also, five neighboring parishes will be combining their resources to provide **Regional Adult Faith Formation** opportunities on Wednesday and Thursday evenings. We will be offering a holistic approach; religious topics, parenting strategies, health issues, financial concerns, etc...I am very excited about the vast and quality presentations we will be offering and hope that you avail yourselves of this program.

I look forward to worshipping with you and helping you guide your children in our wonderful Faith!

***Father David***



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## FAITH FORMATION PROGRAM MISSION STATEMENT



Parents are the primary educators of their children's spiritual formation. The role of our Resurrection Catholic Community is to support that sacred responsibility. Cooperation between parents and our Faith Formation Team is extremely necessary to nurture our children and their families on their faith journey.

We are committed to building a community at Resurrection by providing opportunities for all generations of family faith formation where the children and adults will discover how their faith can be an integral part of their family, parish, and communities, as well as a help and guidance in their daily lives.

**To that end, this program was designed so that you and your children would receive the best Catholic Faith Formation experience possible.** The children of our faith community will learn the requirements and truths of their Catholic Faith. They will come to a fuller understanding of our Liturgies, Sacraments, and the Parish of the Resurrection as a Community of Believers. The children will discover why moral and ethical values play an important role in their faith life. If we do not know our Faith, we do not understand our Faith. Life long learning insures that their potential may be developed and their individuality be recognized and treasured. They will learn how to serve people less fortunate through acts of charity and justice; and learn how to protect and respect all life, particularly the most vulnerable of people children in the womb and the elderly.

The children will also learn about our Saints and our Blessed Mother Mary. They will learn how our Church follows the "Liturgical Calendar" and grow to a deeper understanding of the Liturgy of the Word through "Lectionary" (book of Sunday readings) discussion of the Sunday Gospel and Homily. This lectionary-based curriculum will be the basis for the classroom teaching and will follow the liturgical calendar, Ordinary Time, Advent, Christmas, etc.

We will be following all the guidelines and recommendations set by our Diocese of Trenton and the Office of the United States Conference of Catholic Bishops and the worldwide guidelines set by Pope Benedict XVI.

***Working together as one faith community, we can help each other grow as true disciples of Jesus Christ.***



## **CONTACT INFORMATION**

In case of an emergency during Faith Formation hours 9AM – 12:00 pm please call the following number: 609-234-0628 this is the cell number for the Director of Faith Formation,

During Faith Formation hours, the focus of the staff will be to support the Faith Formation Teachers and overseeing the children enrolled in this program. All business is to be conducted by appointment only at Resurrection Parish Office, Monday thru Friday 9am to 4pm. Please call (856-461-6555) to speak with the Faith Formation Coordinator, Patricia Brooks.

## **REGISTRATION, RE-REGISTRATION AND TUITION**

Registration and re-registration is a sign of commitment for the upcoming year.

Please complete the Registration Form . If your child/children did not received their sacraments at The Church of the Holy Name or St. Casimir Church, please bring a copy of their Baptismal Certificate with a raised seal, and a copy of their First Holy Communion certificate.

The tuition starting costs are as follows:

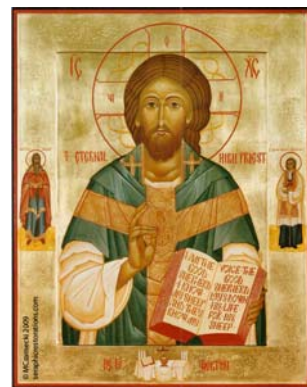
- \$130.00 one child
- \$180.00 two children
- \$220.00 three or more children

Registration for the 2011/2012 year will take place in March and April of 2011. Registration after that date will incur a \$30.00 late fee.

## **SUNDAY LITURGY**

Mass and the Eucharist are an important part of our Program it is the source and summit of our Faith, it is not optional. Our Faith Formation starts with 9am Mass in Holy Cross Auditorium. The first part of our class sessions is based on the Readings and the Homily! We ask that everyone be in their seats by 8: 50am so we can start on time! Please sit with your children through the entire Mass including the announcements after Mass regarding important program information!

Please no cell phones; taking calls and texting are a distraction to others and also disrespectful to our Lord and His Holy Sacrifice of the Mass. Please, only consume beverages and food in the Holy Ground Coffee House, not in the Auditorium during Mass.



## ATTENDANCE

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The importance of the reinforcement of a faith life needs to be sustained through weekly attendance at Sunday liturgy and designated classes. It would help us tremendously if sports, music lessons, dance classes, social activities, etc. could be scheduled as to not place time pressures on you or your child's faith formation. Chronic lateness and absences will limit your child's understanding and comfort level in relation to those children who attend sessions on a regular basis. You are strongly encouraged to reinforce and promote this necessary life skill of commitment to your Catholic Faith.



## STUDENT ABSENCE

It is required that children attend all Faith Formation classes. Each class lesson builds on materials covered in preceding classes. Children who are absent miss a great deal and are at a great disadvantage upon returning. However, we do recognize that absence from class is sometimes unavoidable, and so, we want to work with you. There are only 14 classes scheduled. This meets the Diocesan requirement of 28 hours of instruction that is full of necessary information to help them understand their Faith and the reasons we believe what we believe. One missed session is equivalent to missing Mass and two hours of education.

Excused absences include illness of the pupil, death or severe illness in the student's family. A note from the parent or guardian will be required for an excused absence. Orders of the court or other valid reasons should be discussed at the time of registration. *If the child has two un-excused absences the parents will be asked to meet with the of the Coordinator of our Faith Formation Program., to see if we can help in any way. All missed work must be made up; ask you child's teacher for the necessary assignments.*

## LATENESS

Please, for the sake of all volunteers and other families it is vitally important that you be on time. Plan to arrive for Mass at 8:50am or earlier. Scheduling is very important for us to be at the proper place at the proper time. We take all precautions to keep your children safe. We need your cooperation to make sure that there are no loopholes.

The doors at Holy Cross High School will be electronically locked at 9am. After that time, the door attendant will open the door for you and request that you sign the Late Arrival Sheet.



If you arrive after Mass, proceed to the Office, where you will be given a Late Pass and directed to bring your child to his/her classroom. When leaving the building sign out with the door attendant.

Lateness will not only disrupt your child's learning but the learning of the entire classroom will be affected. It takes at least ten minutes to get a child acclimated in the classroom when they are entering late. If a child is late twice we will ask you to come in and meet with the Coordinator to see if we can assist you.

## ARRIVAL AND DISMISSAL

It is with our deepest concern and respect for the safety of your children that we ask you to follow the arrival and dismissal rules listed below. We pay close attention to these procedures, and we kindly ask for your attention to these details.

All parents and guardians must park their cars in the Holy Cross parking lot. Parents must accompany their children into the building and sign them out at dismissal.



## ARRIVAL

Parents and children (K thru 8, no exceptions) please enter the building through the door nearest the Auditorium. Greeters will be available to answer your questions. This will be the only door that will be open during Sunday Liturgy and Faith Formation Sessions. Please do not try to get in any other door.

Go directly to the Auditorium and sit as a family. Move as far upfront as possible. The acoustics in the Auditorium are not the best. Please move as far to the front as you can. This helps the Children in the Choir, Readers and Father David by having everyone closer together. The back rows are marked off. *Do not remove* the ribbons, they are there for a reason. Doors and hallways are monitored during our program. Again, this is for the protection of your children.

Remain in the Auditorium at the conclusion of the Recessional Hymn for important announcements and directions for the day and for future dates.. You will be dismissed by rows, (starting with the front rows) as directed by our ushers. Parents will escort children in all grades, (K—8) to their classrooms.

Please do not leave your children in the classrooms until you have signed in with the Faith Formation Teachers. On Sundays when your family is assigned to attend the Christ Centered Family the entire family is to go to the cafeteria.

## CARPOOLING

**Carpooling is strongly discouraged. Sunday's are a family Faith Experience for the entire family. In order for your family to experience the fullness of the Sunday Faith Formation, it is important for the family to be present at the Liturgy, which begins at 9:00 am. If carpooling is a necessity for your family, please call the Faith Formation Coordinator so we can see how we can help you. Thanks!**

## **EARLY DISMISSAL**

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Early dismissals are discouraged, because it causes such disruption in the classroom and with other volunteers involved. Please try to avoid this situation. Should a family situation arise requiring your child to be dismissed before the end of class, inform your child's catechist in writing. Upon arrival at Holy Cross High School, sign in with the door attendant, then proceed to the School Office and sign out your child. Please wait in the office until a volunteer brings your child to you. Please sign out with the door attendant before leaving the building.

At times, conflicts in a family's schedule may arise. Please contact the Parish the Coordinator Religious Education to schedule an appointment to discuss these situations. When we work together the outcome will be a stronger connection to faith and parish for us all. Thank you.

## **ACCIDENTS/SICKNESS**

Current Emergency contacts and any information, including, allergies, and medications vital to the special needs and welfare of your child must be on file.

When a child is feeling ill or gets injured in a classroom the parents will be called immediately (please make sure we have your cell numbers). If there is an extreme emergency or a matter of life and death, we will call "911" immediately and then call the parents.



## **PARENT COMMUNICATIONS**

The primary form of communication will be through e-mail. Please keep us in mind when changes in your email occur. Our Faith Formation email is [resurrectionff@comcast.net](mailto:resurrectionff@comcast.net). Resurrection website is [www.Resurrection2.org](http://www.Resurrection2.org). Should you not have access to a computer, please let us know. Also, please check with your child at the end of each Faith Formation class for any flyers and homework assignments.

## **PARENTAL CUSTODY**

In situations of separation or divorce; the Faith Formation Office needs to be informed of your custodial arrangements. It is the parent's duty to inform the Coordinator of Religious Education of any court order. If the court extends or limits the rights of either parent, there should be a valid court order of entry specifying these extensions or limitations. A parent, custodial or non custodial, should produce a valid certified copy of such an order to the Faith Formation coordinator. Non-custodial parents may keep informed of religious education events, including sacramental information and receive copies of parent mailings by requesting, in writing, that information be sent to them.

## **UNACCEPTABLE BEHAVIOR**

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The duty of our dedicated Religious Education Teachers is to spread the “Good News of Our Lord Jesus Christ.” We would like at all times to be patient, loving, understanding and be the “Face of Christ” to all the children. Children are expected to be respectful at all times. However, any child who finds it difficult to be cooperative in class will be sent to the Office with the current assignment to be completed during the session.

If a second incident occurs, the child will be assigned an essay to write on the lesson of the day. The assignment will be either handed to the parents at the end of the session for signature; or this assignment will be sent home to the parent for signature and will need to be returned for the next session.

If there is a third incident, the parent will be asked to take the child home and remedy the situation prior to the child returning to the Children’s Faith Formation sessions. The Coordinator will meet with the child and the parents prior to returning to the classroom.

**Bullying another student will not be tolerated.**

## **EATING OR DRINKING IN THE CLASSROOMS**

Eating or drinking in the classrooms is not permitted. Children should eat a substantial breakfast before coming to Mass on Sunday morning. If your child needs to have a mid-morning snack for health reasons, please notify your child’s teacher in writing. Water will be provided during the morning break.

## **SACRAMENTS**

- The Sacrament of First Penance will be held during Parish Advent Penance Service
- The Sacrament of First Holy Communion will be held in Community during weekend Masses please check the calendar.
- Confirmation will be held in late spring. We are asking the Diocese of Trenton for one of the following date’s. May 15, 22 or 23. We will announce the dates as soon as we know.

## **FAMILY SACRAMENT EVENTS (FSE)**

Please check email frequently for dates of these events.

These activities are fun filled events for the whole family, at our Worship Sites and Parish Center!! Bring out Grandma, Grandpa, Aunts, Uncles and Cousins.

**“Christ Centered Family”  
Family Faith Gatherings  
Holy Cross High School**

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Will take place immediately after the Sunday liturgy at *Holy Cross High School*. Please honor your assigned (alphabetically by family’s last name) schedule on the Faith Formation Booklet. Please call the Coordinator of Religious Education at the Parish Office if you cannot attend your scheduled Family Faith Gathering.

**FIRE DRILLS AND EMERGENCY PROCEDURES**

Religious Education Teachers will acquaint the students with the fire drill instructions for the building. Procedures for bomb threats, evacuations, natural emergencies, and written threats will be continually updated and reviewed.

All classrooms are clearly marked for emergencies.





*The Community of Resurrection Parish is committed to creating a safe environment for our children.* Staff and volunteers are required to attend a 3 hour VIRTUS Awareness Program,. They are also required to be fingerprinted and to give references on a Volunteer/Staff application form.

### **SNOW / EMERGENCY CLOSING**

Closings will be announced on KYW 1060 AM Radio—Number 1246

### **Thank You**

*This handbook is designed to serve as a guide for parents/guardians, students, Faith Formation Coordinator, Teachers, Volunteers, Staff and our Pastor. Please acquaint yourselves with the contents of this handbook. Knowledge of the policies and guidelines will help achieve the goals of the parents and volunteers of our Faith Formation Program. All policies and procedures are for the benefit of our families. We want to keep everyone safe and happy. Please make every effort to follow these guidelines and procedures. We thank you and welcome you to our program*

*We are always here for you. Call and make an appointment, at the Parish Office, with the Coordinator of Religious Education, so we can spend quality time with you without any interruption. Sunday's are always busy and we do not want to give you short answers to your questions or ideas. What you have to say is very important to us! Please remember to keep our teachers, aids, hall monitors, all volunteers, staff and priests in your prayers.*

***This is a community effort ! Given in love !  
Resurrection Parish Faith Formation***

## **Christ Centered Family Gatherings**

Holy Cross High School on designated Faith Formation  
Sundays

Families will be assigned to one Sunday, alphabetically according to the family last name. Please check your email for your assigned dates

Emails will be sent to all families regarding the date of your Christ Centered Family Gathering. This is an integral part of the program please attend as a family.

***We cannot state enough that the children are required to attend 28 hours of Religious Education.***

***This is a requirement of the USCCB and the Diocese of Trenton. The Christ Centered Family is part of the program.***



***Please give us a call if you would like to volunteer!!***

