



St. Raphael Parish RELIGIOUS EDUCATION (CCD) PARENT/STUDENT HANDBOOK

Pastor: Monsignor J. Bernard Caverly
D.R.E. Miss. Lynn Edmonds

Dear Parent/Guardian,

Welcome to the Parish Religious Education Program. We thank you for allowing us to be partners with you in the religious formation of your children. This program meets the basic level of religious instruction for children in elementary through middle school.

The Catholic Church believes and professes that, "The Christian home is the place where children receive the first proclamation of the faith. For this reason the family is richly called 'the domestic church,' a community of grace and prayer, a school of human virtues and of Christian charity." (CCC 1666)

It is the parent's right and role to pass their faith on to their children. Our role at St. Raphael's is to do all we can to support, assist, and encourage you as you model a Catholic Christian lifestyle for your family by your love, discipline and example. We, therefore, urge you to make every effort to attend Mass as a family each Sunday, to maintain a Catholic Christian atmosphere in your home and to ensure that your children attend religious education

classes weekly on a yearly basis. We also encourage parents and guardians to attend adult enrichment opportunities that may be offered annually.

In the handbook that follows you will find additional information that will facilitate your involvement in your child's religious education. Please feel free to call the Faith Formation Office with questions or for further information.

We ask you to carefully read the material in this handbook. We then ask that you sign and return the enclosed form as a pledge of your covenant with us so that we can both do the best we can to ensure a safe and enjoyable environment conducive to the religious formation of your child.

Yours in Christ Jesus,

Lynn Edmonds, Director Faith Formation
Msgr. J. Bernard Caverly Pastor

THE MISSION OF CATECHESIS

"The eleven disciples went to Galilee, to the mountain to which Jesus had ordered them. When they saw him, they worshipped, but they doubted. Then Jesus approached and said to them, "All power in heaven and on earth has been given to me. Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, until the end of the age."

Matthew, Chapter 28, 16-20

"Quite early on, the name catechesis was given to the totality of the Church's effort to make disciples, to help men believe that Jesus is the Son of God so that believing they might have life in his name, and to educate and instruct them in his life, thus building up the body of Christ.

"Catechesis is an education in the faith of children, young people, and adults which includes especially the teaching of Christian doctrine imparted, generally speaking, in an organic and systematic way, with a view to initiating the hearers into fullness of Christian life.

The Catechism of the Catholic Church: 4-5

PARISH FAITH FORMATION STAFF

1376 Snell Isle Blvd NE, St. Petersburg, FL 33704

PASTOR : Monsignor J. Bernard Caverly 727-821-7989 FAX: 727-896-9619
DRE: Miss Lynn Edmonds 727-821-0155 FAX: 727-896-9619
E-mail: ledmonds@st-raphaels.com
SECRETARY: Denise Trost 727-821-0155 FAX: 727-896-9619
OFFICE HOURS: Monday – Friday, 9:00 am – 4:00 pm

CURRICULUM

The Harcourt Religion Publishers. publishes the textbooks used in all levels. All texts follow the curriculum guidelines for the Diocese of St. Petersburg. The elementary and junior high grades use the ***Call to Faith*** series. A *Scope and Sequence* for each grade appears at the front of each student text. Each year students in each grade will learn content from the four pillars of the Catechism of the Catholic Church.

Each grade level will be learning from the same Catechetical Themes (categories) at about the same time. For example a second grader will be learning about The Trinity in Unit Two at the same time a fifth grader is learning about The Trinity in Unit Two. The development of the topic will be different but siblings will be learning the same overall topic. Parents will be able to reinforce all their children's religious formation at the same time through family discussion and the children's Family Faith Page. Harcourt also offers a variety of online resources for parents and students alike that relate to the students lessons, the liturgical seasons of the year and current topics of interest to our faith lives. Go to www.harcourtreligion.com. Parents who home school their children or whose children who miss a class will be able to access weekly lessons online via this internet sight.

Unit 1 Revelation

Unit 5 Morality

Unit 2 Trinity

Unit 6 Sacrament

Unit 3 Jesus Christ

Unit 7 The Kingdom of God

Unit 4 The Church

Seasonal Lessons & Celebrations

PRAYERS STUDENTS ARE EXPECTED TO LEARN

Kindergarten: Sign of the Cross

Grade 1: Our Father, Hail Mary, Glory Be to the Father

Grade 2: Act of Contrition, Simple Mass Responses, Meal Time Prayers

Grade 3: Apostles' Creed

Grade 4: Joyful Mysteries of the Rosary

Grade 5: Sorrowful Mysteries of the Rosary, Gloria (from Mass)

Grade 6: Glorious Mysteries, Come Holy Spirit, Memorare

Grade 7: Nicene Creed

Grade 8: Prayer to St. Francis

PARISH RELIGIOUS EDUCATION (CCD) GUIDELINES

Admissions:

1. St. Raphael Parish Religious Education Program (CCD) has an open registration policy for regular program participation classes grade Pre-K through 8th.
2. Families who wish to enroll children in Sunday CCD classes must be registered parishioners.
3. Parish registration forms are to be on file or filled out at the time of CCD registration.

Attendance:

1. Faithful attendance to all scheduled sessions is expected. A phone call to the Religious Ed. Office is expected to explain the absence (821-0155).
2. Please have students arrive promptly to class. Tardiness is a distraction to both students and catechists and robs students of valuable instruction time.
3. Families are expected to attend Mass regularly on the weekends.

Behavior:

1. Students should enter classrooms only if the volunteer Catechist is in the assigned classroom.
2. Students are expected to model their behavior after Jesus Christ who instituted two Great Commandments: "You shall love the Lord Your God with all your heart, and with all your soul, and with all you strength, and with all your mind; and you shall love your neighbor as yourself." (Luke 11:27).
3. The following are some guidelines for behavior based upon these simple principles:
 - a. Students properly respect and obey adults in authority.
 - b. Students properly respect the personal space and personal property of others. (The CCD program meets in the school classrooms, therefore going inside students desks is inappropriate. Each classroom has its own supply bin.)
 - c. Behavior or language that intimidates, belittles, harasses (including harassment of a sexual nature) makes inappropriate references or physically harms oneself or others will result in disciplinary action (see special Diocesan Harassment Policy page 5).
4. In the event a student engages in inappropriate behavior any or all of the following may occur:
 - a. Parental notification of infraction.
 - b. Meeting between parents, Catechist and Director of Religious Education.
 - c. Parent attendance required at subsequent program classes on Sunday.
 - d. Temporary removal of student from Religious Education program.
 - e. Permanent removal of student from Religious Education program.
5. The Director of Religious Education is responsible for ensuring that all sanctions against students are implemented in a fair and consistent manner by the CCD catechists and its volunteer staff.
6. In the event that a parent/guardian is not satisfied with action taken by a Catechist, they may contact the Director of Religious Education: Lynn Edmonds.
7. If the parent/guardian is unsatisfied with the Director of Religious Education's action, the matter may be taken to the Pastor for resolution.

Student Information:

1. The Faith Formation Office keeps records of a confidential nature: Attendance, discipline, last grade completed, address, phone number, date of birth, place of birth, sacraments received, marital status of parents, disabilities, allergies, emergency contact information.
2. The CCD program abides by the Privacy Act and will not disclose personal information to third parties without written permission from the persons involved. (Note: Catechists will have student's phone numbers to contact families in case of emergency.) Parents and/or guardians have a right to review any records kept by the CCD pertaining to their child for any reason.
3. Catechists are provided limited access to personal information as is necessary for them to perform their job. Such information would include: last grade completed, disciplinary records, address, phone number, emergency contacts, disability, allergies, and other family information when it is appropriate.
4. Please make known to us any special learning needs of your child so that he or she may be better served in the classroom. All information is confidential.
5. Health concerns should be brought to the attention of the religious education office during registration. If a child is diagnosed with a medical condition that we should know about, please inform the office and catechist as soon as possible. No medication will be administered to any student. Please contact the office if special accommodations need to be made.

PROGRAM POLICIES

Non-Custodial Parents: The CCD program abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with unofficial copies of records when such records are requested. If there is a court order specifying that there is to be no information given, it is the responsibility of the parent to provide us with an official copy of the court order. This is to be done at the time of program registration or as soon as a court order would become effective during the course of the school year.

Harassment Policy for the Diocese of St. Petersburg:

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:

This 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 person's 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.

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

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.

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

Communication:

1. St. Raphael Faith Formation Office, along with the Church Universal, strives to maintain open communication with all who participate in Religious Education. We also encourage catechists and parents to keep each other informed of student progress through informal contact at the beginning and end of each class time.
2. From time to time it may be necessary for parents to discuss issues of concern with the catechist or the Director of Faith Formation. In keeping with Church teaching and the Biblical tradition of subsidiarity, issues of concern should be resolved at the lowest possible level. Parents/guardians should attempt to resolve any issues with a Catechist by first contacting the Catechist and discussing the issue.
3. If satisfactory progress is not made, then the parents/guardians may contact the Director of Faith Formation to discuss the issue and request that action be taken. If the parent is not satisfied with the Director of Faith Formation's action, then the matter should be taken to the Pastor for resolution.

Use of Parish Grounds and Facilities:

The facilities and grounds of our parish are used by the school as well as numerous ministries and organizations. It is essential that all who participate in Religious Education exercise the greatest amount of respect for the facilities that we share, so that all may have maximum use and enjoyment of the gifts God has bestowed.

Arrival and Dismissal Procedure:

Children will only be released to those persons, other than parents/guardians, whose names are listed as emergency contacts. Photo identification may be required. **Please notify the office if there is someone to whom your child should not be released.**

EARLY DISMISSAL – While early dismissals are discouraged, sometimes it is necessary for parents or guardians to make arrangements for an early dismissal of their child. If this becomes necessary, a signed note should be given to the catechist at the beginning of class and the Director of Religious Education should be notified. At the designated time, the parent or guardian may go to the classroom to pick up the student. **This is the only circumstance under which a child may be picked up directly from inside a classroom.**

Please help us make these procedures as safe and easy as possible for all concerned. Thank you.

ELEMENTARY (Grades Pre K-4) and JUNIOR HIGH (Grades 5-8)

Arrival A parent/guardian, not a sibling under the age of eighteen, should accompany students in Gr. Pre K-2 to the classroom. Older children, if not coming directly from the new church, can be dropped off by a parent/guardian at the school

building. **No child is allowed in a classroom without a catechist or other authorized adult. Students must wait outside their classroom door until their teacher/aide arrives.**

Dismissal: Safety from both injury and from abduction is our top concern during dismissal. We also want to ensure a smooth and quick transition from class to home for our students. Please abide by our dismissal policy.

At 12:00 P.M., catechists are instructed to bring all students to the rear parking lot for dismissal.

Any student who is walking home or meeting a parent in church after class must have a previously signed waver form on file or they will not be allowed to leave on their own.

Parents may drive in the car line to pick up their child. The car line proceeds through the parking lot around to the back of the church property to the rear lot. A single-file line drives up along the sidewalk where students are waiting. Catechists will assist students with entering cars as they pull up. Students are to enter the car on the sidewalk side unless assisted by an adult. **NO Double Lines** of cars will be allowed. Please be patient and wait for the car in front of you to pull up rather than to try to pull around cars – as this reduces the safety factor for children.

OR

If parents choose, they may park their cars in the lot and walk to the child's classroom or the dismissal sight in the rear parking lot area to pick up their child. Please notify your child's catechist before you leave with your child.

Please Note: **FOR SAFTEY REASONS** students may not be picked up from any other location on the grounds.

Hurricane Plan for Program Cancellation:

Should a tropical storm or hurricane be forecast to hit our area over a weekend or if flooding due to a storm should affect our area, it may be necessary for CCD classes to be cancelled. The decision to cancel CCD will be based on **local** conditions.

If you wish to confirm the decision to cancel classes, you may call the parish answering service at 821-7989. You can also listen to radio station Spirit FM WBVM 90.5 for a cancellation notice. Because the decision to cancel classes may have to be made several days prior to CCD, it is important to remember that the decision to close will stand firm, regardless of how beautiful the weather may be on Sunday morning. We may have had to perform extensive preparation to protect against the storm and it may take time to “clean-up” and prepare the property again after a storm.

Please realize loss of electricity or standing water, among other conditions may make it difficult to reach us by phone or by car. It is better to keep your family members home and safe. Our catechists and volunteer staff have family and safety obligations as well.

Volunteers Needed:

Our CCD program at St. Raphael offers instruction for Pre-Kindergarten through eighth grade students. Please consider volunteering in the classroom as one of our catechists or aides. Ongoing training, a diocesan certification program, and personal support are available to you as a member of our volunteer staff. Assistance on Sunday mornings is also needed for substitute teaching, special tasks and projects, and Children's Liturgy of the Word held during the 9:30A.M. Mass. All volunteers who directly work with children undergo the diocesan background check and diocesan safe environment training.

SACRAMENTAL PREPARATION

Baptism Preparation Program:

1. Parents of children that are infants to 6 years old, are to contact the parish office at (821-7989) to register for Baptism class.
2. Parents of children and youth (7 years or older), are to contact Lynn Edmonds (821-0155 ex.2116) for more information regarding RCIA adapted for children.

Sacraments of First Reconciliation, Eucharist and Confirmation:

The Sacrament Program at St. Raphael consists of a minimum of one year of general religious education, followed by a second year of immediate preparation for reception of the sacraments of Baptism, First Reconciliation, First Eucharist and Confirmation. Placement in all Sacrament Preparation programs is based on criteria in accordance with diocesan guidelines. Liturgies for the reception of these sacraments are held in St. Raphael Church. Baptism of children of Catechetical age is to take place at the Easter Vigil. First Reconciliation (Penance/Confession) is usually celebrated in December/January. First Eucharist is celebrated in May. Confirmation for teens and adults is celebrated annually. Please refer to specific sacramental preparation calendars for important dates/times leading up to these celebrations.

First Reconciliation/First Eucharist Preparation Program:

1. Families of students in the second grade or older who have not received First Reconciliation/First Eucharist are eligible to register for Sacrament Preparation.
2. Families of candidates must be registered in St. Raphael Parish and actively participating in Sunday Mass.
3. A copy of the child's Baptismal information must be provided at the time of registration.

4. The student must have completed **one full year** of faithful participation in CCD, Catholic Parochial School, or an approved home schooling religion program the school year immediately prior to registration for sacramental preparation.
5. The student's religious education continues in Catholic Parochial School, CCD or approved home schooling while the student and parent(s) participate in the free-standing sacramental preparation process.
6. Faithful attendance is expected for scheduled sessions. Make-up sessions may be required if attendance is poor. A courtesy call to the office explaining the absence is to be made: 821-0155.
7. Parents are required to attend scheduled preparation meetings with their students.

Confirmation Preparation Program:

1. The invitation to prepare for Confirmation usually takes place in the ninth grade or above.
2. Families of Confirmation candidates must be registered in the parish of St. Raphael and actively participating in Sunday Mass.
3. A copy of the student's Baptismal information and proof of their First Eucharist must be provided at the time of registration for the Confirmation Preparation classes.
4. The student must have completed one full year of faithful participation in religious education or Catholic Parochial School immediately prior to enrollment. **Eight grade is a Pre-Confirmation year. Attendance is required for ninth grade Confirmation.**
5. Faithful attendance at confirmation class is expected. Make-up sessions may be required. A courtesy phone call to explain the absence is to be made to the Confirmation host team.
6. Parents are required to attend scheduled meetings and designated sessions with their candidate.
7. Candidates are required to select a Sponsor that can participate in the candidate's formation. Sponsors are to complete eligibility forms and receive pastor approval for their role as sponsor.

Right to Amend:

The Pastor and Director of Faith Formation reserve the right to amend these guidelines at any time for any appropriate reason. Prompt notification of any changes made to this Handbook or any guidelines will be made in writing to all that are registered in the CCD and sacramental programs.

Parent/Guardian and Student Agreement:

By signing the separate Handbook Agreement Signature Sheet the parent/guardians and students are agreeing to be governed by this Religious Education Handbook and the rules and policies contained in it. This Signature Sheet is kept on file for the course of the school year. Parents/guardians and students will be asked to reaffirm their agreement with a new signature sheet each year.

2006-2007
ST. RAPHAEL CATHOLIC CHURCH
PARISH RELIGIOUS EDUCATION (CCD) SCHEDULE

CLASS TIMES: Pre K – Grade 8: Sunday 10:45 A.M. to 12 Noon

AUGUST 2006

08-20 Registration – Parish Center after 9:30 Mass

08-27 Registration – Parish Center after 9:30 Mass

SEPTEMBER 2006

09-13 New Parent Orientation 7:30 PM Media Center

SESSION #

1

09-17 Classes begin

2

09-24 Regular classes

09-29 Feast of St. Raphael (children dress as Angels for 7:00pm. Parish Mass)

OCTOBER 2006

3

10-01 Regular classes

4

10-08 Regular classes

5

10-15 Regular classes

6

10-22 Regular classes

7

10-29 Regular classes

NOVEMBER 2006

11-01 All Saints Day Celebration (children dress as Saint for 7:00pm. Parish Mass)

8

11-05 Special Safe Environment Class for parents & children

9

11-12 Regular classes

10

11-19 Regular classes

11-19 Thanksgiving Food Drive

11-26 No Classes – Thanksgiving Holiday,

DECEMBER 2006

11

11-03 Advent Festival During CCD time in Parish Center (parent & child activities).

12-08 Immaculate Conception (children bring a piece of their crèche to 7:00pm. Parish Mass to be blessed).

12

12-10 Regular classes

12-17 No Classes – Christmas Break

12-24 No Classes – Christmas Break

12-31 No Classes – Christmas Break

JANUARY 2007

13 01-07 Regular classes
14 01-14 Regular Classes
15 01-21 Regular classes
16 01-28 Regular classes

FEBRUARY 2007

17 02-04 Regular classes
18 02-11 Regular classes
19 02-18 Regular classes
20 02-21 **Ash Wednesday – Lent begins**
02-25 Regular classes

MARCH 2007

21 03-04 Regular classes
22 03-11 Regular classes
23 03-18 Regular classes
24 03-25 Regular classes

APRIL 2007

25 04-01 **Palm Sunday** - Regular classes
04-08 **Easter – No classes**
26 04-15 Regular classes
27 04-22 Regular classes
28 04-29 **Last Class**