

ST. LAWRENCE THE MARTYR

FAITH FORMATION

PARENT HANDBOOK



2016-2017

## **FAITH FORMATION STAFF**

Rev. Brian J. Ingram, Pastor

Rev. Thomas Pers, Associate Pastor

Deacon Patrick J. Labella

Director of Faith Formation

Mrs. Maria Davidson

Assistant Director of Faith Formation

Mrs. Jean Rico

Faith Formation Administrator

Mrs. Gloria Ryan

Faith Formation Office: 631-589-3160

The Faith Formation Office is located in the St. Lawrence School Building

Website: [stlawrencesayville.org](http://stlawrencesayville.org)

Hours: Monday thru Friday 9:30 a.m. - 4:30 p.m.

## **ADMISSION**

Our Faith Formation Program does not discriminate on the basis of race, sex, national origin, physical or learning disabilities.

## **REGISTRATION**

Registration must be renewed annually and can be completed (in person or by mail). Registration forms are mailed to families in July and must be completed and returned before classes begin. Please notify the office with any name, address, and or telephone number changes.

## **FEES**

1 child	\$100.00
2 children	\$150.00
3 or more children	\$175.00

\*If you have a child entering grade 2 or grade 7 please add \$25.00 to the total tuition.

\*\*If you have a child entering grade 8 in September, please add \$50.00 to the total tuition.

**Catechist/Teacher Discount:** 25% of total tuition for catechist's children in the program.

Families experiencing financial hardship can contact the Office of Faith Formation. Such requests will be kept confidential.

## **Baptismal Certificates**

A copy of the Baptismal certificate must be submitted at the time of the initial registration.

## FAITH FORMATION CALENDER

### Week Beginning Monday

Oct. 3	Classes begin October 5
Oct.02	No Classes Oct. 10, Columbus Day
Oct.17	
Oct.24	
Oct.31	No Classes Oct. 31 & Nov. 1, All Saints Day
Nov.7	No Classes Nov. 8, Election Day & Nov. 11, Veterans' Day
Nov.14	
Nov.21	No Classes Nov.23 - Nov. 27, Thanksgiving Recess
Nov.28	
Dec.5	No Classes Dec. 8, Feast of the Immaculate Conception
Dec.12	
Dec. 19	No Classes Dec. 23 – Jan. 2, Christmas/Winter Recess
Dec. 26	
Jan. 2	
Jan.9	
Jan.16	No Classes Jan.16, MLK Day
Jan.23	
Jan.30	
Feb.6	
Feb.13	No Classes Feb. 18 - Feb. 26, Mid-Winter Recess
Feb.20	
Feb. 27	No Classes Mar. 1, Ash Wednesday
Mar.6	
Mar.13	
Mar.20	No <b>Evening</b> Classes at the School Building, Mar.20 & Mar.21, Confirmation Interviews
Mar. 27	
Apr. 3	No Classes Apr. 8 - 16, Spring Recess, Holy Triduum/Easter
Apr. 10	
Apr. 17	
Apr. 24	
May 1	Classes end May 1

## **Program Overview**

### **Grades 1, 2, 3, 4**

There is a mandatory two-year (Level I and II) preparatory program for First Holy Communion. During the first year of preparation, children are taught by their own parents at home. Registration is generally the second week of September. Parents gather for an Enrollment Prayer Service and three instructional meetings; children gather for Advent and Lenten activities. At the start of the second year, children are placed in classes with a catechist. There is a First Reconciliation preparation and the celebration of the Sacrament of Reconciliation in Gr. 2. Students in Grades 2 through 4 participate in Advent and Lenten Prayer Services which introduce students to different types of prayer and help them recognize and become comfortable with their parish/church community.

***Please contact Jean Rico at 589-3160***

### **Grades 5, 6**

An emphasis is placed on receiving the Sacrament of Reconciliation, social ministry, and special Advent and Lenten programs in the Church. Some activities include Praying the Rosary for fifth graders, The Jesse Tree for sixth graders during Advent, and the Stations of the Cross designed for children during Lent. Sixth Grade students are required to complete an assessment designed to evaluate a student's understanding of the doctrine taught. This Assessment, which is take-home is given in January.

***Please contact Maria Davidson at 589-3160***

### **Grades 7, 8**

There is a mandatory two-year preparatory program for Confirmation. Emphasis is placed on social ministry and service, Mass attendance, and parent/sponsor involvement. Level I candidates for Confirmation participate in an Evening of Recollection and Level II candidates have a Retreat experience prior to Confirmation. Students in both 7<sup>th</sup> and 8<sup>th</sup> Grade are given a workbook to include a series of reflections on various experiences which must be completed and submitted by the last day of classes.

***Please contact Maria Davidson at 589-3160***

## **COMMUNICATION**

We envision the Faith Formation of children as a cooperative effort of parents, catechists, coordinators and the parish community. Your presence, support, and participation are always welcome. We encourage parents to be in communication with your child's catechist and Catechetical Leader. The Faith Formation Office will communicate with parents through mail and letters sent home with students. There will also be notices placed in the Sunday Bulletin that will inform parents of upcoming events.

## **FAITH FORMATION FOR CHILDREN WITH SPECIAL NEEDS**

Faith Formation is available to all. Providing for children with special needs is an important part of our Faith Formation program. Every effort will be made to assist parents with the best possible experiences for their children. Please call the Faith Formation Office, 631-589-3160

## **FAITH FORMATION CLASSES**

Classes are held weekly: Monday through Friday afternoons or evenings, and Saturday and Sunday mornings. Classes meet at the St. Lawrence School Building or in catechists' (teachers') homes. Classes run from September through April.

## **TEXTBOOKS**

The following textbooks are used in our Faith Formation Program.

Grades 1-8: *Blest Are We*

Sacramental Preparation Supplement

1-2 : *The Gift of Eucharist*

7-8 : *The Spirit Sets Us Free*

## **RCIA**

The Rite of Christian Initiation of Adults is the process by which adults are initiated into the Catholic Church. The RCIA process was restored after the Second Vatican Council as the way to prepare adults for Baptism.

It is provided for:

- Those who are not baptized and express a desire to learn more about Catholic beliefs and practices.
- All those who are baptized in another Christian denomination and wish to explore membership in the Catholic Church.
- Catholics who have been baptized but have not, as yet celebrated the Sacraments of Holy Eucharist and/or Confirmation.

**Please call the Rectory Office at 631-589-0042 for more information.**

## **RCIA ADAPTED FOR CHILDREN**

*"Let the little children come to me, and do not hinder them, for the kingdom of Heaven belongs to such as these." Matthew 19:14*

RCIC (Rite of Christian Initiation adapted for Children) is open to all children between the ages of 7-17, whether baptized or unbaptized. Children will be prepared to receive the sacraments they have missed since Baptism. These classes also will serve as education for those children who are wishing to join the Catholic Church. Whether your family is just entering the Church or is returning after a time away, all are welcome.

**Children over the age of 7 who have not been baptized are invited into the process of Christian Initiation based on the Adult Rite of Christian Initiation.**

RCIC is a spiritual journey of conversion in which children become full members of the Church.

For information, please contact the Office of Faith Formation at 589-3160.

## **Catholics Returning Home**

*Catholics Returning Home* is a program for adult Catholics who have left the active practice of their faith and who are seeking answers to questions about returning to the Church. The program consists of informal sharing and an update of the Catholic faith. It meets on six consecutive Monday evenings beginning in January. For more details, call the Office of Faith Formation at (631) 589-3160.

## **CHILDREN'S LITURGY OF THE WORD**

Children in grades 2 through 6 are invited to experience the Liturgy of the Word With Children at the 9:00 AM Mass on designated Sundays. During the Liturgy of the Word portion of the Mass, the children are brought to the Bethany Center where they will hear the Readings for Mass from a Children's Lectionary followed by a homily suited to their age-level. Prior to the Communion Rite, they will return to their families for the remainder of the Mass. The Program begins in October and continues through April. Please consult the Church bulletin for a schedule.

## **VACATION BIBLE SCHOOL**

At the beginning of the summer there is an opportunity for children 4-8 years of age to experience a one week high energy Bible-centered program. Each day children travel with their small group through various stations of learning activities, crafts, singing, snacks, and prayer. Registration for this program takes place in May.

## **YOUTH MINISTRY**

Youth, ages 13 (Grade 8) and up are encouraged to join this dynamic youth ministry program which offers social, educational, service, and spiritual experiences. Meetings are held on Sunday evenings. Check the Sunday Bulletin for updates.

## **PRESCHOOL PROGRAMS**

During Advent and Lent special programs are offered for preschool-aged children. These programs are advertised through the Church bulletin.



# **POLICIES**

## **CLASS CANCELLATION**

For class cancellation due to inclement weather, please tune in to WALK FM or News12 for building closings.

## **CLASS PLACEMENT**

Catechists will notify families of class placement, (day of week and time) in September. Please call the Office of Faith Formation with any concerns regarding placement. Any change of address or phone number should be given immediately to the Office of Faith Formation.

## **CLASSROOM USAGE**

All property should be respected and not disturbed. Classroom desks should not be defaced, and books, supplies, teacher and student belongings should not be touched.

## **DRESS CODE**

Appropriate clothing must be worn at all times. Footwear with wheels on them is not permitted in the building.

## **ELECTRONIC DEVICES**

Children should not come to class with any electronic devices or toys.

## **EMERGENCY /FIRE PROCEDURE**

In the event that the fire alarm sounds, all catechists and students will evacuate the building. Students will remain with their classes outside of and away from the building. Attendance will be taken. No one will be permitted to re-enter the building until the “all clear” signal is given by the fire department or a parish staff member.

## **CLASSROOM SNACKS**

There will be no food or snacks given out during class. Rewards can be celebrated in many ways excluding food and should be held in conjunction with the Liturgical year (Advent, Christmas, Lent etc...).

## **BATHROOM**

We encourage your child to use the bathroom before arriving to class. If there are any circumstances we need to know about, please call the Office of Faith Formation.

## **VANDALISM**

Students caught vandalizing anywhere on school or parish property will be responsible for damages and may be removed from the program.

## **SUBSTANCE ABUSE**

Any student found in possession of an illegal substance on school or parish property or at parish sponsored events will be immediately suspended from the program.

## **HOMEWORK**

Homework may be given at the discretion of each catechist. Parents are expected to review lessons and assist with assignments.

## **PROGRESS REPORTS**

Progress Reports will be issued, as needed.

## **VISITORS**

No visitors will be allowed in the classroom or hallways unless they have prior authorization from the Director of Faith Formation. Parents and visitors should report directly to the Office of Faith Formation.

## **EARLY PICK- UP**

Prior notification must be given to the Office of Faith Formation and the student's catechist. When you arrive, please report to the Office of Faith Formation to pick up your child.

## **ATTENDANCE / LATENESS**

Classes meet each week for one hour. We realize that circumstances may arise that prevent a child from being at a class session. Please be aware that 3 absences will result in a phone call from the Office of Faith Formation. Since each grade level builds upon the previous one, if a child has excessive absences, he/she will be required to repeat the entire grade level. Please call the Office of Faith Formation and your child's catechist when your child must miss class or arrive late. A late pass must be obtained from the Office of Faith Formation for the student to be permitted to enter their class. Attendance is taken and recorded weekly.

## **ARRIVAL/DISMISSAL**

-All students are to be dropped off no earlier than 10 minutes prior to class and picked up promptly. Please exercise great care when dropping off your child for class and picking them up from class. Enter and exit the parking lot with great caution.

-Children in grades 2 through 5 should be walked into the building by their parents. The entire class will walk up together to their classroom with the catechist. Children in grades 6 through 8 can enter the building and meet their catechist in the classroom.

-Catechists for Gr. 2 through 5 will walk their class to the foyer for dismissal. Parents are to come into the building to retrieve their child.

## **CONDUCT/ DISCIPLINE POLICY**

We expect courtesy and respect from our students at all times. Inappropriate conduct will not be tolerated. In the case of a student causing a disruption in class or displaying disrespectful behavior, these steps will be followed: After the first incident a verbal correction will be made by the Catechist. If the behavior continues, the student will then meet with the Director of Faith Formation and there will be parent notification. If the situation is not resolved, there may be a need to have a conference with the parents and the Director.

## **FIELD TRIPS**

Parents will need to fill out permission forms each time students will be attending an event not on parish grounds. This usually applies to the years of Sacramental preparation for Confirmation where there is an opportunity for a retreat and service projects.

## **PHOTOGRAPHS / VIDEOS**

Throughout the year, pictures of the children in the Faith Formation Program may be taken during various Faith Formation activities. In some cases, these photos or videos may be published in the Sunday Bulletin or displayed on posters or brochures promoting the Faith Formation Program. Permission forms for the use of photographs and videos must be signed and can be found at the end of this book. Any parent who does not wish the use of photographs should put this request in writing and send it to the Office of Faith Formation by the first day of classes.

## **CUSTODY ISSUES & ORDERS OF PROTECTION**

Concerns regarding custody of a child should be communicated in writing to the director of our program. It is the parent's responsibility to inform the Director of any court-ordered decision regarding custodial arrangements.

## **MEDICAL CONDITIONS & ACCIDENTS**

The Director of Faith Formation must be notified of special medical conditions (allergies, asthma, auditory/visual impairments, seizures) of any child. We will not dispense medication of any kind. If an exception must be made to administer an EPI Pen, the parent must provide a "Food Allergy Action Plan". A confidential appointment should be scheduled with the Director to discuss all special medical needs. In the event of an accident or incident, a step-by-step plan has been established and will be followed by the catechist and staff.

## **GRIEVANCE PROCEDURES**

In the event of problems, questions or complaints regarding the classroom learning environment, the subsequent procedure should be followed: First consult with the Catechist. If satisfaction is not reached, contact the Director of Faith Formation.

## **REQUIREMENTS FOR ALL PARISH VOLUNTEERS**

In order to insure the safety of our young people, all those individuals on our parish staff along with all who volunteer in any way for St. Lawrence the Martyr Parish must first complete VIRTUS training and are required to submit to a criminal background check. Catechists must also sign a *Code of Conduct*, according to the Diocesan Child Protection Policy. The purpose of this Diocesan and Parish policy is to provide universal vigilance. We seek to provide an environment in which all are aware of the difference between appropriate and inappropriate behaviors, an environment in which all know the proper course of action to take when something raises concern. The VIRTUS training is designed to assist us in recognizing potential dangerous situations to order to insure the safety of children.

The times and places for VIRTUS training are listed each week in the Long Island Catholic and on the Diocesan Website at [www.drvc.org](http://www.drvc.org). The Criminal Background check form may be obtained from the Parish Office.

## **SAFE ENVIROMENT POLICIES**

In September 2003, the Diocesan Child Protection Policy was implemented in our parishes, schools, and agencies. Catechetical Leaders are to ensure that all who work and volunteer in Parish Faith Formation programs are in full compliance with these diocesan policies and procedures.

**See the "Diocesan Child Protection policy" at <http://www.drvc.org/efforts-protect-children-young-people>.**

The USCCB *Charter for the Protection of Children and Young People* (Article 12) directs dioceses to establish safe environment programs in cooperation with parents, civil authorities, educators, and the community to provide education and training for children, youth, parents, ministers, educators, and others. In New York State, the State Education Department includes personal safety education for children and youth in the mandated education curriculum for grades K-12. In the Diocese of Rockville Centre, our goal has been to go beyond the minimal requirement to create a safe environment for children and young people. Toward this end, the Office for the Protection of Children and Young People developed two programs in collaboration with the Office of Education and the Office of Faith Formation. The "*Talk 2 Us*" program urges youngsters to take a role in developing a safe environment by becoming active, involved, and informed participants in their surroundings. The second program, "*How Can I Keep Fuzzie Safe?*" introduces "Fuzzie", a stuffed animal, along with a booklet. The booklet is filled with discussion and exercises on how to keep Fuzzie safe, and in doing so teaches children about their own personal safety. To this end, it is highly recommended that all Catechetical Leaders present this information to all of the parents at the parent meeting. If a parent decides to opt out of such a program the Catechetical Leader and the Pastor will meet with the parent. St Lawrence the Martyr utilizes the "Fuzzie" program with first grade parents.

### **Diocesan Reporting Procedures:**

**When a complaint of sexual abuse of a child or minor is reported to any person working for the Church, the following should occur:**

- **They should inform their pastor, principal, or agency director;**
- **urge the complainant to notify the legal authorities immediately and assist them if they need help;**
- **and notify the diocesan *Office for the Protection of Children and Young People* at 516-678-5800, ext 573.**

## **STEWARDSHIP: A Way Of Life**

Each and every one of us has been given different gifts from God. Using our gifts wisely is pleasing to God. As families sometimes it's not what we say that influences our children but what we do with our time. Using our talents to give back to the Church and to others in our community may be one of the most valuable lessons to be passed on to our children. By living stewardship as a way of life, we are an example of the presence of God in our daily lives.

Here is a list of opportunities to help families make Stewardship, A Way of Life:

### AT THE SUNDAY LITURGY

- Children's Choir: Serves weekly at the 9:00 a.m. Mass from October through June, and is open to boys and girls beginning in third grade. Children from the Youth Choir may be trained as Cantors for the Liturgy of the Word with Children, and as Cantors for the congregation. Please contact Marie Winn at 589-0042, ext 23.
- Altar Server: Serves weekly at all Masses, by schedule, all year round and is open to boys and girls beginning in the fourth grade. Registration forms are available in the Rectory Office and should be returned to Fr. Brian Ingram. Training generally begins in October.
- Greeter: Serves at the 9:00 a.m. Mass and is open to boys and girls beginning in the fourth grade. Call the Office of Faith Formation at 589-3160 to register.
- Junior Lector: For children in the sixth grade and up, to read for the Family Mass and during the Liturgy of the Word with Children, both at the 9:00 a.m. Mass by schedule. Training sessions are in October. Please call the Office of Faith Formation at 589-3160.

## OUTREACH TO THOSE IN NEED

- Loaves and Fishes Weekend: Second Sunday of every month food is collected at all the Masses and may be left by the doors of the Church.
- Thanksgiving Baskets: Dinner fixings for a family of four for Thanksgiving is gathered and brought to the Parish Hall on the weekend before Thanksgiving for distribution to those in need in our community.
- Operation Christmas Child/Shoebox Program: Age and boy/girl appropriate boxes are assembled with small gifts, treats and toiletries and dropped off at the Office of Faith Formation or Rectory in early November. Catechists have been given the information which will also be posted in the bulletin starting in October.
- Christmas Star Program/Adopt a Family: Parish outreach gathers requests from children and adults of those in need from our community and places them on stars in baskets at the doors of the church in late November/early December. Gifts are due back on the Friday before Christmas. Look to the bulletin for more information during the Advent Season.
- Children's Walk for Children: During the Lenten Season, sponsored children walk down Handsome Avenue by police escort to raise money for Parish Outreach who helps the families in need in our community. Information is distributed by catechists in the spring and posted in the bulletin.
- Operation Rice Bowl: Small cardboard bowls are used to collect loose change during the Lenten season and all money is donated to those in need in other countries. Information is distributed by Catechists in the spring and posted in the bulletin.
- Lenten Soup Supper: A gathering of parishioners eat a meal of donated soups and bread just prior to Holy Week. All donations go the "Having Friends Inn" Soup Kitchen. Consult the Church bulletin during Lent for more information.
- Mother's Day Baby Shower  
Parishioners are asked to bring gifts for babies at all the Masses on Mother's Day. The gifts are then passed on to those in need.



The National Directory of Catechesis suggests that effective catechesis also incorporates learning "by heart." As it explains, "For centuries the living tradition of the faith was handed on principally through the oral tradition. In order to learn the principal truths of the faith, [instruments for transmitting the faith] were easily committed to memory in lieu of textbooks or other printed materials and could be recalled often as the basis of catechetical instruction."

The National Directory recommends that the principal formulations of the faith, basic prayers, key biblical themes, personalities, and expressions, and factual information regarding worship and Christian life should be learned by heart. Included is a list of the principal formulations of the faith that our program expects that the children should commit to heart at each grade level:

#### Grade 1

The Sign of the Cross

Principles of Catholic Social Teaching: Care for God's Creation

#### Grade 2

The Lord's Prayer

The Hail Mary

Grace Before Meals

The Seven Sacraments

The meaning of "Eucharist": Thanksgiving

The New Commandment/The Law of Love: "Love one another as I have loved you."

The meaning of "Amen": "Yes! I believe!" or "So be it!"

Principles of Catholic Social Teaching: Call to Family, Community, and Participation

### Grade 3

The Glory Be

The Four Evangelists: Matthew, Mark, Luke, and John

The Four Types/Forms of Prayer: praise, contrition (forgiveness), thanksgiving and petition.

The Paschal Mystery: The life, death and Resurrection of Jesus Christ

The Four Marks of the Church: One, Holy, Catholic, Apostolic

The meaning of Catholic: Open to All

Principles of Catholic Social Teaching: Rights and Responsibilities

### Grade 4

The Act of Contrition

The Holy Trinity: Father, Son, Holy Spirit - One God in three persons

The two Main Parts of the Mass: The Liturgy of the Word and The Liturgy of the Eucharist

The Ten Commandments

The Two Great Commandments: Love the Lord Your God with all your heart, mind, soul and strength and Love Your Neighbor as yourself.

Principles of Catholic Social Teaching: Life and Dignity of the Human Person

### Grade 5

The Mysteries of the Rosary (Be familiar with how to say the Rosary)

The Meaning of Grace: Grace, a gift that God freely gives us, is God's life within us, which fills us with His love and enables us to live according to his will.

The Incarnation: The mystery of the Son of God becoming man in Jesus Christ

The First Pope: The Apostle, Peter

The Nicene Creed

Principles of Catholic Social Teaching: Option for the Poor and Vulnerable

## Grade 6

The theological Virtues

The Beatitudes

The Easter Triduum: Holy Thursday, Good Friday, Holy Saturday

The Holy Days of Pentecost and Ascension

Principles of Catholic Social Teaching: Dignity of Work and the Rights of Workers

## Grade 7

The Magisterium: The teaching office of the Church

The meaning of Transubstantiation: The sacred mystery in which bread and wine are changed in to the Body and Blood of Christ

The Corporal Works of Mercy

Principles of Catholic Social Teaching: Solidarity

## Grade 8

Prayer to the Holy Spirit

The Gifts of the Holy Spirit

The Spiritual Works of Mercy

Holy Days of Obligation

The Precepts of the Church

Review of the Seven Principles of Catholic Social Teaching

## **CATHOLIC SOCIAL TEACHING MAJOR THEMES**

**Life and Dignity of the Human Person:** call to foster the dignity and right to life of every human person.

**Call to Family, Community, and Participation:** call to foster healthy families and to participate in the life of the community

**Rights and Responsibilities:** call to foster both the moral rights and the responsibilities of every human person.

**Option for the Poor and Vulnerable:** call to respond in a special way to the needs of the poor and the vulnerable.

**The Dignity of Work and the Rights of Workers:** call to uphold the dignity of work and to defend the rights of workers.

**Solidarity:** call to strive to live in solidarity with all people on earth regardless of race, gender, or creed.

**Care for God's Creation:** call to be good stewards of God's creation.

## **PRAYERS AND BELIEFS**



### **THE SIGN OF THE CROSS**

In the name of the Father and of the Son and of the Holy Spirit. Amen.

### **THE LORD'S PRAYER (OUR FATHER)**

Our Father who art in heaven, hallowed be Thy name. Thy kingdom come. Thy will be done on earth, as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

### **HAIL MARY**

Hail, Mary, full of grace, the Lord is with thee. Blessed art thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

### **GLORY BE TO THE FATHER**

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now and will be forever. Amen

## **ACT OF CONTRITION**

O my God, I am heartily sorry for having offended You. I detest all my sins because of Your just punishments, but most of all because they offend You, my God, Who are all good and deserving of all my love. I firmly resolve, with the help of Your grace, to sin no more and to avoid the nearer occasions of sin. Amen.

## **GRACE BEFORE MEALS**

Bless us, O Lord, and these thy gifts, which we are about to receive from thy bounty, through Christ our Lord. Amen

## **PRAYER FOR THE FAITHFUL DEPARTED**

Eternal rest grant unto them, O Lord and let perpetual light shine upon them. May their souls and the souls of all the faithful departed, through the mercy of God, rest in peace. Amen.

## **THE NICENE CREED**

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

## **GUARDIAN ANGEL PRAYER**

Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side to light and guard, to rule and guide. Amen.

## **PRAYER TO THE HOLY SPIRIT**

Come Holy Spirit, fill the hearts of Your faithful and kindle in them the fire of Your love. Send forth Your Spirit and they shall be created. And You will renew the face of the earth.

## **PRAYER TO JESUS CHRIST IN THE EUCHARIST**

Lord Jesus Christ, I believe that You are truly present in the Eucharist. As I receive You in Holy Communion, help me to love as You loved, and serve as You served so I can be the Body of Christ to others. Amen.

## **APOSTLE'S CREED**

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

## **VOCATION PRAYER**

Lord, show me how to be of service, in your Church and in the world. Help me see what you want me to do. Give me vision, courage, and friends who encourage me to do your work. Amen.

## **HAIL HOLY QUEEN**

Hail Holy Queen, Mother of mercy, our life, our sweetness, and our hope. To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this vale of tears. Turn then, most gracious advocate, thine eyes of mercy towards us and after this, our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. V. Pray for us, O holy Mother of God. R. That we may be made worthy of the promises of Christ.

## **MEMORARE**

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession was left unaided. Inspired with this confidence, we turn to thee, O Virgin of virgins, our Mother. To thee we come, before thee we stand, sinful and sorrowful. O Mother of the Word Incarnate, do not despise our petitions, but in thy mercy hear and answer us. Amen.

## **BEATITUDES**

Blessed are the poor in spirit for theirs is the kingdom of heaven.

Blessed are they who mourn, for they will be comforted.

Blessed are the meek, for they shall inherit the land.

Blessed are they who hunger and thirst for righteousness, for they will be satisfied.

Blessed are the merciful, for they will be shown mercy.

Blessed are the clean of heart, for they will see God.

Blessed are the peacemakers, for they will be called children of God.

Blessed are they who are persecuted for the sake of righteousness, for theirs is the kingdom of heaven.



## **THE SEVEN SACRAMENTS**

Baptism, Confirmation, Eucharist, Reconciliation, Anointing of the Sick, Matrimony, Holy Orders

## **CORPORAL WORKS OF MERCY**

Feed the hungry.  
Give drink to the thirsty.  
Clothe the naked.  
Visit those in prison.  
Shelter the homeless.  
Visit the sick.  
Bury the dead.

## **SPIRITUAL WORKS OF MERCY**

Help others to do what is right.  
Teach the ignorant.  
Give advice to the doubtful.  
Comfort those who suffer.  
Be patient with others.  
Forgive injuries.  
Pray for the living and the dead.

## **HOLY DAYS OF OBLIGATION**

On these days, Catholics must celebrate the Eucharist just as on Sunday.

The Solemnity of Mary, Mother of God	January 1
The Solemnity of the Ascension	Thursday of the Sixth Week of Easter
The Solemnity of the Assumption of Mary	August 15
The Solemnity of All Saints	November 1
The Solemnity of the Immaculate Conception	December 8
The Solemnity of the Nativity of Our Lord Jesus Christ	December 25

## **STATIONS OF THE CROSS**

1. Jesus is condemned to death.
2. Jesus accepts the cross.
3. Jesus falls the first time.
4. Jesus meets his mother.
5. Simon helps Jesus carry the cross.
6. Veronica wipes the face of Jesus.
7. Jesus falls the second time.
8. Jesus meets the women of Jerusalem.
9. Jesus falls a third time.
10. Jesus is stripped of his garments.
11. Jesus is nailed to the cross.
12. Jesus dies on the cross.
13. Jesus is taken down from the cross.
14. Jesus is buried in the tomb.

**Response:** We adore you, O Christ, and praise you, because by your Holy Cross you have redeemed the world.

## **PRECEPTS OF THE CHURCH**

Our basic obligations as Catholics:

1. Participate in Mass on all Sundays and Holy Days of Obligation.
2. Confess serious sins at least once a year.
3. Receive the Eucharist at least once during the Easter Season.
4. Fast and abstain on days appointed by the Church.
5. To obey the laws of the Church concerning Matrimony.
6. To participate in the Church's mission of Evangelization.
7. To contribute to the Church's support.

## **SEVEN THEMES OF CATHOLIC SOCIAL TEACHING**

1. Life and Dignity of the Human Person
2. Call to Family, Community and Participation
3. Rights and Responsibilities
4. Option for the Poor and Vulnerable
5. The Dignity of Work and the Rights of Workers
6. Observe the Principle of Solidarity
7. Care for God's Creation

## **THE TEN COMMANDMENTS**

1. I am the Lord your God. You shall not have other gods besides me.
2. You shall not take the name of the Lord your God in vain.
3. Remember to keep holy the Sabbath day.
4. Honor your father and mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.

## **GIFTS OF THE HOLY SPIRIT**

Wisdom  
Understanding  
Counsel  
Fortitude

Knowledge  
Reverence  
Wonder and Awe

## **PRAYING THE ROSARY**

1. Hold the crucifix. Pray the Sign of the Cross and then the Apostles' Creed.
2. For each single bead, pray the Lord's Prayer.
3. For each group of three or ten beads, pray the Hail Mary for each bead. A group of ten beads is called a decade. Think of one mystery for each decade.
4. After each decade, pray the Glory Be to the Father.
5. End the Rosary by praying the Hail Holy Queen.

## **THE MYSTERIES OF THE ROSARY**

### **THE JOYFUL MYSTERIES**

The Annunciation

The Visitation

The Nativity

The Presentation of Jesus in the Temple

The Finding of Jesus in the Temple

### **THE LUMINOUS MYSTERIES**

The Baptism of Jesus in the River Jordan

The Wedding Feast at Cana

The Proclamation of the Kingdom of God

The Transfiguration of Jesus

The Institution of the Eucharist at the Last Supper

### **THE SORROWFUL MYSTERIES**

The Agony in the Garden

The Scourging at the Pillar

The Crowning with Thorns

The Carrying of the Cross

The Crucifixion

## **THE GLORIOUS MYSTERIES**

The Resurrection

The Ascension

The Coming of the Holy Spirit  
at Pentecost

The Assumption of Mary

The Crowning of Mary as the Queen of Heaven and earth



## **PRACTICES FOR CATHOLIC FAMILIES**

- Come to together to spend time with Jesus during Eucharistic Adoration, every first Friday of the month.
- Pray before meals at home and when out to eat.
- Have a crucifix in your home, especially in a common area, to remind you of Jesus.
- Bless yourselves when you pass a Church in deference to the Blessed Sacrament.
- Go to the Sacrament of Reconciliation with your children.
- Attend Mass each week, together as a family. Mass schedule is as follows: 5:00 p.m. Saturday, 7:30 a.m., 9:00 a.m., 11:00 a.m. Sunday.
- Set time aside each Sunday for some rest and relaxation, even for just an hour.
- Pray the Rosary one night instead of story time to teach and pray the life of Jesus and the Blessed Mother.
- Repeatedly practice the proper and reverent manner to receive the Holy Eucharist.
- Teach your child to Genuflect and bow before the Blessed Sacrament.

## **RECOMMENDED WEBSITES FOR CATHOLIC FAMILIES**

[www.catholicparenting.com](http://www.catholicparenting.com)  
[www.domestic-church.com](http://www.domestic-church.com)  
[www.catholicmom.com](http://www.catholicmom.com)  
[www.usccb.org](http://www.usccb.org)  
[www.licatholic.org](http://www.licatholic.org)  
[www.drvc.org](http://www.drvc.org)  
[www.americancatholic.org](http://www.americancatholic.org)  
[www.catholicroom.com](http://www.catholicroom.com)  
[www.catholic-pages.com](http://www.catholic-pages.com)  
[www.scborromeo.org](http://www.scborromeo.org)

## **HOW TO RECEIVE THE SACRAMENT OF RECONCILIATION**

- We make an Examination of Conscience.
- Enter the confessional and kneel or sit either behind the screen or in the chair in front of the priest.
- Make the Sign of the Cross saying: Bless me Father ,for I have sinned.
- Tell the priest how long it has been since your last confession or if it is your first confession.
- Tell the priest your sins.
- Let the priest know when you are finished so that he can now speak to you. Listen to what the priest has to say.
- Recite the Act of Contrition when asked by the priest.
- The priest will give you a penance which may either be prayers to recite or he may give you something to do. Remember what he gives to you.
- Listen to the beautiful Prayer of Absolution and make the Sign of the Cross.
- Thank the priest before leaving the confessional.

## **HOW TO RECEIVE THE HOLY EUCHARIST**

Attendance at weekly Mass and sharing the Eucharist is the foundation of our spiritual life. As Catholics we believe in the Real Presence of Christ in the Holy Eucharist. We should receive the Lord with reverence. There are two ways in which you may receive: On the tongue or in your hand. If you receive on the tongue, approach the Priest or Minister and make a simple bow. After you have said "Amen", extend your tongue allowing the Host to be placed there before closing your mouth. If receiving in the hand, approach the Priest or Minister and make a simple bow. After saying "Amen", place an open hand on top of the other making a throne for the Blessed Sacrament to be placed. With your lower hand carefully take the Sacrament from your hand and place it in your mouth. If receiving the Precious Blood, approach the minister and make a small bow. After saying "Amen", allow the minister to present the Chalice to you. Take a small sip and return the Chalice to the minister.

PARENT HANDBOOK  
ACKNOWLEDGEMENT FORM

By signing below I acknowledge that I have received and reviewed the Faith Formation parent handbook. I agree to abide by the policies set forth in the parent handbook of St. Lawrence the Martyr Parish.

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Parent Signature

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Date

---

Child's Name

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Child's Name

---

Child's Name

**RIGHT TO AMEND**

The parish of St. Lawrence the Martyr Faith Formation Office retains the right to amend the Parent Handbook for just cause. Parents will be notified if changes are made.



## Photo/Video Permission and Release Form

I hereby grant permission, without reservation, to, and to those authorized by, to take photographs and to make recordings of my child or children named below, and to use them in original or modified form in all media now or hereafter known, (including, without limitation, websites, bulletins, newsletters and promotional brochures) with or without name or information, solely for the promotion, public education, and/or fundraising activities of \_\_\_\_ . I understand and agree that I am entitled to receive no compensation for the above.

I release, its officers, directors, agents, employees, independent contractors, licensees and assignees from all claims that I now have or in the future may have, relating to the above. I further agree that I will be the sole owner of all tangible and intangible rights in the abovementioned photographs and recordings, with full power of disposition.

I am the parent or guardian of the minor(s) named below, and I hereby consent to the foregoing on behalf of the minor(s) and myself.

Name(s) of Child/Children

My name:

(Signature)

Date:

## FOOD ALLERGY ACTION PLAN

Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Teacher: \_\_\_\_\_

ALLERGY TO: \_\_\_\_\_

Asthmatic  Yes\*  No \* Higher risk for severe reaction

### STEP 1: TREATMENT

Symptoms: Give Checked Medication :

- \* If a food allergen has been ingested, but no symptoms:  EpiPen  Antihistamine
- \* Mouth Itching, tingling, or swelling of lips, tongue, mouth:  EpiPen  Antihistamine
- \* Skin Hives, itchy rash, swelling of the face or extremities:  EpiPen  Antihistamine
- \* Gut Nausea, abdominal cramps, vomiting, diarrhea:  EpiPen  Antihistamine
- \* Throat = Tightening of throat, hoarseness, hacking cough:  EpiPen  Antihistamine
- \* Lung = Shortness of breath, repetitive coughing, wheezing:  EpiPen  Antihistamine
- \* Heart = Thready pulse, low blood pressure, fainting, pale, blueness:  EpiPen  Antihistamine
- \* Other= \_\_\_\_\_  EpiPen  Antihistamine
- \* If reaction is progressing (several of the above areas affected), give  EpiPen  Antihistamine

The severity of symptoms can quickly change. Potentially life-threatening. DOSAGE

Epinephrine: inject intramuscularly (circle one) EpiPen EpiPen Jr.

Antihistamine: give \_\_\_\_\_ medication/dose/route

Other: give \_\_\_\_\_ medication/dose/route

STEP 2:  
EMERGENCY  
CALLS

1. Call 911 (or Rescue

Squad: \_\_\_\_\_

State that an allergic reaction has been treated, and additional epinephrine may be needed.

2. Dr. \_\_\_\_\_ at(     )

3. Emergency contacts:

Name/Relationship Phone

Number(s)

a.

1.) -----

2.) -----

b.

**1.)**

2.)

c.

1.)\_

2.).

**EVEN IF PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO  
MEDICATE OR TAKE CHILD TO MEDICAL FACILITY!**

The student is both capable and responsible for self administering the

Epi Pen

D Yes

D NO

I give my permission to have trained persons administer an Epi Pen prescribed by Dr. \_\_\_\_\_ to my child.

**TRAINED STAFF MEMBERS**

1. \_\_\_\_\_ Room \_\_\_\_\_

2. \_\_\_\_\_ Room \_\_\_\_\_

3. \_\_\_\_\_ Room \_\_\_\_\_

I give my permission to [NAME OF ENTITY], to share with appropriate personnel this information as deemed necessary for my child's health and safety.

-I release [NAME OF ENTITY], its officers, directors, agents, employees, independent contractors, licensees

and assignees from all claims that I now have or in the future may have, relating to the above.

-I am the parent or guardian of the minor(s) named below, and I hereby consent to the foregoing on behalf of the minor(s) and myself.

Signature of Parent / Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

Doctor's Signature \_\_\_\_\_

Date \_\_\_\_\_

