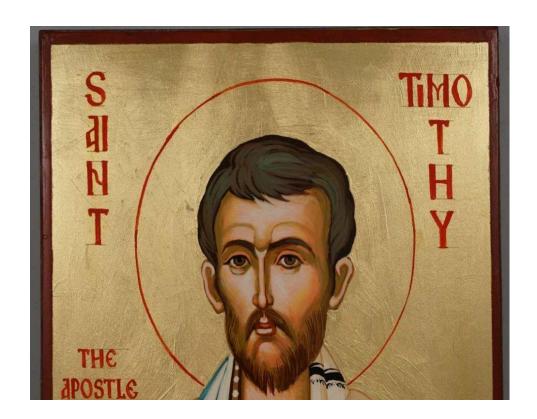


St Timothy Catholic Church Religious Education Program

Parents Handbook



Welcome! We are blessed by your presence in our Religious Education Program!

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Prayer for Guidance

From Saint Teresa of Calcuta

Dear Jesus, help me to spread Your fragrance everywhere I go.

Flood my soul with Your spirit and life.

Penetrate and possess my whole being so utterly,

That my life may only be a radiance of Yours.

Shine through me, and be so in me
That every soul I come in contact with
May feel Your presence in my soul.
Let them look up and see no longer me, but only Jesus!

Stay with me and then I shall begin to shine as You shine,
So to shine as to be a light to others;
The light, O Jesus will be all from You; none of it will be mine;
It will be you, shining on others through me.

Let me thus praise You the way You love best, by shining on those around me.

Let me preach You without preaching, not by words but by my example,

By the catching force of the sympathetic influence of what I do,

The evident fullness of the love my heart bears to You.

Amen.

Oración para pedir guía



De Santa Teresa de Calcuta

Querido Jesús, ayúdame a esparcir Tu fragancia dondequiera que vaya. Inunda mi alma con tu espíritu y tu vida. Penetra y posee todo mi ser tan completamente, Que mi vida sea solo un resplandor de la Tuya.

Brilla a través de mí y sé así en mí Que cada alma con la que entro en contacto Pueda sentir tu presencia en mi alma. ¡Que miren hacia arriba y ya no me vean a mí, sino solo a Jesús!

Quédate conmigo y entonces comenzaré a brillar como tú brillas Para brillar como para ser una luz para los demás; La luz, oh Jesús, será toda de ti; nada de eso será mío; Serás tú, brillando sobre los demás a través de mí.

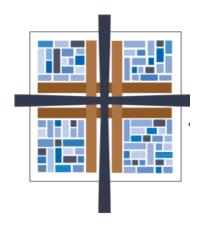
Permíteme así alabarte de la manera que más amas, brillando sobre los que me rodean.

Permíteme predicarte sin predicar, no con palabras sino con mi ejemplo, Por la fuerza de la influencia compasiva de lo que hago, La evidente plenitud del amor que mi corazón te tiene.

Amén.

Letter to the Parents

Dear Parents,



Our warmest welcome!

May the Lord's peace be with you. We are blessed by your presence in our Religious Education Program!

This booklet provides you with an overview of our Religious Education Program, its policies, and procedures. We hope that this parent handbook will serve as a guide and reference regarding various aspects of our program

This **Parent Handbook is an agreement** between the Religious Education Office of St. Timothy Parish and the parents/guardians of the children/youth who participate in our

Religious Education program. By registering, you are agreeing to read and uphold the provisions outlined in this handbook. Please discuss its contents with your children as appropriate.

We are looking forward to a wonderful year working with you to help share the beautiful Catholic faith with your children/youth. To ensure your child receives the most from this program, parents, catechists, and the parish catechetical leader work together as a team. **Parents are, first and foremost, the primary educators of their children**. It is from you that they first learn about faith, love, and forgiveness. Parent involvement is crucial in the growth and enrichment of your child's faith. We ask that parents please make a sincere commitment to:

- Attend Sunday Mass regularly and on Holy Days of Obligation.
- Ensure that your child attends religious education classes regularly, with no more than 4 absences per school year. In case of illness, you must contact the Office of the Religious Education Program as soon as possible.
- Help reinforce your child's lessons and prayers at home. Because catechists do not repeat their lessons, it is your commitment to communicate with your children's catechists to complete any class activities.
- ALL parents are invited and encouraged to participate in all opportunities to deepen their faith.

We are committed to making this year special as we all grow in faith together. Our goal is to provide a program of formal religious instruction to **support your role** as the primary educator of your children. The time your child spends learning is important and is only a part of their religious education. **Your example** of living the Catholic Faith through prayer, reception of the sacraments, and weekly attendance at Mass is critical to your child's faith

formation. The seeds that you plant now on "rich soil" will bear fruit for a lifetime. You and your everyday actions are your child's first and most important teacher! We hope that **you will be a part** of our program by participating actively in the parish and our activities.

THANK YOU for the faith foundation you have already given to your children, and may God bless you for continuing to educate your children in our treasured Catholic Faith!

May God grant us wisdom to spread His word through our actions. Be sure you are in my prayers. May GOD continue to bless us all so that we may share to establish His Kingdom on Earth.

Religious Education Office St. Timothy Catholic Church

Religious Education at St Timothy: Our Mission, Vision, and Values.

Our Vision

 Our Vision for each child, teen, and family of our Religious Education program is that everyone can discover God's love in their hearts, so that each one may spread the light and joy of their faith and find their place and mission in the world and the Church.

Make Disciples

Our Mission

Our Mission by the guidance of the Holy Spirit is to do everything
possible to build a catechism that promotes the encounter of our
children, teens, and families with God so that they not only hear
about Jesus' name, but also, that they may love Him, recognize
Him, and enter in a deeper relationship with God in their daily lives.

Disciples

Make Disciple

Our Values

Catholic and moral values will guide every decision in our Catechesis.
 We are guided by the question: What would Jesus do? The Religious Education Program strives to be Spirit filled with God as the center of our catechesis. Our catechists will strive to proclaim their faith and values with their words and actions.

The ultimate and fundamental purpose of the Catechesis is to help each child and teen to know, love, and serve our Lord Jesus Christ in this life, so he or she will be able to enjoy Jesus in everlasting life.

Policies at the beginning of the year (before classes start)

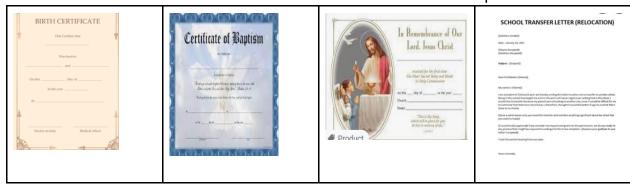
Registration Policies

Registration: General Information

- Every year a Registration Form MUST be completed (one per child).
- At least two (2) consecutive years of preparation are required for the reception of any sacrament.
- The First Communion program begins in the 1st grade.
- The Confirmation program begins in the 6th grade.
- Registration will last until classes are full.
- ALL (returning and new students) must bring copies of Birth, Baptism, and Communion certificates.
- Registration will be processed first come/ first serve order. Space is limited.
- The registration process will be online ONLY. You will not need to come to the Parish Office for registration. Complete the registration form and submit the certificates at our website:
 - https://www.sttimothycatholic.org/

Documents required before the first day of class.

- 1. Copy of Student's Birth Certificate.
- 2. Copy of Baptismal Certificate.
- 3. Copy of First Communion Certificate.
- 4. Transfer letter. If a student attended classes in another parish.



- INCOMPLETE REGISTRATIONS WILL NOT BE PROCESSED. SUBMIT ALL CERTIFICATES AND DOCUMENTS
- ALL NEW AND RETURNING STUDENTS MUST BRING A COPY OF THE CERTIFICATES. NO EXCEPTIONS.
- ALL NEW AND RETURNING STUDENTS MUST BRING:

• For Baptism: Copy of Birth Certificate.

• For Communion: Copy of Birth and Baptism certificates.

• For Confirmation: Copy of Birth, Baptism, and Communion certificates

• Transfer students: Bring a letter from their former parish stating years attended and levels completed (If applicable)

Payment for registration

Deadline for payment

- Every year registration payments are REQUIRED before classes start.
- Payment can be made in full or in 2 installments: one installment at the registration time, and the second installment before classes start.
- No student will be denied acceptance into the program because of financial issues.
 Arrangements can be made for alternate payment plans. Please contact Hilda Bonet hbonet@sainttimothycatholic.org
- Payment for Religious Education classes will be completed by MAIL or coming in person to the parish office: Monday-Friday 9:00 am to 7:30 pm and Saturdays from 9:00 am to 12:30 pm.

Payment instructions (by mail or in-person)

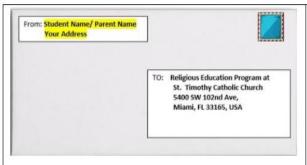
- We only accept cash, checks, and Money Orders.
- We do not accept credit/debit cards for payment.
- Send your checks or money order payments by postal mail or come to the office.
- If you are going to pay by cash, please drop off your cash payment at the parish office. Office Hours: (Monday-Friday 9:00 am to 7:30 pm) and (Saturdays from 9:00 am to 12:30 pm)
- Please send by mail a check or money order with the tuition amount to the following address:

Attention: Religious Education Program at St Timothy Catholic Church.

Address: 5400 SW 102nd Ave, Miami, FL 33165 Checks payable to "St Timothy Catholic Church".

Be sure to fill out the line that says "Memo":

- -Write the name of the student.
- Name of parent, and the word "Religious Education"
- Also, include your phone number.

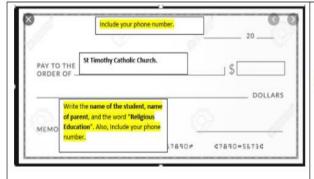


Payments for Religious Education classes will be completed via mail.

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✓ Send by mail checks payable to

"St Timothy Catholic Church".

Be sure filling out the line that says "Memo":

- √ Write the name of the student.
- ✓ Name of parent, and the word "Religious Education"
- √ Also, include your phone number.
- 1

General tuition

General Tuition: (See additional fees for the second year below) +

Registration ONE CHILD:	\$175 for student/yearly (*Plus, additional fee for the second year)
Registration TWO SIBLINGS:	\$125 for student /yearly. (*Plus, additional fee for the second year)
Registration THREE SIBLINGS OR MOR	\$100 for student /yearly. (*Plus, additional fee for the second year)

* ADDITIONAL FEES PER STUDENT: Students in 2nd preparation year pay general tuition plus a fee

·	If the student is going to receive the First Communion this year (FIRST
	COMMUNION LEVEL 2)

ADD \$60/per student:	If the student is going to receive Confirmation this year (CONFIRMATION LEVEL 2)
-----------------------	--

Schedule and Classes

Sessions and times

You may select to attend classes on Saturdays or Wednesdays. (Until space is available)

- Saturdays from 10:00 am to 11:30 am OR
- Wednesdays from 4:30 pm to 6:00 pm

Calendar

Printable Calendar

2022-23 Religious Education Calendar
https://07a9f018-3fa1-4d74-8e99-6df6a8e0687c.filesusr.com/ugd/ac0ddc_5f80eae8ce704c4bbe3b6f0b271b5711.pdf

School Supplies Needed



Backpack with supplies for elementary students:

- Crayons,
- Pens (SEVERAL)
- ❖ Pencils (SEVERAL)
- Glue
- Folder with White Ruled Paper
- Scissors
- Pencil sharpeners
- Notebook
- Textbook

Backpack with supplies for Middle and High students:



*

- Pens (SEVERAL)
- Pencils (SEVERAL)
- Easers
- Highlighter (2 colors)
- Folder with White Ruled Paper
- Pencil sharpeners
- Folder with White Ruled Paper
- Notebook
- Textbook
- Bible

Book Distribution

Your child will be issued a textbook at the beginning of the year.

Our Goals

Our program works toward reflects an integrated learning experience composed of:

- Catechesis
- Prayer
- Sacramental preparation.
- Sacred scripture and liturgy.



Through the light of the Holy Spirit, we hope to develop in those entrusted to our care a deeper relationship with Jesus Christ our Lord.

We strive that children, teens, and families can discover God's love in their hearts, so that each one may spread the light and joy of their faith and find their place in the world and the Church.

Some Activities:

- Dedicate one day to pray the Rosary in the community.
- Teach the Bible.
- Teach about the liturgical year (move through liturgical seasons from Advent, Christmas, Ordinary Time, Lent, Tridium or Three Days, Easter, Pentecost, and Ordinary Time again).
- Communion and Confirmation project
- Teach two lessons about a safe environment for the protection of children and teens.
- Parent classes
- Sacramental preparation for Reconciliation, Eucharist, and Confirmation
- Communion and Confirmation retreat.
- Christmas toy drive campaign.
- Teaching about the meaning of the Mass and its parts.

 Teach the Sunday Gospel at the beginning of the class. DO NOT COME LATE!



Parents Expectations

General expectations

gospel.



1. At their child's Baptism, parents **undertake the responsibility** of providing for their child's Christian formation.

- 2. Parents teach their children by **word and example**. Provide a good Christian example for your children by continually striving to live your life according to the Gospel.
- 3. Our Religious education exists to **assist** parents in that task. Although each of our catechists works diligently to help children to grow deeper in faith, the parent's role in the faith formation of their child is essential and cannot be replaced.

Parents are encouraged to teach their children

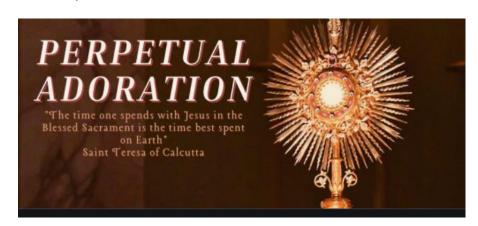


Foundation must be first in the home of the child. Parents are encouraged to:

- 1. **TEACH:** Help your child grow in understanding by **talking about what he/she learned** in Religious Education.
- 2. **READ: Scripture reading and reflection.** (Children Bible). The bible is available online at

www.usccb.org/nab https://bibleinayear.fireside.fm/day-1

3. **PRAY:** Teach your children to **pray** by spending some time in prayer with them each day. **Visit the Blessed Sacrament**.



Parents are encouraged to celebrate the Holy Mass with their children

Parents are expected to **attend Mass** with their children on Sunday. Mass is an **integral part** of your child's faith formation and Mass attendance **goes hand in hand with the CCD Program.**



One cannot do the work of the other. **Celebrating Mass is the highest form of worship** Catholics have; therefore, missing Mass is very serious. Remember to keep the Lord's Day holy.

Parents Expectation about the Holy Mass:

- Bring your children to Mass every Sunday or Saturday afternoon
- Prepare for Sunday Mass by reading the Sunday readings with your family before the Holy Mass
- Support the Homework for all weeks: THE MASS BOOKLET JOURNAL

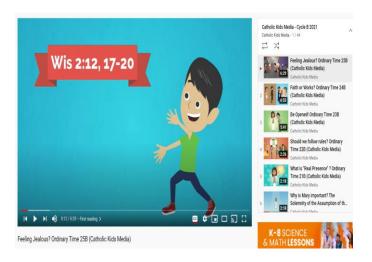
Mass Resources for Parents

 Bring your children to Mass every Sunday or Saturday afternoon and do your best to help them understand and appreciate its importance

The Mass Schedule at St Timothy can be found at: https://www.sttimothycatholic.org/

	MASS SCHEDULE
Saturday	English8:00 AM
	English 5:00 PM
	Spanish 6:30 PM
Sunday	English8:00 AM
	Español9:30 AM
	English11:00 AM
	Spanish12:30 PM
	English5:00 PM
	Español6:30 PM
Weekdays:	English8:00 AM
	Spanish7:00 PM

- Prepare for Sunday Mass by reading the Sunday readings with your family before the Holy Mass
 - The text of the Sunday readings is available online at <u>www.usccb.org</u>
 - Videos about the Sunday Mass for children: https://www.youtube.com/c/CatholicKidsMedia

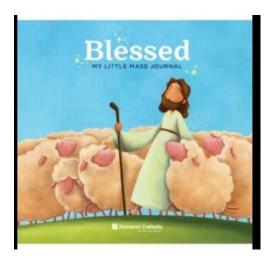


- Videos Explaining the faith for adults and teens:

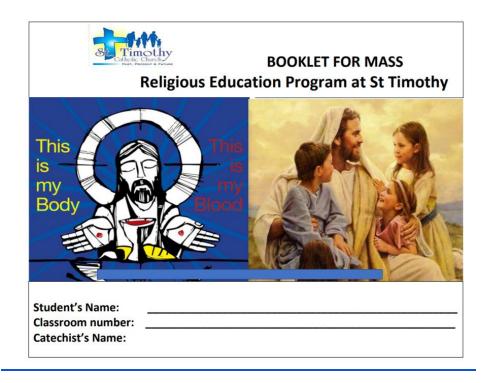
https://www.youtube.com/playlist?list=PLqz7fTVUfJikTb_4Cl8Nq5xtgfGOxGxKM

Support the Homework for all weeks: THE MASS BOOKLET JOURNAL

A) Mass Journal for Pre-Communion and Communion: Students may use this book or their notebook



B) Mass Journal for Pre-Confirmation and Confirmation: Students may use this book or their notebook



Homework for all weeks: THE MASS JOURNAL

We ask all parents to support our efforts by **ensuring their children consistently attend** religious education classes and Holy Mass.

When students attend the Holy Mass with their family the connection between Liturgy and class is fully understood. Every Sunday or Saturday evening, all students must

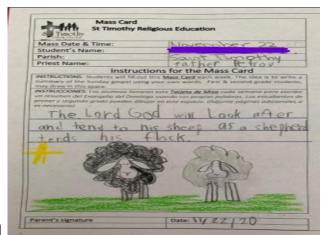
attend online and make a summary using their notebooks or using the format provided in the Mass Booklet.

Homework Instructions:

- ALL students must make a summary of what they learned from the Gospel.
- Students can use the format provided in the Mass booklets or use their notebook to do the summary.
- Every class, the catechists will check the Mass Journal homework.

Examples:





Example #1



Mass Card St Timothy Religious Education

Mass Date & Time: 11/15/2020 @ 11 a.m. VIRTUAL

Student's Name:

Parish: Saint Timothy

Priest Name: Fr. Carlos E. Vega

Instructions for the Mass Card

INSTRUCTIONS: Students will fill out this <u>Mass Card</u> each week. The idea is to write a summary of the Sunday gospel using your own words. First & second grade students, may draw in this space.

INSTRUCCIONES: Los alumnos llenaran esta <u>Tarjeta de Misa</u> cada semana para escribir un resumen del Evangelio del Damingo usando sus propias palabras. Los estudiantes de primer y segundo grado pueden dibujar en este espacio. (Adjunte páginas adicionales si es necesario).

Use Your Talents to be Ready & Prepared For the Kingdom of God 5:2:1 talents story where some doubled the talent but the one that did not use it's talent to add to the talent, did not follow the will of God to improve the community.

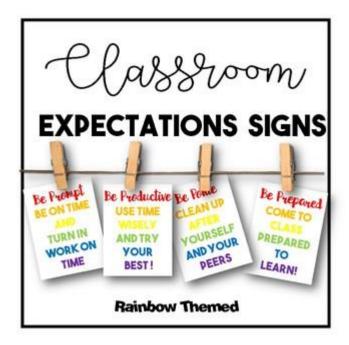
Gifts/Talents are given to us at baptism and confirmation for the good of others, our community and our church with the reward of being welcomed into heaven.

Using your talents is like being fruitful. The Scouts are a good example. At the mass Cub Scout #8 received the religious emblem because they have a purpose to serve and embrace the Lord in their heart with hard work, in a loying, caring and compassionate way in the work that they do (using their talents).

It was great to see how the Gospel and the special recognition of the Cub Scout was a reminder of serving God with your talent in our community. My family has many talents and together we serve by volunteering, helping others and being a good example as a family.

Parent's signature	Date: 11/15/2020
The same of the sa	

Example #2



Students Expectations

- 1. Respect yourself, the catechists & others
 - Always show respect for others.
 - Respect others' property. Avoid touching or writing on anything that does not belong to the student (including desks, textbooks, teacher's belongings, etc.).
 - Respect yourself and the rest of us by wearing appropriate clothing. (Sweater recommended for the little ones)
- 2. Put forth your best effort at all times and be prepared for class each day
 - Always do your own best work.
 - Cell Phones and other electronics should be turned off during the class period.
 Electronic games, music devices, or any other type of electronic devices are not permitted in the church or classrooms
- 3. Learn the prayers at Home (practice at home)

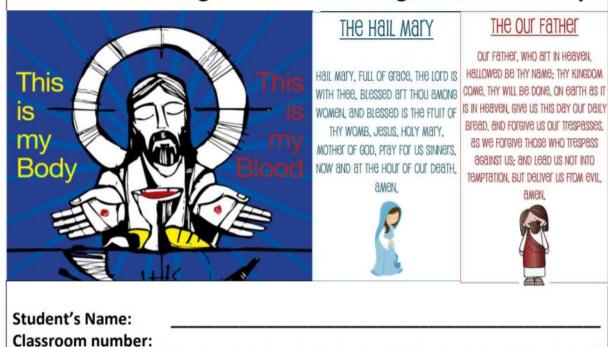
Resource: Booklet for Prayer. Available at:

Booklet for prayer

- Sign of the cross
- Hai Mary,
- The Our Father
- Glory
- Act of Contrition (BEFORE CONFESSION)
- The Apostle Creed (Pre-Confirmation and Confirmation students)



Religious Education Program at St Timothy



- Turn in Mass Booklet homework or any other homework at the beginning of the class. (Available at: Booklet for Prayer
- Come prepared with all materials necessary.
- Eat and try to go to the restroom before class start.

Classroom Rules

Attendance

Teacher's Name:

- Students must attend every class scheduled. Attendance will be taken at each class.
- There are two types of absences:
 - a) An excused absence is time away from class such as in the event of an illness or emergency. A doctor's note is asked as proof that you visited a

- healthcare professional and possibly that you are also cleared to return to class.
- b) **Unexcused absences:** a time away class due to sports practice, dance class, etc. is considered an unexcused absence.
- Students can incur a maximum of four (4) unexcused absences (1 month) within one (1) catechetical year (Absences – must not exceed 4 unexcused)
- A student who exceeds the permitted unexcused absences may have to repeat the year of preparation.
- Students should not miss four (4) consecutive classes.

Tardiness

- Classes begin promptly and students are expected to be in their seats and ready for class at that time.
- Please plan to arrive a few minutes early.
- Students will be marked tardy 10 minutes after the start of class.
- If a student is **30 minutes late or more**, it will be treated as an absence.
- Every third tardiness will count as one absence.

ATTENDANCE AND TARDINESS POLICIES



- Students must attend every class scheduled . Attendance will be taken at the beginning of each class.
- Students can incur a maximum of FOUR (4) total absences within one (1) catechetical year for the year to be counted as complete. A student who exceeds the permitted absences may have to repeat the year of preparation.
- Students should not miss FOUR (4) consecutives classes immediately prior to receiving a Sacrament (Baptism, Communion or Confirmation).
- If your child arrives 30 minutes late, it will be marked as an absence. THERE IS NOT EARLY DISMISSAL.

Students must attend every class scheduled. Attendance will be taken at the beginning of each class.

Students can incur a maximum of four (4) total absences within one (1) catechetical year for the year to be counted as complete. A student who exceeds the permitted absences may have to repeat the year of preparation.

Students should not miss four (4) consecutives classes immediately prior to receiving a Sacrament (Baptism, Communion or Confirmation).

If your child arrives 10 minutes late or leaves early from the session, it will be marked as an absence. THERE IS NOT EARLY OR LATE DISMISSAL.

Early Dismissals Not Permitted



- Students are not permitted to leave class early except in emergencies.
- Sports practice, dance class, etc. are not considered emergencies.
- Nonetheless, we encourage parents to directly talk to the Religious Education Office.
- If a child feels sick, we will call the parents to pick up his/her child.
- Parents must notify the office of Religious Education one day before class begins if their child needs to be picked up early and the reason why.
- Parents must come to the office to pick up their children. **Parents never could** enter the school to pick up their child or talk with the catechist.
- Catechists are not allowed to permit anybody for early release.

Make-up Work

If illness or a family emergency prevents a child from attending class, parents are responsible for contacting the Religious Education office for instructions, picking up any homework, and going over the material that was covered in class so that the child will not fall behind. Please contact your catechist for any help with the material.

Drop-off/Pick-up (We ask that only ONE parent walk to the drop-off/pick-up area)



- Students may be dropped off between 4:20 pm and 4:30 pm (Wednesdays) 10:00 am (Saturdays).
- Students cannot walk alone without their parent's supervision.
- We ask that only ONE parent walks with their children to the drop-off area.
- Students will be directed to their class by the catechists.

CONTACT INFORMATION

Hilda Bonet, MA Pastoral Ministry Director, Religious Education St. Timothy Catholic Church 5400 SW 102ND AVE, MIAMI, FL, 33165 305/274-8224 hbonet@sainttimothycatholic.org