

RELIGIOUS EDUCATION

@ StTimCommunity



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 Calcutta

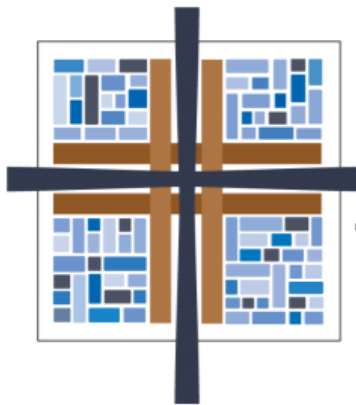
Dear Jesus, help me to spread Your fragrance everywhere I go.
Flood my soul with Your spirit and life.
Penetrate and possess my whole being so utterly,
That my life may only be a radiance of Yours.

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.



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 5 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.

Our Mission
Make Disciples

- 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.

Our Values
Disciples Make Disciples

- 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

- Registration Form must be completed per child (every year).
- 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 on a first come/ first serve basis. 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

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.
- ALL NEW AND RETURNING STUDENTS MUST BRING A COPY OF THE CERTIFICATES. NO EXCEPTIONS.

PAYMENTS

Deadline for payment

- Registration payments are required before the beginning of classes.

- 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 **ONLINE** or by **MAIL**. In person payment to the parish office: Monday-Friday 9:00 am to 7:30 pm and Saturdays from 9:00 am to 12:30 pm.
- **Mail payments** to the following address:

St Timothy Catholic Church
 Religious Education Program
 5400 SW 102nd Ave
 Miami, FL 33165
 Checks payable to “**St Timothy Catholic Church**” (write the student’s name on the check)

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**

ADD \$20/per student:	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)

SESSIONS AND TIME

You may choose 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

Current calendar is available on <https://sttimothycatholic.org/religious-education-for-children/>

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 School students:

- ❖ Pens
- ❖ Pencils
- ❖ Erasers
- ❖ 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 catechetical year.

GOALS

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

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

PARENTS EXPECTATIONS

General expectations

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 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

- The Mass Schedule at St Timothy can be found at: <https://www.sttimothycatholic.org/>
- The text of the Sunday readings is available online at www.usccb.org
- Videos about the Sunday Mass for children:



<https://www.youtube.com/c/CatholicKidsMedia>

- Videos about the Sunday Mass for teens:

<https://www.youtube.com/playlist?list=PLeXS0cAkuTPpXwZmWt2sdR4voVwcCvvOq>

- Videos Explaining the faith for adults and teens:

https://www.youtube.com/playlist?list=PLqz7fTVUfJikTb_4CI8Nq5xtgfGOxGxKM

Homework Instructions:

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

Examples:

Mass Journal
St. Timothy Religious Education Program

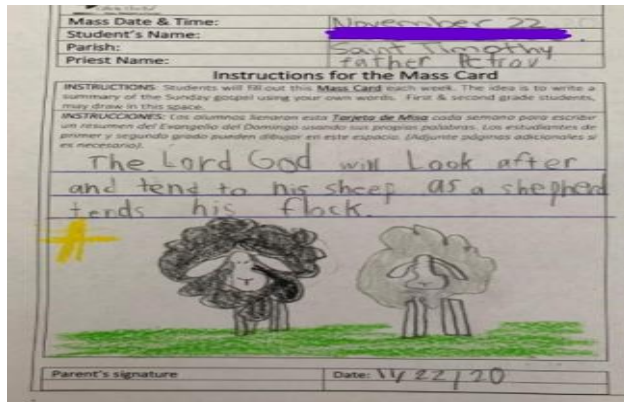


Child's Name	
Mass Date & Time	
Parish	
Priest Name	

Instructions:
Attend Mass and listen attentively to the Liturgy of the Word including the homily. After Mass, share with your family what you heard and learned. Write a brief summary of what you learned and how you can use this message in your daily life. You may draw a picture to go with your writing.

Summary:	
How can I use what I learned in my daily life?	
Illustration	
Parent's Signature:	Date:

Examples



Mass Date & Time: 11/15/2020 @ 11 a.m. VIRTUAL	
Student's Name: [Redacted]	
Parish: Saint Timothy	
Priest Name: Fr. Carlos E. Vega	
Instructions for the Mass Card	
<p>INSTRUCTIONS: Students will fill out this Mass Card 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.</p> <p>INSTRUCCIONES: Los alumnos llenaran esta Tarjeta de Misa cada semana para escribir un resumen del Evangelio del Domingo usando sus propias palabras. Los estudiantes de primero y segundo grado pueden dibujar en este espacio. Adjunte paginas adicionales si es necesario.</p>	
<p>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.</p> <p>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.</p> <p>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 loving, caring and compassionate way in the work that they do (using their talents).</p> <p>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.</p>	
Parent's signature:	Date: 11/15/2020

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 church or classrooms.

3. Learn the prayers at Home (practice at home)

Resource: Booklet for Prayer.

Available at: <https://sttimothycatholic.org/religious-education-for-children/>

- Sign of the cross
- Hai Mary
- The Our Father
- Glory
- Act of Contrition (BEFORE CONFESSION)
- The Apostle Creed (Pre-Confirmation and Confirmation students)
- **Turn in Mass Booklet homework** or any other homework at the beginning of the class. (Available at: <https://sttimothycatholic.org/religious-education-for-children/>)
- Come prepared with all materials.
- Eat and try to go to the restroom before the beginning of the class.

CLASSROOM RULES

Attendance

- 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 from class due to sports practice, dance class, etc. is considered an unexcused absence.
- Students can incur a maximum of **four (5) unexcused absences** within one (1) catechetical year.
- 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 **20 minutes late or more**, it will be treated as an absence.
- Every third tardiness will count as one absence.

Early Dismissals

- Students are not permitted to leave class early except in emergencies.
- Sports practice, dance class, etc. are not considered emergencies.
- If a child feels sick, we will call the parents to pick him/her up.
- Parents must notify the office of Religious Education in advance if their child needs to be picked up early and the reason why.
- Parents must come to the office to pick up their children.

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)

First Day of Classes

Wednesday, September 13th from 4:30 pm to 6:00 pm

or

Saturday, September 16th from 10:00 am to 11:30 am

Drop off

- 1- Bring your children to the front of the Main Door at St. Timothy School, **a volunteer will take your child to the classroom.**
- 2- Classes will begin at **4.30 pm (Wednesday) or 10:00 am (Saturday) sharp.**
- 3- Children arriving after **4: 40 pm** will be allowed to enter the classroom but **tardiness** will show in the attendance record.

Pick up

- 1- The pick up time will **begin at 5:55 pm and end at 6:00 pm.**
- 2- For the safety of your child, remember you **MUST PICK UP** your child in his/her classroom.
- 3- For safety reasons, be ready to show your ID to your child's Catechist, if requested.
- 4- If the person picking up your child is an Authorized Person, their name must be in our database and that person **MUST PRESENT** his/her ID to your child's Catechist. Only upon presenting his/her ID we will release your child to the Authorized Person.

We do not have **AFTER CARE** in our CCD Program. Please, understand the **importance** of being at **6:00 PM (Wednesday) or 11:30 am (Saturday) sharp** at the door of your child's classroom.

COVID-19 Risks and Protocols

Please refer to the link for updated Archdiocese of Miami policy.

<https://sttimothycatholic.org/adom-covid-protocols/>

CONTACT INFORMATION

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