

PARENTS HANDBOOK

RELIGIOUS EDUCATION



@ StTimCommunity

Saint Timothy Catholic Parish
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Miami, FL 33176
www.sttimothycatholic.org
religioused@sainttimothycatholic.org

Fr. Carlos E. Vega, Pastor
Sr. Arularasi Jesuthasan, rmi, Director of Religious Education

Prayer for Guidance

by Saint Mother 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.

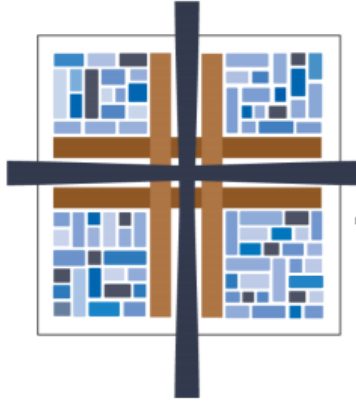
Shine through me and be so in me
That every soul I come in contact with may feel Your presence in my soul.
Let them look up and see no longer me, but only Jesus?

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 **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 child(ren) 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.



SAINT TIMOTHY CATHOLIC PARISH

PASTORAL PLAN



OUR VISION

Saint Timothy Church and School is a community united in Christ that welcomes every person to share in the love and truth of our Catholic faith. Following in the footsteps of St. Timothy, we are called “to love from a pure heart, a good conscience, and a sincere faith.” Honoring God as a church family through the active participation in worship, continuous faith formation, and evangelization, we bring Christ to the world through our ministry and works of charity.

OUR MISSION

Our mission is
To honor God,
Inviting others to faithful community
Marked by the love of Christ



Encounter
the God
who loves you



Grow as a
community
of believers



Give witness
as the
Body of Christ

Lord, teach us to obtain charity that comes from “a pure heart, a good conscience, and a sincere faith.” -1Timothy 1:5

SAINT TIMOTHY PARISH | MIAMI | PASTORAL PLAN 2022



VISION

Our Vision for each child, teen, and family of the 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 the faith and find their place and mission in the Church and in the world.

MISSION

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



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 strive to proclaim their faith and values with their words and actions.



Encounter the God who loves you



Grow as a community of believers



Give witness as the Body of Christ

Lord, teach us to obtain charity that comes from “a pure heart, a good conscience, and a sincere faith.” -1Timothy 1:5

SAINT TIMOTHY PARISH | MIAMI | RELIGIOUS EDUCATION

Introduction to Handbook

We are blessed and honored to welcome you as a valued member of Saint Timothy Parish's Religious Education program. To answer some of your questions concerning the policies, the parish has prepared this handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the parish, as are all other policies, procedures, or programs. From time to time, you may receive updated information concerning changes in policy. However, the parish has the right to add, delete or revise any policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the policies, please ask the Director of Religious Education for assistance.

Policies at the beginning of the year – prior to classes commencing 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. 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 accepted. All new students must bring a copy of the necessary certificates.

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 Sr. Arul at religiously@sainttimothycatholic.org.
- Payment for Religious Education classes will be online or in person at the parish office. 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.

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.

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

CALENDAR

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

GOALS

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

- Catechesis
- Prayer
- Sacramental preparation
- Sacred Scripture and Liturgy

School Supplies Needed

Pre-Communion and Communion

- Drawstring bag or tote bag with supplies
 - Crayons
 - Pens
 - Pencils
 - Glue
 - Folder with ruled paper
 - Composition notebook
 - Textbook (provided)



Pre-Confirmation and Confirmation

- Drawstring bag or tote bag with supplies
 - Pens
 - Pencils
 - Highlighter
 - Folder with ruled paper
 - Composition notebook
 - Bible
 - Textbook (provided)

BOOK DISTRIBUTION

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

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.**

Mass Attendance

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 Religious Education 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.

- 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>

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 Date & Time: November 22
 Student's Name: [Redacted]
 Parish: Saint Timothy
 Priest Name: Father R. Trav

Instructions for the Mass Card
 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.
 INSTRUCCIONES: Los alumnos llenaron esta Tarjeta de Misa cada semana para escribir un resumen del Evangelio del Domingo usando sus propias palabras. Los estudiantes de primer y segundo grado pueden dibujar en este espacio. Adjuntar imágenes adicionales si es necesario.

The Lord God will look after and tend to his sheep as a shepherd tends his flock.

Parent's signature: [Signature] Date: 11/22/20

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: |
|---------------------|-------|

Students Expectations

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)

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.
- Come prepared with all materials
- Go to the restroom prior to arriving in class.

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
- The Our Father
- The Hail Mary
- The Glory Be
- 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/>)

CLASSROOM RULES

Attendance

- Students must attend every class scheduled. Attendance will be taken at each class.
- There are two types of absences:
 - **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.
 - **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 (5) unexcused absences** within one (1) year.
- A student who exceeds the permitted unexcused absences may have to repeat the year of preparation.
- Students should not miss **three (3) 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.

Safe Environment Program

The *Teaching Safety – Empowering God’s Children* program is a tool designed to assist parents and teachers in this important task. This is a vehicle through which parents, teachers, catechists, and youth ministers give children and young people the tools they need to protect themselves from those who might harm them. Children in our Religious Education program receive two lessons a year in November at regular class time. This is an audited program that is administered with assigned age-appropriate lesson plans. Parents may receive a guidebook and have an option to opt out. More Information at <https://www.virtusonline.org>

Diocesan Office of Safe Environment – Volunteer Requirements

The Archdiocese of Miami, as part of the United States Catholic Conference, is committed to providing safe environments for those who need protection the most, our children and our vulnerable adults.

All clergy, religious, employees, and adult volunteers (e.g., liturgical ministers, youth group leaders, etc.) in the parishes, schools and other entities of the Archdiocese of Miami must fulfill the following safe environment requirements:

1. Successfully pass a national criminal background screening,
2. Attend VIRTUS training and maintain current

There is no cost to the individual for any of these requirements. These steps are tangible signs of the Archdiocese of Miami’s continuing efforts to ensure a safe environment for children and vulnerable adults in our parishes, schools, and other facilities. This work by all the Roman Catholic dioceses of

our country represents the largest child sexual abuse prevention effort in the history of the United States.

Use of Photos

The religious education program reserves the right to use student or parent photos in any parish or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Instagram and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the Director of Religious Education in writing prior to the beginning of the year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the parish, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

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

Schedule of Classes

Wednesday, from 4:30 pm to 6:00 pm

or

Saturday, 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 pickup 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.

CONTACT INFORMATION

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