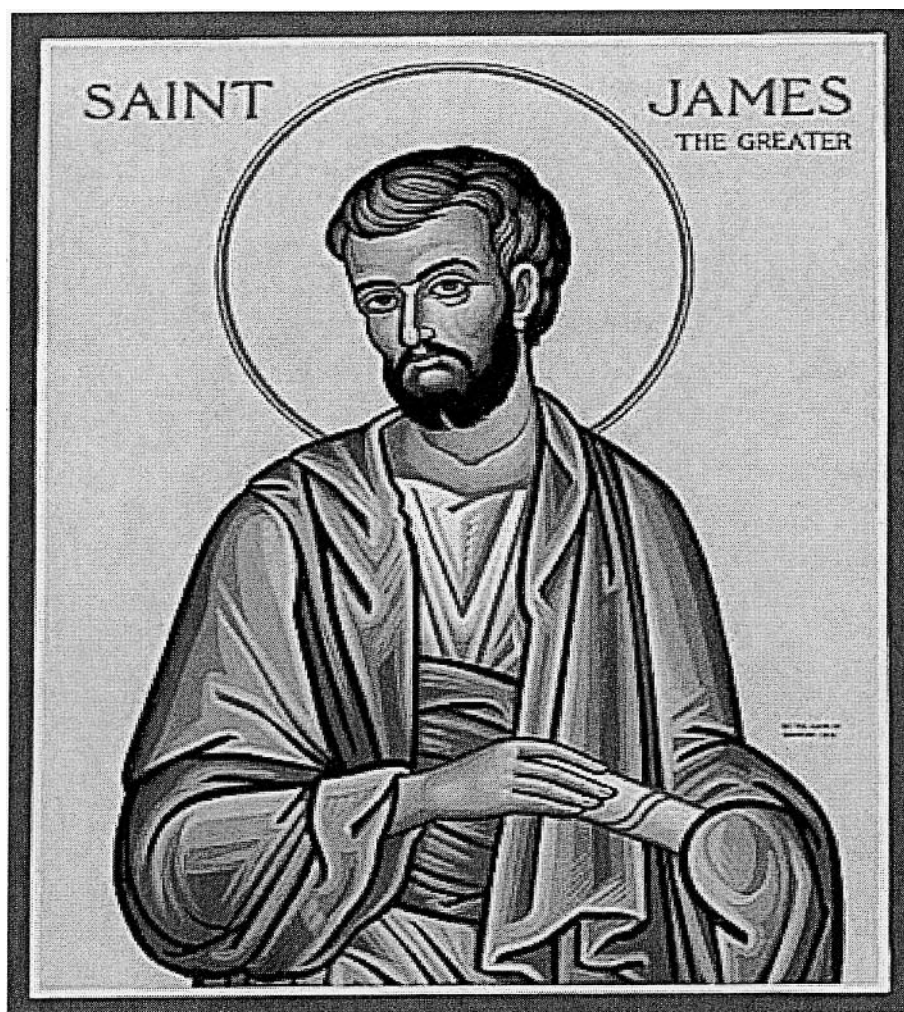


St. James the Apostle Faith Formation



Be Doers of the Word

Family Handbook
2010-2011
PK- High School

St. James the Apostle
Faith Formation Program
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Faith Formation Family Handbook

Mission Statement:

Upon saying His final farewell to His apostles, Jesus gave His new church the task to evangelize, that is, to bring the message of the Gospel to all the world (Acts 1:8). The Bishops of the United States have pointed out that the first goal of evangelization is to “bring about in all Catholics such an enthusiasm for their faith that, in living their faith in Jesus, they freely share it with others” (Go and Make Disciples). The family, then, is the first forum in which the mission of evangelization takes place. Hence, parents are recognized as having the primary responsibility for training their children in the practice of the faith (Gaudium et Spes #48).

Parish Faith Formation sessions assist in this sacred duty by providing opportunities for parents and children to develop their prayer lives and their formal understanding of the faith.

The Gift of Faith, which begins at Baptism, must be nourished throughout the entire life of each Christian. The family is rightfully called “the domestic church” and, as such, is the foundation of the wider church community. Religious Education within the Diocese of St. Petersburg serves all the domestic church by offering the guidance and instruction whereby each individual can come to his/her full potential as members of the People of God. Sincere cooperation between the parish and its member families will bring about the goal of evangelizing youth and children; namely, that they grow in understanding and accepting Catholic Doctrine, in their active participation in and awareness of Catholic Liturgical and Sacramental Life, their embracing of the fundamental principles of Catholic Morality and the life of Catholic Prayer (Catechism of the Catholic Church).

Registration/Fees

Faith Formation Sessions:

- 1) Faith Formation has an open registration policy throughout the year.
- 2) Families who wish to enroll children in Faith Formation must be registered parishioners using weekly envelopes.
- 3) Parish registration card must be filled out at the time of registration, if not already a registered member.
- 4) If Sacraments will be received this year, a copy of the Baptismal certificate must be provided at the time of registration, if not already on file.
- 5) Faith Formation participants must be at least 4 years old by September 1st of the year in which the student is enrolling.

Faith Formation Fees:

The cost of the program is \$45.00 for 1 child, \$70.00 for 2 children and \$90.00 for 3 or more children. (\$10.00 discount if registered by August 29th). The fee pays for the books and supplies and offsets the costs of teachers' manuals, videos, resources, catechist training and background screening. Families with several children may wish to pay in installments. A minimum fee of 50% is needed at the time of registration. If a family is unable to pay anything, please speak to Maria Giral or Barbara Ferreris. No family will be refused because of an inability to cover the fees. Any waivers of fees will be confidential.

Sacrament Preparation Fees:

The fee for the materials for the sacraments of First Reconciliation/Eucharist is \$50.00. The fee pays for the books, workshop and take home materials, Jesus Day Retreat, certificates, reception, and other incidental expenses.

The fee for the materials for the sacrament of Confirmation is \$120.00. This includes a fee of \$40.00 for workshop and take home materials, textbook, Bible, certificate, reception, and other incidental expenses, and a fee of \$80.00 that pays for the overnight retreat at St. Leo Abbey Retreat Center in St. Leo, FL.

Sacramental Preparation

Baptism:

- 1) 0-6 years, contact the Parish Office for more information regarding Baptism.
- 2) 7-17 years, contact the Director of Faith Formation for more information regarding RCIA Adapted for Children.
- 3) 18+ years, contact the Director of Faith Formation for more information regarding RCIA (Rite of Christian Initiation for Adults).

The process of Sacrament Preparation at St. James is consistent with the guidelines established by the Diocese of St. Petersburg. For all those 7 years of age or older, the process consists of no less than one year of Faith Formation sessions, followed by a second year of immediate preparation for reception of the sacraments of First Reconciliation, First Eucharist and Confirmation. Placement in all Sacrament Preparation processes is based on the following criteria in accordance with diocesan guidelines.

First Reconciliation/First Communion/Confirmation:

- 1) Families with children 7 yrs of age or older who have not received First Reconciliation/First Eucharist are eligible to enroll for Sacrament Preparation.
- 2) Families of students in the eighth grade or older who have not received Confirmation are eligible to enroll for Confirmation preparation.
- 3) Families of candidates must be registered in St. James the Apostle Parish.
- 4) Proof of Baptism must be provided at the time of enrollment in the Sacrament Preparation Process.
- 5) Student must have completed one year of faithful participation in Faith Formation sessions or Catholic Parochial School **immediately prior** to enrollment. Concurrent enrollment in a Catholic Parochial School or Parish Faith Formation session is required.
- 6) The Confirmation preparation process includes an orientation, monthly workshops, an overnight retreat, and at-home activities. Parents are required to attend monthly workshops and participate in the process. Sponsors are encouraged to participate, if possible.

POLICIES

Mass Attendance:

Parents, when you had your child baptized, you agreed to bring them up Catholic. That means you have the responsibility of attending Mass with your child every Sunday. Faith Formation sessions do not give your child all the knowledge they need, they need the knowledge and grace that is received from Mass. "The liturgy is the summit toward which the activity of the Church is directed; it is therefore the privileged place for catechizing the People of God." CCC 1074

Attendance:

- 1) Attendance records are in keeping with diocesan policies, and help determine eligibility for the Sacraments of First Reconciliation, First Eucharist and Confirmation.
- 2) **Faithful attendance to all scheduled meeting times is expected. For Sacramental Programs regular attendance is required for successful completion of the process.**
- 3) Students are expected to make up any missed work due to absences.
- 4) Tardiness is a distraction to both students and catechists and robs students of valuable instruction time. Students need to be respectful when entering a class that is already in session. Disruptive behavior or excessive tardiness will result in a parental consultation with the Catechist or Coordinator.
- 5) All absences require either a written excuse presented to the classroom Catechist, or phone call to the Faith Formation office. Absences can be considered excused only if oral or written communication is provided to the Faith Formation Coordinator.
- 6) Students who are chronically absent (5 unexcused absences), without speaking to the Catechist or Coordinator will be dropped from the program.
- 7) Regular attendance at Faith Formation sessions is at least as important as regular attendance at school.

Dress Code

Students attending Faith Formation sessions are expected to adhere to the dress code standards outlined by the Pasco County Public School system.

Behavior:

- 1) Students are expected to model their behavior after Jesus Christ who instituted two Great Commandments: “You shall love the Lord Your God with all your heart, and with all your soul, and with all your strength and with all your mind; and to love your neighbor as yourself.” (Luke 11:27)
- 2) The following are some guidelines for behavior based upon these simple principles:
 - a) Keep hands, feet, and other objects to yourself.
 - b) Talk respectfully, no name calling, teasing, cursing, etc.
 - c) Follow directions the first time.
 - d) Bring required books, supplies and completed assignments to each session.
 - e) Behavior or language that intimidates, belittles, harasses (including harassment of a sexual nature) makes inappropriate references or physically harms oneself or others will result in disciplinary action.
- 3) Students should enter classrooms only if the volunteer Catechist is in the assigned classroom.
- 4) The fact that a child has been registered in Faith Formation at St. James the Apostle Church indicates that its rules and guidelines have been read by parents/guardians, have been reviewed with the child(ren) by the parents/guardians and have been accepted by the parents/guardians and students. It is to be understood by the parents/guardians and students that severe disruptive behavior by a student will result in disciplinary action, and/or a parent/Catechist conference, and/or removal from the program. Severe disruptive behavior includes, but is not limited to:
 - a) Refusal to obey directions of catechists or other staff members.

- b) An established pattern of behavior which is disruptive to the learning environment of the session.
- c) Threats, assault, battery, or physical injury to students and/or other staff members.
- d) Use of profane or abusive language.
- e) Possession or distribution of obscene pictures, magazines, books, music.
- f) Theft, damage or misuse of St. James property, Bishop Larkin Catholic School or its students' property.
- g) False fire alarms.
- h) Possession or use of tobacco products, alcoholic beverages, drugs or narcotics.

In the event a student engages in inappropriate behavior any or all of the following may occur:

- a) Parental notification of infraction.
 - b) Meeting between parents and Catechist and Coordinator of Faith Formation.
 - c) Parent attendance required at subsequent program classes on Sunday.
 - d) Removal of student from process.
- 5) The Coordinator of Faith Formation is responsible for ensuring that all sanctions against students are implemented in a fair and consistent manner by the Faith Formation office and the volunteer staff.
- 6) In the event that a parent/guardian is not satisfied with action taken by a Catechist, they may contact the Coordinator of Faith Formation.
- 7) If the parent/guardian is unsatisfied with the Coordinator of Faith Formation's action, the matter may be taken to the Director of Faith Formation or Pastor for resolution.

Other Policies:

- a) The Faith Formation office keeps records of a confidential nature: Attendance, discipline, last grade completed, address, phone number, date of birth, sacraments received, marital status of parents, disabilities, and emergency contact information.
- b) The Faith Formation office abides by the Privacy Act and will not disclose personal information to third parties without written permission from the persons involved. Parents and/or guardians have a right to review any records kept by the Faith Formation office pertaining to their child for any reason.

- c) Catechists are provided limited access to personal information as is necessary for them to perform their ministry. Such information would include: last grade completed, disciplinary records, address, phone number, emergency contacts, disability, and other family information when it is appropriate.
- d) The Faith Formation office abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with unofficial copies of records when such records are requested. If there is a court order specifying that there is to be no information given, it is the responsibility of the parent to provide the Coordinator of Faith Formation with an official copy of the court order.

Communication:

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

Hurricane Plan for Program Cancellation:

Should a tropical storm or hurricane be forecast to hit our area over a weekend, it may be necessary for Faith Formation sessions to be cancelled. The decision to cancel classes will be based on the Pasco County School system's decision to cancel public school classes the Friday prior to Faith Formation sessions or the Monday after Faith Formation sessions.

Safety:

The safety of children is most important to all involved in the parish children's sessions. Please cooperate with the following procedures:

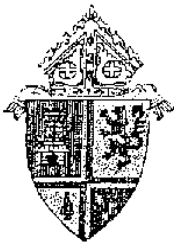
- 1) All students should be picked up at the pavilion promptly at dismissal time. Students will not be dismissed without a parent/guardian arriving **INSIDE** the pavilion, unless written notice is issued to the Faith Formation Office from the parents/guardians granting permission for release otherwise.
- 2) **Any student, who is not picked up by 10 minutes after dismissal time will be taken to the Church to wait for their parent/guardian.**
- 3) **PLEASE GIVE YOUR CHILDREN CLEAR INSTRUCTIONS ABOUT HOW YOU WILL PICK THEM UP.** Do not ask them to break the rules. Safety is most important!

Sickness or Injury

If a child gets sick or hurt the Catechist or the aide will bring the child to the office. The parents or the emergency contact person will be called and asked to pick up the child in the office. If neither party can be reached the child will stay in the office. If the child feels better or has no visible injury, he or she has the option of going back to class until time to go home.

Right to Amend

This handbook is primarily a means of communication. It is meant to provide you, the parent/guardian, with helpful information on how we intend to go about our ministry. St. James the Apostle Faith Formation program reserves the right to amend this handbook as necessary. Parents will be notified, in writing, if changes are made to any procedures or information contained in this handbook.



Diocese of St. Petersburg

Policy for the Protection of Children and Vulnerable Adults

(Revised and Approved May 2006)

I. INTRODUCTION

The Diocese of St. Petersburg is committed to the well being of those served by the Church. The People of God have a right to be able to trust those who minister to them in God's name. The violation of this trust through any sexual abuse by Church Personnel is a source of great pain, for those involved and for the entire Church community. The Diocese published its first policy for the protection of children and youth on June 10, 1991, which required both employees and volunteers, who work with children and youth in any parish or Catholic School program to complete written employment applications for service with accompanying references. The following year on April 15, 1992, the diocese required background screening and fingerprinting of all employees who have the care, responsibility, and or supervision of children and youth.

In July of 1997, the Province of Miami required all dioceses to add vulnerable adults to the protected classes of children and young people. Background screening, reference checking, fingerprinting, and written employment and volunteer applications were now required of those wishing access to children, young people, and vulnerable adults. In June of 2002, the United States Catholic Conference of Bishops (USCCB) adopted the *Charter for the Protection of Children and Young People (Charter)*, which required background screening and Safe Environment Program training for all who may have the care, responsibility, and or supervision of children and young people. The US Conference of Catholic Bishops (USCCB) obtained recognition for the *Essential Norms for Diocesan/Eparchial Policies* dealing with allegations of sexual abuse of minors by priests or deacons in November of 2002. The Diocese of St. Petersburg revised its policy to comply with the *Charter* and the *Essential Norms* during December of 2002. The diocese publishes this revision of its current policy in response to a revision of the *Charter* in 2005 and as part of a continuing commitment to its gospel and pastoral responsibilities. This revised policy in combination with procedures and guidelines provides for the implementation and enforcement of a safe environment for our children, youth, and vulnerable adults.

II. POLICY AND SCOPE

A. Policy to Protect. The Bishop of the Diocese of St. Petersburg will make every reasonable effort to prevent sexual abuse of minors and vulnerable adults, and to respond promptly to all allegations of abuse where there is a reasonable belief that abuse has occurred. As such, the Diocese of St. Petersburg will comply with all obligations of civil and canon law and will promote healing where it is needed, provide education, training and guidance when it is appropriate, and endeavor to prevent any sexual abuse of minors and vulnerable adults with firm justice and mercy towards all. No person, including clergy, who has been determined to have engaged in sexual abuse of a minor or vulnerable adult, will be allowed to remain in active ministry. Such actions violate Christian principles and are outside the scope of duties and employment of all church personnel. The diocese will not tolerate such behavior. This policy applies to all diocesan entities to include parishes, schools, early childhood centers, and associated activities within the diocese.

Care will always be taken to protect the rights of all parties involved, particularly those of the person claiming to have been sexually abused and the person against whom the charge has been made. When the accusation has been proved to be unfounded, every reasonable step will be taken to restore the good name of the person falsely accused.

B. Policy to Respond to Allegations. The Diocese of St. Petersburg will respond promptly to any allegation where there is reason to believe that sexual abuse of a minor has occurred. The diocese will utilize an objective outside investigator to investigate any such allegations. The diocese will maintain a Victim Assistance Minister to coordinate assistance for the immediate pastoral care of persons who report sexual abuse incidents that occurred when they were minors by clergy or other church personnel. The procedures for those making a complaint will be readily available on the Internet via the Diocese of St. Petersburg website at www.dioceseofstpate.org and in printed form in English and Spanish.

1-866-407-4505

Toll Free Contact Number for the Diocesan Victim Assistance Minister.

C. Policy to Report. The Diocese of St. Petersburg will report an allegation of sexual abuse of a person who is a minor or vulnerable adult to the public authorities. The diocese will comply with all applicable civil laws with respect to the reporting of allegations of sexual abuse of minors and vulnerable adults to civil authorities and cooperate in their investigation in accord with the law of the state of Florida¹. The diocese will cooperate with public authorities about reporting cases even when the person is no longer a minor. In every instance, the diocese will advise victims of their right to make a report to public authorities and support this right.

Call in all mandatory reports of abuse to the statewide toll free abuse and neglect registry at 1-800-96ABUSE, to the local Department of Children and Families (DCF) or to the local law enforcement agency.

D. Policy on the Diocesan Review Board. The Diocese of St. Petersburg Diocesan Review Board functions as a confidential consultative body to the bishop. The majority of its members will be lay persons not in the employ of the diocese in accordance with *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, 2002*. This board will assist the Diocesan Bishop in assessing allegations and fitness for ministry, and will regularly review Diocesan Policies and Procedures for dealing with sexual abuse of minors and vulnerable adults. Also, the Board can act both retrospectively and prospectively on these matters and give advice on all aspects of responses required in connection with these cases.

E. Policy on Removal of a Priest or Deacon from Ministry. Sexual abuse of a minor by a cleric is a crime in the universal law of the Church (CIC, c. 1395 §2; CCBO, c. 1453 §1). The Congregation for the Doctrine of the Faith (*Motu proprio, Sacramentorum sanctitatis tutela, AAS, 93, 2001*) has reserved this jurisdiction because of the seriousness of this matter. Even after a single act of sexual abuse of a minor—whenever it occurred—which is admitted or established after an appropriate process in accord with canon law and the *Essential Norms*, the offending priest or deacon is to be permanently removed from ministry and, if warranted, dismissed from the clerical state. If an allegation of sexual abuse of a minor is made against the bishop, the Apostolic Nuncio shall be notified and the investigation shall proceed according to his direction.

The Diocese of St. Petersburg will follow the requirements of the universal law of the Church and the *Essential Norms* approved for the United States.

F. Policy on the Standards of Ministerial Behavior. The Diocese of St. Petersburg will maintain standards of ministerial behavior and appropriate boundaries for clergy and for any other paid personnel and volunteers of the church in positions of trust who have the care, responsibility, and or supervision of minors or vulnerable adults.

G. Policy on Communications. The Diocese of St. Petersburg will be open and transparent in communicating with parish, other church communities, and the public about sexual abuse of minors and vulnerable adults within the confines of respect for the privacy and the reputation of the individuals involved.

II. Policy on Distribution. A copy of this policy will be distributed to all diocesan entities in printed form for posting to the general public. This policy will also be posted on the diocesan website at [www.http://dioceseofstpete.org](http://dioceseofstpete.org).

I. Policy on Background Screening. The Diocese of St. Petersburg will require that all church personnel and candidates for ordination undergo a Level 2 (FBI) criminal history background screen and must meet minimum standards of moral conduct.

All church personnel will be required to undergo a criminal history background screening conducted by the Florida Department of Law Enforcement (FDLE) every 5 years subsequent to the initial FBI background screening. Church personnel who move from one entity to another must be re-screened through the Florida Department of Law Enforcement criminal history database system.

J. Policy on the Diocesan Safe Environment Program (SEP) and SEP Training. Under the auspices of the Safe Environment Program Office, which is responsible for the oversight, operation, maintenance, and enforcement of the Diocesan Safe Environment Program, the Diocese of St. Petersburg will require SEP training of all church personnel. The Safe Environment Program Office will conduct training and education in cooperation with parents, civil authorities, educators, and community organizations. It will require education and training for children, youth, parents, ministers, educators, volunteers, and others to make and maintain a safe environment.

The Diocesan Safe Environment Program Office is also responsible for maintaining a central database that will track the training and background screening status on all program participants.

K. Definitions² (See End Notes)

End Notes:

¹ The statutory confidentiality of privileged communications established in Section 90.505, F.S., shall be observed when applicable to all reporting required under this paragraph. Section 90.505, F.S. establishes a privilege with respect to communications to clergy, if made privately for the purposes of seeking spiritual counsel and advice from a member of the clergy in the usual course of practice or discipline and not intended for further disclosure.

² Definitions:

2-1 **Allegation:** A statement or accusation of abuse, especially sexual abuse

2-2 **Child, Youth, or Minor:** Generally, a person less than eighteen (18) years of age. Minors and the combined term "children and youth" are used interchangeably.

2-3 **Church Personnel shall mean all of the following:**

2-3-1 **Clergy:** All priests and deacons who have faculties of the Diocese of St. Petersburg.

2-3-2 **Employee:** Any lay individual who is employed by or engaged in ministry who is given payment for services (any form of compensation, whether monetary or otherwise) rendered in which the obligation to withhold for payroll tax (FICS, Medicare, and withholding) exists, whether part-time or full-time. This definition shall include all such persons whether employed by the diocese, parish, school, early childhood center, nursing home, group home, or other Diocesan entity that is controlled by or operated by the bishop. "Personnel" as defined herein, has reference only to the applicability of this policy, and is not indicative of any agency or employment relationship between the diocese and the party whose compliance with this policy is sought.

2-3-3 **Covered Volunteer:** Any unpaid person who is engaged or involved in any diocesan institution or parish activity, and who is entrusted with the care, responsibility, or supervision of children or vulnerable adults.

2-4 **Criminal History Background Screen:** An investigation of an individual's background that may be contained in the public record to include municipal, county, state, federal law enforcement, Social Security and state driving records. This screening is meant to (1) provide an insight into one's character indicator of personal integrity (2) offer a view of problem areas with personal situations, and (3) provide an indicator of personal integrity before allowing access to children, youth, or vulnerable adults.

2-5 **Sexual Abuse:** Sexual abuse means any act constituting sexual abuse as defined in Chapter 39 and Chapter 415, Florida Statutes, whether perpetrated against a child or vulnerable adult as defined therein.

2-6 **Vulnerable Adult:** A person 18 years or older whose ability to perform the normal activities of daily living or to provide for his or her own care or protection is impaired due to a mental, emotional, physical, developmental disability dysfunction, brain damage, or the infirmities of aging.

HARASSMENT POLICY

The Diocese of St. Petersburg requires that each parish, Catholic school or early childhood center establish and adopt this policy that prohibits any form of harassment by any individual. The Diocese of St. Petersburg strives for the establishment of a Christian, professional and supportive educational environment for all persons engaged in or involved with religious education programs, schools and early childhood centers, and parish youth ministry programs in non-employment situations. No parish, school, or early childhood center will be responsible for off campus harassment, unless it occurs at a parish, school, or early childhood center sponsored event.

Purpose of the Policy

This policy intends

- that each individual is free from physical, psychological or verbal intimidation and harassment in the schools, early childhood centers, religious education and youth ministry settings;
- that each individual involved in schools, early childhood centers, religious education and youth ministry programs maintain and further develop attitudes and behaviors which express respect for others and are reflective of each person's God-given dignity;
- to encourage a heightened sensitivity toward behaviors that others may find offensive and intimidating, whether these behaviors refer to race, religion, color, gender, sexual orientation, national origin, age, marital status, familial status, veteran status or disability.

This policy is not intended to otherwise limit the expectation of staff, children, students, and volunteers to engage fully in the traditions of teaching, celebrating, participating in and being formed by the Catholic faith, including but not limited to curriculum, catechesis, the Sacraments, other liturgies, worship services and ministries.

Explanation of Harassment

Harassment can result from a single incident or from a pattern of behavior involving verbal, written or physical conduct or communication.

Harassment encompasses a broad range of behaviors, which could include, but are not limited to:

- 1) Physical, mental or verbal abuse.
- 2) Insults, jokes, or derogatory slurs based on one or more of an individual's protected status.
- 3) Unwelcome sexual advances or touching
- 4) Implicit or explicit requests for sexual favors
- 5) Unwanted sexual comments (serious or humorous)
- 6) Unwanted sexually suggestive telephone calls, letters, e-mail, etc.
- 7) Comments or jokes based on issues of modesty and developing social awareness
- 8) Unwanted forced involvement in activities (e.g., physical, religious, etc.)
- 9) Coercion of religious styles or personal beliefs upon a participant
- 10) Intimidation in front of a group or forced personal sharing in groups
- 11) Inappropriate media or music use which would violate this policy

Confidentiality

The right of confidentiality, both of the complainant and of the accused, will be respected to the extent possible, but will be consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Child Abuse Reporting Procedures:

Child abuse of any kind is of serious and utmost concern. Pursuant to state law, we are required to report suspected child abuse, and we will also follow Diocesan policy on such matters. Faith Formation staff and catechists have a moral and legal duty to comply with the law to ensure the welfare of a child. If any staff member or catechist suspect a child to be a victim of child abuse, a report of the situation will immediately be given to the Coordinator of Faith Formation, Maria Giral and/or Director of Faith Formation, Barbara Ferreris. The professional staff will then relieve the catechist of further investigative responsibility and initiate follow through with Diocesan and local law enforcement officials.

All staff members and catechists are required to attend the Diocesan Safe Environment Training and take the Level 2 Background Screening (electronic fingerprinting) before volunteering with children and youth.

Harassment Reporting Procedures:

When an individual believes (s)he is being harassed or feels uncomfortable with the actions or comments of another, or observes harassment of another person, a report of the situation should be immediately given to the Coordinator of Faith Formation, Maria Giral and/or the Director of Faith Formation, Barbara Ferreris. Should circumstances warrant, reports of harassment may be given to our pastor, Fr. Mike Cormier or to the Diocesan Director of Faith Formation.

Prayers/Doctrine to Know/Learn:

Students of every grade level in Faith Formation at St. James the Apostle Catholic Church are taught the importance of developing an active, daily prayer life. They are taught to pray both formally and informally and to pray *always*. Formal prayers which have already been learned should be prayed frequently, and parents/guardians should help their child(ren) to learn new prayers by praying with their child(ren). Parents/guardians should also help their child(ren) to understand the meaning of the words to these prayers and to know what it means to *pray from the heart*.

PK	Sign of the Cross, Simple Meal Prayer
Kindergarten	Hail Mary, Glory Be, Guardian Angel prayer, (<i>And all of the above prayers</i>)
1 st Grade	Our Father, Simple Meal Prayer, Sacraments- Baptism (<i>And all of the above prayers</i>)
2 nd Grade	Act of Contrition, Mass Prayers, Sacraments- Confirmation, Eucharist, Reconciliation (<i>And all of the above prayers</i>)
3 rd Grade	Apostles' Creed, Stations of the Cross, Joyful Mysteries of the Rosary, Sacraments- Marriage, Anointing of the Sick, Holy Orders (<i>And all of the above prayers</i>)
4 th Grade	The Great Commandment, The Ten Commandments, The Sorrowful Mysteries, (<i>And all of the above prayers</i>)
5 th Grade	The Seven Sacraments, 20 Mysteries of the Rosary, Hail Holy Queen, Corporal Works and Spiritual Works of Mercy, (<i>And all of the above prayers</i>)
6 th Grade	Hebrew Scriptures
7 th Grade	Church and Sacraments
8 th Grade	Morality

The Role of the Catechist:

The role of our volunteer catechists is central to the ongoing life of our church. To catechize means “to echo or resound”. Our catechists are members of our faith community who have experienced God’s revelation and have responded to His call to see life through the eyes of faith. They lovingly give their time, talents, and treasures to our faith community in order to partner with the parish and the parents of our faith community in the handing on of our Catholic faith to our children. As members of our faith community, parents/guardians are invited to offer assistance to our catechists and/or the Faith Formation Office for the arising needs of our ministry. Please come and join this awesome ministry of loving and serving the Lord and His people.

A Catechist is faith, hope, and love attached to arms, legs, aches and pains, family duties and not enough time.

A Catechist is an ordinary person who is extraordinary because he or she teaches as Jesus did.

A Catechist is faithful to the past, open to the future, but especially dedicated to deepening the faith of the present generation.

~from the poem, “A Catechist Is”
by Monsignor John Francis Murphy