

All Saints Parish

FAITH FORMATION PARENT

HANDBOOK

2021-2022



Parish Website: www.allsaintslockport.org

Parish App: iphone users text: ParishApp1 to 555888
 android users text: ParishApp2 to 555888

Facebook: @allsaintslockport

Instagram: @allsaintslockport

Office phone: 716-302-3966

Dear Parents,

Welcome to the 2021-2022 Faith Formation Year! Thank you for entrusting your children to us to complement your family faith formation. The Church teaches that parents are the primary educators of their children. We are here to support you in this mission. With the help of the Holy Spirit, catechists will pass on our Catholic faith to your children. Our team of catechists are well-equipped in this mission.

The Christian home is the place where children receive the first proclamation of the faith. God ordained the family as the place where life in Christ takes root in the human heart. Active participation in the sacramental life of the Church nurtures the spiritual life. Please ensure your child has opportunities for frequent participation in the Sacrament of Penance and attends weekly Mass.

This year, we were also happy to add Ashley Gruhalla to our staff! She will fill the role of Director of Youth Ministry at All Saints Parish. We are very excited to have Ashley join us and she brings with her many years of experience in Youth Ministry. All regular Youth Ministry gatherings will be held on Tuesday evenings (see the Faith Formation calendar) from 6:30-8:00pm in the Carra Center, St Joseph Oratory or on the campus grounds. Additional Youth Ministry outings, field trips, service opportunities, and retreats may be planned throughout the year for off-campus locations. Families will be given ample notice and will be communicated with via email, bulletin, and/or social media. Registration for the weekly Youth Ministry meetings is not required, however registration and a small fee may be for certain events. Our Youth Ministry is dedicated to serving our young people throughout their faith journey and we want our youth to experience as much as possible. Therefore, please do not let a registration fee keep your child from an encounter with Christ. Please contact Ashley to discuss scholarship options.

This handbook was written to help make clear the mission and policies of the All Saints Faith Formation Program, please take time to familiarize yourself with it and be sure to let us know if you have any questions.

In Christ,

Caryn Shanahan

Faith Formation Coordinator

FAITH FORMATION OFFICE

Faith Formation Coordinator: Caryn Shanahan cshanahan@allsaintslockport.org

Director of Youth Ministry: Ashley Gruhalla youthministry@allsaintslockport.org

Office Administrator: Sue Berner faithformation@allsaintslockport.org

Rite of Christian Initiation of Children (RCIC): Sr Mary Asarese (massmn@verizon.net)

Rite of Christian Initiation of Adults (RCIA): Brenda Ulrich (brendaulrich@verizon.net)

Education Committee Chair: Terri Flaherty (flaggerty@aol.com)

Location: Carra Center 391 Market Street Lockport NY 14094

Phone: 716-302-3966

ALL SAINTS PARISH OFFICE

Pastor: Father Daniel Ogbeifun

Business Manager: Mary Ann Bernard, CPA

Parish Secretary: Cecilia Hernandez-Mauger

Mailing Address: 76 Church Street Lockport NY 14094

Website: www.allsaintslockport.org

Phone: 716-433-3707

ALL SAINTS MASS SCHEDULE:

Saturday 4:00PM, Sunday 8:30 & 10:30AM

Daily Mass: Mon – Fri 7:30AM

Confession: Saturday @ 3:00pm or by appointment

CLASSES

Classes are held in the Carra Center (391 Market Street Lockport) from September through April. A schedule of classes is carefully constructed each year considering public school, parish, and holiday calendars. All children in 1st through 6th grade are invited to join us for Faith Formation classes on Saturday mornings. Youth in grades 7 through Confirmation are welcome on Wednesday evenings.

IN ADDITION to the weekly classes, we are also offering a great opportunity for your whole family....Living in Faith Together (LIFT)! This Christ-centered ministry will bring together two or more generations (invite parents, siblings, grandparents....) where we will Break Bread (donuts, muffins, etc), enjoy fellowship (hands on activity), pray, and take a deeper look into the Mass and our faith. Please join us for this intergenerational program in the All Saints Parish Hall (76 Church Street) from 9:30am – 10:15am on the following dates:

October 17, 2021 February 13, 2022

November 14, 2021 March 13, 2022

January 16, 2022 April 3, 2022

**Registration information for LIFT will be posted in the parish bulletin, website and social media.

FAITH FORMATION REGISTRATION

All families are expected to register with the parish prior to enrolling in Faith Formation. Per diocesan regulations, our program is for the full school year, even if your child attends Catholic school. Both sacrament and non-sacrament students are encouraged to attend Faith Formation.

Online registration is available on the parish website: www.allsaintslockport.org

REGISTRATION FEE

\$35 for each child, \$80 for family of three or more. There is an additional sacrament fee of \$25 per child for First Reconciliation, First Eucharist and Confirmation Year 2.

Please contact the Caryn Shanahan, Faith Formation Coordinator at (cshanahan@allsaintslockport.org) if the registration fee is a financial burden. No one is denied the opportunity to attend Faith Formation.

ARRIVAL AND DISMISSAL

Drop Off Grades 1-6: Parents should drop-off children at the Carra Center each Saturday between 8:50 – 9:00am. Please park in the front lot on Market Street and walk your child to the front door.

Pick up Grades 1-6: Dismissal will begin at 10:30am. Parents will pull into the rear parking lot (by the Faith Formation Office) on North Adam Street. Your children will be brought to your vehicle. Please post the provided name/grade sign in your front windshield and remain in your vehicle. We ask that everyone follow the designated traffic pattern as we strive to provide the safest possible environment.

Drop Off Grade 7 – Confirmation Year 2 - Parents should drop-off children at the front door of the Carra Center each Wednesday between 6:20 – 6:30pm.

Pick up Grade 7 – Confirmation Year 2 – Dismissal will begin at 8:00pm. Parents will pull into the rear parking lot (by the Faith Formation Office) on North Adam Street. Your children will be brought to your vehicle. Please post the provided name/grade sign in your front windshield and remain in your vehicle. We ask that everyone follow the designated traffic pattern as we strive to provide the safest possible environment.

These procedures will ensure the safety of all children and help maintain a safe and orderly drop off and dismissal. Parents are asked to make sure that their children know who is picking them up and to be on time. If your child needs to leave early, parents/guardians need to call the office (302-3966) prior to arrival.

COMMUNICATION

The primary means of communication between the Faith Formation Office and your family will be email. We send a weekly email every Friday via Constant Contact detailing important information for you and your family to get the most out of their faith formation experience at our parish. Please send an email to cshanahan@allsaintslockport.org to be added to the contact list *if you do not already receive our emails*. Additionally, we communicate important information via our parish bulletin, parish website, parish app (be sure to go to More/Settings/select Faith Formation), and on social media.

PHOTOGRAPHY

At times we will take pictures/video of the amazing things our Faith Formation classes at All Saints are doing. We love to share these with our friends and the community via the parish website, bulletin and social media.

If you DO NOT want pictures of your child/children either taken or used, please email the Faith Formation Coordinator at cshanahan@allsaintslockport.org. This email will be acknowledged so that you can confirm receipt.

SAFE ENVIRONMENT

The Diocese of Buffalo has established a Safe Environment program. Through this, we ensure that all staff and catechists complete the Virtus Training and agree to execute the Code of Conduct to protect children and young adults in all classrooms and buildings. The diocese recognizes that to provide a comprehensive program, we must also offer programming for our children and youth. To help maintain the integrity of this ministry, in the month of October, we will offer the following:

- Grades 1-3: Read the Berenstain Bears *Stranger Danger* book and encourage the students to talk to parents/guardians about it.
- Grades 4-6: Watch a short safety video reminding students to be aware of their surroundings and stay in contact with parents/guardians.
- Grades 7-Confirmation Year 2: Attend a presentation by local law enforcement about online safety.

If you DO NOT want your child/children to participate in these Safe Environment activities, please email the Faith Formation Coordinator at cshanahan@allsaintslockport.org. This email will be acknowledged so that you can confirm receipt.

ATTENDANCE

Although regular attendance is necessary, please DO NOT send your child to class if they aren't feeling well or have exhibited symptoms in the last 48-hours. If your child will be absent, please notify the Faith Formation Office at faithformation@allsaintslockport.org prior to class. You may also call the Faith Formation Office at 302-3966 the day of class if your child is sick. Students are expected to make up any missed work due to absence.

Grade 1-8: The teacher will provide missed in-class materials. Please complete and return. Additionally, in order to have the absence excused, the student needs to attend Living in Faith Together (LIFT) on one of the previously noted six (6) dates with a relative or guardian.

Confirmation Year 1 & Year 2: The teacher will provide missed in-class materials. Please complete and return. Additionally, in order to have the absence excused, the student needs to attend Living in Faith Together (LIFT) on one of the previously noted six (6) dates with a relative or guardian.

Four (4) or more **unexcused** absences will result in meeting with Coordinator/Pastor to discuss readiness for the program.

EMERGENCY CLASS CANCELLATION

Classes will be cancelled when weather alerts are issued. Cancellations will be posted on the parish website (www.allsaintslockport.org) on social media, Parish App (select All Saints Lockport then go to More/Settings/Select Faith Formation) and WGRZ.

CALENDAR

The latest and most up-to-date program calendar will always be available on the parish website at www.allsaintslockport.org/faithformation. This calendar contains all pertinent dates related to Faith Formation and includes future parent meetings. The online calendar supersedes any yearly calendar distributed at the beginning of the program year.

HEALTH CONCERNS AND MEDICATIONS

Please DO NOT send your child to class if they have exhibited any symptoms of illness in the previous 48 hours. Any special medical needs of your child must be listed during registration. Special circumstances regarding any medication the student takes, needs to be discussed with the Faith Formation Coordinator. Allergy information is very important to provide. If a child is diagnosed with a medical condition after registration, please inform the Faith Formation Office as soon as possible.

ELECTRONICS POLICY

Our office realizes that devices such as cell phones and smart phones have become a necessary and convenient tool in maintaining communication between parents and children. In order to prevent such devices from becoming a distraction while in class, students who bring cell phones or smart phones to school must keep these devices turned off. Any misuse of an electronic device during program hours will result in the student leaving the device with the catechist until dismissal time.

Other electronic devices such as video games, iPods, iPads, etc., may not be brought to the program. Faith Formation is not responsible for damage to or loss of any electronic device that a student brings to the program.

CODE OF CONDUCT

The first premise of this code is that children and youth function best when behaviors and expectations are clearly defined. It is accepted that parents are the first and foremost educators of their children in all aspects of their development.

In Timothy 4:12, we read "Let no one have contempt for your youth, but set an example for those who believe, in speech, conduct, love, faith and purity." Timothy is urged to rely on the gifts he has received from God. This code also urges our children and youth to rely on God's

gifts to them, especially charity, chastity and purity. This calls the young person to acknowledge and promote one's personal dignity and the rights that go with it.

This code is used in conjunction with existing local or diocesan policies, protocols or other codes. When engaging in formal and informal activities, functions, and programs, children and youth are expected to behave appropriately at all times, respecting the rights of others.

1. Christian behavior is expected at all times.
2. Respect for individuals, the community, and facilities is required.
3. Cooperation and self-control are necessary when participating in programs and activities.
4. Dress must be in accord with the activity and appropriate for a Christian environment.
5. Unacceptable behavior and lack of cooperation will not be tolerated, but will be addressed appropriately. Examples of unacceptable behavior are as follows, though not limited to: disrespect for adults and peers, use of vulgar language or gestures, damaging property, dangerous activity, disturbance of others and other actions that are not beneficial to a Christian environment.

VOLUNTEER OPPORTUNITIES

There are many opportunities for students to volunteer in our parish to complete service hours required for school or Confirmation. Please contact the Faith Formation Coordinator for more information.

EDUCATION COMMITTEE

If, as a parent or guardian you are interested in being part of the All Saints Education Committee, please contact Terri Flaherty @ flaggerty@aol.com.