

# Saint Mary Our Lady of Grace Faith Formation Parent/Student Handbook 2018-2019



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## The Mission of Catechesis

Faith Formation or “Catechesis” is derived from a Greek term meaning “to echo” or “to resound.” Catechesis invites (each one of) us to make our own the “attitudes of Christ” as we promote knowledge of the faith, engage in the Church’s liturgical life, embrace moral living, promote a life of prayer, focus on belonging to community, and enable our missionary spirit to come alive through Christian witness. As John Paul II indicates, “The definitive aim of catechesis is to put people not only in touch but also in communion, in intimacy, with Jesus Christ.” [Catechesi Trendenae](#), I,5

Parents and guardians “have the unique responsibility for the education of their children; they are the first educators, or catechists. They catechize primarily by the witness of their Christian lives...Parents or guardians are catechists for their children precisely because they are parents or guardians, not because they have developed any specialized skills... When children are baptized, parents accept the responsibility to bring up their children in the practice of the faith...the church promises to help parents foster their children’s faith and assist them specifically in their role as catechist of the children.”

National Directory for Catechesis

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## WELCOME LETTER FROM THE DIRECTOR OF FAITH FORMATION

Dear Parent/Guardian,

Welcome to the Saint Mary Our Lady of Grace Faith Formation Program for children. We thank you for allowing us to be partners with you in the faith formation of your children. Faith Formation is both catechesis (education) and formation (spiritual nurturing). Our children's program meets the basic level of religious instruction for children in elementary through middle school. Using an intergenerational once-a-month gathered session, coupled with weekly lesson completion in the home, we will work together toward the same aim: the faith development of your children.

The Catholic Church believes and professes that, "The Christian home is the place where children receive the first proclamation of the faith." (CCC 1666). Your children will learn to live their faith as they see you practice your faith. They will attend Sunday Mass when they are grown because you attend Sunday Mass with them now. You role model by your words and actions what it means to be an adult catholic who lives their faith fully, actively, and consciously. And you set forth a 'growth plan' by which your children can further embrace the faith as they grow. For this reason the family is richly called 'the domestic church.' ([Lumen Gentium](#), II, 11)

Our role at Saint Mary's is to support, assist, and encourage you as you role model a Catholic Christian lifestyle for your family by your love and example. Because we have a small program, we have adopted a lectionary-based model of Faith Formation, with parents responsible for sharing the Gospel message weekly, and gathered sessions at the parish once a month. **These gathered sessions are for both parents and children.**

In this handbook you will find additional information that will facilitate your involvement in your child's faith journey at Saint Mary's. Please feel free to call the Faith Formation Office with questions or for further information.

I ask you to carefully read the material in this handbook. **The last six pages must be printed out, filled in, and returned in order to complete your registration. Please try to send in your registration before September 1 so I have time to order the materials.** These pages include:

Safe Environment Acknowledgement Page  
Parent Promotional Media Release Form  
Student Promotional Media Release Form  
Emergency Medical Release Form – **this page must be signed in the presence of a notary.**  
Faith Formation Registration Form (2 pages)

Yours in Christ Jesus,

Mrs. Claudia McIvor  
Director, Faith Formation  
Saint Mary Our Lady of Grace Catholic Church

## CURRICULUM

This year we will use religious education materials published by Pflaum Publishers. All texts follow the curriculum guidelines for the Diocese of Saint Petersburg. The elementary and junior high grades use the *Pflaum Gospel Weeklies* and *What the Church Believes and Teaches* as their **in-home materials**.

Each grade level will be learning from the same Catechetical Themes (categories) at the same time. For example a second grader will be learning about The Trinity in Unit Two at the same time a fifth grader is learning about The Trinity in Unit Two. The development of the topic will be different but siblings will be learning the same overall topic. Parents will be able to reinforce all their children's religious formation at the same time through family discussion and the Pflaum Gospel Weeklies brought home by the primary & intermediate grades.

Pflaum also offers a variety of online resources for catechists, parents and students that relate to the students' lessons. Anyone can go to for these resources. <http://pflaumweeklies.com/>

## PARISH FAITH FORMATION GUIDELINES

### Admissions

1. Saint Mary Faith Formation Program for children has an open registration policy for regular program participation from Kindergarten through 8<sup>th</sup> grade. This means that parents may register at any time during the academic year (for example, if they have just moved to town).
2. All children are welcome, regardless of race, ethnicity or creed. However, be aware that this is a Catholic faith formation program and the tenets of the Catholic Church will be taught!

3. **Families who wish to enroll children in Faith Formation classes must be registered parishioners.**
4. **Parish Registration forms should be on file at the time of program registration.**
5. We offer a schedule designed to accommodate the needs and flexibility of the modern family. With a small number of children in the parish, we find it best to schedule **one gathered, inter-generational session per month**. Parents and children (and any other family members who wish to, as appropriate) should plan to attend these monthly sessions.
6. **In addition to these monthly sessions, each family will be given materials to use at home in the weeks between the gathered sessions.** Parents are asked to work with their children to review the materials weekly. These lessons are based on the Sunday readings, and cover the scope and sequence of the curricula guidelines for each grade level over the course of three years.

### Attendance

1. Faithful attendance to all scheduled sessions is expected. An email (cmcivor@stmaryolg.org) or phone call (727-896-2191, ext. 207) to the Faith Formation Office is appreciated if you anticipate an absence for one of the gathered sessions.
2. Some of our students do rotate their weekends with different households. If this is true for your child please make us aware of that so we can assist you in making up any missed lessons.
3. Please arrive on time for our gathered sessions. Arriving after a program has begun makes it difficult for everyone. Class sessions

run from 9:15 – 10:30 unless otherwise indicated on the schedule.

4. **Families are expected to attend Sunday Mass every week.** Attending Mass is a key practice of Catholics and the Eucharist is the center of our community, individual spirituality and nourishment for the faith journey.

### **Behavior**

1. **In the event students have a special session without parents, students may enter the classrooms only if the adult aide or Catechist is in their classroom.** Otherwise, students are to wait outside their classroom door for catechists to arrive.
2. 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 you shall love your neighbor as yourself." (Luke 11:27).
3. The following are some guidelines for behavior based upon these simple principles:
  - a. Students properly respect and obey adults in authority.
  - b. Students properly respect the personal space and personal property of others.
  - c. 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 (see special Diocesan Harassment Policy page)
4. 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, Catechist and Director of Faith Formation.
- c. Temporary removal of student from Faith Formation program.
- d. Permanent removal of student from Faith Formation program.

5. The Director of Faith Formation is responsible for ensuring that all sanctions against students are implemented in a fair and consistent manner by the Catechists and other volunteer staff.
6. Because children will only be present on the church grounds for gathered, inter-generational sessions, and parents will be present for these, catechists and parents will be expected to work together if there are any behavioral issues.
7. Please do not drop off your children for faith formation. A parent/adult family member must be present at all times.

### **Student Information**

1. The Faith Formation Office keeps records of a confidential nature: Attendance, discipline, last grade completed, address, phone number, date of birth, place of birth, sacraments received, marital status of parents, disabilities, allergies, emergency contact information.
2. Saint Mary Faith Formation program abides by the Privacy Act and will not disclose personal information to third parties without written permission from the persons involved. (Note: Catechists will have student's phone numbers to contact families in case of emergency.) Parents and/or guardians have a right to review any records kept by the Formation Office pertaining to their child for any reason.

3. Catechists are provided limited access to personal information as is necessary for them to perform their job. Such information would include: last grade completed, disciplinary records, address, phone number, emergency contacts, disability, allergies, and other family information when it is appropriate.
4. Please make known to us any special learning needs of your child so that he or she may be better served in the program. All information is confidential.
5. Health concerns should be brought to the attention of the religious education office during registration. If a child is diagnosed with a medical condition that we should know about, please inform the office and catechist as soon as possible. No medication will be administered to any student. Please contact the office if special accommodations need to be made.

## **PROGRAM POLICIES**

### **Non-Custodial Parents**

The Faith Formation program 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 us with an official copy of the court order. This is to be done at the time of program registration or as soon as a court order would become effective during the course of the school year.

### **Harassment Policy for the Diocese of Saint Petersburg**

The Diocese of Saint 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 Saint 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(es)
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, texting, 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 to 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.

(Citation taken from Harassment Policy for Non-Employment Situations in Schools/Centers, Parish Religious Education and Parish Youth Ministry Programs of the Diocese of Saint Petersburg, Florida).

### **Communication**

Saint Mary Faith Formation Office, along with the Church Universal, strives to maintain open communication with all who participate in Faith Formation. We also encourage catechists and parents to keep each other informed of student progress. This will be done via an online setting, telephone calls and emails between the Catechists, Administration and parents

From time to time it may be necessary for parents to discuss issues of concern with the catechist or the Director 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.

If satisfactory progress is not made, then the parents/guardians may contact the Director of Faith Formation to discuss the issue and request that action be taken. If the parent is not satisfied with the Director of Faith Formation's action, only then, should the matter be taken to the Pastor.

### **Use of Parish Grounds and Facilities**

The classrooms, facilities and grounds of our parish are used by numerous ministries and organizations. It is essential that all who participate in Children's Faith Formation exercise

the greatest amount of respect for the facilities that we share, so that all may be good stewards and enjoy the gifts God has bestowed.

### **ARRIVAL AND DISMISSAL PROCEDURE**

Children will only be released to those persons, other than parents/guardians, whose names are listed as emergency contacts or on the Registration Form. Photo identification may be required. **Please notify the office if there is someone to whom your child should NOT be released.**

### **Absences from Gathered Sessions**

**While early dismissals are discouraged, sometimes it is necessary for parents or guardians to excuse themselves and their child early from a session. Please support your child in attending all the gathered sessions as much as possible. If you must miss a gathered session due to illness or travel, please notify the Director and we will make arrangements for you to make up the work so that it will count as an “excused absence.”**

### **Dismissal**

Safety from both injury and from abduction is our top concern during arrival and dismissal. We also want to ensure a smooth and quick transition from class to home for our students. Please abide by our dismissal policy.

**Parents and children attend the gathered sessions together. If a parent is unable to attend, another ADULT may accompany the child with a written note from the parent giving permission for that adult to supervise the child and remove him/her after the session. Please do not drop off your children alone.**

### **Hurricane Plan for Program Cancellation**

Should a tropical storm or hurricane be forecast to hit our area or if flooding due to a storm should affect our area, it may be necessary for Faith Formation gathered sessions to be cancelled. The decision to cancel children’s Faith Formation sessions will be based on local (Saint Petersburg, Downtown) conditions.

If you wish to confirm the decision to cancel classes, you may contact the Director of Faith Formation at her email: [cmcivor@stmaryolg.org](mailto:cmcivor@stmaryolg.org), or call or text her cell phone at 727-492-4446. Because the decision to cancel classes may have to be made several days prior to Sunday classes, it is important to remember that the decision to close will stand firm, regardless of how beautiful the weather may be on Sunday morning. We may have had to perform extensive preparation to protect against the storm and it may take time to reopen sandbagged buildings, or to “clean-up” and prepare the property again after a storm.

Please realize loss of electricity or standing water, among other conditions may make it difficult to reach us by phone or by car. It is better to keep your family members home and safe rather than to risk adverse weather conditions to bring a student in. Our catechists and volunteer staff have family and safety obligations as well.

### **VOLUNTEERS NEEDED**

Our Faith Formation program at Saint Mary OLG offers Faith Formation for Kindergarten through eighth grade students. Please consider volunteering as one of our catechists or aides as a response to your baptismal call to share the Good News. We have a team approach to running the gathered sessions. On-going training, a diocesan certification program, and personal support are

available to you as a member of our volunteer staff. Assistance is also needed for substitute teaching, special tasks and projects, and special parish events. All volunteers who directly work with children undergo the **Diocesan Background Screening and Diocesan Safe Environment Training, paid for by the parish.**

#### **RIGHT TO AMEND**

The Pastor and Director of Faith Formation reserve the right to amend these guidelines at any time for any appropriate reason. Prompt notification of any changes made to this Handbook or any guidelines will be made in

writing to all that are registered in the religious education and sacramental programs.

#### **PARENT/GUARDIAN AND STUDENT AGREEMENT**

By signing the attached registration forms, the parent/guardians and students are agreeing to be governed by this Faith Formation Handbook and the rules and policies contained in it. The registration forms are kept on file for the course of the school year. Parents/guardians and students will be asked to reaffirm their agreement with a new signature sheet each year.

## SACRAMENTAL PREPARATION

### Baptism Preparation Program

1. Parents of children that are infants to 6 years old are to contact the Director of Faith Formation to register for Baptism class. Parents requesting baptism must be active members of the parish for at least six months prior to the baptism.
2. Parents of children and youth (7 years or older), are to contact the Director of Faith Formation for more information regarding the Children's Catechumenate.

### Sacraments of First Reconciliation, Eucharist and Confirmation

Sacramental preparation for Reconciliation, Eucharist and Confirmation is done outside of regular faith formation classes. Please read the requirements below.

#### First Reconciliation/First Eucharist Preparation Program

1. Families of students in the second grade or older who have not received First Reconciliation/First Eucharist are eligible to register for Sacrament Preparation.
2. Families of candidates must be registered in Saint Mary OLG Parish and actively participating in Sunday Mass.
3. A copy of the child's Baptismal information must be provided at the time of registration.
4. The student must have completed one full year of faithful participation in a Catholic parish Faith Formation, Catholic Parochial School, or an approved Catholic home schooling religion program the school year immediately prior to

registration for the sacramental preparation year.

5. The student's religious education continues in Catholic Parochial School, Parish Faith Formation, or approved home schooling while the student and parent(s) participate in the freestanding sacramental preparation process. **This process may be completed at another parish if it is not offered at Saint Mary's.**
6. Faithful attendance is expected for scheduled sessions. Being dropped from the program may occur if attendance is poor. A courtesy call or email to the office explaining the absence is to be made.
7. Parents may be required to attend scheduled preparation meetings with their children. Please see the Sacramental Preparation Schedule provided by the Director for full details.

#### Confirmation Preparation Program

1. The invitation to prepare for Confirmation usually takes place in the eighth or ninth grade.
2. Families of Confirmation candidates must be registered in Saint Mary OLG parish and actively participating in Sunday Mass.
3. A copy of the student's Baptismal information must be provided at the time of registration for the Confirmation Preparation classes.
4. The student must have completed one full year of faithful participation in religious education or Catholic Parochial School immediately prior to enrollment.
5. Faithful attendance at confirmation class is expected. Being dropped from the program may occur if attendance is poor. A courtesy

phone call to explain an absence is to be made to the Faith Formation Office.

6. Parents are required to attend scheduled meetings and designated sessions with their child.
7. Candidates are required to select a Sponsor that can participate in the candidate's formation. Sponsors are to complete eligibility forms and attach a Sponsor Certificate from the Catholic parish where they worship weekly.
8. At this time, we have very few youth in our parish seeking Confirmation. At the discretion of the pastor and Director of Faith Formation, **youth may be asked to attend the sacramental preparation at a neighboring parish in order to fully benefit from the community experience that is part of the journey to this sacrament.**

## **PRAYERS PARENTS ARE EXPECTED TO TEACH THEIR CHILDREN**

### **Kindergarten: Sign of the Cross**

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

### **Grade 1: Our Father; Hail Mary; Glory Be to the Father**

#### **Our Father**

Our Father, who art in heaven, hallowed be thy name; thy kingdom come; thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation but deliver us from evil. (For the kingdom, the power, and the glory are Yours, now and forever.) Amen.

#### **Hail Mary**

Hail Mary, full of grace; the lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, mother of god, pray for us sinners, now and at the hour of our death. Amen.

#### **Glory Be to the Father**

Glory be to the Father, and to the Son, and to the Holy Spirit; as it was in the beginning, is now, and will be forever. Amen.

### **Grade 2: Act of Contrition; Simple Mass Responses and Meal Time Prayers**

#### **Act of Contrition**

O my God, I am heartily sorry for having offended you. I detest all my sins because of your just punishments, but most of all because they offend you, my God, who are all good and deserving of all my love. I firmly resolve, with the help of your grace, to sin no more and to avoid the occasions of sin. Amen.

### **Grace before Meals**

Bless us, O Lord, and these your gifts, which we are about to receive from the bounty of Christ our Lord. Amen.

### **Grace after Meals**

We give thanks for all your benefits, almighty God, who lives and reigns forever. May the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

### **Grade 3: Apostles' Creed**

#### **Apostles' Creed**

I believe in God, the Father almighty Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; He ascended into heaven on the third day he rose again from the dead; he ascended into heaven and is seated at the right hand of the father almighty; from there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the Resurrection of the body and life everlasting. Amen.

### **Grade 4: Joyful Mysteries of the Rosary**

#### **Joyful Mysteries**

The Annunciation • The Visitation • The Birth of Our Lord • The Presentation of the Child Jesus in the Temple • The Finding of Jesus in the Temple

### **Grade 5: Sorrowful Mysteries of the Rosary; Gloria**

#### **Sorrowful Mysteries**

The Agony in the Garden • The Scourging at the Pillar • The Crowning with Thorns • The Carrying of the Cross • The Crucifixion and Death of Jesus

### **Gloria (from Mass)**

Glory to God in the highest and on earth peace to people of good will, we praise you, we bless you, we adore you, we glorify you, we give you thanks for your great glory, Lord God, heavenly King, God, Almighty Father. Lord Jesus Christ, only Begotten Son, Lord God, Lamb of God, son of the Father, you take away the sins of the world, have mercy on us; You take away the sins of the world, receive our prayer; you are seated at the right hand of the Father, have mercy on us. For you alone are the Holy One, you alone are the Lord, you alone are the Most High, Jesus Christ, the Holy Spirit, in the glory of God the Father. Amen.

### **Grade 6: Glorious & Luminous Mysteries; Come Holy Spirit and the Memorare**

#### **Glorious Mysteries**

The Resurrection • The Ascension • The Descent of the Holy Spirit • The Assumption of Mary into Heaven • The Crowning of Mary as Queen of Heaven & Earth

#### **Luminous Mysteries**

Jesus' Baptism in the Jordan • His self-manifestation at the wedding of Cana • His proclamation of the Kingdom of God, with the call to conversion • Transfiguration of Jesus • Institution of the Eucharist, as sacramental expression of the Paschal Mystery

#### **Come, Holy Spirit**

Come, Holy Spirit, fill the hearts of your faithful and kindle in them the fire of your love,. Send forth your Spirit and they shall be created and you will renew the face of the earth. Lord, by the light of the Holy Spirit you have taught the hearts of your faithful. In the same Spirit help us to relish what is right and always rejoice in your consolation. We ask this through Christ our Lord. Amen

### **Memorare**

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided. Inspired by this confidence, I fly unto thee, O Virgin of virgins, my Mother. To thee do I come; before thee I stand, sinful and sorrowful. O mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen

## Grade 7: Nicene Creed

### Nicene Creed

I believe in one God,  
the father almighty,  
maker of heaven and earth,  
of all things visible and invisible.

I believe in one Lord Jesus Christ,  
the Only Begotten Son of God  
born of the Father before all ages.  
God from God, Light from Light,  
true God from true God  
begotten, not made, consubstantial with the  
Father;  
through him all things were made.  
For us men and for our salvation  
he came down from heaven,  
and by the Holy Spirit was incarnate of the Virgin  
Mary,  
and became man.  
For our sake he was crucified under Pontius  
Pilate,  
he suffered death and was buried  
and rose again on the third day  
in accordance with the Scriptures.  
He ascended into heaven  
and is seated at the right hand of the Father.  
He will come in glory  
to judge the living and the dead  
and his kingdom will have no end.

I believe in the Holy Spirit the Lord the giver of  
life,  
who proceeds from the Father and the Son,  
who with the Father and the Son is adored and  
glorified  
who has spoken through the prophets.

I believe in one, holy, catholic and apostolic  
Church.  
I confess one baptism for the forgiveness of sins  
and I look forward to the resurrection of the dead  
and the life of the world to come. Amen

## Grade 8: Prayer to Saint Francis

### Prayer to Saint Francis (also known as the Prayer for Peace)

Lord, make me an instrument of your  
peace. Where there is hatred, let me sow love;  
where there is injury, pardon; where there is  
doubt, faith; where there is despair, hope; where  
there is darkness, light; where there is sadness,  
joy. O Divine Master, grant that I may not so  
much seek to be consoled, as to console; to be  
understood, as to understand; to be loved, as to  
love. For it is in giving that we receive; it is in  
pardoning that we are pardoned; and it is in dying  
that we are born to eternal life.

### The Rosary

On the beads we pray 'Hail Marys' in sets of ten  
called decades. Each decade is framed by an 'Our  
Father' and a Doxology (Glory to the Father).  
While praying these prayers, we reflect on the  
mysteries or events in the life of Jesus, a different  
mystery for each decade.

#### How to Pray the Rosary

1. Make 'Sign of the Cross'
2. Say 'Apostles' Creed' on Crucifix
3. Say 'Hail Mary' on each of the next three beads
4. Say a 'Glory Be' on next large bead & announce  
the first Mystery, then say one 'Our Father'
5. Say 'Hail Mary' on each of the ten beads
6. Say one 'Glory Be' on the space and say the  
'Fatima Prayer'
7. Announce the next mystery on the big bead  
and say an 'Our Father'
8. Repeat the steps 5,6, and 7 until all 5 groups of  
beads are completed
9. On the medal, say the 'Hail Holy Queen' prayer
10. Complete the Rosary by making the Sign of  
the Cross.

## **The Mysteries of the Rosary**

### **Joyful Mysteries**

- The Annunciation
- The Visitation
- The Birth of Our Lord
- The Presentation of the Child Jesus in the Temple
- The Finding of Jesus in the Temple

### **Sorrowful Mysteries**

- The Agony in the Garden
- The Scourging at the Pillar
- The Crowning with Thorns
- The Carrying of the Cross
- The Crucifixion and Death of Jesus

### **Glorious Mysteries**

- The Resurrection

- The Ascension
- The Descent of the Holy Spirit
- The Assumption of Mary into Heaven
- The Crowning of Mary as Queen of Heaven & Earth

### **Luminous Mysteries,**

- Jesus' Baptism in the Jordan
- His self-manifestation at the wedding of Cana
- His proclamation of the Kingdom of God, with the call to conversion
- Transfiguration of Jesus
- Institution of the Eucharist, as sacramental expression of the Paschal Mystery.

# SAFE ENVIRONMENT ACKNOWLEDGEMENT FORM

A Completed Copy of These Forms Must Be on File In  
The Office Before Your Child Attends Class

## Parent/Student Acknowledgement Form 2018-2019

I acknowledge that I have received, read, understand, accept and agree to cooperate with and be governed by the policies set forth in the Saint Mary OLG Parish Faith Formation Handbook including the Harassment Policy for Non-Employment Situations in Schools/Centers, Parish Religious Education Programs and Parish Youth Ministry Programs of the Diocese of Saint Petersburg, Florida. **Please note that the date of the student's Safe Environment lesson is listed below.** Parents are also asked to attend a Safe Environment presentation at this time. You may discuss this class content with the Director of Faith Formation in advance if you wish. Saint Mary's Faith Formation Program reserves the right to amend this handbook as necessary. Parents will be notified if changes are made to any procedures or information contained in this handbook. The handbook is available on our website.

Please check all that apply and sign/print/date as appropriate in the spaces provided.

My child(ren) and I will attend the Parent/Student Safe Environment Education program sessions as scheduled—**November 11, 2018. If we miss this required presentation, I will schedule a make-up session within one month of November 11, 2018.**

I cannot attend the **Parent** Safe Environment Education Program, but I wish to receive all additional (beyond handbook policies) materials related to the Safe Environment Parent/Student Education Program.

I cannot attend the **Parent** Safe Environment Education Program, and I do not wish to receive the materials (beyond handbook policies) related to the Safe Environment Parent/Student Education Program.

Parent/Guardian: \_\_\_\_\_  
Signature Print Name Date

Parent/Guardian: \_\_\_\_\_  
Signature Print Name Date

\_\_\_\_\_  
Child 1 Name Printed

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Child 2 Name Printed

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Child 3 Name Printed

\_\_\_\_\_  
Child's Signature

## STUDENT Promotional Media Release Form

During the Faith Formation Program Year 2018-2019, Saint Mary Our Lady of Grace may participate in videotape, motion picture, audio recording or still photograph productions that involve the use of students' names, likenesses or voices. Such productions may be used for educational or exhibition purposes by Saint Mary Our Lady of Grace in perpetuity and may be copied, copyrighted, edited and distributed by Saint Mary Our Lady of Grace in perpetuity unless said consent is revoked in writing.

News media, including representatives of television, radio, newspapers and magazines, also often are permitted on parish property and may take notes, still, photos, sound recordings and/or moving pictures that may include your child. These items may appear or be used in news or feature stories by print, television or radio media.

You have the right to object to the use of your child's name, picture or voice in these productions and may do so by completing the form below and returning it to the Parish Director of Faith Formation for Saint Mary Our Lady of Grace.

If you have any questions, please contact the Faith formation office at:  
727-896-2191, extension 207. Please return this form by August 31, 2018.

I/We, the undersigned, do / do not hereby consent that:  
(Circle One)

Saint Mary Our Lady of Grace may use the name, portrait, or other likeness of my child for Saint Mary Our Lady of Grace bulletin boards, Website, news releases, media and promotional activities. This consent is renewed at the beginning of each Faith Formation Program Year.

(complete one form for each child)

Student's Name

Date of Birth

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Father or Legal Guardian's Name (print)

Father or Legal Guardian's Signature

\_\_\_\_\_

\_\_\_\_\_

Mother or Legal Guardian's Name (print)

Mother or Legal Guardian's Signature

Date \_\_\_\_\_

## PARENT Promotional Media Release

During the Faith Formation Program Year 2018-2019, Saint Mary Our Lady of Grace may participate in videotape, motion picture, audio recording or still photograph productions that involve the use of your name, likeness or voice. Such productions may be used for educational or exhibition purposes by Saint Mary Our Lady of Grace in perpetuity and may be copied, copyrighted, edited and distributed by Saint Mary Our Lady of Grace in perpetuity unless said consent is revoked in writing.

News media, including representatives of television, radio, newspapers and magazines, also often are permitted on parish property and may take notes, still, photos, sound recordings and/or moving pictures that may include your child. These items may appear or be used in news or feature stories by print, television or radio media.

You have the right to object to the use of YOUR name, picture or voice in these productions and may do so by completing the form below and returning it to the Parish Director of Faith Formation for Saint Mary Our Lady of Grace.

If you have any questions, please contact the Faith formation office at:  
727-896-2191, extension 207. Please return this form by August 31, 2018.

I/We, the undersigned, do / do not hereby consent that:  
(Circle One)

Saint Mary Our Lady of Grace may use MY name, portrait, or other likeness for Saint Mary Our Lady of Grace bulletin boards, website, news releases, media and promotional activities. This consent is renewed at the beginning of each Faith Formation Program Year.

PARENT FORM

\_\_\_\_\_  
Father's Name (print)

\_\_\_\_\_  
Fathers Signature

\_\_\_\_\_  
Mother's Name (print)

\_\_\_\_\_  
Mother's Signature

Date \_\_\_\_\_

**EMERGENCY MEDICAL RELEASE**

**Please Print Information**

**Child's Full Name:** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_

Allergies: \_\_\_\_\_

Medicines Routinely Taken: \_\_\_\_\_

**Name of Custodial Parent(s)/Legal Guardian(s):** \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address (number, apartment #, street) City State Zip Code

Home Telephone \_\_\_\_\_ Cell Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

**Family Physician's Name/Health Care Resource:** \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address (number, apartment #, street) City State Zip Code

Telephone ( ) \_\_\_\_\_

**Hospital Preference:** \_\_\_\_\_  
Name City

**Medical Insurance Company:** \_\_\_\_\_

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Emergency Contact (if custodial parent/guardian cannot be reached):** \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address (number, apartment #, street) City State Zip Code

Home Telephone \_\_\_\_\_ Cell Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

**Sign in the presence of the Notary.**

I hereby give my consent to any emergency facility and physician to administer necessary treatment to my child \_\_\_\_\_, in the event of an emergency at which time I cannot be reached. I give consent to transport by ambulance if situation warrants it.

\_\_\_\_\_  
**Signature of Custodial Parent/Legal Guardian (Affiant)**

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_  
(Month) (Day) (Year)

by \_\_\_\_\_, who is personally known to me or who has  
(Name of Affiant)

produced \_\_\_\_\_ as identification.  
(Type of Identification)

SEAL OF NOTARY

Signed: \_\_\_\_\_  
(Signature of Notary)

**Faith Formation Registration Form 2018-2019**

Please return this two-page form to the parish office before August 10, 2018

	<b>Mother</b>	<b>Father</b>	<b>Child 1</b>	<b>Child 2</b>
<b>Last Name</b>				
<b>First Name</b>				
<b>Title (Dr., Mr. Ms., Mrs, etc.)</b>				
<b>Grade Entering In 2018</b>				
<b>Gender M/F</b>				
<b>Allergies (Please describe)</b>				
<b>Primary Language</b>				
<b>Date of Birth</b>				
<b>Baptized – Y/N and Faith</b>				
<b>First Reconciliation Y/N</b>				
<b>First Communion Y/N</b>				
<b>Confirmation Y/N</b>				

Form continues on the next page.

<b>Family Name</b>	
<b>Mailing Address - Street</b>	
<b>City, State and ZIP Code</b>	
<b>Home Telephone</b>	
<b>Father's Cell Phone</b>	
<b>Mother's Cell Phone</b>	
<b>Primary email address</b>	
<b>LOCAL Emergency Contact (in case we can't get in touch with the parents – for emergency only.)  Name and phone number</b>	

**Payment Information**

The cost of enrollment is \$30 for each child. If you are unable to pay, please talk to the Faith Formation Director. We will never turn a child away because you are unable to pay. This fee allows us to purchase the Pflaum Gospel Weekly materials, pays for printed and consumable paper products, and helps provide other materials throughout the year.

Amount Enclosed \_\_\_\_\_

Please make out checks to "Saint Mary OLG" and put "Faith Formation" in the memo line.

Thank you for allowing us to partner with you in the faith formation of your child!