



## St. Stephen Catholic Church

### Faith Formation Office for Children, Youth & Adults

10428 Saint Stephen Circle  
Riverview, FL 33569  
e-mail: sue@ststephencatholic.org

PHONE: (813) 671-4434  
FAX: (813) 671-2994  
web site: www.ststephencatholic.org

**Welcome!** Our parish Faith Formation (*Children, Youth & Adult*) & Youth Ministry Programs offer many opportunities for you and your family to continue your faith formation. Registration forms are available in the Faith Formation Office, located in the St. Stephen Catholic School building off Boyette Road (east wing). You may also download these forms from our St. Stephen website. Once registered in our program, your child will be scheduled for the class time that you requested on your form.

**Please know that NO REMINDERS of starting dates or assigned classes are mailed to your home.**

**Please note our starting dates below.**

**RETURNING STUDENTS:** Please fill out the (BLUE) Family Form – instructions are provided. In order to receive your choice of class day and time, please register early! Class size is limited. Students are assigned day and time on a first come, first serve basis.

**SIBLINGS:** (brothers and sisters of returning students registering for the first time) Please fill out a WHITE STUDENT INFORMATION FORM. You may pick one up at the Faith Formation Office or download the form from our website. Return the (white) Student Information Form along with the (BLUE) Family Form for complete and proper registration.

**NEW STUDENTS:** Please fill out the (GREEN) Family Form – instructions are provided. We also need a WHITE STUDENT INFORMATION FORM for each child you are registering in one of our classes. If it is a sacrament year for your child we will also need a copy of your child's baptismal certificate. If you are not a registered parishioner of St. Stephen we

#### Faith Formation Registration Fees

\$ 65.00 One child

\$ 90.00 Two children

\$ 100.00 Three or more children

#### Retreats, Workshops & Sacramental Preparation Fees

\$ 40.00 First Reconciliation & First Eucharist Workshops & Sacrament Preparation classes

\$ 100.00 Confirmation Retreat

\$ 25.00 Adult Confirmation, Adult and Youth RCIA Retreats

**Catechists:** Please call our Faith Formation Office regarding a volunteer discount.

**Financial Assistance:** Financial Assistance is available; please contact our Faith Formation Office.

**CLASS TIMES:** Please call the Faith Formation Office for information regarding RCIA and other Adult Programs.

*Kindergarten through Grade 5 – At the St. Stephen School building on:*

- **Sundays** at either 8:00 am –9:15 am or 11:00 am –12:15 pm or welcome you to register in our parish at this time.
- **Wednesdays** at either 4:15 pm –5:30 pm or 6:00–7:15 pm

*Middle School Grades 6 & 7 – At the Family Life Center (FLC) on Monday nights at 7:00 pm - 8:30 pm.*

*Middle School Grade 8 and High School Confirmation Program – At the Family Life Center on Sunday Night nights at 4:00 pm - 5:00 pm.*

*High School Life Teen – At the Family Life Center on Sundays following the 5:30 pm Mass.*

*First Reconciliation & Eucharist Preparation classes – includes (2) Saturday morning Workshops at the Family Life Center*

*Confirmation Preparation - Grade 8 & High School: register for the Sunday Afternoon 6 week program ; additional requirements*

*- Adults: 6-week program on Sunday mornings at 10:30 am -12:00 pm at the Family Life Center*

*RCIA for Youth, grades 8-12 in need of Sacraments of Initiation (Baptism, Confirmation & First Eucharist) attend Sunday 9:30 am Mass*

*- followed by sessions at the Family Life Center until 12:00 Noon.*

*Special Need Sacrament Preparation Program – Based on individual needs.*

#### CLASS STARTING DATES for 2018 – 2019

Kindergarten - Grade 5 – **Sun., Sept. 9** at 8:00 am & 11:00 am / **Wed., Sept. 12** at 4:15 pm & 6:00 pm / ALL at the school.

Rite of Christian Initiation of Adults for Youth (RCIY) – **Sun., Aug. 12**, 9:30 am Mass— followed by class in the FLC

Middle School Grade 6 & 7 – **Mon., Sept. 10** at 7:00 pm – 8:30 pm at the Family Life Center (FLC).

Middle School Grade 8 & High School – **Sun., Sept. 23** at 4:00 pm –5:00 pm at the Family Life Center (FLC).

## MISSION

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*The gift of faith, which begins at Baptism, must be nourished throughout the entire life of each Catholic. Parents have the primary responsibility for training their children in the practices of our faith. Our parish Faith Formation programs assist parents in their sacred duty, and provide opportunities for families to develop their prayer lives and their formal understanding of our faith so each individual can come to his/her potential as members of the People of God.*

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## FAITH FORMATION POLICIES

Parents are given a Faith Formation Handbook at the beginning of each year.

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## PARISH REGISTRATION

Families are asked to be registered members of St. Stephen Parish. Please include your Parish ID or Envelope Number on the front side of the Registration Form. If you do not know your Parish ID number, please call Sue at the Faith Formation Office 671-4434.

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## FAITH FORMATION REGISTRATION

Children beginning Kindergarten must be 5 years of age by September 1<sup>st</sup> of the year in which the student is enrolling. Children are placed in the same grade they attend in school although special considerations are made for sacrament preparation when necessary.

Parents are asked to sign the Commitment and Promise Agreement, the Photo/Video Release, the Medical Acknowledgement, and Permission to Text Messages all located on the reverse side of the Registration Form. It is essential you provide us with accurate emergency contact information and update as needed.

One the first day of class, parents will receive a calendar for the entire year. Please note the dates on this calendar, especially those dates when class will not be held. In the event of inclement weather, class is cancelled. We follow the same guidelines as Hillsborough County Public School.

The family has an essential role in preparation for and celebration of a sacrament. According to Diocesan guidelines, parents as well as children and youth are required to attend Sacrament Preparatory sessions, meet all expectations, pray daily, and attend Mass weekly as a family. Reminder notices are sent home regarding meetings, workshops, retreats, Rites, and rehearsals. Catholic School Diocesan guidelines are available in the Faith Formation Office. Classes are also offered for youth and adults who want to prepare for sacraments. Please call the Faith Formation Office to inform us of your needs.

One on one Sacrament classes are only offered for children and youth with special needs upon request. Please call the Faith Formation Office for details.

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## CATECHISTS

We're very fortunate to have a large number of catechists sharing their time, love, and faith with our children and youth. Teaching requires hours of planning, studying and implementing. They have entered into a partnership with you to help continue your child's faith formation. Please give them your support and prayers. Remember, we can only reinforce what is being taught at home.

Contact the Faith Formation Office if you are interested in becoming a catechist, or volunteering as one of our support staff for our many programs. Visit our web site for a list of volunteer opportunities.

Volunteer catechists are expected to handle routine classroom discipline and will not be asked to deal with situations beyond their control. Every effort will be made to instill the love of God and neighbor in your child during class. If a child is having an "off day," he/she will be sent to the Faith Formation Office for quiet reflection time. Should unruly behavior continue, parents will have to accompany their child to class.

The safety of our children and youth is of utmost importance and a top priority. **Please use caution when escorting your child to and from their classrooms. There is no car line for grade K-5.**

Please check our St. Stephen Parish weekly bulletin, or visit our web site, for **Youth Group** and **Adult** events.

# St. Stephen Catholic Church - Office of Faith Formation

10428 Saint Stephen Circle  
Riverview, FL 33569

Phone: 813-671-4434 Fax: 813-671-2994 www.ststephencatholic.org

IMPORTANT

Parish ID or Envelope # \_\_\_\_\_

## 2018-2019 RETURNING STUDENT REGISTRATION FORM

*Kindergarten through Confirmation*

*Please Print*

**FAMILY NAME** \_\_\_\_\_

Please check here if student's last name is different from the family name

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PH Father's home # \_\_\_\_\_ work # \_\_\_\_\_ cell # \_\_\_\_\_  
Mother's home # \_\_\_\_\_ work # \_\_\_\_\_ cell # \_\_\_\_\_

E-MAIL Father's \_\_\_\_\_ Mother's \_\_\_\_\_

**Marital Status of BIRTHPARENTS**

Children live with: Both Parents  Mother  Father

STUDENT'S NAME (Include First and Last name)	18/19 GRADE	NAME OF DAY TIME SCHOOL	FAITH FORMATION CLASS DAY & TIME

**NO reminder notice or confirmation will be mailed before classes start. We will contact you ONLY if we are unable to confirm your requested class time.**

**TRANSPORTATION** - The following individual has my/our permission to transport our child(ren) to and/or from Faith Formation classes:

Name \_\_\_\_\_ PH: \_\_\_\_\_

**PLEASE BE SURE TO COMPLETE BOTH SIDES OF THIS FORM. Thank you!**



Signature of Father/Legal Guardian: \_\_\_\_\_

Signature of Mother/Legal Guardian: \_\_\_\_\_

**BOTH Parents/Guardian Signatures are REQUIRED ONLY if spouses are separated or divorced or where custody of a minor child is shared. BOTH parties agree to this registration and reception of sacrament(s) by signing above.**

**FEES:** 65.00 One Child  
90.00 Two Children  
100.00 Three Children or more  
plus: 40.00 1st Reconciliation Retreat & 1st Eucharist Retreat fee  
100.00 Confirmation Retreat fee

**CATECHISTS:** Call the FF Office about a Catechist discount.  
**FINANCIAL ASSISTANCE:** Please let us know if you need Financial Assistance.

- INSTRUCTIONS:**
1. Fill out Registration Form and Attach Fees. **COMPLETE BOTH SIDES** of this form.
  2. A copy of your child's **BAPTISMAL CERTIFICATE MUST** be on file in the Faith Formation Office or turned in along with this form.
  3. Return to the Faith Formation (FF) office (located in the school building) or the Church Office.
  4. **PLEASE BE CERTAIN TO PRINT YOUR PARISH ID or ENVELOPE NUMBER ON THIS FORM.**

**FOR OFFICE USE ONLY** TL FEE: \$ \_\_\_\_\_ CASH \$ \_\_\_\_\_ CHK #/\$ \_\_\_\_\_ CHK #/\$ \_\_\_\_\_

**Please read and initial each section below:**

I/We understand that religious, spiritual formation of the family takes place when we gather as a Catholic community to worship. As part of my responsibility for the religious education of my children, I commit and promise that my family will regularly attend Sunday Mass.

I/We understand that it is my responsibility to familiarize myself with the policies, procedures and session dates for the parish Faith Formation program in which I am registering my child/ren. I commit to making sure that I receive a copy of the Student/Parent Handbook published by the Faith Formation Office at the beginning of the program year. I understand that the policies and dates are subject to change upon written notification by the Faith Formation Director.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**St. Stephen Catholic Church  
Office of Faith Formation and Youth Ministry, Riverview, FL**

**Publicity Releases/Photos:** From time to time, publicity releases for parish bulletin, website, newspapers, television, and other media may be prepared about events occurring at the parish. These may or may not be accompanied by photos or videotape of students. The releases may be prepared by St. Stephen Parish or a media representative. I DO NOT \_\_\_\_\_ give permission for my student(s) name and likeness to be included in such publicity releases.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*This consent is renewed at the beginning of each Faith Formation program year. This consent may be revoked in writing.*

**Medical Release & Parent Acknowledgement - ST. STEPHEN CHURCH 2018-2019**

The following information must be completed for your child(ren) at the time of registration:

CHILD NAME(S): \_\_\_\_\_

MEDICAL INFORMATION (ALLERGIES, ETC. OF WHICH WE SHOULD BE AWARE) & SPECIAL NEEDS *Please reference name of child by medical information or special needs.*

HOW CAN WE REACH YOU DURING OUR FAITH FORMATION CLASSES? PHONE # \_\_\_\_\_, additional EMERGENCY CONTACT/PHONE # \_\_\_\_\_

In the event of an emergency where the parent cannot be reached the child will be taken to the nearest medical facility. I(we) authorize any representative of St. Stephen Catholic Church to seek medical treatment for my child.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

**2018/2019 Permission to receive Text Messages**

We now have the technology within our database to send you text messages. This is just another means of improving our communications. We welcome your participation! (Types of messages sent would include emergency class cancellations, retreat reminders, and any urgent requests.) If you would like to receive text messages from St. Stephen it will be necessary for us to obtain your signed authorization of permission, the designated cell phone number, and cell phone provider.

Yes, I give my permission to receive text messages to my cell number \_\_\_\_\_

Area Code \_\_\_\_\_ Phone Number \_\_\_\_\_

SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_

(Signature Required)

Circle the name of your cell phone provider:

- ALLTEL AT&T CINGULAR METRO PCS NEXTEL VIRGIN MOBILE
- SPRINT SUNCOM T-MOBILE US CINGULAR VERIZON PCS

If your phone provider is not listed above, please specify provider name \_\_\_\_\_

*Thank you ~ The Faith Formation and Youth Ministry Staff*

**ST. STEPHEN CATHOLIC CHURCH**  
**FAITH FORMATION VOLUNTEER FORM**

Our programs rely on the support of our volunteers. Please consider teaching,  
or helping with SEVERAL other activities. We appreciate your assistance!

**VOLUNTEER NAME** \_\_\_\_\_

**PHONES: HOME** \_\_\_\_\_ **WORK** \_\_\_\_\_ **CELL** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**ELEMENTARY:** (Circle day) Sunday 8:00-9:15 / Sunday 11:00-12:15 / Wed 4:15-5:30 / Wed 6:00-7:15

Teach  Assist  Co-teach (Circle grade) **K 1 2 3 4 5** at the school building

Do you want to teach or assist in your child's class?  If yes, child's name \_\_\_\_\_

**SUPPORT STAFF: at the school building during class time**

(Circle day) Sunday 8:00-9:15 / Sunday 11:00-12:15 / Wednesday 4:15-5:30 / Wednesday 6:00-7:15

Substitute  Receptionist  Nursery  Hall Monitor

**MIDDLE SCHOOL at the Family Life Center** (Circle grade) **Mon. Gr 6 & 7, @ 7:00-8:30PM and Sun. Gr. 8 @ 4:00-5:00PM**

Small group facilitator  Assistant  Substitute  Hall Monitor  Traffic (after class)

**HIGH SCHOOL** (Contact our High School Youth Minister @ 671-4434 for more information)

Core Team  Food (after Sunday night Mass)  Mailings  Other

**ADULT** (Call the Faith Formation Office @ 671-4434 for more information)

RCIA Team  RCIA Sponsor  RCIA Refreshments  RCIA Hospitality

Other Adult Classes  Young Adult Group  Baptism Ministry

Other Adult Ed Ministries

Parents who are not helping with any of the above programs are requested to assist with one or more of the following events: *For a description of these volunteer positions, please see the reverse side.*

Faith Formation Office Assistance (week days)

Babysitting (for volunteer meetings)

Class time parties

Sewing

Ministry Fair

Vacation Bible School

Please don't sign up for the following if your child will receive these sacraments – you will be participating:

First Reconciliation Workshops

First Eucharist Workshops

# Faith Formation Volunteer Job Descriptions

**CATECHIST. (Teacher or co-teacher)** Be willing to share your time and faith with the children and youth in our programs. Plan weekly lessons using the Lesson Plan Schedule and teacher's guide, as well as a variety of resource materials. Obtain supplies and attendance folder from Faith Formation supply area prior to class. Maintain order in your room.

**ASSISTANT CATECHIST.** Be willing to share your time and faith with the children and youth in our programs. Assist the teacher with weekly activities, discipline, and if needed, supervise the class in the teacher's absence.

**NURSERY.** Please arrive at least 10 minutes before class begins. Child care is provided for volunteers during class times.

**RECEPTIONIST.** Please arrive at least 10 minutes before class begins. Anyone entering the school building during Sunday and Wednesday K-5 classes will be asked to sign the clipboard on your table at the entrance. During class time, please check the student rest rooms and hall, and ask any lingering children to return to their classroom. Occasionally you'll be asked to collate and staple papers, etc.

**SUBSTITUTES.** You will be called when needed. Sometimes a teacher will inform our office of their absence at the last minute, so thank you for responding on short notice. Before proceeding to your classroom, please pick up the Attendance Folder and receive any instructions. Return folder and materials after class.

**BABYSITTING at Faith Formation events.** Please call our Faith Formation Office for a list of dates and let us know which events you can help with.

**OFFICE ASSISTANCE.** This requires a few hours each week handling routine filing, record keeping, and answering phones at the Faith Formation Office.

**CLASS TIME PARTIES.** Serve refreshments to the K-5 classes at the school building during class for Christmas and at the last class.

**WORKSHOPS.** Facilitate a small group activity during one or both family workshops for First Eucharist or First Reconciliation. Lesson plans and materials provided.

**SEWING.** Help sew brown and white robes for Easter Vigil, and other various Faith Formation needs. We provide the pattern & fabric.