

***Assumption Catholic Church
Faith Formation Program Family Handbook***



2403 Atlantic Blvd.
Jacksonville, FL 32207
904- 398-1963

Assumption Catholic Church

Pastor: Very Rev. Jason Trull

Parochial Vicar: Rev. Sebastian Musa

Mass Schedule:

Monday – Friday 6:30 AM & 8:00 AM

Saturday 8:00 AM & 4:00 PM (Vigil)

Sunday 8:00 AM, 10:00 AM, 12:00 PM & 5:00 PM

Reconciliation:

Saturday: 2:30 PM – 3:45 PM

Sunday: 9:30 AM – 9:55 AM

Office Address

Assumption Catholic Church

2403 Atlantic Blvd

Jacksonville, Florida 32207

Phone:(904)398-1963

Website:<https://assumptioncatholicchurch.org/>

Director of Religious Education:

Sr. Marina Hernández

Phone: (904) 398-6355

Email:sistershm@assumptionjax.org

Time & Location of Classes:

Sessions for students in grades 1-8 are held on Wednesday evenings from 6:30p.m. to 7:45p.m. in the school. Drop-off is from 6:10 – 6:25p.m.

(Please be on time... it is only 1 hour & 15 minutes a week.)

The Religious Education calendar is available on the website.

Assumption Religious Education Program

Registration Policy

Each family needs to complete a registration form.

Registration is held until the second week of classes in September.

No registrations will be accepted after the second week of class in September.

The Fee:

Registration Fee will be \$20 per child. This fee will be paid online.

Two consecutive years of catechesis are required for the reception of the Sacraments in the Diocese of St. Augustine.

First Reconciliation and First Communion

Year 1 - 1st grade

Year 2 - 2nd grade

Confirmation

Year 1 - 7th grade

Year 2 - 8th grade

A copy of the baptismal certificate is required for each child and must be submitted with the registration. These will be kept on file in the religious education office.

Weekly Mass

- Religious Education class attendance does not take the place of Mass.
- In order to properly connect religious education, sacramental preparation, and prayer to the Liturgy, students need to attend Mass each weekend.

Program Policies

Attendance:

We want every child in the Religious Education program to have a successful, positive, age-appropriate experience, and to receive a well-rounded religious education. Please assist us by placing a high priority on this part of your child's life.

Each child is allowed 2 excused absences and 2 excused tardies for the year. Absence is considered excused if the parent provides a signed note. The child is always required to make up for every lesson and work that is missed. If absences continue, a meeting with the parents, student, and DRE is required to determine commitment. If a child continues to miss, a meeting with parents and the pastor will be required and it is possible the child will need to repeat the grade.

Student/Parent Sessions – if the parent fails to attend the parent/student session it will be marked as an absence for the child.

Arrival & Departure

All children must be dropped off between Jordan and Kohl's Hall anytime between 6:10pm – 6:35pm. The parents are asked to stay until they see that their child/children have walked through the school gates.

Permanent Records

Permanent records will be kept for all students regarding family, Sacrament(s) received and attendance information. The Director of Religious Education should be informed about any change in family status or other pertinent information. Health and learning issues should also be noted.

Homework

All assigned homework is to be completed and returned the following week.

Textbooks

If a child misplaces his/her textbook, an additional fee of \$20 will be charged for a new one.

Cancellation of Classes

When the Duval County public schools are closed due to inclement weather, Religious Education classes will not be held. Any other cancellations will be noted through, the web, MyParish App, email or class announcements.

Behavioral Policies

Christian behavior is expected of all students inside and around school and parish property. Students are expected to be on their best behavior at all times, both in and outside the building. As young Christians, they should show respect to all catechists, volunteers, and other students. Respect for all property and materials is expected. Students are required to follow the rules of the classroom set by the catechist. Appropriate and modest dress is required and promotes good behavior.

Discipline

Failure to comply with the expected respectful classroom behavior will:

- warrant a student to leave the classroom and/or speak with the Director of Religious Education
- result in contact being made with a parent

If misconduct continues the Religious Education Director reserves the right to suggest an alternate program of study. The study must be satisfactorily completed if the student is to advance to the next grade level.

Electronic Equipment / Cell Phones

Electronic devices and cell phones should be left at home. Any student that brings a device during class will be asked to turn it into the catechist. The catechist will return the device at the end of class.

Supervision

Students should not arrive before 6:10pm. They are not allowed into the classroom until their catechist arrives. There is no supervision before this time.

Emergency Procedures

In case of natural disaster (hurricanes, tornadoes) catechists will be warned of approaching danger and emergency procedures will be followed. In case of emergency parent/guardians, will be notified based on information provided on registration forms.

Medication

The Religious Education Staff and Catechists do not distribute medication of any kind to students. If your child is ill or has a fever, please do not bring him/her to class. The child can return to class once the child is fever free for 24 hours without medication. Children who appear ill after arriving to class will be taken out of class to wait for a parent.

Child Abuse

Any Catechist or staff member who has reasonable cause to suspect child abuse is to contact the Director of Religious Education who will notify the Pastor.

Threats and Violence Policy (Diocese of St. Augustine)

It is the desire and expectation of every DRE, catechist, parent, and student that all will be safe in our Religious Education Program. The Catholic teaching of respect for the dignity of each person because he/she is made in the image and likeness of God provides the basis for who we are. It is important that this teaching permeates the Religious Education community.

However, there are times when some fail to measure up to this standard and we need to act accordingly. All threats of violence that are verified will be taken seriously.

A threat is an expression of intent to cause physical or mental harm regardless of whether the threat is conditional or future. Threatening behavior consisting of words or deeds that are intended to intimidate anyone in the Religious Education community is strictly forbidden.

Students: If a student makes a threat, the DRE at his/her discretion may suspend/expel the student from Religious Education Program.

If suspended, the student may be required to receive psychological assessment and counseling, and, if required, the student may return only if he/she presents a written recommendation to that effect from the psychologist/psychiatrist and the DRE is willing to have the student return to the program. A reinstatement conference should take place with the parent and student.

Parents should be notified in writing that a second offense will result in further disciplinary action subject to and including expulsion from the program.

Curriculum

Goal

Our main goal is to provide each child sequential, developmental progression in knowledge of the truths and teachings of the Catholic Church. We move each child along in his/her faith by teaching about the joy of Christ's way and the challenges of following Him. Through the Holy Spirit, we hope to inspire, guide, and strengthen the lives of those whom we touch. Our Church has always taught that children receive the gift of Faith primarily from their parents through example and word. With this in mind we have structured our program to include once a month sessions with parents and students to attend together.

Text used:

"Faith and Life": Grades 1-8, by Ignatius Press

"Catechism of the Catholic Church"

Circle of Grace

Circle of Grace is the children's education component of the Diocese of St. Augustine's Safe Environment training. It serves the dual purpose of educating and informing children and youth about the value of positive relationships with God and others.

The goal of the Circle of Grace program is to educate and empower children and young people to actively participate in a safe environment for themselves and others.

Through Circle of Grace, adults assist children and youth to recognize that each of us lives within a Circle of Grace that holds our very essence in body, mind, heart, soul, and sexuality. Children and youth are taught to identify and maintain appropriate physical, emotional, spiritual and sexual boundaries; recognize when boundary violations are about to occur; and demonstrate how to take action when boundaries are threatened or violated. Circle of Grace is clinically sound and grounded in the Catholic tradition. Its strong parent component means parents can actively participate in their children's education and formation.

Sacraments

First Reconciliation—

- The sacrament of First Reconciliation for children is celebrated yearly.
- Children must have been baptized and be in their second consecutive year of Religious Education
 - i. Completed their instruction and preparation in Parish School, Religious Education Program, or Homeschool
 - ii. Participate in Parish Sacramental retreats

First Holy Communion–

- The sacrament of First Holy Communion for children is celebrated in the spring each year.
- Children must have been baptized and be in the second grade or above, and in their second consecutive year of Religious Education.
 - i. Completed their instruction and preparation in Parish School, Religious Education Program, or Homeschool
 - ii. Participate in Parish Sacramental retreats

Confirmation-

- The sacrament of Confirmation is celebrated with the Bishop.
- Students must have been baptized
- Must be in the 8th grade or above and also be in their second consecutive year of Religious Education.
 - i. Completed their instruction and preparation in Parish School, Religious Education Program, or Homeschool
 - ii. Participate in Parish Sacramental retreats
- If the teacher sees that your child is not sufficiently prepared, extra work or classes may be provided for them.

Candidates for Confirmation may be asked to complete service hours in order to receive the Sacrament.

Older children seeking the sacraments of First Reconciliation and First Holy Communion should contact the DRE and he/she will contact their parents to determine a plan for preparation.

Adult Catholics aged 18 and older, who are looking to receive the sacraments should contact Matthew Schmidt: mschmidt@assumptioncatholicchurch.org.

**Diocese of Florida
Statewide Policy on
Homeschooling in the Sacramental Years**

The preparation for a sacrament is a very special time in the life of the Church. In the Bull of Indiction of the Great Jubilee Year 2000, Pope John Paul II stated that “Revelation also teaches that the Christian is not alone on the path of conversion. In Christ and through Christ, his life is linked by a mysterious bond to the lives of all other Christians in the supernatural union of the Mystical Body. This establishes among the faithful a marvelous exchange of spiritual gifts, in virtue of which the holiness of one benefits others...” Thus, the time of sacramental catechesis provides the entire parish community with the opportunity to deepen their spirituality in the sacramental life of the Church while at the same time lead others to receive a sacrament for the first time. As such, sacramental catechesis [the immediate preparation for a sacrament] is an activity distinct from religious education.

The interaction between the parish community and those preparing for a sacrament gives credibility to the belief that catechesis is the “responsibility of the entire Christian community” [GDC, #220] and therefore “is not an action which can be realized in the community on a private basis or by purely personal initiative.” [GDC, 219.b] For this reason the Code of Canon Law requires the diocesan bishop and pastor to ensure that appropriate catechesis is provided to all those preparing to receive a sacrament.

Canon 777– Attentive to the norms established by the diocesan bishop, a pastor is to take care in a special way:

1. That suitable catechesis is imparted for the celebration of the sacraments;
2. That through catechetical instruction imparted for an appropriate period of time children are prepared properly for the first reception of the sacraments of penance and the Most Holy Eucharist and for the sacrament of confirmation;
3. That having received first communion, these children are enriched more fully and deeply through catechetical formation;

4. That catechetical instruction is given also to those who are physically or mentally impeded, in so far as their conditions permit;
5. That the faith of youth and adults is strengthened, enlightened, and developed through various means and endeavors.

There are situations in which some families choose to “homeschool” their children/youth. In this setting they choose to provide secular and religious education in the home. These policies and guidelines provide direction for sacramental catechesis for those who homeschool their children/youth.

Policies and Guidelines

1. The proper context for the celebration of the sacraments is the Parish community. “Liturgical services are not private functions, but are celebrations belonging to the Church, which is the ‘sacrament of unity’” [CSL,#26].
 - Children/youth who are home schooled are to celebrate the sacraments in the parish and at the time determined by the pastor for all those in the parish-based program.
2. Sacramental catechesis “is an essentially ecclesial act” [GDC,#78] and therefore “not an action which can be realized in the community on a private basis or by purely personal initiative” [GDC,#213.b]. Sacramental catechesis, therefore, takes place in a parish-based program.
 - Those who home school their children are required to contact the pastor, or the one designated by him to be in charge of the parish sacramental program for approval, prior to beginning any sacramental preparation program.
 - Those who choose to home school their children are to participate fully in the parish-based program for sacramental catechesis.
 - Parents/guardians who home school are to register their children for sacramental catechesis according to the regulations established

by the parish; parents/guardians who homeschool together with their children, are to participate in all dimensions of the parish program for sacramental catechesis: catechetical, ritual, service, spiritual [retreats, etc.] and any other requirements for sacramental preparation as determined by the parish.

- Parents/guardians who home school, together with their children, will use the catechetical text and supplementary catechetical resources established by the parish program.

3. Liturgical celebrations have an integral role in sacramental catechesis since “catechesis is intrinsically bound to every liturgical and sacramental action” [GDC,30]. Thus, the liturgy “is therefore the privileged place for catechizing the People of God” [CCC, #1074]. Through the prayers, symbols, gestures, music and actions of the liturgical prayer, the faithful receive formation intimately connected to the catechesis which follows.

- Parents/guardians and their children/youth are to participate fully in all of the liturgical prayers scheduled in the parish-based program for sacramental preparation.
- As parishioners, families who home school are expected to participate weekly in the Sunday celebration of the Eucharist in the parish.

4. All parish-based programs for sacramental catechesis include formation of adults in the parish, especially those whose children/youth are preparing to receive a sacrament. The catechesis of children/youth and the catechesis of adults “should not be separate watertight compartments” [GDC, #72]. This structure promotes unity of vision within the parish and fosters harmony among the people of God.

- Parents/guardians and sponsors [where applicable] of homeschoolers will participate fully in all adult catechetical formation programs related to sacramental preparation of children/youth in the parish-based program.
- Parents/guardians and sponsors [where applicable] are expected to participate in all other activities as required in the program, i.e., interviews, etc.

5. Children not baptized as infants and who have attained the use of reason and are of catechetical age are to be prepared for the sacraments of baptism, confirmation, and Eucharist according to the Rite of Christian Initiation of Adults [RCIA, #252].
 - Parents/guardians who home school children who are not baptized and are of catechetical age and have attained the use of reason, are to enroll their children in the parish catechumenate program.
 - These children/youth are to receive baptism, confirmation, and Eucharist in that order in one single ceremony preferably at the Easter Vigil together with the older catechumens [RCIA, National Statutes, 18].
6. The diocesan bishop has the responsibility “to issue norms concerning catechetics” [CL, #775.1] and to ensure that all who exercise this ministry are in communion with him.
 - The policies, guidelines and directives developed by the diocese for sacramental catechesis are applicable to all those who homeschool their children/youth.

These policies and guidelines are meant to promote the evangelizing potential of sacramental catechesis in the life of the Church. We pray that our Catholic people will be set ablaze with a desire to live their sacramental life fully and share it freely with others. May their eagerness to live the sacramental life bring transformation to the whole world.

Approved by the Bishops of
Florida March 6, 2000

Parent Acknowledgement Form

Parent Responsibilities

- Be aware of the Religious Education class schedule
- Ensure regular and prompt attendance at all Religious Ed classes & activities
- Each child is allowed 2 excused absences and 2 excused tardies for the year. Absence is considered excused if the parent provides a signed note. The child is always required to make up for the lesson and work that is missed. Parents are expected to attend the student/parent session. Failure to do so will be an absence for the child.
- Contact the office (398-6355) if your child is going to be absent.
- Read the weekly Sunday bulletin, website, and MyParish app for messages & changes.
- Share prayer at home and attend Mass each week with your child. (An essential part of your child's religious education is weekly attendance at Sunday Mass.)
- As primary educators of your child/children you should encourage opportunities to learn and practice their faith at home and within the parish community.
- Respond to all communication sent to you.
- Electronic devices and cell phones should be left at home. Any student using a device during class will be asked to turn it into the catechist and it will be returned at the end of class.

I especially acknowledge for the safety of all children and families, there is no DROP-OFF/PICK-UP at the school or church at any time before or after Religious Education classes.

Please return this form to the Religious Education office.

This is to acknowledge that I/we have received the Assumption Catholic Handbook for Religious Education. We understand the contents of it and agree to cooperate with the parish policies set forth in this handbook.

Signature of parents/guardians

Date

Please have each religious education student in your family sign below:

Signature of Student

Date

Signature of Student

Date

Signature of Student

Date

Signature of Student

Date

Signature of Student

Date

Conditions of Enrollment, Waiver, and Release; Photographs

My child(ren) has (have) permission to attend Assumption Religious Education Program and to participate in all activities. Without compensation, I hereby grant permission to the Catholic Diocese of Saint Augustine/Assumption Catholic Church & Home of the Mother to use and reproduce photographs and/or video taken of my child. These photographs may be used for news and editorial purposes in publications and other electronic reproductions (websites and video) and/or brochures. In addition, I grant my permission to alter the same photos without restriction and to copyright the same. I hereby release the photographer, the journalists and the publications or media outlets they represent, as well as, the parish/church and/or school involved, the Bishop of the Diocese of St. Augustine, a corporation sole, the Catholic Diocese of Saint Augustine and all of their employees and agents, from all claims and liability relating to said photographs.

I understand that Assumption Catholic Church cannot be responsible for lost or broken items and that any unclaimed items will be donated to charity after two weeks in our lost and found.

Name of Student

Authorized Signature

Date