



## **Faith Formation**

### **Parent/Student Policy Handbook**

School Year 2021 – 2022

### **St. Frances Xavier Cabrini Parish**

Web Address: [www.stfrances.org](http://www.stfrances.org)

Phone Number: (352) 686-9954

Ext. 201, 202

Fax Number: (352) 688-2660

**Faith Formation Office is closed on Fridays.**

(Office hours are listed inside)



*Our Mission  
We are Called TO:*



Dear Parents,

I would like to take this moment to welcome you and your children back to Faith Formation after a tumultuous year! If you are like me, the excitement of a new year learning more about God and faith is so critical in the development of your child as they face many of life's choices. A good foundation in God is vital! During the next year, I pray that you will follow up your child's education with frequent Mass attendance and the reception of Eucharist and Reconciliation. I cannot overemphasize the importance of modeling our faith to our children. We all face a difficult and changing world. Help them to see how God is our Rock and Fortress and I promise you they will be at peace!

Again, My many thanks and admiration for your desire to educate your child(ren) in the faith. I look forward to an exciting year!

Peace!

Fr. David



**St. Frances Cabrini Parish  
Office of Faith Formation Children/Youth  
5030 Mariner Blvd.  
Spring Hill, Fl. 34609  
Phone (352) 686-9954  
Fax (352) 688-2660**

**Our Parish Faith Formation Staff**

**Pastor**

Rev. David DeJulio

**Parochial Vicar**

Rev. Jose George

**Administrator of Faith Formation Children/Youth**

Barbara Stutts, ext. 201

**Administrative Assistant**

Sandi Sperlazza, ext. 202

**Family And Youth Director**

**Office Hours**

**During School Year**

**Sunday:** 8:30am-11:30am

**Monday:** 10:00am – 1:00pm & 2:00pm – 7:00pm

**Tuesday – Thursday:** 10:00am – 4:00pm

**Summer Hours ~ Mon.-Thurs.**

9:00am – 12 Noon & 1:00pm — 4:00pm

**The Faith Formation Office is closed on Friday**

**Offices and Classrooms are located  
in Cabrini Center**

**Web site @ [www.stfrances.org](http://www.stfrances.org)—click on Faith Formation  
for important information.**

## TABLE OF CONTENTS

Page 1 . . . . .	Welcome Letter from Fr. David DeJulio, Pastor
Page 2 . . . . .	Faith Formation Staff, phone numbers, office hours
Page 3 . . . . .	Table of Contents
Page 4 . . . . .	Faith Formation Mission Statement, Mark Your Calendar
Page 5 . . . . .	Enrollment policy; Enrollment fees; Documents; Curriculum
Page 6 . . . . .	St. Frances Cabrini Faith Formation Children/Youth Policies Attendance Schedule of Classes
Page 7 . . . . .	Safety
Page 8 . . . . .	Conduct and Discipline within the St. Frances Cabrini Faith Formation Children/Youth Program and Communication
Page 9 . . . . .	Code of Conduct for Faith Formation Children/Youth in Diocese of St. Petersburg, FL
Page 10. . . . .	Harassment Policy, Diocese of St. Petersburg, FL
Page 11 . . . . .	Safe Environment Policy, Diocese of St. Petersburg, FL Confidentiality NCEA IFG: ACRE Edition 2013 Assessment
Page 12 . . . . .	Sacramental Preparation Baptism First Reconciliation and First Eucharist
Page 13 . . . . .	Sacramental Preparation Confirmation RCIA Adapted for Children
Page 14 . . . . .	Other Programs available Liturgy of the Word Seasonal Children’s Programs Youth and Family Ministry
Page 15 . . . . .	General Information Inclement Weather Policy
Page 16 . . . . .	Organizations & Ministries Share Your Time With Us Notre Dame Catholic School
Page 17. . . . .	School Year Calendar/Other Important Dates

# Welcome to our Faith Formation Program

## The Mission of Faith Formation



Upon saying His final farewell to His apostles, Jesus gave His New church the task to evangelize, that is, to bring the message of the Gospel to all the world (Acts 1, 8). The bishops of the United States have pointed out that the first goal of evangelization is to "bring about in all Catholics such an enthusiasm for their faith that, in living their faith in Jesus, they freely share it with others" (Go and Make Disciples). The mission of evangelization calls Catholic children "to be formed into disciples through the family's faith life and Faith Formation." The family, then is the first forum in which the mission of evangelization takes place. Hence, parents are recognized as having the primary responsibility for training their children in the practice of the faith (Vatican II, The Church in the Modern World).

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

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

## Mark Your Calendar

### First Reconciliation

All meetings/retreats are mandatory

Parent Mtg. Dec 5 or Dec 6, 2021

Reconciliation Student Retreat Dec. 11, 2021

### First Eucharist

All meetings/retreats are mandatory

Parent Meeting: Feb 6 or Feb 7, 2022

First Eucharist Student Retreat April 2, 2022

First Eucharist Rehearsal: April 23, 2022

First Eucharist May 7, 2022

### Faith Formation Baptisms

Baptism Retreat - TBA  
Sacrament of Baptism - TBA

### 9th Grade

#### Confirmation Class Schedule

All meetings/retreats are mandatory

Parent/Student Orientation: Oct. 3, 2021

1:00pm in Xavier Hall

Mandatory Attendance required

For ONE of the following:

Student Retreat: Oct. 16, 2021

St Frances Cabrini – 9am-12noon

Or

8 week Confirmation Classes

Schedule to be announced

Mandatory final retreat/Rehearsal for all:

(Xavier Hall) January 22, 2022

Confirmation Date—To Be Announced



# Parish & Diocesan Policies & Procedures

All students, including those with special needs have the right to experience life to its fullest potential and to be treated with the consideration, respect, and full recognition of his/her dignity and individuality. Our program strives to provide the tools and resources to assist each child individually in his/her journey in faith. No child will be refused if the family cannot afford the entire enrollment fee. In order to discuss a reduction in fees, please contact the Administrator of Faith Formation Children/Youth, alternative payment methods are available. If previous arrangements are not made, every family is expected to pay the full enrollment fee. Families wishing to enroll their children must be registered parishioners. Registration forms can be picked up, completed, and brought back to the Faith Formation Office.

<b>Enrollment Fee</b>	
<b><i>Paid by mail or in person</i></b>	
<b><i>Cash or Check</i></b>	
<b><i>Kindergarten – 9th grades</i></b>	
One Child	<b>\$ 60</b>
One Child/Sacramental Prep.	<b>\$ 75</b>
Two or More Children	<b>\$ 75</b>
Two or More Children with one Receiving Sacraments	<b>\$ 90</b>
Two or More Children with two Receiving Sacraments	<b>\$105</b>
Confirmation fee	<b>\$ 75</b>
All fees are non-refundable once your child's first scheduled class has begun.	

## ***Documents***

Every family of a child enrolling for classes for the first time must bring a copy of a baptism certificate and records of other sacraments. Students transferring from another parish must bring documentation stating their attendance in faith formation classes during the past year. In addition, when a child is to be baptized, a birth certificate, application form, and sponsor form must be provided. Confirmation students also must provide sponsor forms and saint reports **before** they can enroll in the program.

Both parents are required to sign sacrament form unless one parent has sole custody of child(ren). All legal paperwork, including Guardianship paper-work, must be on file in the Faith Formation Office before enrollment will be complete.

*\*Assignment to day preferred depends on availability at time of enrollment.*

*Classes may be added or dropped based on number of available seats and availability of catechists.*

*One session change is available. A \$10.00 fee will be charged for each additional session change.*

**YOU WILL BE CONTACTED ONLY IF WE ARE UNABLE TO ACCOMMODATE YOUR FIRST CHOICE.**

Class lists will be posted on the door of the Faith Formation Office the week class begins.

## **CURRICULUM**

The Pflaum Gospel Weeklies share the vision of the revised General Directory for Catechesis (GDC) that Jesus' parable of the sower (Mark 4:1-8) inspires the Church's mission of evangelization and catechesis. The sower in the parable is Jesus Christ. The seed is the Word of God. The field is the world (GDC #15).

Jesus proclaimed his Gospel in Palestine 2,000 years ago and sent disciples to sow the Good News of God's forgiving, healing, life-giving love in the world. Today, the Spirit animates ministers of the Word—preachers, parents, teachers, and catechists—to continue this sowing in the good ground of Christians' lives and through them in the field of the world. For more information on grades K-7, please visit the website at [www.pflaum.com/familypages](http://www.pflaum.com/familypages).

The 8th grade curriculum, "Chosen: Your Journey Toward Confirmation" is designed to win over the hearts of teens at a critical time in their lives and keep them connected to the church.

Confirmation curriculum: "Decision Point", Dynamic Catholic.

# **Faith Formation Children/Youth Policies**

**(These policies apply to all age groups unless otherwise noted)**

Please read the following guidelines thoroughly and discuss them with your family. They are designed to ensure the safety of the children and to provide an environment that nurtures Catholic spirituality and upholds a Catholic sacramental mindset.

## ***Faith***

When your child was baptized, you publicly promised to pass on the Faith to him or her.

- Regular attendance at Sunday Mass is expected.
- Faith Formation classes are not a substitute for Sunday Mass.
- Both are essential to the Faith Formation of your child.

## ***Attendance***

Regular attendance is essential. Students who are chronically absent may be withdrawn from the program, after notification from the Administrator of Faith Formation Children/Youth. Tardiness is a distraction to both students and catechists and valuable instruction time is lost. Please do your utmost to arrive on time. **Please advise your child(ren) to use the bathroom facilities before they arrive for class.** We have available bathroom facilities here on the parish grounds, however, excessive use of the facilities may result in the parent/guardian having to stay in the classroom with their child so they can escort them to and from the restroom.

### **Schedule of Classes Grades K – 8 - Parents' choice**

**Sunday  
10:30am until 11:30am**

**Monday  
5:30pm until 6:45pm**

**Please pick up your children promptly at their classroom at dismissal.  
If you are delayed and do not pick up your child(ren) promptly,  
the child(ren) will be in the office waiting for you.**

### **Grade 9 - Confirmation Class**

Confirmation Class information will be available at the time of registration.  
Please see the Faith Formation Calendar for specific dates.

### **RCIA Adapted for Children**

Class information will be available at the time of registration.

**If changes to the above schedule become necessary,  
you may be notified by email, mail and/or notices may be given out in your child's class.**

# SAFETY

From the moment a child leaves home until he or she reaches the parish grounds and from the moment he or she leaves the parish grounds, the parent or guardian is responsible for the safety of the child. Please instruct your child not to leave the office if you are going to be delayed. **Please tell your child not to accept rides from friends or other relatives without your permission.** If you are delayed, you must notify the office if you have delegated someone else to take your child home.

Our catechists and office personnel are not permitted to dispense medicine to any child. Parents may come to the office to give medicine to their child if it is essential that they receive it during the hours they are in class. Exceptions can be made only in extraordinary circumstances.

Children are not allowed to wear roller shoes to class and should not arrive for class chewing gum or carrying gum, candy, or toys. An exception is when they are bringing a treat for class. Unless your child is bringing a contribution to one of our collections for the poor, it is wise not to permit them to carry large amounts of money.

Treats are served to the children occasionally. We ask on the registration form if your child has an allergy that we should be aware of. In extreme cases, parents may be asked to provide a treat that their child can have. Strawberries, juice boxes with red dye, and peanuts of any form are not allowed due to the increase in student allergies. Capri Sun fruit boxes are allowed, they contain no red dye.

**For health and safety reasons, please have your child(ren) bring a pencil to class each week.**

If parents are divorced or separated, the Faith Formation Children/Youth program presumes that both parents have access to the children's records and drop off and pick up of the child(ren) unless one parent can provide evidence that he or she has the sole right and sole custody. Information about the child's records and attendance will not be discussed with, or sent to, any other relatives or friends without parental permission. Other than the parents or legal guardians, the only people who can pick up the children are those listed on the enrollment form. If someone other than those on the form will be picking them up, the office must be notified ahead of time.

**There is no smoking permitted in the classrooms or in the Faith Formation Children/Youth Office.**

## **Please assist us in providing a safe environment for all students.**

- **Parents** of children in **kindergarten through third grade must** park their car in a designated parking space in any parking lot, and bring their children to the classroom door. Older siblings in the program **may not escort the younger children** to their classrooms.
- No child from any grade will be dismissed from the classroom to go to the parking lot on their own.
- **Parents will park their cars in any parking lot, whichever one is most convenient, and come to pick up their children who will be waiting in the classrooms — grades K to 8th.** Catechists are instructed **not to release** children unless the parent comes to the door. Older siblings **may not** pick up younger siblings at the door.
- If a parent is disabled and cannot come to the classroom, arrangements can be made in advance, so that a staff member or catechist can accompany the child to the car.
- If a child is not picked up at dismissal time, the catechist will bring the child to the office, and the child will wait for the parent there.
- **Absolutely no one is allowed to park along the cones.** Everyone must park in a designated parking space in any parking lot. No child will go to a car unaccompanied by an adult.
- If you need to pick up your child early, do not go directly to the classroom. Go to the Office in Cabrini Center and inform the staff.
- Parents should not leave a child in a classroom unattended by a catechist.
- All of the above mentioned policies are enforced and pertain to the safety of all children who are on the premises while classes are in session.
- Non adherence to program policies may necessitate withdrawal from the program.

## CONDUCT



Students are expected to participate in class activities and discussions. Life as a Christian is a commitment to live by the example of Jesus Christ. This includes accepting responsibility for conduct and actions, along with the commitment to respect the rights of others.

Please review the class rules with your child and support the catechists and administration in enforcing the rules. The first four of the following rules are posted in the classrooms.

1. Respect all people and all property.
2. Raise your hand and wait to be recognized.
3. Keep hands, feet and objects to yourself.
4. Follow the teacher's instructions.
5. Disruptions, disrespect, insubordination, profanity and illegal activities will not be tolerated.
6. Students are not permitted to smoke on the premises.
7. Students who choose to leave the activity site will not be allowed to re-enter, and the parish will no longer be responsible for them.

## DISCIPLINE

Cooperation, attention, and courtesy are always expected during class time. Any student, who continually disturbs a class and fails to cooperate with the catechist and other students within a class, will be subject to the following procedures:

- <>< The catechist will handle normal discipline problems.
- <>< If a problem becomes persistent, the student will be sent to the Administrator of Faith Formation Children/Youth.
- <>< A continuing problem may necessitate a call to the parents. A parent may be requested to attend class with the child. In extreme cases home school material will be made available.
- <>< In the case of illegal activities, proper authorities will be contacted.
- <>< The administration reserves the right to confiscate any inappropriate items during class, especially those that may cause harm to themselves or others.
- <>< Please do not allow your children to bring any valuable items to class with them. We will not be responsible for personal items.

## COMMUNICATION

- <>< Important information and notices will be provided for you in the parish bulletin. Bulletins are distributed at Mass every weekend.
- <>< You may be notified by email, mail and/or notices may be given out in your child's class. Please read all letters and notices carefully.
- <>< Please follow the calendar that we provided to you at time of enrollment, or any amended calendar we provide during the school year.
- <>< Please note that we rely on you to keep us informed of important developments in your family life such as address and telephone changes that affect our ability to serve you.
- <>< Important information is on our Website @ [www.stfrances.org](http://www.stfrances.org)—click on Faith Formation.



# **Code of Conduct for Children and Youth Within the Diocese of St. Petersburg, FL**

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. This experience aims at developing upright citizens and good Christians, following the new commandment Jesus gave His disciples, "A new commandment I give unto you that you love one another." (John 13:34-35).

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 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.

It becomes important for children and youth to know the difference between "right" and "not right" relationships. "Right" relationships foster personal, spiritual, and emotional growth, e.g., the ability to communicate, to forgive, to show affection, to be honest, vulnerable, dependable, etc. "Not right" relationships become harmful and hurtful, and even abusive. Abuse occurs when someone does not respect another's boundaries, uses power, tricks, threats, or violence to cross or change another's boundaries, or inflicts hurtful or unwanted behavior (physical, verbal, emotional, or sexual) on another person. This code is used in conjunction with existing local or diocesan policies, protocols or other codes and is not intended to supersede them.

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 being used is required.
3. Cooperation and self-control are necessary when participating in programs and activities.
4. Today's fashions have relaxed considerably. However, when it effects Faith Formation, we suggest that the two terms we stress "modesty" and "appropriateness" be considered. Underwear should not be seen; short shorts, crop tops, spaghetti straps and low cut, tight blouses should not be worn; vulgar sayings or pictures on T-shirts are not appropriate.
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 gesture, use of racial slurs
  - Damaging of property
  - Fighting or intent to injure others
  - Constant disturbance of others at work or in an activity
  - Cheating
6. Possession of weapons, possession, sale or use of alcohol or drugs are forbidden.
  7. No child or youth has the right to treat another in any manner that will cause physical or emotional pain.
  8. Coercion or threats to do something physically hurtful or for the purpose of exposing someone or something about another is unacceptable behavior.
  9. Chastity is a virtue to be held in high esteem and promoted in practice. Sexual abuse of any sort, coercing a person to engage in sexual acts against her or his will, physically touching the sexual parts of another's body, treating a person like a sexual object are unacceptable and abusive behaviors. Consensual sex between students or initiated by minors to adults must never occur.

Therefore harassment of any kind is un-Christian and unacceptable.

# **HARASSMENT POLICY FOR NON-EMPLOYMENT SITUATIONS IN SCHOOLS/CENTERS, PARISH FAITH FORMATION PROGRAMS, AND PARISH YOUTH MINISTRY PROGRAMS OF THE DIOCESE OF ST. PETERSBURG**

## **Policy:**

The Diocese of St. Petersburg requires that each parish; Catholic school or early childhood center establish and adopt this policy that prohibits any form of harassment by any individual. The Diocese of St. Petersburg strives for the establishment of a Christian, professional and supportive educational environment for all persons engaged in or involved with the faith formation children/youth 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, faith formation children/youth and youth ministry settings;
- That each individual involved in schools, early childhood centers, faith formation children/youth programs 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 teachings, 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, 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 of 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

**Harassment Of Any Kind Is Un-Christian And Unacceptable**

## **SAFE ENVIRONMENT POLICY:**

The Diocese of St. Petersburg has mandated that all adult staff and volunteers who are entrusted with the care or supervision of children, the elderly, or the infirmed **MUST** be trained on the Safe Environments policy. This parish follows the Diocese of St. Petersburg policy on Safe Environments to provide such training on the subject to catechists and assistants. The purpose of the training is to:

- Teach practical ways to establish safe environments and relationships for all children and adults.
- Identify and protect youth and adult rights, identify barriers to abuse in church programs, etc.
- Provide information on identification of child abuse warning signs.
- Provide information on behavioral cues of sexual abusers.
- Provide information on appropriate response to an abuse disclosure or discovery.
- Provide information on appropriate reporting procedures for suspected or actual abuse.

In addition to the above, all catechists and assistants are finger printed and background checked.

***Additional information regarding this policy is available in the Faith Formation Children/Youth Office or the Diocesan website at [dosp.org](http://dosp.org).***

### **COVID-19**

St Frances Cabrini will follow state and local standards of conduct mandated by CDC guidelines. Please refer to the Consent Form and Liability Wavier you signed upon enrollment for complete guidelines.

## **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.

## **NCEA IFG: ACRE EDITION 2013**

The 5th and 8th grade students will be participating in the NCEA IFG: ACRE Edition 2013. The NCEA IFG: ACRE Edition 2013 represents the next generation of program assessments for catechesis/faith formation developed by the National Catholic Educational Association to:

- Serve as a tool for assessing the effectiveness of catechetical/faith formation programs;
- Offer a picture of where grade 5 (Level 1) and 8 (Level 2) students are in terms of their basic religious knowledge;
- Assess the religious beliefs, attitudes, practices, and perceptions of students in these grades in addition to an evaluation of their religious knowledge; and,
- Provide information about areas of strengths in catechetical/faith formation programs as well as areas that may need additional attention or improvement.



# SACRAMENTAL PREPARATION

Our Sacramental preparation process is a partnership between parish and family. It is a separate process from the regular Faith Formation Children/Youth Program, Home school, and Catholic School. Preparation is based on both a child's readiness and the family's willingness to make a true commitment to prepare their child for reception of these gracious gifts of God. Parents are given the opportunity to learn more about their own faith and share it with their child during this time of preparation. Support is provided through mandatory Sacramental Preparation Parent Meeting classes.

**General:** Baptismal certificates must be on file before any child is admitted to a Sacramental Preparation class. A Sacramental Enrollment Agreement must be signed by both parents when enrolling for any of the Sacramental Preparation programs. Only one signature is required if parent has sole custody. All legal paperwork, including Guardianship paperwork, must be on file in the Faith Formation Office for enrollment to be complete. This includes Baptism, First Eucharist, and Confirmation. This agreement outlines specific requirements for preparation.

## Baptism of Children & Youth

At the parent's request, children enrolled in our Faith Formation Children/Youth Program who have not been baptized and 7 years of age or older will be prepared for Baptism during the course of their first year of enrollment. Baptism will take place at the end of a full year of instruction. Parents will complete a Request for Baptism form, to start the process. During the school year, children and parents will be required to attend a Baptism Retreat prior to the Baptism. We also require the completion of Godparent Sponsor forms, and submission of the child's Birth Certificate.



## First Reconciliation and First Eucharist

Our children usually receive the Sacraments of First Reconciliation and First Eucharist after satisfactorily completing both first and second formation grades. Second grade children, who have not completed a first grade Faith Formation class either here or in another Catholic parish or school, are placed in our first formation grade. They will receive these sacraments after completing both first and second formation grade.



- Sacramental preparation classes and meetings are required **IN ADDITION** to Faith Formation Children/Youth Classes
- Regular attendance at Sunday Mass is expected.
- Parental participation is essential in the preparation for sacraments.

**One parent is required to attend one meeting for First Reconciliation preparation and one meeting for First Eucharist preparation.**

In addition to the meetings, you may be required to participate in Several preparation activities with your child.

- Children will be required to attend one retreat for First Reconciliation preparation, and one retreat for First Eucharist preparation.
- Catholic School families, who are registered parishioners of St. Frances Cabrini Parish, are required to participate in the sacramental preparation program with other parish families; students will participate in preparation activities for the sacraments. There is a \$55.00 Sacramental fee.
- Information, including dates and times of meetings, gatherings, sacraments, rehearsals and school year calendars are given at the time of enrollment. Please read the bulletin and/or notices sent home with your child for further information.



## SACRAMENTAL PREPARATION (continued)

### Confirmation



- Students normally receive the Sacrament of Confirmation after satisfactorily completing the 8th grade curriculum. The program is called "***Chosen: Your Journey Toward Confirmation***" which is a powerful, life-changing experience for teens as they prepare for the Sacrament of Confirmation.

This program takes young people on a journey through the entire Catholic Faith in all its richness and vitality. The goal of this program is to win over the hearts of teens at a critical time in their lives and keep them connected to the church.

The immediate preparation for Confirmation takes place in the 9th grade, which involves mandatory parent meetings and retreats.

Parents of students in 8th grade will receive a packet with all the required documents. All Confirmation documents: Saint reports, Sponsor forms, and Baptism certificates must be returned to the Faith Formation Children/Youth Office at the time the child(ren) are enrolled in the program. Documentation of 20 required community service hours must be completed one month prior to the sacrament.

- Catholic School families, who are registered parishioners of St. Frances Cabrini Parish, are required to participate in the sacramental activities with other parish families; students will participate in activities for the sacraments. There is a \$75.00 Sacramental fee for all students.



### RCIA Adapted for Children Sacramental Preparation for Older Children

Please contact the Administrator of Faith Formation Children/Youth at 686-9954, ext. 201 for further information regarding this program.

## CHILDREN/YOUTH PROGRAMS

**Liturgy of the Word for Children** is offered for children ages 6-9 at the 9:30 a.m. Mass on Sundays. The children come to church and sit with their parents. After the opening prayer of the Mass, catechists lead the children from the church to Xavier Hall. The Scripture of the day is read and taught to them on their own level. The children return to sit with their parents during the Offertory.



### Seasonal Children's Programs



### Youth & Family Ministry



**"The first setting in which faith enlightens the human city is the family"**

**- Pope Francis, 2013**

**See the Family and Youth Director for date schedule.**



## **Inclement Weather Plan for Program Cancellation**

Should a tropical storm or hurricane be forecast for our area, it may be necessary for Faith Formation Children/Youth classes to be canceled. The decision to cancel will be based on the Hernando County School System's decision to cancel public school classes. Therefore, if the Hernando County School System cancels classes or after school activities, the Faith Formation classes will also be canceled.

If you wish to confirm the decision to cancel classes, you may call the Faith Formation Children/Youth office at **(352) 686-9954 ext. 201 or 202**. It is important to remember that the decision to cancel will stand firm regardless of improving weather conditions. It is better to be cautious than to be indecisive and create confusion.

## **General Information**

Check the parish bulletin, website, and notices sent home with your child for additional information. If you have any questions, feel free to call the Faith Formation Children/Youth Office at **686-9954, ext. 201, 202**. Always use this number when calling for Faith Formation Children/Youth information.

By placing your child in the St. Frances Cabrini Faith Formation Children/Youth program, you are agreeing to adhere to the policies as stated in this handbook.

The Administrator of Faith Formation Children/Youth reserves 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 enrolled in the Faith Formation Children/Youth Program.

Although we try to follow the Hernando County school schedule, there may be dates when this is not possible. Please refer to the calendar we provide for the Faith Formation class schedule, as it may differ from the Hernando County school schedule.

**SHARE YOUR TIME WITH US**  
**If you feel God is calling you to help in one of the following positions,**  
**Please call the Faith Formation Office at 686-9954**

- \*Catechist—Adults who teach and pass on the living faith. Training and materials will be provided as well as ongoing support.
- \*Assistant Catechist—Adults and young adults to assist the main catechist with class activities, attendance, provide special attention to students who need it, and fill in for the main catechist when necessary.
- \*Substitutes-Adults who teach and pass on the living faith when the Catechists are unavailable.
- \*Office Help-Adults and young adults to assist in the Faith Formation Children/Youth.
- \*Children’s Liturgy of the Word—Adults to lead this learning program each week during the 9:30am Mass which brings the Gospel to the children at a level that is easy to understand.
- \*Seasonal Children’s Programs-Adults and teens (14 & over) are needed to work with a team.
- \*Altar Server—Boys and girls of the parish who have made their First Communion and are in the 4th grade and older. After training, they are scheduled to serve at the weekend Masses.
- \*All positions require a Background Level II Screening, & SEP Workshop for those volunteers 18 yrs. & older.

**ORGANIZATIONS & MINISTRIES**  
**For more information regarding the ministries listed below,**  
**please call the parish office at 683-9666.**

**ALL EVENTS & MEETINGS ON PREMISES ARE CANCELLED UNTIL FURTHER NOTICE.**

<b>Associates of the Sisters of Charity of Cincinnati</b> .....	Second Saturday of month after 8:30 a.m. Mass
<b>Boy Scouts</b> .....	Tuesdays at 7:30 p.m.
<b>Cabrini Communities</b> .....	Weekly, in members’ homes
<b>Charismatic Prayer Group</b> .....	Tuesdays at 7:15 p.m.
<b>CCW (Council of Catholic Women) September to May...</b>	First Wednesday of the month at 8:30 a.m.
<b>CCW Crafters</b> .....	Thursdays at 9 a.m.
<b>Divine Mercy Chaplet Novena</b> .....	Monday through Saturday after 8:30 a.m. Mass
<b>Divine Mercy Chaplet - Sick &amp; Dying</b> .....	Wednesdays at 5 p.m.
<b>Divine Will Cenacle</b> .....	Tuesdays at 9 a.m.
<b>Knights of Columbus:Business Meeting</b> .....	First Tuesday of the month at 7:30 p.m.
<b>Fourth Degree Assembly</b> .....	Second Tuesday of the month at 7:30 p.m.
<b>Lay Carmelite Community</b> .....	Once a month at 9 a.m.
<b>Living Rosary</b> .....	Private recitation
<b>Men’s Club</b> .....	First Friday of the month at 11:30 a.m.
<b>Our Lady of Fatima Devotion</b> .....	First Saturday of month after the 8:30 a.m. Mass
<b>Respect Life Ministry</b> .....	Second Friday of the month at 4:30 p.m.
<b>Rosary Recitation</b> .....	Monday through Saturday at 7:20 a.m.
<b>Rosa Mystica Prayer Group for Priests</b> .....	Every Thursday after 8:30 a.m. Mass
<b>Spanish Prayer Group</b> .....	First and third Friday of month at 7 p.m.
<b>St. Vincent de Paul Society</b> .....	First and third Saturday of the month
<b>Sunshine Club</b> .....	Mondays at 10 a.m.

**NOTRE DAME CATHOLIC SCHOOL**  
**1095 Commercial Way**  
**Spring Hill, FL 34606**  
**Web Site: <http://www.ndischool.org/>**  
**Office Hours: 7:30 a.m. to 3:30 p.m. Monday-Friday**