



SAINT MARY ROMAN CATHOLIC CHURCH PARISH RELIGIOUS EDUCATION PROGRAM

Look to Him and be radiant

"I encourage you to be renewed in the joy of that first encounter with Jesus."

POPE FRANCIS

FAMILY AND PARTICIPANT HANDBOOK

SAINT MARY
ROMAN CATHOLIC CHURCH



One Faith • One Family • One Spirit

**Saint Mary Roman Catholic Church
Office of Religious Education
40 Spring Mount Road | Schwenksville, PA 19473**

Monday through Friday | 9:00am – 5:00pm | 610.287.8156
Monday and Tuesday evenings 6:00pm – 8:00pm | 484.522.0330

Rev. James M. Cox, Pastor
Mary Goudsward, Religious Education Coordinator | mgoud@churchofsaintmary.org

www.churchofsaintmary.org

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The purpose of the handbook is to provide the guidelines for those who participate in Saint Mary Religious Education Program. By enrolling your child into our parish program, we partner together in support of the policies and guidelines outlined in this handbook. Parents are therefore encouraged to discuss these policies and guidelines with their children to ensure that everyone understands the requirements and obligations of their participation in our Parish Religious Education Program.



SAINT MARY ROMAN CATHOLIC CHURCH PARISH RELIGIOUS EDUCATION PROGRAM

PREP 2024-2025 SCHOOL YEAR

"I encourage you to be renewed in the joy of that first encounter with Jesus."

POPE FRANCIS

SAINT MARY MISSION STATEMENT

Saint Mary Parish is a community of Catholics striving to be an open and caring people, living our faith, spreading God's word and serving as Jesus' disciples to our families, our parish and our surrounding community.

Through our time and talent, we live the following as the Lord's people

- Worship God through prayer and the celebration of the Eucharist and the other sacraments
- Create and nourish the Christian community of St. Mary's by living and working in harmony with one another
- Serve the people of our parish by helping individuals and groups toward personal and spiritual growth, especially the poor, needy, vulnerable and those marginalized
- Spread the Gospel to those who have not heard it by proclaiming the Good News of Christ by the example of our lives
- Deepen our faith through education, in the home and in school to develop a stronger belief and understanding of the Gospel of Jesus Christ



SAINT MARY PARISH RELIGIOUS EDUCATION VISION STATEMENT

Vision of the Universal Church

“Education in the faith by the parents should begin in the child’s earliest years. This already happens when family members help one another to grow in faith by the witness of a Christian life in keeping with the Gospel. Family catechesis precedes, accompanies, and enriches other forms of instruction in the faith. Parents have the mission of teaching their children to pray and to discover their vocation as children of God. The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is a privileged place for the catechesis of children and parents.”

CATECHISM OF THE CATHOLIC CHURCH (226)

SAINT MARY PARISH RELIGIOUS EDUCATION VISION

Our Parish Credo

We, through our common Baptism are called to **One Faith**. This Faith is centered on the Person of Jesus Christ, the Son of God. It is through our common Baptism that we live and work in the name of Jesus, the Savior of the world. Mary, the patroness of our parish stands as a model for us because of her fiat – her “yes” in responding to the call of God. May we all say “YES” to Him who calls us to serve in response to our living faith.

We, through Baptism belong to **One Family**. It is the family of God. In this family we realize that we are brothers and sisters of a loving God who cares, forgives and offers life – eternal life to all who believe in His only begotten Son. Mary, our patroness provided a loving family for the child Jesus. May our family of faith here at Saint Mary Parish reflect the home of the Holy Family of Jesus, Mary and Joseph.

We, through the Sacraments of Baptism, Confirmation and Eucharist are called to live in the **One Spirit**. It is through this Spirit who raised Jesus from the dead that we, members of His Mystical Body, are called to live, breathe and have our being. Mary, our patroness is the model and pattern of the Church, the Mystical Body of Christ. She by her presence with the Twelve at the Pentecostal moment taught us to live in the Spirit by all we say and do.



SAINT MARY ROMAN CATHOLIC CHURCH PARISH RELIGIOUS EDUCATION PROGRAM

PREP 2024-2025 SCHOOL YEAR

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POPE FRANCIS

PARISH RELIGIOUS EDUCATION PROGRAM FACULTY AND STAFF

Monday Evening • 6:30pm – 7:45pm		
Name	Group	Room #
Anna Platcow	1A	
Noelle Black	2A	
Vicky Bluhm	3A	
David Heacock	3B	
Jennifer Tisoskey	4A	
Melissa Greenley	5A	
John Longua	6A	
Jeff Goudsward	7A	

Tuesday Evening • 6:30pm – 7:45pm		
Name	Group	Room #
Anna Platcow	1C	
Cassie Whitehead	2C	
Frank Caccavo	3C	
Eileen Turner	4C	
Rachel Biglin	5C	
Mike Zandier	6C	
Jeff Goudsward	7C	

Monday through Friday | 9:00am – 5:00pm | 610.287.8156
Monday and Tuesday Evenings | 6:00pm – 8:00pm | 484.522.0330

Rev. James M. Cox, Pastor
Mary Goudsward, Religious Education Coordinator | mgoud@churchofsaintmary.org

RELIGIOUS EDUCATION PROGRAM • LEVEL 1

Core Curriculum Semester 1	Objectives
God the Father	<ul style="list-style-type: none"> • First Person of the Trinity • Creator of Heaven and Earth • Creation of the World
Creation	<ul style="list-style-type: none"> • Human Beings: <ul style="list-style-type: none"> -God's Image and Likeness -Male and Female -To Know, Love, and Serve God • Sacredness of Human Life
Living in God's World	<ul style="list-style-type: none"> • Family • Church • Religious Education Classes • Community
God the Son: Jesus Christ	<ul style="list-style-type: none"> • Second Person of the Trinity • Birth and Childhood of Jesus
God the Son: Jesus Christ	<ul style="list-style-type: none"> • Public Life of Jesus
	Prayer Service for All Saints
Mary	<ul style="list-style-type: none"> • Titles of Mary <ul style="list-style-type: none"> -Mother of God -Mother of the Church • Days to Honor Mary <ul style="list-style-type: none"> October 7 and January 1
Liturgical Year	<ul style="list-style-type: none"> • Sunday • Ordinary Time
Liturgical Year	<ul style="list-style-type: none"> • Advent • Christmas
Liturgical Year	<ul style="list-style-type: none"> • Definition of a Feast Day • October 2 • November 1 • December 6
Prayer	<ul style="list-style-type: none"> • Definition of Prayer • Sign of the Cross
Prayer	<ul style="list-style-type: none"> • Sign of Cross • Our Father
Prayer	<ul style="list-style-type: none"> • Definition of prayer • Sign of Cross and Our Father • Introduce Hail Mary and Rosary
	Advent Prayer Service
Prayer	<ul style="list-style-type: none"> • Sign of Cross • Introduce Our Father • Introduce Hail Mary • Introduce Grace Before Meals • Introduce Glory Be • Introduce Angel of God
Worship	<ul style="list-style-type: none"> • Liturgy of the Word Responses for Reading and Gospel
Sacramentals	<ul style="list-style-type: none"> • Holy Water • Cross • Crucifix • Blessed Medals • Rosary

Core Curriculum Semester 2	Objectives
God the Holy Spirit	<ul style="list-style-type: none"> • Third Person of the Trinity • Holy Spirit Within Us <ul style="list-style-type: none"> -Received in Baptism -Gift of God's Love to Us
Sacraments	<ul style="list-style-type: none"> • Define Sacraments of Initiation • Baptism <ul style="list-style-type: none"> -Effects -Symbols -Words -Minister
Sacraments	<ul style="list-style-type: none"> • Confirmation • Eucharist
Liturgical Year	<ul style="list-style-type: none"> • Introduce Feast Days <ul style="list-style-type: none"> -January 5 -March 3 -March 19
Liturgical Year Sacramentals	<ul style="list-style-type: none"> • Lent • Palms • Blessed Ashes • Cross • Crucifix
Prayer	<ul style="list-style-type: none"> • Review Definition, Our Father, Hail Mary and Glory Be • Introduce Prayer Expressions
	"Keeping God's Children Safe" Personal Safety Lesson
Prayer	<ul style="list-style-type: none"> • Introduce Way of the Cross
Liturgical Year	<ul style="list-style-type: none"> • Holy Week
Liturgical Year	<ul style="list-style-type: none"> • Easter
Social Justice	Lenten Prayer Service or Lenten Project for the Hungry
Prayer Sacramentals	<ul style="list-style-type: none"> • Introduce the Rosary • Statues and Pictures
Worship Social Justice	<ul style="list-style-type: none"> • Reading and Gospel Responses • Awareness to be Peacemakers
Mary	<ul style="list-style-type: none"> • Mary's Month and Color
Mary	<ul style="list-style-type: none"> • Special Activities and Devotions
	May Devotion
Level 1 Mastery List	<ul style="list-style-type: none"> • Creation • God the Father and Son • Sacrament of Baptism • Mary, Mother of God • Sign of the Cross • Our Father • Hail Mary • Glory Be • Liturgical Seasons and Colors

RELIGIOUS EDUCATION PROGRAM • LEVEL 2

Core Concept Semester 1	Objectives
The Blessed Trinity	<ul style="list-style-type: none"> • Central Mystery • One person in one God • Sign of the Cross • God the Father • God, the Son, Jesus • God, the Holy Spirit
Sacraments of Initiation	<ul style="list-style-type: none"> • Definition • Baptism <ul style="list-style-type: none"> – effects – indelible mark – membership – grace
Sacraments Sacramentals & Holy Actions	<ul style="list-style-type: none"> • Baptism: Rite & Symbols • Holy water • Blessing • Crucifix • Blessed Medals
Sacraments of Initiation	<ul style="list-style-type: none"> • Confirmation <ul style="list-style-type: none"> --Effects/Signs --Ministers --Laying of Hands • Eucharist <ul style="list-style-type: none"> --Names/Scripture --Celebration/Mass --Real Presence
Liturgical Year Mary	<ul style="list-style-type: none"> • Ordinary Time • Sunday • Oct. 4 & Nov. 1 • Rosary/Oct. 7
	<i>Prayer Service for All Saints</i>
Sacraments of Healing	<ul style="list-style-type: none"> • Sacraments of Healing • Penance & Reconciliation <ul style="list-style-type: none"> – names/scripture stories – Sin and Forgiveness • Need to Forgive Others
Social Justice	
Sacrament of Healing	<ul style="list-style-type: none"> • Penance/Form
Sacraments of Healing	<ul style="list-style-type: none"> • Anointing of the Sick (introduce)
Sacraments at the Service of Communion	<ul style="list-style-type: none"> • Matrimony (introduce) • Holy Orders (introduce)
Mary Liturgical Year	<ul style="list-style-type: none"> • Titles • Feasts (Dec.8/ Jan. 1) • Dec. 6, Jan. 5
Liturgical Year	<ul style="list-style-type: none"> • Advent & Christmas • Mission Awareness and Project
	<i>Advent Prayer Service</i>
Prayers	<ul style="list-style-type: none"> • Review Prayers • Traditional • Spontaneous
First Reconciliation Preparation	Tour of the Confessional or similar activity

Core Concept Semester 2	Objectives
Holy Action The Mass	<ul style="list-style-type: none"> • Genuflection • Introductory Rites • Liturgy of the Word
The Mass	<ul style="list-style-type: none"> • Liturgy of the Eucharist
The Mass	<ul style="list-style-type: none"> • Liturgy of the Eucharist • Concluding Rite
Feasts/Special People	<ul style="list-style-type: none"> • March 3 • March 19
	<i>1st Reconciliation Preparation</i>
	Safe Environment Lesson
Liturgical Year Sacramentals	<ul style="list-style-type: none"> • Lent • Holy Week • Blessed ashes & Palms • Blessed candles • Cross/crucifix
Topics Related to the Mass	<ul style="list-style-type: none"> • Sunday Mass • Role of the People • Vestments • Sacred Vessels • Objects related to Mass
Mass and Eucharist	<ul style="list-style-type: none"> • Act of praise and thanksgiving • Sacrifice • Called to be peacemakers
Social Justice	
Social Justice	<i>Lenten Prayer Service/Project</i>
	<ul style="list-style-type: none"> • outreach to those who suffer
Liturgical Year	<ul style="list-style-type: none"> • Easter • Trinity Sunday • Corpus Christi
Prayer	<ul style="list-style-type: none"> • Review types of prayer • Traditional Prayer
Prayer Sacramentals	<ul style="list-style-type: none"> • Spontaneous Prayer • Blessed Medals • Blessed Pictures • Holy Water
Mary Sacramentals	<ul style="list-style-type: none"> • Titles of Mary • Days of Honor • May Devotion • Rosary
	May Devotion
Mastery List	
<ul style="list-style-type: none"> • Holy Spirit • Sacrament of Baptism • Sacrament of Reconciliation • Mary, Mother of God 	<ul style="list-style-type: none"> • Liturgy of the Word • Sunday • Rosary

RELIGIOUS EDUCATION PROGRAM • LEVEL 3

Core Curriculum Semester 1	Objectives
The Trinity	<ul style="list-style-type: none"> • Definition • God the Father
The Trinity	<ul style="list-style-type: none"> • God the Son • God the Holy Spirit
Sacraments	<ul style="list-style-type: none"> • Definition of a Sacrament • Sacraments of Initiation • Baptism • Confirmation
Sacraments	<ul style="list-style-type: none"> • Eucharist -Names -Stories of the Last Supper
Sacraments	<ul style="list-style-type: none"> • Eucharist -Signs -Minister
Liturgical Year	<ul style="list-style-type: none"> • October 2 • October 4
Social Justice	<ul style="list-style-type: none"> • Care of All Creation
	Prayer Service for All Saints
Sacraments of Initiation	<ul style="list-style-type: none"> • Eucharist -Celebrating the Sacrament
Sacraments of Initiation	<ul style="list-style-type: none"> • Eucharist -Real Presence of Jesus <ul style="list-style-type: none"> • Tabernacle • Sanctuary Lamp • Adoration • Benediction
Sacraments of Healing	<ul style="list-style-type: none"> • Penance and Reconciliation • Anointing of the Sick
Sacraments at the Service of Communion	<ul style="list-style-type: none"> • Sacrament of Marriage • Sacrament of Holy Orders
Mary	<ul style="list-style-type: none"> • Titles • December 8 • December 12
Liturgical Year	<ul style="list-style-type: none"> • Sunday • Ordinary Time • Advent • December 9 • January 6 • Holy Family • Epiphany
	Advent Prayer Service
Prayer	<ul style="list-style-type: none"> • Traditional -Prayers of the Mass -Act of Contrition -Apostles' Creed
Prayer	<ul style="list-style-type: none"> • Spontaneous • Petition • Praise • Thanksgiving • Forgiveness

Core Curriculum Semester 2	Objectives
Christian Community	• Birth and Growth of the Church
Christian Community	<ul style="list-style-type: none"> • Composition of the Church Today • Membership in the Catholic Church
Liturgical Year	<ul style="list-style-type: none"> • February 2 • February 11
	Celebration of the Sacrament of Penance or Prayer Service
Liturgical Year	<ul style="list-style-type: none"> • Lent • Jesus Prayer • Stations of the Cross
God's Law	<ul style="list-style-type: none"> • Introduce Ten Commandments • Review the Great Commandment
Sacramentals	<ul style="list-style-type: none"> • Definition • Blessed Ashes and Palms
	"Keeping God's Children Safe" Personal Safety Lesson
Social Justice	• Lenten Project: Option for the Poor and Vulnerable
Liturgical Year	• Holy Week
Sacraments of Initiation	• Review Stories of the Last Supper
Liturgical Year	<ul style="list-style-type: none"> • Easter • Easter Season
	Lenten Devotion or Celebration of the Sacrament of Penance
Liturgical Year	<ul style="list-style-type: none"> • Pentecost • May 1 • June 29
Mary	<ul style="list-style-type: none"> • Titles • March 25 • Immaculate Heart of Mary • August 15
Prayer	<ul style="list-style-type: none"> • Traditional Rosary
	May Devotion
Level 3 Mastery List	<ul style="list-style-type: none"> • The Trinity • Mass • Definition of Sacrament • Sacraments of Initiation • Definition of Baptism • Definition of Confirmation • Definition of Eucharist • Apostles' Creed

RELIGIOUS EDUCATION PROGRAM • LEVEL 4

Core Curriculum Semester 1	Objectives
God the Father	<ul style="list-style-type: none"> • Revelation to People • Revelation of Covenant
Commandments	<ul style="list-style-type: none"> • Words of God • Path of Life
Mary	<ul style="list-style-type: none"> • September 8
Commandments	<ul style="list-style-type: none"> • 1st Commandment • 2nd Commandment
Commandment Liturgical Year	<ul style="list-style-type: none"> • 3rd Commandment • Sunday
Commandment Liturgical Year	<ul style="list-style-type: none"> • 4th Commandment • October 1 • November 1
Commandments	<ul style="list-style-type: none"> • 5th Commandment
	Prayer Service for All Saints
Commandments	<ul style="list-style-type: none"> • 6th Commandment
Commandments	<ul style="list-style-type: none"> • 7th Commandment
Commandments	<ul style="list-style-type: none"> • 8th Commandment
Commandments	<ul style="list-style-type: none"> • 9th Commandment • 10th Commandment
Liturgical Year	<ul style="list-style-type: none"> • Ordinary Time
Grace Sin	<ul style="list-style-type: none"> • Definition of Grace • Original Sin • Personal Sin
Conscience	<ul style="list-style-type: none"> • Definition of Conscience • Formation of Conscience • Examination of Conscience
Mary	<ul style="list-style-type: none"> • December 8 • December 12
Liturgical Year	<ul style="list-style-type: none"> • Advent • Christmas
	Advent Prayer Service
Prayer	<ul style="list-style-type: none"> • Review Rosary -Hail Holy Queen -Hail Mary -Our Father -Glory Be • Teach Angelus
Mary	<ul style="list-style-type: none"> • Example of Faith and Holiness • Days that Honor Mary -September 8 -December 8 -January 1 -March 25 -August 15 • Title of Immaculate Conception

Core Curriculum Semester 2	Objectives
Jesus Christ	<ul style="list-style-type: none"> • Reveals New Covenant • Fulfills God's Promises
Beatitudes	<ul style="list-style-type: none"> • Heart of Jesus Teaching • Blessed are the Poor in Spirit...
Beatitudes	<ul style="list-style-type: none"> • Blessed are Those who Mourn... • Blessed are the Meek...
Beatitudes	<ul style="list-style-type: none"> • Blessed are Those who Hunger and Thirst for Righteousness... • Blessed are the Merciful... • February 2
Liturgical Year	<ul style="list-style-type: none"> • Blessed are Pure of Heart... • Lent • March 3 • March 19
	"Keeping God's Children Safe" Personal Safety Lesson
Beatitudes	<ul style="list-style-type: none"> • Blessed are the Peacemakers... • Blessed are those Persecuted...
Corporal Works of Mercy	<ul style="list-style-type: none"> • Feed the Hungry • Give Drink to the Thirsty • Welcome the Stranger • Clothe the Naked
Corporal Works of Mercy	<ul style="list-style-type: none"> • Visit the Sick • Visit the Imprisoned • Bury the Dead
Social Justice	<ul style="list-style-type: none"> • Lenten Project for the Poor or Celebration of the Sacrament of Penance
Liturgical Year	<ul style="list-style-type: none"> • Holy Week/Easter • Easter Season
Spiritual Works of Mercy	<ul style="list-style-type: none"> • Teach the Ignorant • Comfort Those who Suffer • Counsel the Doubtful
Spiritual Works of Mercy	<ul style="list-style-type: none"> • Be Patient with Others • Forgive Those who Hurt You • Correct those who need it
Spiritual Works of Mercy Virtues	<ul style="list-style-type: none"> • Pray for Others • Theological -Faith -Hope -Charity
Virtues	<ul style="list-style-type: none"> • Cardinal -Prudence -Justice -Fortitude -Temperance
	May Devotion
Level 4 Mastery List	<ul style="list-style-type: none"> • Commandments • Beatitudes • Corporal Works of Mercy • Spiritual Works of Mercy

RELIGIOUS EDUCATION PROGRAM • LEVEL 5

Core Curriculum Semester 1	Objectives
Sacraments Sacraments of Initiation	<ul style="list-style-type: none"> • Definition/Purpose of a Sacrament • Definition of Initiation • Baptism <ul style="list-style-type: none"> -Original Sin -Effects -Role of Minister & Godparents -Members of God’s Body -Grace
Sacraments of Initiation	<ul style="list-style-type: none"> • Rite of Baptism <ul style="list-style-type: none"> -Symbols -Words/Actions • Adult Baptism/RCIA (def only)
Sacraments of Initiation	<ul style="list-style-type: none"> • Confirmation <ul style="list-style-type: none"> -Completes Baptism -Call to Serve -Ordinary Minister -Candidates
Sacraments of Initiation	<ul style="list-style-type: none"> • Confirmation <ul style="list-style-type: none"> -Role of Sponsor -Rite of Confirmation -Effects of Confirmation
Sacraments of Initiation	<ul style="list-style-type: none"> • Confirmation <ul style="list-style-type: none"> -Gifts of the Holy Spirit -Fruits of the Holy Spirit
Liturgical Year	<ul style="list-style-type: none"> • November 1 All Saints Prayer Service
Liturgical Year	<ul style="list-style-type: none"> • Sunday • Ordinary time • Feast Days
Sacraments of Initiation	<ul style="list-style-type: none"> • Eucharist <ul style="list-style-type: none"> -Body and Blood of Christ -Real Presence -Reception of Jesus -Life of the Church
The Mass	<ul style="list-style-type: none"> • Celebration of Eucharist • Mass Parts
The Mass	<ul style="list-style-type: none"> • Vessels • Vestments
Liturgical Year	<ul style="list-style-type: none"> • Advent • December 8 • Christmas
	Advent Prayer Service
The Mass	<ul style="list-style-type: none"> • Liturgical Environment • Liturgical Ministers • Eucharistic Worship Outside of Mass
Mary	<ul style="list-style-type: none"> • Mother of God • Mother of the Church • Devotions and Prayers • Days that Honor Mary
Prayer Sacramentals	<ul style="list-style-type: none"> • Definition • Purpose/Meaning • Kinds • Forms

Core Curriculum Semester 2	Objectives
Sacraments of Healing	<ul style="list-style-type: none"> • Penance and Reconciliation <ul style="list-style-type: none"> -Definition -Elements • Penance and Reconciliation <ul style="list-style-type: none"> -Sin -Grace -Forgiveness
Sacraments of Healing	<ul style="list-style-type: none"> • Rite of Reconciliation • Communal Celebration • Individual Confession • Frequency • Seal of Confession
	Celebration of the Sacrament of Penance or Penitential Prayer Service
Liturgical Year	<ul style="list-style-type: none"> • Holy Days of Obligation • Lent
Social Justice	<ul style="list-style-type: none"> • Lenten Project-Alleviation of Disease, Hunger, and Poverty
Sacraments of Healing	<ul style="list-style-type: none"> • Anointing of the Sick
	“Keeping God’s Children Safe” Personal Safety Lesson
Sacraments at the Service of Communion	<ul style="list-style-type: none"> • Holy Orders <ul style="list-style-type: none"> -Degrees -Symbols -Priest -Deacon
Sacraments at the Service of Communion	<ul style="list-style-type: none"> • Matrimony <ul style="list-style-type: none"> -Definition -Couple -Ministers -Rite
Liturgical Year	<ul style="list-style-type: none"> • Holy Week • Triduum
	Lenten Prayer Service or Lenten Devotion
Liturgical Year	<ul style="list-style-type: none"> • Easter Sunday • Easter Season
Liturgical Year	<ul style="list-style-type: none"> • Trinity Sunday • Corpus Christi Sunday • Solemnity of the Sacred Heart
Prayer	<ul style="list-style-type: none"> • Definition • Expressions of Prayer
Sacraments Social Justice	<ul style="list-style-type: none"> • Review Sacrament of Confirmation • Dignity of Work
	May Devotion
Level 5 Mastery List	<ul style="list-style-type: none"> • Seven Sacraments • Mass (Parts, Vessels, Vestments) • Holy Days of Obligation • Liturgical Seasons

RELIGIOUS EDUCATION PROGRAM • LEVEL 6

Core Curriculum Semester 1	Objectives
The Bible	<ul style="list-style-type: none"> • Definition • Use • Structure • New Testament • Importance of Bible
Old Testament	<ul style="list-style-type: none"> • Major Events -Creation -Sin
Old Testament	<ul style="list-style-type: none"> • Major Events -God's Response <ul style="list-style-type: none"> • Characteristics • Promise of Redeemer
Mary	<ul style="list-style-type: none"> • Our Lady of the Rosary
Old Testament	<ul style="list-style-type: none"> • Major Events -God's Response <ul style="list-style-type: none"> • Special People -Abraham & Sarah
Liturgical Year	<ul style="list-style-type: none"> • Definition • Sunday • Ordinary Time • November 1
	Prayer Service for All Saints
Old Testament	<ul style="list-style-type: none"> • Major Events -God's Response <ul style="list-style-type: none"> • Special People -Issac & Rebeka -Jacob, Leah, Rachel
Old Testament	<ul style="list-style-type: none"> • Major Events -God's Response <ul style="list-style-type: none"> • Special People --Joseph
Old Testament	<ul style="list-style-type: none"> • Major Events -God's Response <ul style="list-style-type: none"> • Special People -Moses (Early Life)
Old Testament	<ul style="list-style-type: none"> • Major Events -God's Response <ul style="list-style-type: none"> • Special People -Moses (Leader/ A-F)
Old Testament	<ul style="list-style-type: none"> • Major Events -God's Response <ul style="list-style-type: none"> • Special People -Moses (Leader/ G-K)
Liturgical Year	<ul style="list-style-type: none"> • Advent • Christmas
	Advent Prayer Service
Social Justice	Participation in Parish or PREP Christmas Outreach Project
Liturgical Year	• January 4 • January 5 • March 3

Core Curriculum Semester 2	Objectives
Old Testament	<ul style="list-style-type: none"> • Major Persons and Events -Joshua -Judges
Old Testament	<ul style="list-style-type: none"> • Major Persons and Events -Major Judges
	Celebration of the Sacrament of Penance or Prayer Service
Liturgical Year	<ul style="list-style-type: none"> • Lent • Holy Week
Old Testament	<ul style="list-style-type: none"> • Major Persons and Events -Kings <ul style="list-style-type: none"> • Saul • David (Early Life)
	"Keeping God's Children Safe" Personal Safety Lesson
Old Testament	<ul style="list-style-type: none"> • Major Persons and Events -Kings <ul style="list-style-type: none"> • David (Spiritual Significance) • Solomon
Old Testament	<ul style="list-style-type: none"> • Major Persons and Events -Major Prophets
Old Testament	<ul style="list-style-type: none"> • Major Persons and Events -Women of the Bible
	Lenten Prayer Service or Project
Christ Fulfills Old Testament Liturgical Year	<ul style="list-style-type: none"> • John the Baptist • Jesus Christ • Easter Season • Trinity Sunday • Corpus Christi
Prayer	<ul style="list-style-type: none"> • Definition • Communal Prayer
Prayer	<ul style="list-style-type: none"> • Prayers -Hail Mary -Hail Holy Queen -Rosary -Memorare -Angelus/Regina Coeli -Magnificat
Mary	<ul style="list-style-type: none"> • Dogmas • March 25 • August 15
	May Devotion
Level 6 Mastery List	<ul style="list-style-type: none"> • Old Testament • Christ Fulfills Old Testament • Prayers • Mary • Liturgical Year

I. PARENT AND STUDENT INVOLVEMENT

PARENT INVOLVEMENT

- Be examples of faith in action lived out within family life at home
- Pray together as a family every day

Prayers the children (grades 1 through 7) will be required to know:

- ❖ The Sign of the Cross
- ❖ The Our Father
- ❖ The Hail Mary
- ❖ The Glory Be to the Father
- ❖ Act of Contrition
- ❖ Prayer to Saint Michael
- ❖ Procedures for Confession

These prayers can be found in your child's religion book.

- Ensure that your family attends Mass together on a weekly basis and participates in other parish/private devotional practices
- Assist in homework assignments and test preparation
- Discuss lessons with your child
- Ensure that your child is prepared for PREP class each week
- Communicate with your child's catechist whenever necessary
- Attend PREP meetings, open houses, and any activities related to Sacrament preparation
- Participation at Weekly Mass, 40 Hours Eucharistic Devotion, Stations of the Cross, May Procession and Corpus Christi Procession.

Please note: Parent volunteers are needed throughout the PREP school year as aides and substitutes. We will provide full training and support to help you succeed in this exciting and rewarding ministry. Contact the Parish Office at 610.287.8156 and ask for Mrs. Mary Goudsward if you are interested.

Look to Him and be radiant

I encourage you to be renewed in the joy of that first encounter with Jesus.

POPE FRANCIS

STUDENT INVOLVEMENT

- All students are responsible for bringing to class the following: The Catholic Children’s Bible, book bag, textbook, folder, pencil, homework, and any other materials required by the Catechist. Students may not **borrow from a school desk** any forgotten item. Crayons, scissors, and glue will be provided by the program for art activities. Your child’s name should be on their belongings. A fee will be charged to replace lost books or book bag.

- Each student should be prepared for and participate in class.
Prayers the children (grades 1 through 7) will be required to know.

- ❖ The Sign of the Cross
- ❖ The Our Father
- ❖ The Hail Mary
- ❖ The Glory Be to the Father
- ❖ Act of Contrition – Prayer of Sorrow
- ❖ Saint Michael Prayer
- ❖ How to go to Confession – Procedures for Confession

These prayers can be found in your child’s religion book.

- No gum, toys or other inappropriate personal belongings may be brought to PREP
- Each student is required to display a Christian attitude and act in a Christian manner by respecting adults, fellow students and the property of the school and others.
- Each student is required to use appropriate language
- Each student is required to make sure that their desk and classroom are in good order at the end of the class each week
- Each student shares the responsibility with their parents to actively participate at Sunday Mass. Parents are the first teachers of their children.



SACRAMENTAL PREPARATION PROGRAM

"Parents have a right and duty to be intimately involved in preparing their children for First Communion." - National Catechetical Directory

Therefore, our sacramental program includes catechesis of both parents and candidate.

FIRST PENANCE AND EUCHARIST

"The suitable age for the first reception of these sacraments is deemed to be that which in documents of the Church is called the age of reason or discretion. This age, both for Confession and for Communion, is that at which the child begins to reason, that is, about the seventh year, more or less."
- National Catechetical Directory

"Catechesis for the Sacrament of Reconciliation is to precede First Communion and must be kept distinct by a clear and unhurried separation." - National Catechetical Directory

The Celebration of First Penance always occurs at Saint Mary Roman Catholic Church on the First Saturday after Ash Wednesday.

Requirements of Candidate:

- ❖ Must be baptized
- ❖ Must attend Mass on Sundays and Holy days
- ❖ Must be in the second religious education level or higher
- ❖ Must have successfully completed at least two years of prior preparation
- ❖ Must have satisfactory attendance record
- ❖ Must have attended a spiritual directed sacramental retreat
- ❖ Must have attended the mini-retreat (40 Hours Eucharistic Devotion)

Requirements of Parent/Guardian:

- ❖ Must be registered in the parish
- ❖ Must support the teachings of the Church
- ❖ Must attend Mass on Sundays and Holy days
- ❖ Must be personally involved in the preparation of their children
- ❖ Must attend the three on-line adult Faith Formation webinars
- ❖ Must attend the mini-retreat (40 Hours Eucharistic Devotion)
- ❖ Must work with your child daily on the Prayer of Sorrow, The Hail Mary, The Our Father, Glory Be to The Father, The Sign of the Cross and the Procedures for Confession

SACRAMENTAL PREPARATION PROGRAM

"As Primary educators of their children, parents, along with sponsors, are to be intimately involved in Catechesis for Confirmation." - National Catechetical Directory

Our sacramental program includes Confirmation catechesis of both parents and candidates. Catechesis for the Candidates is a two-year program beginning in the 6th level and concluding in the spring of their 7th level of Religious Education.

CONFIRMATION

Requirements of Candidate:

- ❖ Must be baptized
- ❖ Must attend Mass on Sundays and Holy days
- ❖ Must be in the seventh religious education level or higher
- ❖ Must have successfully completed two years of preparation
- ❖ Must have satisfactory attendance record
- ❖ Must have a sufficient knowledge of the faith and successfully completed the mission of service
- ❖ Must have attended a spiritual directed sacramental retreat
- ❖ Must have attended the mini-retreat (40 Hours Eucharistic Devotion)
- ❖ Must request to receive the Sacrament
- ❖ Must have a sufficient understanding of what Confirmation means to the best of their ability
- ❖ Must attend practice days for the Sacrament of Confirmation

Requirements of Parent/Guardian:

- ❖ Must be registered in the parish
- ❖ Must support the teachings of the Church
- ❖ Must attend Mass on Sundays and Holy days
- ❖ Must be personally involved in the preparation of their children
- ❖ Must attend three on-line adult Faith Formation webinars
- ❖ Must attend the mini-retreat (40 Hours Eucharistic Devotion)

Requirements of Sponsor:

- ❖ Must be registered in a Catholic Parish
- ❖ Must be a Catholic in good standing who has received all the Sacraments of Initiation: Baptism, Confirmation and Holy Eucharist
- ❖ Must provide a certificate of eligibility from their current parish with a church seal stating that they are recommended as a fit sponsor by their pastor
- ❖ Must be 16 years of age or older
- ❖ Desirable that this person be the same as the godparent for Baptism (but not required)
- ❖ May NOT be a parent of the candidate
- ❖ If a proxy is necessary, they must fulfill ALL the same requirements as for the sponsor, including a letter of eligibility and may not be a parent
- ❖ Must work with candidate on confirmation name, saint report, service projects, and Confirmation Study Guide

Readiness for the reception of a sacrament is more than the age/class level of the child. Parents, catechist, staff and the child share discernment of readiness. The pastor will be consulted if postponement of a child's reception of a Sacrament is deemed advisable.

Confirmation is a Sacrament of Initiation and is therefore a beginning and not an end to religious education. It is expected that parents continue to enroll their children in religious education classes after they have been confirmed. This will help them as they mature in their teen years and into young adulthood, to continue to be guided in the understanding and practice of their faith.



CATECHESIS FOR CHILDREN WITH DISABILITIES

“Differences are a richness because I have something, and you have something else and by putting the two together we have something more beautiful, something greater,” the Pope said. Diversity is not something to fear, but is “the path to improvement, to be more beautiful and richer.”

POPE FRANCIS

Saint Mary Parish Religious Education Program (PREP) welcomes children of all abilities. Children with developmental, intellectual, sensory, physical, or behavioral disabilities are welcomed and encouraged to attend weekly PREP classes. In 1978, the United States Council of Catholic Bishops (USCCB) issued the “Pastoral Statement of U.S. Catholic Bishops on Persons with Disabilities.” In this document, we are reminded that organizations at every level within the Church need to minister to all persons with disabilities, and welcome all with sensitivity and acceptance. Parish life and catechesis opens the door for participation for all persons with disabilities, and this door must always remain open. This does not mean only when it is possible, or when a Parish has every tool in place. It means always, and it is the responsibility of lay leaders to ensure all who wish to take part in catechesis, regardless of disability, are welcomed. These programs should be sensitive to the needs of the disabled, and potentially modified in content to serve the needs of these participants, while allowing them to be integrated with the normal catechetical activities. We will use the following strategies:

Full Integration – The student participates in the religious education classroom with peers.

Integration with Accommodations – The student participates in classroom with the support of a catechist assistant, peer tutor or therapeutic support staff (wrap-around).

Integration with Individualized Instruction – The student participates in classroom opening prayer, program liturgies and special classroom activities. Student receives individualized instruction.

RITE OF CHRISTIAN INITIATION OF TEENS (RCIT)

This Rite is integral into our program. Through the Rite of Christian Initiation of Teens (RCIT), parishioners with no prior religious education or who have had religious education but need the sacraments of Baptism, Reconciliation, Eucharist or Confirmation are guided by a catechist who teaches your teen in an age appropriate manner. This process requires the student to be in RCIT for two years, as two complete years of religious education are needed before reception of any Sacraments. Parents of Teens in this program must take an active part in the studies and readiness process.

Unbaptized Children

If your child is 7 years of age or younger, the Religious Education Office will instruct your child on the Sacrament of Baptism at an age appropriate level. Once the instruction has been completed your child may be baptized in the Catholic Church.

Children baptized in Byzantine Rite

Please call the Religious Education Office for information

Children baptized in Orthodox Church

Please call the Religious Education Office for information

Teens being received into Full Communion with the Catholic Church

RCIT is for teens who have not had any Religious education. This program is based on the age level of your child. The Religious Education Office can provide you with additional information on how your child can enter into Full Communion with the Catholic Church.

HOME BASED CATECHESIS

Saint Mary Religious Education Program will assist parents for Home Based Catechesis in special circumstances. Parents must request in writing that they want to home school their child and give the reasons why they cannot attend PREP classes. If the request is approved, the parents will be given a Home School Contract to review and sign before Home Based Catechesis can begin.

LITURGY OF THE WORD OF GOD

Children's Liturgy of the Word begins the first Sunday of October and ends on the last Sunday of April during the 10:30 Sunday Mass. Children in preschool through 3rd Grade will be invited by Father to gather in the center aisle of the church after the Opening Prayer to follow the catechist and their assistant to the chapel. The children experience the same readings in a child-friendly language and echo the rituals the parish assembly experiences in the church. The children pray the creed, offer intercessions and return to the main Church for the Liturgy of the Eucharist during the offertory of Mass.

SAINT MARY YOUTH GROUP

All teens in 8th through 12th grades are welcome to attend. There are games, food, socializing, group discussions, service project opportunities, archdiocese events, and more.

The mission of Youth Ministry, as guided by "*Renewing the Vision*," has three goals:

1. To **empower** young people to live as disciples of Jesus Christ in our world today.
2. To draw young people to responsible **participation** in the life, mission and work of the Catholic faith community.
3. To foster the total personal and spiritual **growth** of each young person

Youth Group will meet on Sunday evenings beginning in October.

SAINT MARY CATHOLIC YOUTH ORGANIZATION (CYO)

This program is open to all youth who are parishioners of our parish. CYO offers the following opportunities for our youth: Social, Spiritual, Service, Cultural, and Athletic. Children who are eligible to participate in CYO need to continue learning about our Catholic Faith through formal religious education, i.e. Catholic School, PREP or Home-school, and by the Reception of the Sacraments. See parish website for additional information and registration forms for CYO.

www.churchofsaintmary.org - click the Religious Education tab, and select PREP.

POLICIES & PROCEDURES

II. ATTENDANCE

The faith formation received in the programs is ongoing in that each session builds upon the previous session. Therefore, it is imperative that children attend their program sessions regularly.

If your child is unable to attend a session for any reason, please follow the procedures outlined below:

1. E-mail or call the PREP Office 610.287.8156 (9am – 5pm) or 484.522.0330 (6pm – 8pm on Mondays and Tuesdays) to report the absence. Please be sure to leave your child's name, grade level, and reason they will be unable to attend.
2. If your child will be attending the session late, please notify the PREP Office as described in procedure 1 above at mgoud@churchofsaintmary.org
3. **ANY PARTICIPANT ACCUMULATING FIVE OR MORE ABSENCES WILL BE REQUIRED TO TAKE THE END OF YEAR ASSESSMENT IN ORDER TO RE-ENROLL FOR THE FOLLOWING SCHOOL YEAR.** Upon re-enrollment the participant will be required to repeat the previous grade level if the participant does not pass the end of year assessment. The end of year assessment is a take home assessment and parents are encouraged to work with their child to complete this assessment. This process may delay the reception of sacraments if the participant needs to repeat the previous grade level.
4. Parents of participants who are absent should be in regular contact with their child's catechist in an effort to obtain assignments and keep their child's formation up-to-date when possible. Participants who have accumulated five or more absences due to illness or other reasons will be required to complete the end of year assessment. Extended absences due to illness require a doctor's note upon returning to the program.

III. TARDINESS

Sessions begin promptly at their designated times. Therefore, any participant arriving after the designated starting time will be considered late. It is strongly recommended that children arrive at least ten minutes prior to the scheduled class time. Tardiness will be noted on Progress Reports. Chronic lateness will require a conference with a parent and might interfere with your child's promotion and reception of sacraments on time.

IV. ARRIVAL AND DISMISSAL PROCEDURES

Participants should arrive at least 10 minutes prior to the scheduled start time of a program. All participants are to use the main entrance to Saint Mary Catholic Education Center and follow the procedures listed below.

The safety of all children is our main concern especially during arrival and dismissal. Please use extreme care when entering and leaving the school area at these busy times.

ARRIVAL

NO PARKING IN THE FRONT OF THE CATHOLIC EDUCATION CENTER (SCHOOL) OR IN THE DROP OFF LOOP. THIS AREA IS A NO PARKING ZONE.

- Please drop students off at the main entrance of the Catholic Education Center (school).
- Please have children exit on the PASSENGER side of your vehicle. Children should exit to the sidewalk, not the driveway.
- Parents that desire to walk their child to the main entrance please park in the parking lot.
- Children are to report to the café.
- Students are to be seated at the assigned table for their class.
- The first-grade parents may walk their child into the building and to the café for the first few weeks.
- If you walk your child to the café, please exit the building through the café doors. Thank you!

For the safety of our children, no one is permitted in the school after 6:40pm and all doors will be locked. Any adult coming into the building must ring the bell for admittance by a staff member. You will be escorted to the religious education office and a member of our office staff will assist you at that time.

EARLY DISMISSAL

NO PARKING IN THE FRONT OF THE CATHOLIC EDUCATION CENTER (SCHOOL) OR IN THE DROP OFF LOOP. THIS AREA IS A NO PARKING ZONE.

Early pickup of a student is strongly discouraged. If you have a serious need to pick up your child early from class, please follow the procedures listed below.

- The student must present to their teacher a signed note from the parent stating the specific reason for early dismissal, the child's name, catechist name, child's grade, time of pick up and the name of the adult coming for the child.
- This note must be brought to the office before class begins.
- The adult must come to the office at the requested time, present a valid photo ID, and sign our early dismissal register.
- The adult may NOT go to the child's classroom to pick up their child.
- The student will be called to the front office after the parent has arrived.

DISMISSAL

As part of the priority of keeping our children safe, the following dismissal procedures are in place:

NO PARKING IN THE FRONT OF THE CATHOLIC EDUCATION CENTER (SCHOOL) OR IN THE DROP OFF LOOP. THIS AREA IS A NO PARKING ZONE.

1. Students will report to the café with their class at 7:45pm.
2. Parents will enter the Catholic Education Center (school) via the main entrance. This is the same entrance that the students use upon arrival for PREP.
3. **You MUST present photo I.D. and "Dismissal Card" to security before you will be allowed to enter the building.**
4. If you forgot I.D. or the dismissal card, you will have to wait until other parents are cleared to enter the building, and security will verify your identity.
5. Upon entering the school, all parents must wait in the lobby until signaled to come to the Café.
6. Some teachers may ask you to sign a sign-out sheet. We ask that you cooperate with this security procedure.
7. **Please advise the PREP Office of any unusual custody situations. Any information will be kept confidential.**

Two dismissal pass cards and an office record form will be provided for each family. Please complete both the dismissal pass cards and the office record form. Return the office copy to the PREP Office and retain the remaining dismissal passes all year. Each week a dismissal pass card must be shown as you enter the school, along with photo I.D. Each family has two passes (one for parents and one for a carpool parent) if more are needed, they may be obtained from the PREP Office. If the "pick up adult" forgets their dismissal pass, they must show a picture ID and their name will be checked with the office copy. **Please indicate ALL authorized adults on the office copy.** No child may leave the building unless accompanied by an authorized adult.

Law Enforcement informed us that it is very important that no one enter the building, except through the main door. If anyone enters the building through another door, that adult is considered an intruder. The building will be placed on lockdown, and the police will be called. Only enter the building through the main entrance only. This is for everyone's safety, especially our children.

Please keep in mind that these safety procedures are in place in order to provide a safe environment for your children. Your cooperation is imperative.

V. ENROLLMENT & ATTENDANCE

The faith formation provided in our programs involves incremental learning. That is, each year builds upon the learning of the previous year. Therefore, it is essential that participants remain enrolled in the program consistently from year-to-year.

Any participant who voluntarily leaves the program for a period of one year will be required to make-up the missed year upon re-enrollment into the program. (e.g., a student who leaves the program for a period of one year after completing level 3 and re-enrolls in the program when they are in grade 5 will be placed into the 4th level.)

Any participant who voluntarily leaves the program for two or more consecutive years must fulfill the following two requirements:

1. The participant will be placed into a grade level that is one below their current day school grade level.
2. For example, a student who leaves the program after completing level 3 and re-enrolls when he is in 6th grade:
 - The parent is required to provide home based catechesis for level 4
 - The participant will be placed into level 5 to continue his/her faith formation

VI. NON-CUSTODIAL PARENTS

It is the responsibility of both biological parents to provide the Parish with the latest, most up to date Custodial Order or Custody Agreement. Saint Mary Parish will request these documents in the beginning of the year. If either the Custody Order or Custody Agreement changes during the course of the year, it remains the responsibility of both biological parents to provide that document to the Parish immediately.

Our 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, our program will provide the non-custodial parent with access to the records and other program related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the program director with an official and latest copy of the court order.

If a court order prohibits our releasing a child into the custody of a non-custodial parent, it is the responsibility of the custodial parent to provide the program director with an official copy of the court order or custody section of the divorce decree.

VII. DISCIPLINE

The Parish Religious Education Program offered by Saint Mary Parish is designed to assist parents with the faith formation of their children, as well as foster values and behavior that are in accord with Catholic Church teaching. The program has **NO TOLERANCE** for behaviors that are contrary to Catholic faith and morals, including but not limited to ongoing acts of obstinacy, improper language, fighting, physical, emotional or psychological intimidation, vandalism, demeaning behavior such as name-calling, obscene language or gestures, and harassment. Such behaviors violate the central teaching of our faith and will not be tolerated in any form.

These categories do not cover every possible situation. The parish determines what is appropriate or inappropriate behavior, both in and out of the classroom, in the school community generally, and outside the school community where such improper behavior affects the school community.

Conduct by children or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the Parish is grounds for disciplinary action, including but not limited to, immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities when appropriate.

In addition, in the case of threats of violence or harassment in any form by a child against any member of the school community, the child, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school. This includes, but is not limited to threats made orally, in writing, or in electronic form, including threats made on social media.

Parents must understand that if a child is disruptive in class, or in some way causing a discipline problem, he/she will be corrected. This correction or disciplinary action will take the form of Christian correction and guidance, for the good of the child. Our purpose is to help the child to learn that he/she must act responsibly toward self, others and another person's property. For repeated disruption in class, a child will be brought to the office along with a Conduct Report completed by the catechist. At the discretion of the Coordinator of Religious Education the parent may be contacted regarding the matter. In some cases, a conference with parent, child, catechist and Coordinator will afford the best opportunity to help a child.

The parish determines what appropriate or inappropriate behavior is; both in and out of the classroom, in the school community, and outside the school community where such improper behavior affects the school community.

INAPPROPRIATE BEHAVIORS

Bullying

Bullying involves actions and or words against another for the purpose of inflicting physical or emotional harm, discomfort or damage to a person's reputation; it is also intimidating or threatening another. Bullying affects the learning and school environment. The following are types of bullying, but this is not an exhaustive list.

- Hitting, kicking, shoving, spitting, hair pulling, or throwing something
- Getting another person to hit or harm another student
- Teasing, name-calling, making critical remarks or threatening a person
- Demeaning someone or and making another the victim of jokes
- Making rude and/or threatening gestures

- Excluding or rejecting another student
- Intimidating, extorting or exploiting
- Spreading harmful rumors or gossip

If bullying occurs, a student should tell a catechist and adult volunteer and/or the Coordinator of Religious Education immediately.

In the event a participant engages in any of the above listed behaviors or any other inappropriate conduct, and has failed to respond to a catechist’s attempt to stop or correct the behavior, the following action may be taken and at the discretion of the Pastor or Director of Religious Education:

1. **First Incident:** The student will be removed from the session and the parent or guardian will be immediately notified by phone by the program director. The program director will schedule a conference with the parents/guardians, student, and catechist to discuss the matter.
2. **Second Incident:** The student will be removed from the session and be suspended from the program for a period of one session. The parents/guardians will be immediately notified by the program director and required to pick up their child. Prior to returning to the program the program director will schedule a conference with the parents, student, and catechist to further discuss the matter.
3. **Third Incident:** The student will be removed from the session and dismissed from the program. The parents or guardians will be immediately notified by the program director and required to pick up their child. Following a conference with the program director, parents, student, and catechist, the parents will be provided with the option of having their child repeat his or her current grade level the following school year or opting to complete the current year’s material by home-schooling their child. In either case, no refund of tuition or material fees will be made.

We reserve the right to limit access to our program for the safety of the catechists and other students present.

Parents may be asked to attend class with their child as an option to allow them to continue to receive their religious education. This will require parents to complete Safe Environment training as well as receive all clearances.

Saint Mary Parish reserves the right to supersede the forgoing course of action depending on the particular circumstances of any given situation.

VIII. CONTRABAND

BRINGING CONTRABAND TO PROGRAM SESSIONS IS STRICTLY PROHIBITED AND WILL BE CONFISCATED AND RETURNED TO PARENTS ONLY! Depending on the contraband confiscated, the proper legal authorities could be notified.

Items considered contraband include, but are not limited to, weapons, drugs, & alcohol and tobacco products. It is also at the discretion of the catechist to ban anything in their classroom, they feel is a distraction (ie. cell phones.)

It is unlawful for minors to be in the possession of alcohol or tobacco products. Participants found to be in the possession of such products may be immediately suspended from the program.

Depending on the contraband confiscated, the proper legal authorities could be notified.

IX. SEARCH & SEIZURE

It is the policy of the Parish Religious Education Program of Saint Mary Parish to respect the privacy of its participants. However, in the event that a student is suspected of having weapons or drugs in his/her possession or is believed to be a threat to himself/herself or others, the director will be notified immediately. The director will conduct a search with an adult staff member as a witness. Refusal on the part of the student to cooperate will result in the parents/guardians being contacted and asked to assist with the search. Parental refusal to cooperate will result in the student's immediate dismissal from the program. Law enforcement may be called or notified depending on the confiscated contraband.

X. CELL PHONES, ELECTRONIC DEVICES & SPECIAL NOTES

We realize that devices such as cell phones have become a necessary tool in keeping communication open with children, especially for working parents. However, it is the policy of the PREP program that such devices must be turned off while in the Catholic Education Center. If a student uses a cell phone or any other electronic devices during class, it will be held by the catechist and returned to the parents that evening.

XI. ASSIGNMENTS & PROGRESS REPORTS

Every catechist in the program assigns take-home assignments on a weekly basis in the form of written work, activities, or study. As those primarily responsible for the faith formation of their children, it is expected that parents will supervise the completion of these assignments.

Although faith formation includes an academic nature, faith must also be experienced, witnessed, and lived.

THE CATHOLIC CHILDREN'S BIBLE - The Children in 2nd grade will receive this Bible. The PREP Program will purchase the Children's Bible only once for your child. Your child must take good care of their Bible. It is a precious gift for them to have throughout their PREP years and beyond. Your child will need to bring their Bible to PREP for every class, yearly. If they lose their Bible parents will be asked to replace it. The replacement fee is \$40.00.

TEXTBOOKS – All students are assigned textbooks at the beginning of the year and are required to bring them to **EVERY** program session. If a child loses or damages their textbook and requires a new one, the replacement cost is \$40.00.

MAKEUP WORK – It is the parent's responsibility to contact the child's catechist for the class work that needs to be completed. It is the parent's responsibility to help the child complete any work that was missed due to illness. The assignment is to be returned at the next class.

PROGRESS REPORTS – The Archdiocese of Philadelphia recommends Religious Education classes issue progress reports. Progress reports are issued twice a year in January and May. The purpose of these reports is to allow the student to see the good work their efforts produce. Being responsible is an important part of the learning experience, and students like to know how they are performing.

PREP partners with parents in teaching the material presented in the curriculum for each level. The curriculum that is taught is the concepts of our Catholic teachings. Because we partner with you we feel that parents should know if their child understands the concepts that are being taught in the classroom.

We **do not** grade a child on their Faith. Faith is the lived expression of our belief.

We evaluate a child’s understanding of the **concepts** that the Catholic Church teaches. We are not judging but we are simply letting parents know where their child may need help at home with understanding the concepts.

There are many ways to evaluate a child’s understanding of the concepts taught in the classroom.

1. Regular attendance
2. Completion of Homework Assignments
3. Class participation
4. General effort shown in class
5. Completing make up assignments for classes missed
6. Tests and Quizzes – Write, Verbal or game form.

It is important to us that all children do their best and reach their goals.

MONTHLY ASSESSMENT ON PRAYER – This monthly assessment is for us to partner with you on how your child is progressing with their memorized prayers. This is just a tool for parents to use to help their children in their prayer life. The prayers we will assess are:

- The Sign of the Cross (right hand)
- Our Father
- Hail Mary
- Glory be to the Father
- Prayer of Sorrow / Act of Contrition
- Form of Confession
- Genuflect (right knee, how to genuflect and why)

XII. SPECIAL NOTES

From time to time, catechists may invite children to engage in service activities as a means of deepening the formation process. These activities will take place outside the scope of the regular catechetical sessions. In the event that a catechist elects such an option, he or she will provide the children with a detailed list of suggested activities as well as permission and release forms.

XIII. COMMUNICATION

Parents should feel free to contact the program director regarding any concerns or problems that may develop during the course of the year. The program director may be contacted using any of the following means:

Coordinator of Religious Education Office: Call 610.287.8156 to make an appointment with Mrs. Mary Goudsward or email Mary at mgoud@churchofsaintmary.org

Direct communication with your child's catechist is also a necessary component of the catechetical process. Parents are encouraged to meet with their child's catechist to discuss any concerns or information that will enhance the learning experience. Call the Program Director to arrange to meet with or speak to your child's catechist.

Communication Folder

Homework, papers, notices, calendar updates and messages of importance will be put in their folder for safe delivery home. Please check your child's folder after each class. Often important information is missed when papers are not removed from a child's communication folder. The youngest or only child from each family will receive any "one-per-family" communication from the office.

Calendar

A yearly calendar is issued at time of Registration and in September to each family. You can also find this calendar on the church website at www.churchofsaintmary.org - click the Religious Education tab then select PREP. This calendar is subject to change during the course of the year. Parents will be notified of changes via e-mail, FLOCKNOTE, communication folder and your child's catechist.

Parish Bulletin

The religious education office makes use of the parish bulletin to notify you of any important announcements or changes of schedule. The bulletin can be found at all entrances of the church and on the parish website at www.churchofsaintmary.org

Change of address, phone numbers or e-mail

Please notify the religious education office of a change of address, telephone number (land line and cell phone) or e-mail address since this will be how we communicate with our families. That is why it is important to keep your information current. Families moving out of the parish, we ask that you inform the religious education office. We will provide your child's record to your new parish, so the continuity of instruction will not be greatly disturbed.

Emergency Contact Information - Emergency contact information is kept in the office during PREP hours. Please contact Mrs. Mary Goudsward at mgoud@churchofsaintmary.org if there are any changes to your child's emergency contact information.

XIV. WEATHER EMERGENCY & CANCELLATIONS

In the event of severe inclement weather or another unforeseen circumstance, this information will be announced through the media resources listed below, e-mail or text alert.

1. Parents will receive an alert from **Saint Mary FLOCKNOTE**. We will also send a text to parents whose cell phone numbers we have on the registration form.
 2. A notice will be posted on our Saint Mary Facebook page: **Saint Mary PREP Schwenksville**
 3. The parish website home page will be updated with this information, whenever possible at www.churchofsaintmary.org
 4. Catechists should also send an e-mail/Flocknote alerting parents of the cancellation. PREP closings and cancellations will also be announced via 6ABC as Saint Mary PREP, Schwenksville
- **Please note: Religious Education classes will not be automatically cancelled when Saint Mary day school is closed. Snow in the morning, does not always affect evening classes.**
 - **Please note that in the past we have cancelled because of the dangerous level of the Perkiomen Creek. Safety is our first concern for all our families.**



XV. REGISTRATION, TUITION & CLASS SESSIONS

- ❖ **Registration – Parish families** - All families must be registered members of Saint Mary Parish before PREP registration can take place. To register with Saint Mary Parish, please call Sandi at the Parish Office at 610.287.8156.
- ❖ **Registration – Families registered in another parish** - Sometimes it is not possible for a child to attend religious education classes at their home parish. If you are not a registered parishioner of Saint Mary Parish you must have written permission from your pastor to attend our Religious Education Program. This letter must give your child/ren permission to attend religious education classes at Saint Mary Parish.

- ❖ **Registration for PREP** - Registration begins in April each year. Parents are asked to submit registration forms and payment online. All forms can be found by visiting our Parish website at www.churchofsaintmary.org and tapping on the Religious Education>PREP tab
- ❖ **Baptismal Certificates** - A copy of your child’s baptismal certificate must be submitted at the time your child is registered for PREP. If your child was baptized here at Saint Mary, please provide the baptismal date and we will verify the information.
- ❖ **Transfer students to PREP** - Students transferring from another Religious Education Program need the following information:
 1. Dates of any sacraments received
 2. Copy of transfer letter from previous program director stating the child’s completed grade level and the year that level was completed

OR

3. Copy of most current Religious Education Progress Report

Tuition - In Person and Home-School Tuition for 2024-2025 PREP year for Level 1 through 7:

- ❖ One child..... \$200.00
- ❖ Two children..... \$300.00
- ❖ Three children... .. \$400.00

Sacrament Material Fee*

Confirmation Material Fee \$85.00/per candidate

First Penance and Holy Communion Material Fee.....\$55.00/per candidate

**These Sacrament Material Fees are applied to cover the costs of additional sacrament textbooks, retreats, meetings and all sacrament specific preparations.*

Class Sessions - Our 1st through 7th level Religious Education program at Saint Mary is a nine-month curriculum beginning in September and ending in May. A calendar of scheduled classes for the current year is posted at the end of August and is located on our website at www.churchofsaintmary.org. Classes are held on Monday and Tuesday evenings starting at 6:30pm – 7:45pm for levels 1 through 7 and Youth Group will meet on Sunday Evenings from 7:00pm – 9:00pm in Annex Room 2.

Photo and Video Policy - Parental permission is necessary for the photographing or filming of Saint Mary Religious Education students. The Coordinator of Religious Education is to obtain an annual written permission for each student and retain this permission on file for the entire school year. Before taking pictures or videotaping students, the catechist must check that parental permission has been granted.

The Photo and Video Permission has been included as a line item on Saint Mary Parish Religious Education Program Registration Form.

XVI. SACRAMENTS

The Sacrament of First Reconciliation and First Eucharist are received in the second-grade level and are integrated into the evening class sessions.

The Sacrament of Confirmation is received in the seventh-grade level. The classes for the Sacrament of Confirmation are integrated into the evening class starting in the sixth-grade level and concluding in the spring 7th grade level. Preparation for the Sacrament of Confirmation is, at a minimum, a two-year process.

Catholics with disabilities have a right to participate in the sacraments as full functioning members of the local ecclesial community (Cf. canon 213). Ministers are not to refuse the sacraments to those who ask for them at appropriate times, who are properly disposed, and who are not prohibited by law from receiving them (Cf. canon 843, sect. 1). (2)

XVII. HEALTH AND MEDICATIONS

ILLNESS

If your child is ill or stating that they do not feel well before PREP, please do not send them to PREP. Your child should be fever free for at least 24 hours before returning to class. Other children's health could be affected adversely if your child comes to class sick. If your child should become ill during class we will contact the parent, guardian or authorized person by phone. We ask that parents respond promptly when their child becomes ill.

PREP follows the Public-School District's "No Nit, No Lice" Policy. This policy states that a child who is found to have lice or its eggs is asked to remain at home until the child has been treated and there is no evidence of lice. This determination will be made by the child's school nurse.

MEDICATIONS

Parents or legal guardians may give permission for staff to administer a medication if the following procedure is followed:

- Written note to the Coordinator of Religious Education from the parents or legal guardians stating that the child has permission for a staff member to administer a necessary medication

REST ROOMS

Children are encouraged to use the bathroom before they come to class. Rest rooms in the Catholic Education Center should be used only when absolutely necessary. If a medical problem necessitates more frequent use of the bathroom, the parent must notify the catechist in writing.

XVIII. SAFE ENVIRONMENT

The Safe Environment Program is a comprehensive child safety and prevention program, which creates a network of prevention and protection for the children entrusted into Saint Mary Parish care.

Saint Mary Parish, in accordance with Pennsylvania state laws and the Archdiocese of Philadelphia require all clergy, parish and school employees to obtain background checks and Safe Environment Trainings. Volunteers who have any possible contact with children are required to complete the following background checks and clearances:

Clearances for volunteers living in PA for less than 10 years:

- Federal Bureau of Investigation Fingerprint Clearance
- Pennsylvania State Police Clearance
- Pennsylvania Child Abuse History Clearance

Clearances for volunteers living in PA continuously for 10 years:

- Pennsylvania State Police Clearance
- Pennsylvania Child Abuse History Clearance
- Disclosure Statement application for volunteers to be filed at the place of service.

Volunteers who have regular contact with children are required to complete the following parts of the Safe Environment training before they begin their volunteer work.

- VIRTUS – “Protecting God's Children” (instructor-led), is offered regularly at sites throughout the Archdiocese. The training provides basic facts about child sexual abuse and adults’ roles in prevention.
- Review of the Technology Addendum (if VIRTUS taken before 7-1-2011)
- The Mandatory Reporting of Suspected Child Abuse (online), is available online at the Office of Child’s Youth Protection Training Institute in English and Spanish. This training provides an overview of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws.
- Mandated Reporter Acknowledgement Form
- Saint Mary Parish is a safe environment. We pledge our utmost loyalty to our parents that those in contact with your child(ren) have completed all background checks and Safe Environment Training.

XIX. TEACHING KID TALK PERSONAL SAFETY LESSON

Saint Mary Parish Religious Education Program is required to teach one personal safety lesson annually. Saint Mary Parish Religious Education personal safety lessons are entitled “Kid Talk” and can be found on our parish website at www.churchofsaintmary.org under the tab labeled Religious Education> Protecting God’s Children tab or by visiting:

<https://childyouthprotection.org/docs/Kid-Talk-complete-binder-11-22-19.pdf>

The Office for Catechetical Formation and the Office of Child and Youth Protection recommend that these lessons are taught in the second semester as a relationship between the catechist and students has been established.

Parent Opt-Out: After review of the personal safety lesson, parents/guardians may opt out their child from the scheduled session for the teaching of this lesson. The Coordinator of Religious Education encourages parents who do not wish their child to receive a personal safety lesson to review this important lesson with their child at home.

The Coordinator of Religious Education must obtain a written signed and dated opt out form from the parent or guardian. These forms are to be submitted to the Office of Children and Youth with the annual parish audit report. Opt-Out Form will be provided to you from the Religious Education Office.

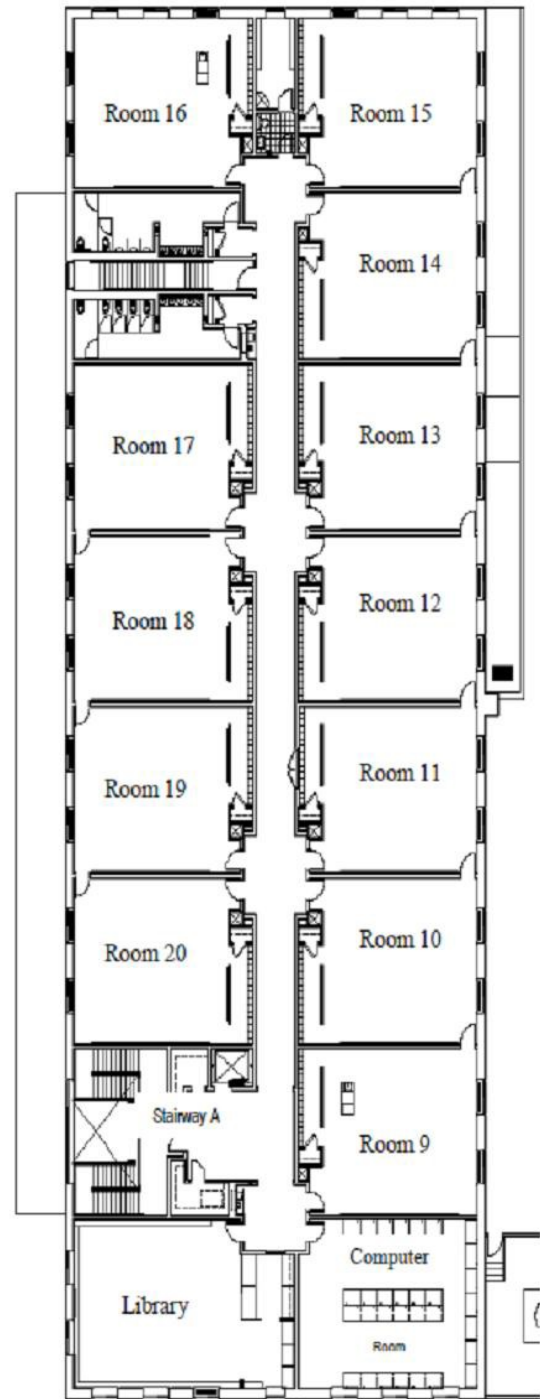
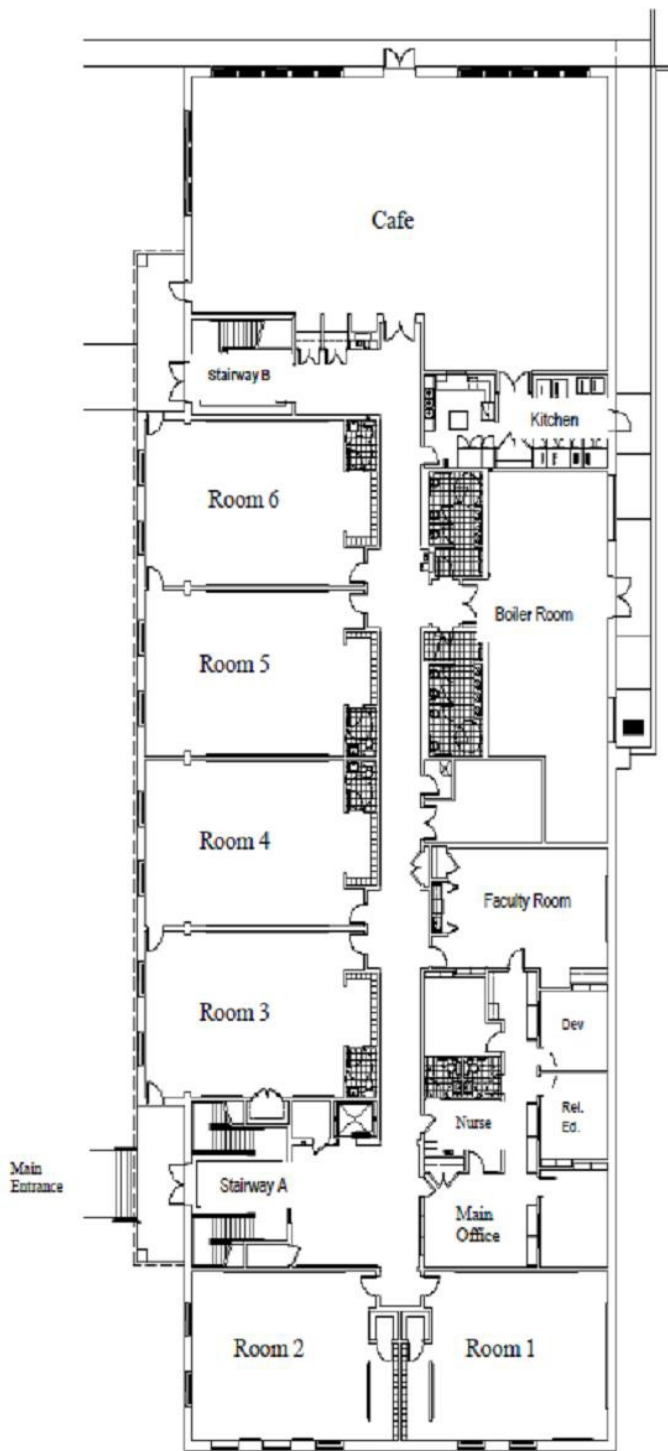
Saint Mary Religious Education Program and Saint Mary Catholic School has developed a Crisis Management Plan, which addresses various emergencies including:

- Lockout
- Lockdown
- Evacuation
- Reverse Evacuation
- Severe Weather
- Shelter in Place
- Fire Drills

Saint Mary Safety and Security committee meets 3 times a year to review and update our Crisis Management Plan as well as discuss lessons learned from drills. We are always looking to improve our preparation for the need to address emergencies.

Fire, Lockout, and Lockdowns drills are conducted at regular intervals throughout the school year. Lockdown drills are done once a year with the assistance of the Lower Frederick Police Department. Drills help to ensure that every student will be familiar with the emergency signals and respond appropriately without confusion or delay. Catechists will review the Crisis Management Plan on a yearly basis.

SAINT MARY CATHOLIC EDUCATION CENTER



COPY OF ACKNOWLEDGEMENT FOR YOUR RECORDS

I, _____, have received and read a copy of the Saint Mary Parish Religious Education Program (PREP) Handbook which outlines the goals, policies, and expectations of Saint Mary Parish, as well as my responsibilities as a parent/guardian.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the PREP Handbook provided to me by Saint Mary Parish. I understand this handbook is not intended to cover every situation, which may arise, but is simply a general guide to the goals, policies, and expectations of Saint Mary Parish.

PARENT/GUARDIAN SIGNATURE

DATE

Please keep this copy for your records.

SAINT MARY PARISH PREP HANDBOOK ACKNOWLEDGMENT

This PREP handbook has been prepared for your information and understanding of the goals, policies, and expectation of Saint Mary Parish. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to the Religious Education Office. A copy of this acknowledgment appears at the back of the handbook for your records.

I, _____, have received and read a copy of the Saint Mary Parish PREP Handbook which outlines the goals, policies, and expectations of Saint Mary Parish, as well as my responsibilities as a parent/guardian.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the PREP Handbook provided to me by Saint Mary Parish. I understand this handbook is not intended to cover every situation, which may arise, but is simply a general guide to the goals, policies, and expectations of Saint Mary Parish.

(Parent / Guardian signature)

DATE: _____

This page must be returned to the Religious Education Office.