

PARENT POLICY HANDBOOK

ST. BRENDAN THE NAVIGATOR CHURCH MINISTRY OF FAITH FORMATION

4475 Dublin Road, Hilliard, Ohio 43026

Phone: (614) 876-9533 Website: www.stbrendans.net/rel_ed.htm

Ministry of Faith Formation Director: Sr. Joanne Fogarty

Youth Minister: Mrs. Stacy Pennino

Sunday morning Pre School Facilitator: Mrs. Teresa Boyne

Monday evening Coordinator: Mrs. Lynn Mickey

Administrative Secretary: Mrs. Suzanne Duffy

Where can I find current information about activities and celebrations in the MFF program?

- MFF section of the parish bulletin
- phone information box
- website calendar
- other (e.g. information board on Monday evenings)

(because we choose to be good stewards of our resources, mass mailings and continual written reminders are no longer sent out to parents. All current information can be found by using the above communication sites. It is a parent responsibility to download and/or access this information.)

Welcome to St Brendan the Navigator Ministry of Faith Formation Program!

Our beliefs are summed up in our Mission Statement. We, MFF and you, the parent, form a partnership of mutual cooperation and support in handing on the Catholic Faith to our children.

MISSION STATEMENT

We who are called to participate in the Ministry of Faith Formation Program believe that growth and formation in faith, guided by the Spirit, is a lifelong journey, which begins at birth and ending at death. By providing lifelong catechesis, we are committed to echoing the Gospel message to all in order to nourish in them a faith that is living, conscious and active.

We believe that catechesis is a priority of evangelization. The call to live out our faith is a process involving informing, forming and transforming. It solicits experience and integration, and finds its expression in how we celebrate, how we pray and how we live out the values we espouse.

We believe the primary community where faith is nurtured, shared and lived out is within the family, supported by all faith formation ministers within St. Brendan parish.

We believe that faith is a "verb" involving active, hands on learning which demands a response in service to our local community and to the world at large.

We believe that faith is transmitted to us, modeled for us, and that by our Baptism we are called to contribute to the formation of disciples for building up the Kingdom of God.

The following can be found on our website

- weekly lesson plans for classes and home faith
- all class and home faith registration information
- yearly calendar of dates and events
- sacramental tri-folds
- volunteer forms
- school & parking maps

SUNDAY AND MONDAY CLASSES

We provide the following options for faith formation:

Sunday morning program:

- usually starts from the beginning of October to the end of April
- classes are offered during the 8:45 a.m. mass AND the 10:30 a.m. mass
- 3, 4 & 5 year olds
 - *5 year olds 10:30 a.m. mass only*
- Kindergarten
- Transitional Kindergarten
 - *10:30 a.m. mass only*
- First Grade (starts when Monday MFF classes begin)

Monday Evening Program:

- Classes begin in September and end in May
- Grades 1-2-3-4-5-6
 - 4:30-5:45 p.m. AND 6:15-7:30 p.m.
- Junior High
 - the interactive EDGE program
 - 6:15-7:30 p.m.

HOME FAITH

You, as parent, are the primary faith educator in your son/daughter's life. When you brought your child to church to be baptized, the priest or deacon asked you a series of questions which reflected your intention to provide an active, life long faith environment for your child. You promised at that time to foster this child's spiritual development and growth. By home faithing your child, you are fulfilling that promise.

Just as you give shape and form to your child(ren's) character, you have immersed him/her into our Catholic faith life. You are and continue to be the first and primary teacher about God-Jesus-our faith and live out that faith life through community celebrations at weekend liturgy. You've taught your child prayers that are special to you. You've shared your faith in times of great happiness (baptisms, weddings) and in times of sadness and loss (sickness and death.) Faith grows within our family life.

Through the Home Faith Program you become the dynamic evangelizer of your child.

- **You attend 4 (four) Sunday morning informational meetings which offer you additional support and creative ideas**
- **Separate weekly lesson outlines**
- **parent formation guide and grade appropriate child text**
- **Grades 1-2-3-4-5-6**
- **Not available for junior high teens**

ARRIVAL AND DISMISSAL

Because all other doors to the school are securely locked, enter the building through the designated door accessible from the parking lot. Upon entering, show your PARENT KEY TAG to the door monitor who will grant you access to the building. In the event no parent key tag is available, each parent shows some type of picture identification and signs the entry notebook located at the front desk.

An automatic bell signals the beginning and end of class.

To protect our youngest children, parents with children in grades 1-2 need to enter the building just before dismissal time, wait in the hallway and when the bell rings signaling the end of class, pick up your son/daughter from the room.

We strongly discourage parents from taking their children from class time for sporting or athletic events before the class has ended. We applaud parents who recognize that when their son/daughter is in faith formation class, he or she remains there without interruption. All else waits! It puts a priority where a priority needs to be in a world where "God things" often become second class!!

In the event a parent chooses to pick up a child early from class, that parent must come to the MFF office in the school, fill in the needed information on the "sign out form" which lists reason for the dismissal, and accompany the office worker to the classroom who will validate with the catechist permission to remove the child from the room.

WEATHER EMERGENCIES

If St. Brendan School (and Hilliard City Schools) is closed on a Monday the MFF class for that night will be cancelled. If the school closes during the school day, the same will hold true. MFF will be closed for that night. If the snow accumulates during the day toward evening, please call 876-9533 & press "1" for our Information box. We will also have St. Brendan Faith Formation Classes listed with the local TV station's closing reports.

PARENT PERSONAL SELF EVALUATION

You as parent entrust your child to us for continuing formation in the faith. 75 minutes ONCE a week in no way compares to what you teach by word and example the six other days of the week. Here is a self assessment guide we invite you to use to increase family faith awareness in everyday life.

- ✓ I check my child's book and engage him/her in conversation on the basic concepts taught each week
- ✓ I try to apply what was learned in class to our day to day family living
- ✓ Someone that I love taught me my prayers when I was young; I do the same with my child
- ✓ I often use reality situations and media to teach conscience formation
- ✓ Our family has been blessed in so many ways; I am teaching my child how to give back through service

SACRAMENTAL PROGRAMS

Ministry of Faith Formation provides catechesis for the reception of FIRST EUCHARIST, FIRST RECONCILIATION AND CONFIRMATION for all children in the parish. Separate parent/child

meetings are held in the fall of the year for EACH sacrament. If a child is eligible for the reception of any of these sacraments, registration and packet information will only be available by attending the specific sacramental meeting. Meeting dates and times for each sacrament are posted during the summer on our website and in the parish bulletin. You may also access this information in the specific Sacramental tri-fold found on our Faith Formation website.

RESOURCES

The registration fee collected per child/family pays for textbooks, pencils, pens, paper, folders, scissors, glue, construction paper, poster paper, storybooks, felt boards, videos used in our program.

COLUMBUS DIOCESE HARASSMENT POLICY

(Read the following & sign the page attached to your young person's registration form)

HARASSMENT POLICY

1. Harassment can take many forms. Harassment can occur at any parish activity, and/or can take place in classrooms, halls, cafeterias, gymnasiums, or even at programs sponsored by the parish at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.
2. It is the policy of the Diocese of Columbus to maintain a spiritually enriching environment, in all programs and activities, free of all forms of harassment and intimidation. No participant, volunteer adult leader, or parish staff member - male or female - should be subject to unlawful harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:
 - > Offensive sexual flirtations, advances, propositions;
 - > Continued or repeated verbal abuse of a sexual or gender-based nature;
 - > Explicit or degrading sexual or gender-based comments about another individual or his or her appearance;
 - > The display or circulation of sexually explicit or suggestive writing, pictures or objects;
 - > Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
 - > Graffiti of a sexual nature;
 - > Fondling oneself sexually or talking about one's sexual activity in front of others;
 - > Spreading rumors about or categorizing others as to sexual activity.

Sex harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on **gender**. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which are based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and volunteers must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or other action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, program evaluation, participation in parish programs or activities, or any other condition of employment or achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a catechetical leader hugging a child after an accomplishment, a catechist consoling an adolescent with an injury, or physical conduct during an activity to enhance catechetical learning like engaging in movement to accompany liturgical music would not be considered sexual conduct.) However, peer-based sexual harassment is a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a parish employee, volunteer, participant, or visitor to the parish activity.
5. Any person who believes that he/she is subject to unlawful harassment or intimidation must contact either the (a) program administrator, (b) pastor, or (c) diocesan director of religious education. A complaint must be filed in writing. In the event that an individual alleges harassment by a program administrator or a pastor, the individual may file the complaint with the diocesan director of religious education. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.
6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any program administrator, volunteer, or staff engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of services.
7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

Signature page is included with the Registration Form and must be signed & dated