

# Saint Leo the Great



Office of  
PARISH FAITH FORMATION



Faith Formation &  
Sacramental Preparation Program

FAMILY HANDBOOK  
2017-2018

Telephone: 732-530-0717  
[www.stleothegreat.com/faith-formation](http://www.stleothegreat.com/faith-formation)  
[faithformation@stleothegreat.com](mailto:faithformation@stleothegreat.com)

## Church of Saint Leo the Great

Office of Parish Faith Formation  
550 Newman Springs Road  
Lincroft, New Jersey 07738  
732-530-0717  
[www.stleothegreat.com/faith-formation](http://www.stleothegreat.com/faith-formation)  
[faithformation@stleothegreat.com](mailto:faithformation@stleothegreat.com)

Mr. Mark G. Russoniello, MAPT  
Pastoral Associate for Parish Faith Formation

Ms. Margaret Lang  
Coordinator, K-6

September 1, 2017

Dear Parents,

As parents and guardians, you are the primary educators of your children in the Faith. We can only tend and cultivate the seed of faith that is planted through your faithful witness. With your assistance, the Faculty and Staff of the Saint Leo the Great *Faith Formation & Sacramental Preparation Program* guide your children to a deeper, more personal relationship with the One, gentle, loving and caring God and a more meaningful connection to the Church established by His Son Jesus Christ.

This booklet has been prepared to assist you in having a safe and enjoyable year. We encourage you to refer to it frequently throughout the catechetical year when you have questions. We hope that it is useful. In addition, we will be communicating important information to you throughout the year by way of student handouts, emails and notices from the Honeywell Instant Alert System.

We have many liturgical and spiritual activities planned for your entire family. We sincerely hope that you and your child will deepen your faith through these events, and by sharing in the liturgical and communal life of the Parish. We look forward to spending this special time with your child and to working with you.

Please do not hesitate to call or visit the Office of Parish Faith Formation with any questions or concerns you may have.

God bless you and your family.

**CHURCH OF SAINT LEO THE GREAT  
50 HURLEY'S LANE  
LINCROFT, NEW JERSEY 07738  
732-747-5466  
WWW.STLEOTHEGREAT.COM**

**REVEREND JOHN T. FOLCHETTI  
PASTOR**

September 1, 2017

Dear Parents,

In *The Rite of Baptism* Parents are reminded that they are called by God to be “the first of Catechists” and “the best of Catechists” of their children in the ways of the Faith. This declaration presupposes that parents *faithfully* and *regularly* fulfill the mandates of the Roman Catholic Church.

We know that much of what children learn comes from observing those whom they love and admire and that parents occupy a critical position in their lives.

Saint Leo's *Faith Formation & Sacramental Preparation Program* seeks to deepen what Parents teach their children at home by word and example.

Together we can make a difference in the lives of our children – to show them that **love**, as Christ loved, overcomes hatred and evil; that **hope** provides the guiding light when life is difficult and dark; and that **faith** in God, Whose love is everlasting, gives ultimate meaning to our lives.

Our children need to be taught the values that are life-giving and eternal.

May the light of the Holy Spirit guide all our efforts this year, and may God bless us with strong faith, hope and love.

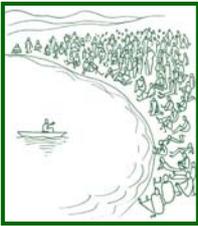
God bless you and keep you always!

Sincerely,

*Father John*

## *Parish Statement of Vision & Purpose*

**With charity, joy and missionary enthusiasm the Roman Catholic Family of Saint Leo the Great, Lincroft, commits to giving ourselves unconditionally in service to the People of God in the Name of Jesus Christ our Lord and Savior:**



**As *Teacher*:** to call, challenge and encourage one another to greater holiness and deeper faith through the Celebration of the Sacraments, prayer, personal witness, service, and handing on the Apostolic heritage.



**As *Shepherd*:** to gather, guide, nourish and protect those entrusted to our care and tend to their moral and spiritual development.



**As *Healer*:** to reflect the Father's mercy and compassion by reaching out to our brothers and sisters who are wounded, suffering, alienated, searching for truth or estranged from the Church which is the Body of Christ.



**As *Servant*:** to care for the needs of our brothers and sisters living in spiritual or material poverty, welcome the stranger, preserve the glory of Creation and advocate for life, justice and peace for all people made in the image of God.

# Office of Parish Faith Formation



## Faith Formation & Sacramental Preparation Program

### OUR CALL

We are called to share the light of Christ, forming the children of Saint Leo the Great Parish as disciples of Jesus Christ. We are called to support families to be **domestic churches** that have God at the center of their lives, pray and worship together, draw strength and comfort from the Church and express their Baptismal call to holiness in everything they do.

### OUR GIFT

Jesus taught that to enter the Kingdom of God we must become like little children. We are blessed to serve the children of Saint Leo the Great Parish as they seek to know better our Lord Jesus Christ. They teach us as we witness to them. We are further blessed with dedicated and faith-filled volunteers who joyfully give of their time, talent and treasure to share the Good News of God's love.

### OUR MISSION

We assist and support Parents with the *on-going formation* of their children in a life-giving relationship with Jesus Christ. Growing in knowledge and understanding of the teachings of Jesus Christ, fortified by the Sacramental signs of His always-everywhere love and presence, and strengthened by the Holy Spirit to practice faithfully His teachings as transmitted by the Roman Catholic Church, we send the children out, prepared as disciples of Jesus Christ, to heal, proclaim and teach others about the Kingdom of God.

# *What is Faith Formation?*

Faith Formation begins with the proclamation of the Gospel: God reveals His eternal love through His Son Jesus Christ. Jesus gave His life to save us from sin and death. He remains with us now and always.

At Saint Leo the Great, we are committed to providing each member of our Parish with opportunities to experience a deeply intimate and personal relationship with Jesus. This relationship has a powerful and challenging name: **Discipleship**.

A disciple does not simply acquire facts and information from a teacher. A disciple follows a Master. A disciple changes his/her life to reflect the ideals and mission of the Master. The One we follow is Jesus, our Teacher, Shepherd, Healer and Servant.

The journey of discipleship lasts a lifetime. It doesn't end in Eighth or even Twelfth Grade. The **Saint Leo the Great Office of Parish Faith Formation** offers ways for Parishioners of all ages to encounter Jesus through prayer, study, liturgy and community. We encourage you to invite Jesus to draw close, to journey with Him, and to know His loving Presence in your daily life.

By enrolling your child in the *Saint Leo the Great Faith Formation Program*, you are entrusting us with the responsibility of teaching your child the tenets of the Faith and forming him/her as disciples of Jesus Christ. We take that responsibility very seriously. We pray and work so all Parishioners of Saint Leo the Great may become more committed and intentional disciples, united in fulfilling Christ's command to "go into all the world and share the Good News" of salvation.

## **Parish Faith Formation Staff**

Mr. Mark Russoniello, MAPT -- Pastoral Associate for Parish Faith Formation

Ms. Margaret Lang -- Coordinator, Elementary Catechesis, K - 5

Mr. Jeff Scales -- Coordinator, Middle School Catechesis, 6 - 8

Sister Jeanne Belli, SSJ -- Coordinator, Adult & Senior Faith Formation

Mrs. Joan Kret -- Youth Minister

Mrs. Karen Ann Lenahan -- Administrative Assistant

*The following is excerpted from Guidelines of the Diocese of Trenton for Preparation and Celebration of the Sacraments:*

### **Role of Parents**

The role of parents and families is always of primary importance in the faith formation and sacramental preparation of their children. Parents themselves should be ready to commit to the entire process of formation offered by the parish community.

Parents are the most influential agents of catechesis for their children. They have a unique responsibility for the education of their children; they are the first educators, or catechists. They catechize primarily by the witness of their Christian lives and by their love for the faith. One way that parents communicate Christian values and attitudes to their children is by loving each other within the context of a Christian marriage and their love for Christ and his Church. Their participation in the life of the parish – above all in the Sunday Eucharist – their willingness to evangelize and serve others, and their dedication to daily prayer demonstrate the authenticity of their profession of faith. (*National Directory for Catechesis, USCCB, 54C*)

If the axiom “religion is more caught than taught” proves true, then catechesis will remain incomplete until it is reinforced by and translated into practical skills integrated into the children’s everyday lifestyle. It is in the home that the relationship of faith formation to the children’s lives is made most clear. Parents therefore also need on-going catechesis for themselves, and catechetical family activities to share with their children at home.

Children must be educated, too, in such fashion that transcending the family circle, they may open their minds to both ecclesiastical and temporal communities. They should be so involved in the local community of the parish that they will acquire a consciousness of being living and active members of the People of God.

*“Parents are the first teachers of their children in the ways of faith. May they also be the best of teachers, bearing witness to the faith by what they say and do, in Christ Jesus our Lord.” ~~ from the Rite of Baptism*

As the first educators of their children, parents should be encouraged to:

- share their own faith story with their children
- participate in Sunday Eucharist with their children
- model a Christian commitment of prayer, community, worship, and service
- be committed to help their children to participate fully on a regular basis in the parish faith formation program
- pray for, and with their children

Parents are always encouraged and welcome to participate in their child's faith formation classes during the year.

### **Role of the Church**

When formally participating in the catechesis of their children, parents must be mindful of the preeminent right of the Church to specify the content of authentic catechesis. They always have an obligation to catechize according to the teaching authority of the Church. (NDC, #212) Attentive to the norms established by the diocesan bishop, it is the role of the pastor to take care in a special way that suitable catechesis is imparted for the formation of the children. (NDC, 54B #1)

The pastor, in consultation with Parish staff and parents, determines the best program of catechesis (including time and duration of catechetical sessions, texts, multimedia presentations, additional times of prayer and retreat, requirements for Christian service projects, and other means of assuring age-appropriate understanding and growth) that will assist and support parents in properly fulfilling their duty to raise their children in the faith.



## *The Catholic Family is a Domestic Church*

The Creed we pray at Sunday Mass affirms our belief that the Church, founded by Christ, is “one, holy, catholic and apostolic.” Together these four characteristics or “marks” of the Church express both her *nature* and *mission*. The Catholic Church has always taught that the Christian family is a mirror image, though on a smaller scale, of the Church’s way of being in the world. The Church professes that each family is called to be a **domestic church**. Most recently, at the conclusion of the World Meeting of Families in Philadelphia in 2015, Pope Francis said , “Our families, our homes, are true domestic churches. They are the right place for faith to become life, and life to grow in faith.”

Our personal encounter with Christ begins in our families. A family that lives as domestic church nurtures and encourages each of its members to faithfully live out our Baptismal call to holiness and to share in Christ’s mission. But what does it mean for the Catholic family to *live as domestic church*? If the nature of the Church is to be one, holy, catholic and apostolic, then shouldn’t the family -- the **domestic church** -- share these characteristics in its own life, purpose, daily activities and relationships? Pope Paul VI wrote in 1975 that “there should be found in every Christian family the various aspects of the entire Church.”

Consider these ways your family can be a domestic church:

***The Church is One: The Family is Unity.*** The pure, selfless love between husband and wife, and the protective, nurturing love of parents for their children is the heart of family unity that mirrors the Oneness of the Trinity and communion of the Church. The mutual acceptance and forgiveness natural to families reflects the charity and generosity of life to which Christ calls His Church.

***The Church is Holy: The Family is a Community of Faith.***

The holiness of the Catholic family grows out of relationships that are loving, sanctifying, prayerful, sacramental, and that recognize the presence of God in their midst. The Catholic family is a community of faith when it responds to Christ's universal call to holiness. Families are holy when they pray together and see even the most ordinary activities of family life as opportunities to reflect the Church's life and mission.

***The Church is Catholic: The Family is Welcoming.***

The Church is universal because the way of Christ, which is the way of salvation, is open to all people through the Father's constant invitation of all-inclusive love. The Catholic family expresses the openness of the Church by living charitably, opening itself to others and witnessing to the intimate presence of Christ in the household.

***The Church is Apostolic: The Family is a Witness to Christ.***

The Catholic family shares in the fundamental mission of the Church to proclaim the Gospel in the world. All members of the family are called to actively witness to God's infinite love by how they live in communion with each other and with those outside the family. The family is the center of evangelization. When the family passes on its stories and traditions in a context of love and its relationship with Jesus Christ, He is present in their midst.



The Church is one, holy, catholic and apostolic. Like the Church, the family is called to unite, sanctify, welcome, share and evangelize. Of course no family is perfect. We all make mistakes; and living a devout Christian life can be demanding. With Christ at the center of family life, shining His light in the midst of its challenges, every household shares in the grace to be a ***domestic church***.

## GENERAL PROGRAM INFORMATION

### OFFICE HOURS

**Monday - Thursday**  
**Friday**  
**Parent Conferences**

**8:30 AM - 4:30 PM**  
**8:30 AM - 12:30 PM**  
**By Appointment**

### REGISTRATION

Registration takes place each Spring prior to the new year. Every family is **required** to re-register their children. Parents may register their children online at the Parish website:

**[www.stleothegreat.com/religious-ed-information](http://www.stleothegreat.com/religious-ed-information)**.

To be eligible to enroll your child for faith formation classes, your family must be **registered** and **active** Parishioners of Saint Leo the Great, regularly attend Mass on Sundays and Holy Days, support the parish financially and otherwise participate in the Sacramental and communal life of the Parish.

**It is the Parents' responsibility to assure that your family's Parishioner status is active before seeking to enroll your child in the faith formation program.** Families that, for whatever reason, have become inactive must re-activate their Parishioner registration or be subject to additional out-of-parish fees.

Saint Leo the Great welcomes families from other Parish communities that are unable to enroll their children in their own Parish programs due to scheduling conflicts or other reasons. Out-of-parish families are required to pay an **additional \$100 per family** and provide a letter from their Pastor giving **permission for the out-of-parish enrollment**.

Registration is not completed until Parishioner status has been verified by the Office of Parish Faith Formation, all tuition/fees have been paid and a confirming email has been received by your family.

There are three options from which families may choose to enroll their child in *Saint Leo's Child Faith Formation & Sacramental Preparation Program*:

- Academic Year: For children K-8. Meets weekly, September through April. Children preparing to celebrate the Sacraments of Reconciliation, Eucharist and Confirmation **must** be enrolled in the Academic Year Program.
- Intensive Summer Program: Two consecutive weeks in July, 8:30 AM - 12:30 PM, Monday - Friday, plus four (4) Sundays during the

year for both parents & children. Children preparing to celebrate a Sacrament (Grades 2, 7 & 8) are not eligible to participate in the Summer Program. Students also participate in grade-level Masses and special hours of reflection during the year.

- **Home Study:** Parent-led home instruction for children who have special individual needs or family circumstances that make it difficult for them to participate in a traditional classroom setting. Home Study students are required to complete online Unit tests & participate in four (4) Sunday catechetical sessions with their parents during the year (**10/15/17, 12/10/17, 1/28/18, 3/18/18**). Students also participate in grade-level Masses and special hours of reflection during the year. This option is reserved for Saint Leo's Parishioners **ONLY**.

Saint Leo's parents interested in the Home Study option must complete an application and sign the Family Pledge of Commitment found on the Parish website: **[www.stleothegreat.com/religious-ed-information](http://www.stleothegreat.com/religious-ed-information)**. Consideration for the Home Study option is done on an individual basis.

### **IMPORTANT PROGRAM REQUIREMENTS**

**FOR NEW STUDENTS:** A copy of your child's *Baptismal Certificate* is required for registration in Saint Leo's Program. The Baptismal Certificate is necessary for the reception of the Sacraments of Eucharist and Confirmation.

**FOR STUDENTS CURRENTLY ENROLLED:** Registration for the upcoming year begins in March. Online registration should be completed by the middle of July (May for Summer Program) so that classes may be set up and sufficient supplies ordered.

**FOR CLASS ASSIGNMENTS:** Class size is limited. Please refrain from making requests for specific class assignments.

### **PROGRAM TUITION & FEES**

Program tuition and registration deadlines are set annually and are posted to the Parish website. **All families are expected to pay tuition and fees in full before the start of the Program.** A **Late Registration Fee of \$50 per family** is assessed for any registration submitted after the registration deadlines.

**Families must be registered as Saint Leo's Parishioners for a minimum of six months in order to receive the in-Parish tuition rate.** Non-Parishioners must provide a letter from the Parish where the Family is currently registered granting permission to participate in Saint Leo's Program. There is also an additional fee of **\$100.00** per family for any non-Parishioners in Saint Leo's Program.

**RETURNED CHECKS:** A penalty of **\$35.00** will be charged for **each** check returned indicating "insufficient funds".

*PULL OUT SECTION*

***PLEASE REVIEW FOR IMPORTANT DATES***

**CHILDREN PREPARING TO RECEIVE FIRST PENANCE**

**PARENTS' CATECHETICAL MEETING**  
(Tuesday) January 9, 2018 at 7PM in the Cafeteria.

**FIRST PENANCE**  
(Saturday), February 10, 2018 at 9AM & 11:30AM.

**CHILDREN PREPARING TO RECEIVE FIRST HOLY COMMUNION**

**PARENTS' CATECHETICAL MEETING**  
(Tuesday) March 6, 2018 at 7PM in the Cafeteria.

**FIRST COMMUNION HOURS OF PRAYER & REFLECTION:**

Group A: (Monday) April 9, 2018 - 3:30PM-5:30PM  
Group B: (Tuesday) April 10, 2018 - 3:30PM-5:30PM

**PRACTICE FOR FIRST HOLY COMMUNION WILL TAKE PLACE ON**

Group One (Monday) April 30, 2018 at 6:30PM  
Group Two (Tuesday) May 1, 2018 at 6:30PM  
Group Three (Monday) May 7, 2018 at 6:30PM  
Group Four (Tuesday) May 8, 2018 at 6:30PM  
Group Five (Monday) May 14, 2018 at 6:30PM  
Group Six (Tuesday) May 15, 2018 at 6:30PM

**FIRST HOLY COMMUNION WILL BE CELEBRATED ON**

Groups One & Two: (Saturday) May 5, 2018 at 9AM & 11:30AM  
Groups Three & Four: (Saturday) May 12, 2018 at 9AM & 11:30AM  
Groups Five & Six: (Saturday) May 19, 2018 at 9AM & 11:30AM

**YOUNG ADULTS PREPARING TO RECEIVE CONFIRMATION**

**RITE OF ENROLLMENT FOR 8TH GRADE**  
(Sunday) September 24, 2017 11:30 AM Mass

**RETREAT**  
with CHOSEN founder Chris Stefanick  
(Thursday) April 12, 2018, 7—9:30 PM

**CONFIRMATION RECONCILIATION SERVICE**  
Group One: (Monday) February 12, 2018 at 7 PM  
Group Two: (Tuesday) February 13, 2018 at 7 PM

**PRACTICE FOR CONFIRMATION WILL TAKE PLACE ON**

Group One: (Monday) April 16, 2018 at 7 PM  
Group Two: (Tuesday) April 17, 2018 at 7PM

**CONFIRMATION WILL BE CELEBRATED ON**  
(Friday) April 20, 2018

Group One: 2PM      Group Two: 4:30PM

***Saint Leo the Great Religious Education***  
**Catechetical Sunday - Welcome Back Mass for Religious Education**

<b>TUESDAY - 4:15 - 5:30 PM</b>	
<b>K through 6th Grade</b>	
<b><u>DATE</u></b>	
September	26
October	3 10 Open House 17 24
November	14 28 (NO 5th Gr)
December	5 12 19
January	2 9 (NO 3rd Gr) 16 23 30
February	6 20 27
March	6 13 20 (NO 6th Gr)
April	17 24
May	1 (Last Session)

<b>WEDNESDAY - 4:15 - 5:30 PM</b>	
<b>K through 6th Grade</b>	
<b><u>DATE</u></b>	
September	27
October	4 11 Open House 18 25
November	15 29 (NO 5th Gr)
December	6 13 20
January	3 10 (NO 3rd Gr) 17 24 31
February	7 21 28
March	7 14 21 (NO 6th Gr)
April	18 25
May	2 (Last Session)

# on and Formation Calendar 2017/2018

Education Families - September 17, 2017 - 11:30 a.m. Mass

<b>THURSDAY - 7th Grade</b>	
<b>6:30 - 8 PM</b>	
<b><u>DATE</u></b>	
September	28
October	5
	12 Open House
	19
	26
November	16
	19 (Sunday Mass)
	30
December	7
	14
	21
January	4
	11
<b>Wednesday</b>	17 Retreat Gr 1
<b>Thursday</b>	18 Retreat Gr 2
	25
February	1
	8
	22
March	1
	8
	15
	22
April	15 (Sunday Mass)
	19
	26
May	3 (Last Class)

<b>THURSDAY - 8th Grade</b>	
<b>6:15 - 8 PM</b>	
<b>Each 8th Grade Session begins with Prayer in Church at 6:15 PM</b>	
<b><u>DATE</u></b>	
September	24 (Sunday Mass)
	28
October	5
	12 Open House
	19
	26
November	16
	30
December	7
	14
	21
January	4
	25
February	1
	8
	22
March	1
	8
<b>Tuesday</b>	12 Reconciliation Gr1
<b>Wednesday</b>	13 Reconciliation Gr2
	15
	22
April	
<b>Thursday</b>	12 Retreat - All
<b>Monday</b>	16 Practice - Gr 1
<b>Tuesday</b>	17 Practice - Gr 2
	26 Mystagogy
May	6 Mystagogy

## CATECHETICAL SUNDAY

**Welcome Back Mass for Religious Education Families  
(Sunday) September 17, 2017 at 11:30AM in Church**

## PARENT ORIENTATION MEETINGS

**K - 6 Parents (Monday) September 18, 2017 at 7:00 PM  
(Tuesday) September 19, 2017 at 7:00 PM**

**8th Parents (Monday) September 25, 2017 at 7:00 PM**

## HOME STUDY MEETING

**(Tuesday) September 26, 2017 at 7PM**

## OPEN HOUSE

**October 10, 11, 12, 2017 during Religious Education Classes**

## GRADE LEVEL HOURS OF PRAYER & REFLECTION

5th Grade	(Monday) November 27, 2017	4:00 to 5:30PM
3rd Grade	(Monday) January 8, 2018	4:00 to 5:30PM
7th Grade Grp 1	(Wednesday) January 17, 2018	6:30 to 8:00PM
7th Grade Grp 2	(Thursday) January 18, 2018	6:30 to 8:00PM
4th Grade	(Monday) February 12, 2018	4:00 to 5:45PM
6th Grade	(Monday) March 19, 2018	4:15 to 6:00PM
K & 1st Grade	(Monday) March 26, 2018	4:00 to 5:30PM

## CHILDREN'S GRADE LEVEL MASSES

Grade	Date	Date	Time	Notes
Kindergarten & First	October 1, 2017	January 14, 2018	11:30 AM	
Second	November 12, 2017	March 11, 2018	11:30 AM	Preceded by Lesson @ 9:45
Third	October 22, 2017	January 21, 2018	11:30 AM	
Fourth	October 29, 2017	February 11, 2018	11:30 AM	
Fifth	December 17, 2017	February 25, 2018	11:30 AM	
Sixth	January 7, 2018	March 4, 2018	11:30 AM	
Seventh	November 19, 2017	April 15, 2018	11:30 AM	11/19/17 - Rite of Welcome
Eighth	September 24, 2017	May 6, 2018 Preceded by Lesson @ 10 AM	11:30 AM	9/24/17 - Rite of Enrollment

**All families are expected to attend Mass with  
their children to share the experience with them.**

Continued from page 12

## **CATECHISTS & VOLUNTEERS**

Catechists and Volunteers work hard to bring the Faith to our children. Your support and encouragement is very important. Volunteers may assist as Substitutes, Hall Monitors and in other critical positions. Good and faithful Catechists and Volunteers are always needed to make our Parish Program work. If you *actively and devoutly live your faith* and are interested in assisting, please call the Office of Parish Faith Formation.

## **SCHEDULE OF CLASSES**

### **GRADES: KINDERGARTEN TO SIXTH**

**Tuesdays & Wednesdays 4:15PM to 5:30PM**

### **GRADES: SEVENTH AND EIGHTH**

**Thursdays 7th - 6:30PM to 8PM  
8th - 6:15PM to 8PM**

On class days, students assemble in the **Cafeteria**. Following prayers, they proceed from the Cafeteria with their Catechists to their respective classrooms. Eighth Grade meets in Church for prayer before each session on Thursdays.

## **PROGRAM RULES & REGULATIONS**

### **STUDENT BEHAVIOR & CLASSROOM DEPARTMENT**

It is important that children feel very comfortable attending *Saint Leo's Faith Formation & Sacramental Preparation Program*. All children are expected to show **respect** toward Catechists, other Students and Church and School property. Children should refrain from climbing on the bricks surrounding the Church and the School portico.

Cell phones are not permitted in class. However, if permitted for some reason (for example: medical) it is to be silenced during class. Catechists may confiscate the cell phone until the

## CHURCH ETIQUETTE

Children learn Church etiquette by the *example* provided them by their parents and other adults. Careful attention to the following will assist in teaching proper behavior in Church:

- 1) Enter the Church in a prayerful and respectful manner.
- 2) Maintain a respectful silence for those who are praying in Church.
- 3) Listen attentively to the Prayers, Readings and Homily at Mass.
- 4) Gum, candy or drinks are not permitted in the Church.
- 5) Cell phones and electronic games should be left at home or in the car.
- 6) Remember to dress appropriately.

## DISCIPLINE PROCEDURES

The following procedure will be followed in the event that a student seriously misbehaves in class:

- 1) The Catechist will address the issue with the Student; a record of the event will be kept.
- 2) If the inappropriate behavior continues, Student will be sent to the Office, and given an assignment to be completed at home, signed by the Parents and returned the following week.
- 3) If the misbehavior continues, a Parent will be asked to come to school and speak with the Coordinator and Catechist.
- 4) If there is no resolution to the situation, the Pastor will speak with the Parent.
- 5) In the event that there is no improvement in the Student's behavior, the Family will be asked to seek enrollment in a Catechetical Program at another Parish.

## ATTENDANCE

An accurate attendance record is very important. In the event of an absence, please call to inform the Faith Formation Office at **732-530-0717** or by email **faithformation@stleothegreat.com** (Maximum of 3 absences permitted). Children are expected to remain for the full time of each session, but may be excused early from a session for medical or family emergencies upon written request from a Parent or Guardian. **No student will be excused early for sports or other recreational activities.**

## BOOKS

The Program curriculum is provided by *Sadlier Religion* for Grades K to Sixth. Seventh and Eighth Grades use the **CHOSEN** Program from Ascension Press as the primary curriculum, with other supplemental materials. Every child is given a book and folder. Please make sure that your child's name is written on both items.

**Seventh Graders must keep their CHOSEN books for two years (7th & 8th Grades).** *There will be an additional fee for lost book replacement.*

## ROOMS

Children are asked to assist the Catechist in maintaining a clean and orderly classroom. Classroom furniture should be returned to its original place at the end of the class.

## FOOD

In order to protect children with food allergies, bringing food, candy or drinks into classrooms is **strictly prohibited**. No food is allowed in school classrooms under any circumstances. Catechists may only use the school cafeteria for activities involving food.

## HOMEWORK

Students are required to complete homework assignments that are given. The "*Family Page*" contained in the **Student Book** should be completed at home. Parents and Guardians are asked to review the lessons and prayers with the children.

## ASSIGNMENT SHEETS & ASSESSMENTS

Each Student will be given an assignment sheet that indicates class days, lessons, assessment dates, and special events, which will enable the student to stay current with the lessons.

Children in **Grades 3 to 8** are required to take assessments. Assessments are given during class. Children are to be encouraged to use the text book to reinforce what is being

## SCHOOL CLOSINGS

In the case of inclement weather and either Saint Leo's School or Middletown Schools are closed, *Saint Leo's Faith Formation & Sacramental Preparation Program* will be closed. We use the **Honeywell Instant Alert** system to notify parents of important messages and School closings. ***Please be sure to register to receive these messages by home phone, cell or email. It is critical that you provide the contact information which you most frequently use and regularly check.***

## SAFETY & CRISIS MANAGEMENT GUIDELINES

### IN CASE OF EMERGENCY

Emergencies can happen anywhere and at anytime. Recent experiences of violence in schools necessitate the formation of policies and guidelines that insure the safety of our children, young adults and adults who participate in *Saint Leo's Faith Formation Program*. Such negative situations have long lasting effects and consequences. It is essential that everyone respect and obey the regulations regarding emergency situations.

In the event of an emergency, Parents (or adult authorized by the Parents) must go to the **Main Office** to sign out the child. The Coordinator (or Designee) will go to the classroom to summon the student who will then be brought to the Main Office. ***Please Note: No one is permitted to walk in the school corridors and enter a classroom unless accompanied by the Coordinator of the program.***

Every family is required to provide Saint Leo's with the names of a local adult (other than the Parents) who can reach the child in a reasonable amount of time in the event that the Parents cannot be contacted during an emergency.

### BUILDING SECURITY

By directive of the *United States Conference of Catholic Bishops*, all volunteers working with children are required to undergo background checks and receive training prior to beginning their

assignments. The *Diocese of Trenton* mandates all volunteers be trained using ***Protecting God's Children*** to assure the children's physical safety at all times.

**All visitors must first report to the Main Office; no one is permitted access without first having gone to the Main Office.** There are **no exceptions** to this rule. All school and class doors are locked during classes. Hall monitors patrol the halls and lobby. Furthermore, no one is permitted in the halls without the consent of the Coordinator or representative. No child may leave the building without permission of the Coordinator or Designate. Parents should indicate if someone other than themselves is picking up a child after class.

### **EMERGENCY DRILLS**

Fire drills are conducted during the year. In the event of a fire drill or some other emergency, Catechists and children will be given instructions. For the safety of all, **silence** is required during fire drills so that directions may be heard and evacuation of the building may be done in an orderly and safe manner.

An emergency safety lock down drill is also conducted during the catechetical year, as required by law. Students will be instructed as to proper procedure and behavior in the event of a serious security emergency.

### **PROHIBITED SUBSTANCES**

**The use or distribution of alcohol or drugs is strictly prohibited by New Jersey State Law on Church and School properties. Violators of this law will be reported to the local Police immediately.**

**Smoking on School or Church property is prohibited by New Jersey State Law. Please refrain from smoking or disposing of cigarettes on the grounds.**

end of the session if **CAMERAS & VIDEOS**

**Taking photographs or recording of videos of any minor in any manner (example: cell phone) without the expressed permission of Parent or Guardian is also *strictly prohibited*. Violators will be reported to the local Police immediately.**

## **DRIVING & TRAFFIC REGULATIONS**

### **ARRIVAL & DISMISSAL**

**For the safety of the very young and the elderly, the speed limit on Church and School grounds is 5 mph and is strictly enforced.**

**There are no exceptions to this rule! Anyone who consistently violates the speed limit will be reported to the local Police.**

A **traffic pattern** for dropping off children for class has been instituted. Please refer to the Parish website for the required traffic pattern.

Class concludes with a prayer followed by an orderly dismissal by the Catechist. On **Tuesdays** and **Wednesdays**, students are dismissed from the Cafeteria.

### **PARKING & STOPPING**

To insure the safety of children who, because of their height, are not easily visible to drivers, parking or lengthy stopping in any drop off area is **strictly prohibited**. Please be considerate of others.

### **SKATEBOARDS**

Skateboarding is **prohibited** on Church or School property for reasons of safety and health. Any student who comes to Faith Formation class with a skateboard will have it confiscated. Par-

## **ADDITIONAL INFORMATION**

### **PREPARATION FOR RECEPTION OF THE SACRAMENTS**

Children and young adults who are receiving Sacraments need to be adequately prepared. All prerequisites must be met. Prior to the celebration of a particular Sacrament, a *Parents' Catechetical Meeting* is held at which important information is distributed and explained. Parents are **required** to attend. Please read carefully the information provided concerning these Sacraments. The **dates and times** for each are listed on the **center page** of this *Handbook*.

### **GRADE LEVEL PRAYER SERVICES**

Students in the *Saint Leo the Great Faith Formation Program* (traditional, Summer and Home Study) annually come together for special times of prayer and reflection. These special prayer services, when scheduled, take the place of regular weekly class. The **dates for the prayer services** are indicated on the **center page** of this *Handbook*.

### **GRADE LEVEL MASSES**

**Attendance and participation at Mass every Sunday and on Holy Days is an obligation for all practicing Catholics, regardless of age.** During the Catechetical Year, children in the *Saint Leo the Great Faith Formation Program* (traditional, Summer and Home Study) and Saint Leo's School are required to attend two grade-level Masses for their class (Grades K-8). Grade-level Masses are especially designated for children & families to receive Catechetical instruction during a liturgical celebration. Therefore, *attendance at these specific Masses is required* as part of the children's Faith Formation, at the same time fulfilling of your weekly Mass obligation.

### **FAMILY LIFE CURRICULUM**

The Saint Leo's *Child Faith Formation & Sacramental Preparation Program* utilizes an age-appropriate Family Life curriculum mandated by the Diocese and published by RCL Benzinger. This curriculum conforms with Catholic teaching about human

life and the family, and is approved by the *United States Conference of Catholic Bishops*. Parents are expected to review the curriculum materials with their child at home. A Parent resource is made available to assist you in continuing this important conversation with your child. If you feel you need help or guidance in understanding and communicating Church teaching on the topics contained in the curriculum, please contact the *Office of Parish Faith Formation* for assistance.

### **FAMILY & INTERGENERATIONAL CATECHESIS**

In our on-going efforts to support Parents in their duty as the primary educators of their children in matters of faith and morals, the Office of Parish Faith Formation sponsors grade-level Family Catechesis sessions during the catechetical year. These sessions provide the opportunity for families to learn more about and grow in their Catholic faith together. They allow family members of all ages to share their faith experiences and journeys with each other. This is especially important for younger children to hear from their older siblings, parents and grandparents how important Jesus Christ is in their lives. Please refer to center pullout pages for specific dates and times of these sessions.

### **STUDENT DONATION ENVELOPES**

A set of *Sunday Donation Envelopes* is given to each student annually. These donations support our Parish and its many Ministries dedicated to helping in need. Parents are asked to encourage their children to use the envelopes as a means of teaching concern for others.

### **VACATION BIBLE SCHOOL**

**Ages 3 - 6 years old**

**(Monday) June 26 to (Friday) June 30, 2017**

**9:30 AM to 12:30 PM**

**Summer Intensive Program for 2017-2018 Year**

**Grades K, 1, 3-6**

**Monday - Friday, July 10 to July 21, 2017**

**8:30 AM - 12:30 PM**

**Sundays, 10/15/17, 12/10/17, 1/28/18, 3/18/18**

**For Parents & Students**

**10:00 - 11:00 AM, followed by 11:30 AM Mass**

## PARENT ONLINE RESOURCES

**[www.formed.org](http://www.formed.org)**: Subscription site with a wide variety of Catholic educational and entertainment content. (Free to Saint Leo's Parishioners until November 2019)

**[us-en.superbook.cbn.com](http://us-en.superbook.cbn.com)**: From the Christian Broadcast Network, Superbook is an animated series of familiar Bible stories presented in a manner that children can appreciate and enjoy. Free with registration. Additional content available with small donation to CBN.

**[www.reallifecatholic.com](http://www.reallifecatholic.com)**: Free website of Chris Stefanick, creator of CHOSEN. Filled with brief video presentations on Catholic topics, doctrine and Saints.

**[www.ascensionpresents.com](http://www.ascensionpresents.com)**: From the publishers of CHOSEN, this website contains videos from Fr. Mike Schmitz and other presenters on a wide variety of questions of interest to Catholics.

**[www.elementsofthecatholicmass.com](http://www.elementsofthecatholicmass.com)**: Free website with brief videos explaining all parts of the Catholic Mass.

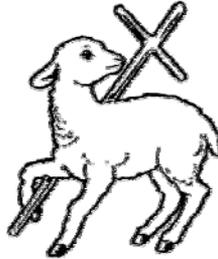
**[catholicmom.com](http://catholicmom.com)**: Blog with articles and resources to help Catholic mothers teach the faith to their children at home. Also contains links to other blogs and websites.

**<http://www.fathersforgood.org>**: Website sponsored by the Knights of Columbus to help Catholic fathers live their vocation more completely.

**<http://www.domestic-church.com>**: Website with resources and links to help make and keep your home as a domestic church.



## CATHOLIC PRAYERS



### **SIGN OF THE CROSS**

In the Name of the Father,  
and of the Son  
and of the Holy Spirit  
Amen.

### **ACT OF CONTRITION**

Oh my God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy. Amen

### **GLORY BE**

Glory be to the Father,  
and to the Son,  
and to the Holy Spirit  
as it was in the beginning  
is now and ever shall be  
world without end  
Amen

## **HAIL MARY**

Hail Mary  
Full of grace, the Lord is with thee.  
Blessed art thou among women,  
and blessed is the fruit of thy womb, Jesus.  
Holy Mary,  
Mother of God pray for us sinners  
now and at the hour of our death.  
Amen



## **OUR FATHER**

Our Father,  
Who art in heaven, hallowed be Thy name  
Thy kingdom come, Thy will be done  
on earth as it is in heaven.  
Give us this day our daily bread  
and forgive us our trespasses  
as we forgive those who trespass against us  
and lead us not into temptation but deliver us from evil.  
Amen.



## **TUESDAY** **Grades K-6**

**4:15PM to 5:30PM**

KA	3A-D
1A-E	4A-D
2A-E	5A-D
6A-D	

## **WEDNESDAY** **Grades K-6**

**4:15PM to 5:30PM**

KB	3E-H
1F-J	4E-H
2F-J	5E-H
6E-H	

## **THURSDAY** **Grade 7**

**6:30PM to 8:00PM**

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## **Grade 8**

**6:15PM to 8:00PM**

## **Church of Saint Leo the Great**

*Office of Parish Faith Formation*

*550 Newman Springs Road*

*Lincroft, New Jersey 07738*

*732-530-0717*

*[www.stleothegreat.com/faith-formation](http://www.stleothegreat.com/faith-formation)*

*[faithformation@stleothegreat.com](mailto:faithformation@stleothegreat.com)*

*Mr. Mark G. Russoniello, MAPT*

*Pastoral Associate for Parish Faith Formation*

*Ms. Margaret Lang*

*Coordinator, Elementary*

*Mr. Jeff Scales*

*Coordinator, Middle School*

*Mrs. Karen Ann Lenahan*

*Administrative Assistant*

*Saint Leo the Great. Pray for us.*