



St. Margaret Mary Alacoque Parish Faith Formation

Family Handbook

2016-17 English Program

25511 Eshelman Avenue, Lomita, CA 90717

Phone: (310) 326-3364

www.smmmlomita.org

**St. Margaret Mary Parish
Faith Formation Directory
(310) 326-3364**

Faith Formation Staff

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Vacant Ext.

Spanish Coordinator:

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Teresa Carbajal (RICA) Ext. 16

RCIA for Children (RCIC)

Deacon Rick & Maureen Soria

Children's Liturgy of The Word

Maureen Soria

Youth Ministry:

Jonathan Djapri Ext. 13

Dear Families:



The Faith Formation Staff of St. Margaret Mary Parish welcomes you to our Religious Education (RE) programs. We are very pleased to have your children registered in our Parish Faith Formation program, and we look forward to working closely with you and your children during this year. To serve with love - our religious education programs live out our goals to welcome, provide spiritual nourishment, foster peace and justice, and encourage service to others.

Our mission is to deepen the students' relationship with our loving, just and merciful God, to increase their knowledge of Faith and Church, to enrich their prayer practices and provide opportunities to serve the community. This is done primarily through classes, taught by Catechists, who are assisted by aides and parent volunteers. As your partners in the religious formation of your children, we strive to provide a welcoming, loving environment in which we can supplement what you are already teaching by your example.

It is our desire to assist you in the spiritual, as well as the educational growth of your child, and ultimately your entire family. It is through prayer and active participation in the sacramental life of the Church that we can grow together and ensure that our children learn what it is to know and live the gospel message of Jesus Christ.

We look forward to getting to know you better and we invite you to be an active participant in RE programs as well as in the St. Margaret Mary Catholic Community. We hope this "Parent Handbook" helps you become familiar with our program. **Please Read it carefully** and call me anytime regarding your child's Faith Formation. On behalf of St. Margaret Mary Alocoque Parish, it is our pleasure to serve the families of our Parish.

Yours in Christ,

Faith Formation Staff



SAFE GUARD THE CHILDREN—Teaching, Touching Safety (TTS)

The Archdiocese of Los Angeles is committed to compliance with the U.S. Bishops' Charter for the Protection of Children and Young People. Article 12 of the Charter mandates that, "each diocese establish and maintain a Safe Environment Program for children and youth." In light of this, the - VIRTUS Teaching Touching Safety Program for Children- was adopted by the Archdiocese of Los Angeles in September, 2006. This program was implemented beginning January 2007, in parish Religious Education programs.

The children in St. Margaret Mary Parish Faith Formation Programs will participate in these lessons during the 2016-17 program year. Check the program schedule for the date and time of your child (ren)'s training. Parent and guardians have an opportunity to review the program and materials at our Parent Commitment meeting.

All staff members, volunteers, and occasional helpers/chaperones whose duties require direct contact and supervision of young persons shall sign an agreement to follow the Guidelines for Adults

Interacting with Young Persons at Parish Activities or Events (hereafter called Guidelines). Staff members, volunteers, and occasional helpers/chaperones may not interact with young persons on behalf of the parish until this agreement is signed.

All staff members and volunteers whose duties require direct contact and supervision of young persons shall complete the VIRTUS training, *Protecting God's Children*, within four (4) months of beginning their ministry. Staff members and volunteers who have not yet completed this training may interact with young persons on behalf of the parish only if a VIRTUS trained adult staff member or volunteer is present. The ratio of untrained to trained staff members/volunteers shall not exceed 2 to 1 in any group setting.

Any ministry that requires direct contact and supervision of young persons shall be responsible for following these program requirements. These ministries include, but are not limited to, Children's Faith Formation, Choir, Altar Servers, and Scouts.





FAITH FORMATION PROGRAM POLICIES



FAMILY ATTENDANCE AT SUNDAY MASS: Parents have the responsibility of sharing their faith with their children and to bring them to Mass every Sunday in order to show them the importance of having God in their lives. Coming together as a family to Mass every Sunday is a faith obligation for all Catholic families.

CLASS ATTENDANCE & ABSENCES: It is very important that your child attends his/her class every week. If a child arrives later than 10 minutes after the class start time for the Saturday Elementary and Jr./Sr. High Faith Formation Programs or 5 minutes for the Sunday Elementary Faith Formation program, he/she will be considered absent.

Students are allowed only FIVE (5) absences for the Elementary and Jr./Sr. High programs. If more than 5 classes are missed, the year will not count towards sacramental preparation. Please inform the RE office of any prolonged absence. We are always here to help. For Confirmation students please refer to the Confirmation Parent Handbook.

If a child leaves the school without permission, the parents/guardians will be contacted and the police may be notified.

If a child needs to be dismissed early, the parent should write a note to the teacher indicating the time of release. Parent, or parent designee, will pick up and sign the child out at the designated time.

COMMUNICATION: Each registered family will receive a monthly newsletter. All notices from our office will be sent home through the children's teacher in the COMMUNICATION folder. Please read all information. Always ask your children if they were given any papers that you need to read.

VOLUNTEERS : All your children's teachers are volunteers. Please keep them in your prayers and treat them as the precious gifts that they are to your Parish. We always need more aides in the classrooms. If you want to help, please call our Religious Education Office.

VISITORS: We enjoy visitors in the classroom. However, in the interest of safety during possible catastrophies or emergencies, we NEED TO KNOW IN ADVANCE! A "minor" (in age) friend of your son or daughter must bring a parent's note with an emergency phone number. We take responsibility for every student in the program.

BEHAVIOR: See Behavior Guidelines on page 4

ACCIDENTS: If a child is injured, a First Aid certified staff member or teacher will immediately attend to the student, administering first aid as needed and parents will be notified. If the injuries or condition of the student appears to be even remotely serious, 911 will be immediately called and parents will be notified.

REGISTRATION: All Parents wishing to register their children in the SMM Faith Formation Program must attend a PARENT COMMITMENT MTG prior to start of program. All RE programs begin in late September or early October. Open registration for all classes begins May 1. This gives the RE Office an opportunity to plan appropriately for the Fall. PLEASE NOTE: Confirmation classes fill up very fast. Please register early for Confirmation.

TUITION: Using the principles of Stewardship, we depend on Time, Talent and Treasure to provide for the Religious Education of our parish families. Tuition fees are the Treasure commitment we each make to Religious Education. At St. Margaret Mary Alacoque Parish we have adopted a Tuition program (**\$90 fee for Sacrament Prep (SP)** and **\$45 fee for Continuing Education (CE)** per student).* For Confirmation fees, see confirmation parent handbook.

Deposit at registration: **(SP - \$45/CE - \$25)***

Final payment due by February 1, 2017: **(SP - \$45/CE - \$20)**

As of July 1, 2014, all Payments must be made with cash or check, no credit or debit cards will be accepted. Please bring exact change. Any change to be return at payment may be applied to any outstanding balance at the RE Office's discretion.

For what does my tuition pay? It represents the cost of textbooks, catechist training, manuals and materials, sacramental preparation, communication costs, volunteer appreciation, family and special programs, curriculum development, and general office operation...**No Salaries or benefits.**



St. Margaret Mary Faith Formation Behavior Guidelines for Students

The following are behavior guidelines for students. Please read these with your children and encourage their compliance. Together, we can teach our children the importance of living the words of Jesus.

Behavior:

1. Students should enter classrooms only if the volunteer Catechist is in the assigned classroom.
2. Communication folder and books need to be brought to class each week.
3. Students are expected to model their behavior after Jesus Christ who instituted two Great Commandments: "You shall love the Lord Your God with all your heart, and with all your soul, and with all you strength, and with all your mind; and your neighbor as yourself." (Luke 11:27).
4. No food, drink or chewing gum inside the school building
5. No electronic devices (IPods, IPads, MP3 Players, video games, etc). Cell phones must be turned off and put away.
6. Behavior or language that intimidates, belittles, harasses (including harassment of a sexual nature) makes inappropriate references or physically harms oneself or others will result in disciplinary action .
7. The Faith Formation program meets in the school classrooms, therefore going inside students desks is inappropriate. Each classroom has its own supply bin.
8. The following are some guidelines for behavior based upon these simple principles:
 - A. *Students properly respect and obey adults in authority.*
 - B. *Students properly respect the personal space and personal property of others.*



Discipline: In the event a student engages in inappropriate behavior any or all of the following may occur:

1. Parental notification of infraction.
2. Meeting between parents and Catechist and Director of Faith Formation.
3. Parent attendance required at subsequent program classes.
4. Temporary removal of student from Religious Education program.
5. Permanent removal of student from Religious Education program.

The Director of Faith Formation is responsible for ensuring that all sanctions against students are implemented in a fair and consistent manner by the faith formation Catechists and staff.



St. Margaret Mary Faith Formation Parent Contract

As parents or guardians you are strongly encouraged to be actively involved in your child's religious formation. That you have chosen to enroll them in a religious education program demonstrates the importance you place on their faith formation. We understand and appreciate the responsibility you have entrusted to us. Remember, though, we can only provide a foundation that you, the family, must build upon. You are the first and primary religious educators for your children. Therefore, you have a responsibility to remain active in your child's faith formation by implementing the following:

- **Help your child develop a living and growing faith that permeates daily life**
- **Foster a clear sense of Catholic identity with an appreciation of Catholic beliefs, values, prayers and practices**
- **Incorporate our Catholic Christian traditions in life experiences**
- **Open your child to God's Word and respond willingly to His call as revealed in their life and our tradition.**

The most valuable gift you can give your child is both the easiest and most important: **weekly Mass attendance**. Our liturgical celebrations have great educational and formative value, and the graces bestowed cannot be duplicated in a classroom.

Finally, **SUPPORT** your child's faith formation by taking an active participation in your child's religious education class. You can do this in the following ways:

- ASK your child what he/she is discussing in class**
- ENCOURAGE them to apply what they are studying to their daily lives**
- ACKNOWLEDGE the seriousness of completing home assignments**
- SHOW that you believe what your child is doing is important**
- PRAY with your child everyday**



Elementary Faith Formation Program (Grades 1-6)

Saturdays (9-10:30am)

PROGRAM COORDINATOR

Rosemary Hart (310) 326 - 3364 Ext. 14

TEACHING TOUCHING SAFETY: The job of ensuring children 's safety is a challenging undertaking. The prevention of child sexual abuse requires we give our children the tools they need to overcome the advances of someone who intends to do them harm. The *Teaching Touching Safety* program (*TTS*) is designed to assist parents and teachers in this important task. Saturday Faith Formation students will receive lessons 5 & 6 of this training on: **February 25, 2017 @ 9:00 - 10am in Hegarty Hall**

PARENT FORMATION: As part of our movement towards Whole Community Catechists, St. Margaret Mary RE has implemented a parent component for all of our youth faith formation programs. What does this mean? Now, instead of just your children receiving faith formation, you, too, will meet with other parents and share faith, grow in knowledge of church traditions and values and, most importantly, foster community. The parent faith formation requirement is simple - - Attendance at our monthly family sessions. These sessions will be held in your child 's class room on the following dates:

October 8	November 12	December 10	January 7
February 11	March 11	April 8	

There will also be a special Teaching, Touching Safety family class in Hegarty Hall from 9 - 10am on Saturday, February 25, 2017.

We need one adult with each child for each family class.

ARRIVAL / DISMISSAL: Children should arrive no more than 10 minutes

September

24 **First Class & Parent Orientation—Hegarty Hall**

October

1 Class
8 Family Class
15 Class
22 Class
29 Class

November

5 Class
12 Family Class
19 Class
26 **NO CLASS (Thanksgiving Break)**

December

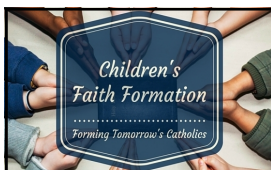
3 Class
10 Family Class
17 Class
24 **NO CLASS - (Christmas Holiday)**
31 **NO CLASS - (Christmas Holiday)**

January

7 Family Class
14 Class
21 Class
28 **NO CLASS - (SMM School Open House)**

February

4 Class
6 **(Mon) 1st Communion Parent Meeting (FC)**
Hegarty Hall (7 - 8pm)
11 Family Class
12 **(Sun) 1st Com Make -Up Parent Meeting (FC)**



Elementary Faith Formation Program (Grades 1-6)

Sundays (8:30-10:30am) Plus 9:30am Mass

PROGRAM COORDINATOR

Rosemary Hart (310) 326 - 3364 Ext. 14

TEACHING TOUCHING SAFETY: The job of ensuring children 's safety is a challenging undertaking. The prevention of child sexual abuse requires we give our children the tools they need to overcome the advances of someone who intends to do them harm. The *Teaching Touching Safety* program (*TTS*) is designed to assist parents and teachers in this important task. Saturday Faith Formation students will receive lessons 5 & 6 of this training on: **February 26, 2017 @ 8:30 - 9:20am in Hegarty Hall**

PARENT FORMATION: As part of our movement towards Whole Community Catechists, St. Margaret Mary RE has implemented a parent component for all of our youth faith formation programs. What does this mean? Now, instead of just your children receiving faith formation, you, too, will meet with other parents and share faith, grow in knowledge of church traditions and values and, most importantly, foster community. The parent faith formation requirement is simple - - Attendance at our monthly family sessions. These sessions will be held in your child 's class room on the following dates:

October 9 November 13 December 11 January 8
February 12 March 12 April 9

There will also be a special Teaching, Touching Safety family class in Hegarty Hall from 8:30 - 9:20am on Sunday, February 26, 2017.

We need one adult with each child for each family class.

ARRIVAL: Children should arrive no more than 10 minutes before class begins. No child should enter the classroom unless the teacher is

September

25 **First Class & Parent Orientation—Hegarty Hall**

October

2 Class
9 Family Class
16 Class
23 Class
30 Class

November

6 Class
13 Family Class
20 Class
27 **NO CLASS (Thanksgiving Break)**

December

4 Class
11 Family Class
18 Class
25 **NO CLASS - (Christmas Holiday)**

January

1 **NO CLASS - (Christmas Holiday)**
8 Family Class
15 Class
22 Class
29 **NO CLASS - (SMM School Open House)**

February

5 Class
6 **(Mon) 1st Communion Parent Meeting (FC)**
Hegarty Hall (7 - 8pm)
12 Family Class
1st Com Make -Up Parent Meeting (FC) -



Sr./Jr. High Faith Formation Program (Grades 6-12)

Wednesdays (6-7:30pm)

PROGRAM COORDINATOR

Kim Muise (310) 326 - 3364 Ext. 14

mommymuise@alumni.ucla.edu

TEACHING TOUCHING SAFETY: The job of ensuring children's safety is a challenging undertaking. The prevention of child sexual abuse requires we give our children the tools they need to overcome the advances of someone who intends to do them harm. The Teaching Touching Safety program (TTS) is designed to assist parents and teachers in this important task. Jr./Sr. High Faith Formation students will receive lessons 5 & 6 of this training on: **October 5, 2016 at 6pm in Hegarty Hall**

PARENT FORMATION As part of our movement toward Whole Community Catechesis, St. Margaret Mary RE has implemented a parent component for all of our youth faith formation programs. What does this mean? Now, instead of just your children receiving faith formation, you, too, will meet with other parents and share faith, grow in knowledge of church traditions and values and, most importantly, foster community. The parent faith formation requirement is simple - Attendance at any 5 events (see bulletin or monthly newsletter. Two events will be offered during the students classes:

November 16, 2016 at 6pm in Hegarty Hall

March 15, 2017 at 6pm in Hegarty Hall

ARRIVAL / DISMISSAL: Children should arrive no more than 10 minutes before class begins and remain no longer than 15 minutes after class ends. No child should enter the classroom unless the teacher is present. Children must be WALKED to the designated table outside of the classroom building or Hegarty Hall. NO DROP-OFFS ON Wednesday Nights!!! For pick up, parents must park and pick-up their children from the designated classroom or Hegarty Hall only. NO

September

28 First Class & Parent Orientation—Hegarty Hall

October

5 Class - Teaching Touching Safety - Hegarty Hall
12 Class - School
19 Class - Hegarty Hall
26 Class - School

November

2 Class - Hegarty Hall
9 Class - School
16 Advent Family Night - Hegarty Hall
23 **NO CLASS - (Thanksgiving)**
30 Class - School

December

7 Class - Hegarty
14 **NO CLASS- (Christmas Holiday)**
21 **NO CLASS- (Christmas Holiday)**
28 **NO CLASS- (Christmas Holiday)**

January

4 Class - Hegarty Hall
11 Class - School
18 Class - Hegarty Hall
25 Class - School

February

1 Class - Hegarty
6 **(Mon) 1st Communion Parent Meeting (FC)**
Hegarty Hall (7-8pm)
8 Class - School
12 **(Sun) 1st Com Make-Up Parent Meeting (FRC & FC)**
Hegarty (6:30-7:30pm)
15 Class - Hegarty
22 **NO CLASS - (RE Congress)**
27 **(Mon) 1st Reconciliation Parent Meeting (FR)**
Hegarty Hall (7-8pm)

March

1 **NO CLASS - (Ash Wednesday)**
5 **(Sun) 1st Rec Makeup Parent Meeting (FRC)**
St. Joseph (8:30-9:30am)
8 Class-School
15 **Lenten Family Night - Hegarty Hall**
22 Class - School
29 Class - Hegarty Hall

April

5 Youth Room (1st Year FR) / **St. Joseph Hall (2nd Year FC Retreat)**
12 **NO CLASS - (Seder Dinner)**
19 Youth Room (2nd Year FC) / **Hegarty (1st Year FR Retreat)**
26 **LAST CLASS - School**





SACRAMAENTAL PREPARATION



PRAYER REQUIRMENTS

SIGN OF THE CROSS

In the name of the Father, And of the Son,
And of the Holy Spirit

HAIL MARY

Hail Mary, full of grace!
The Lord is with you;
Blessed are you among women,
And blessed is the fruit
Of your womb, Jesus.
Holy Mary, Mother of God,
Pray for us sinners,
Now and at the hour of our death. Amen

THE LORD'S PRAYER

Our Father,
Who art in heaven,
Hallowed by 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

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

DOCTRINAL REQUIREMENTS

A. Knowledge of:

God as a loving Father
Being God's Child
Jesus as our Friend
The Church as God's Family
The Mass
7 Sacraments
Sin
The Ten Commandments (4th Grade & Up)

B. Understanding of:

Sacrament of Baptism
Prayer
The Two Great Commandments
(Love God & Love Your Neighbor)
Loving forgiveness
Sacraments of Reconciliation and Eucharist

C. Foster devotional attitude towards:

The Liturgy of the Mass
Mary, Mother of Jesus
Love and respect for others
Living Our Faith

October 16

Saint Margaret Mary Alacoque

(July 22, 1647-October 17, 1690)

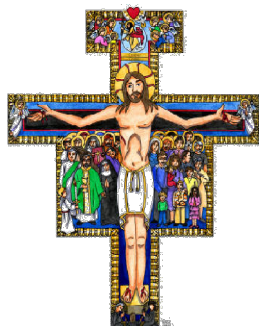


Marguerite Marie Alacoque or Saint Margaret Mary Alacoque was a French Roman Catholic nun and mystic, who promoted devotion to the Sacred Heart of Jesus in its modern form.

"And He [Christ] showed me that it was His great desire of being loved by men and of withdrawing them from the path of ruin that made Him form the design of manifesting His Heart to men, with all the treasures of love, of mercy, of grace, of sanctification and salvation which it contains, in order that those who desire to render Him and procure Him all the honour and love possible, might themselves be abundantly enriched with those divine treasures of which His heart is the source." — from *Revelations of Our Lord to St. Mary Margaret Alacoque*

IMPORTANT CONTACT INFORMATION

Joe Voigt, Director of Faith Formation & Youth Ministry



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Fax ~ (310) 539-1570

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Church Address: 25511 Eshelman Ave
Lomita, CA 90717

Facebook: <https://www.facebook.com/SMMAPFaithFormation>

www.smmmlomita.org

Faith Formation Office Hours

Office will be closed all Parish Holidays

Hours effective starting **September 24, 2016. (subject to change)**



Monday:	10:30am-7:30pm
Tuesday:	10:30am-7pm (Closed for Lunch 12-1pm)
Wednesday:	2pm-7pm
Thursday:	2pm-7pm
Friday:	2pm-7pm
Saturday:	8am-1pm
Sunday:	8am-4:30pm (Closed for Lunch 1-1:30pm)