

**SAINT KEVIN ROMAN CATHOLIC CHURCH
RELIGIOUS EDUCATION FAITH FORMATION
IN ASSOCIATION WITH ST. KEVIN CATHOLIC ACADEMY**

**FAMILY HANDBOOK
2019-2020**



**45-21 194th Street
Flushing, New York 11358
718.357.8888
www.stkevinflushing.org**

Reverend Robert H.C. Mema
Administrator

Ms. Agnes Rus, AO
Director, Faith Formation

Mrs. Rosaria Surace
Administrative Assistant, Faith Formation

Mrs. Allison Murphy
Principal, St. Kevin Catholic Academy

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PREFACE

This handbook (rev. 08/19) provides policies and procedures governing the Religious Education Faith Formation Program at St. Kevin Roman Catholic Church. Policies, fees, dates, and regulations may be subject to change and all families will be notified at the earliest possible time. Please note, this handbook does not replace the policies, regulations, fees, procedures, and dates of St. Kevin Catholic Academy or any other academic religious institution.

Regarding granting any exceptions, only the Director of the Religious Education Faith Formation, the Pastor, his delegate, and the principal of St. Kevin Catholic Academy possess the authority to grant exceptions to these policies.

It is the responsibility of each family to be aware of all regulations. At the beginning of each new "academic year," all families are required to sign a statement, provided by the Religious Education Faith Formation Office, indicating that they have read this handbook and will adhere to all the policies, regulations, and procedures set-forth by the Religious Education Faith Formation office and St. Kevin Roman Catholic Church.

**MISSION STATEMENT
ST. KEVIN ROMAN CATHOLIC CHURCH**

We are a Catholic Christian community striving to live as disciples of Jesus Christ. Nourished by the Eucharist and enlightened by the Word of God, our Pastor, Parish Staff and Parishioners welcome all. With faith in His Gospel, we are called to love as Jesus loves and, therefore, serve our community through the sharing of me, talents and treasure to support programs of evangelization and social justice. Our commitment encompasses serving the youth through education, sports and formation. We seek to develop services for the elderly and homebound. Finally, we wish to challenge and sustain all parishioners through spiritual and educational activities.

**MISSION STATEMENT
RELIGIOUS EDUCATION FAITH FORMATION**

The Catechetical program of St. Kevin Parish strives to provide the youth and children with the experiences, knowledge and the ability needed to become faithful and effective disciples of Jesus. In keeping with their age, they will take on responsibility as significant members of the parish and share in the Church's mission to proclaim, celebrate and serve the Kingdom of God.

**MISSION STATEMENT
ST. KEVIN CATHOLIC ACADEMY**

St. Kevin Catholic Academy is committed to the belief that the ultimate goal of education is to develop the whole person. We aspire to teach as Jesus did, focusing attention on HIS message through daily living, by being "truly kind and gentle to each and every one". We follow this example set by Catherine McAuley, foundress of the Sisters of Mercy, first educators at St. Kevin.

We are convinced that the academic, social, physical, technological and cultural objectives we hope to achieve in the educative process flow from this belief.

Our paramount concern is to prepare the children for their role in the global community. We are a family rooted in the Gospel values with a sustained emphasis on living with Christ as our model.

Saint Kevin's R.C. Church

45-21 194th Street • Auburndale, New York 11358-3533
Telephone: (718) 357-8888 • Fax: (718) 357-3671

Wednesday, September 4, 2019

Dear Families of St. Kevin Catholic Academy and Faith Formation Program,

Whether you are returning or a new member to our faith community – welcome! The pastoral staff warmly welcomes you and we hope you had a rejuvenating and relaxing summer with family and friends.

I like to think of this year as a “new beginning” for everyone at St. Kevin. As you know, prior to the start of our summer months, we had a change in administration. Bishop Chappetto has moved on to more rigorously commit himself to his other episcopal responsibilities and Bishop Nicholas DiMarzio has appointed me as your Administrator. While unworthy, I am excited and honored to take on this new ministry with your help! With these changes, please know we will continue to strive more eagerly to become Christ-like to one another.

Here at St. Kevin Parish we consistently strive for a deeper spirituality and knowledge of God. To be honest, we aim high - that is because the Lord is bringing us to places where we can encounter Him and, also, to grow into mature, loving and peace-filled Catholics who have become disciples of our Lord Jesus Christ. The hope and main goal in our faith formation program is to emphasize the importance of not only being educated in the classroom by our devoted and trained catechists and teachers, but also being formed by Jesus Himself at the celebration of Sunday Mass and Holy Days of Obligation.

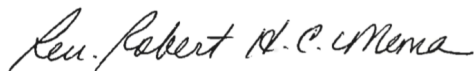
In order to track our progress, we have assembled a comprehensive family handbook, while it is not exhaustive, it is meant for us to be on the same page with the expectations and hope for a well-rounded formation program both in our Faith Formation Program and our Academy. As you know, we only have a limited amount of time in communicating our Faith with your children. Therefore, we ask that as parents, you continue to pray with your family and have conversations with your children about the faith, especially after each session. We invite you to participate in your child's formation. One way this can take place is by attending, as a family, the Proximate Preparation classes that are scheduled for the First Communion and Confirmation classes. I know that it is hard to accommodate everyone's busy schedule. However, we have provided a copy of the schedule for you so that you can adequately prepare.

Lastly, I ask that you please read the family handbook so that you are fully aware of what is being asked from you and your child. It is our prayer and hope that together we can form your child not only spiritually, but as a well-rounded Catholic who is desiring to do the Will of the Father.

Please know that my staff and I are here to accompany you and your family on this beautiful journey. Please do not hesitate to contact us if you have any questions, comments or concerns.

Always know of my prayerful support and guidance for a spiritual, safe and grace-filled year.

In the Good Shepherd,



Reverend Robert H.C. Mema
Administrator



St. Kevin Faith Formation Office

45-50 195th Street
Flushing, NY 11358
(718) 357-5317
stkevinfaithformation@gmail.com

Wednesday, September 4, 2019

Dear Parents and Guardians,

Allow me first, on behalf of the staff, catechists, and volunteers, to welcome you back! I hope the summer was an opportunity for you to relax and enjoy time with family and friends. As we prepare to embark on this exciting journey, we commend this year into the hands of our Blessed Mother Mary. She, along with her husband Joseph, nurtured, cared for and loved Jesus with every ounce of their being. Therefore, we ask her to intercede for us as we begin this new formation year.

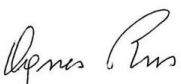
As you know, changes have been made to the formation program. This is an exciting venture that we will all be on together. It is an honor for us to be entrusted with the spiritual growth, formation, and welfare of your children. As you are aware, we attempt to convey the truths of our faith effectively to your children. First and foremost, our catechists are trained not only to teach the faith, but testify to how God has and continues to work in their lives.

As we prepare to embark on another exciting formation year, this manual provides information regarding the upcoming 2019-2020 Parish Faith Formation year. This manual has been assembled for you and your family for two main reasons. First, it clearly lays out the responsibilities on your part, the part of your child and our part. When we work collaboratively, we see positive and amazing outcomes. Lastly, the manual is an indication of how important formation is for our children. It is only with proper formation that our children can receive the Sacraments of the Church. While we attempt to make faith formation and the teaching of our Faith fun and not like another "class", we must at the same time remember there are requirements that need to be taken into consideration. Therefore, please take the time to read through this manual, so as to be fully informed regarding the upcoming year.

Please know that my staff, the clergy, catechists, and volunteers are here to walk this beautiful journey with you. Please do not hesitate to ask questions, mention any concerns you may have or schedule an appointment. We are here for you!

Praying for a faith-filled, safe, and blessed new year. I am

Sincerely yours in Christ,


Ms. Agnes Rus, AO
Director of Faith Formation

ADMISSION REQUIREMENTS

(Religious Education Program, Academy, other Catholic Institution)

Admission requirements for the Religious Education Faith Formation Catechetical Program at St. Kevin RC Church in order to receive the Sacraments of the Church are the following:

1. The disciple (student) is to be a baptized Catholic, proper documentation to be provided by family;
2. If not a baptized Catholic, has been enrolled in the program to become a baptized Catholic: *Rite of Christian Initiation of Children* (RCIC);
3. Must be at least five (5) years old (Kindergarten) to begin the faith formation program;
4. Is enrolled in St. Kevin Catholic Academy or another Catholic parochial or academy;
5. Family is registered in a parish and proper documentation must support their association; for example, if a family is registered at St. Kevin RC Church, a parish registration number will be provided and the family will indicate that on the application. If a family is registered in another parish, a letter of parish affiliation needs to be obtained from that parish.
 - a. If a family is registered with another parish other than the parish providing the spiritual and religious formation, it is recommended that the reception of the sacraments be received at the parish of affiliation, since the sacrament is a parish celebration. If for some reason a family would like to receive the sacrament at the parish where instruction is taking place, special permission from the pastor of the parish where instruction is taking place is needed.¹

¹ See, DiMarzio, Nicholas Most Reverend, "*Revised Norms Governing the First Sacraments for Children and Youth.*" August 15, 2011.

APPLICATION PROCESS

(Religious Education Program, Academy, other Catholic Institution)

In order to seek admission, parents/legal guardians must:

1. Complete an application which may be retrieved from the Religious Education Faith Formation Office located in St. Kevin Catholic Academy or an application can be accessed directly by visiting the St. Kevin RC Church website at http://www.stkevinflushing.org/faith_formation/religious_education.html;
2. Complete an application for St. Kevin Catholic Academy which can be retrieved from the academy's main office or an application can be accessed directly by visiting the St. Kevin Catholic Academy website at <https://stkevinca.org/admissions-2/registration/>;
3. Include with the application a most recent, no more than six (6) months old, baptismal certificate from the church of baptism;
4. Proof of immunization and please include any allergies, learning disabilities or any medications your child(ren) may be currently taking.

RELIGIOUS EDUCATION FAITH FORMATION PROGRAM FEES

(Religious Education Program)

One Child	\$175.00*
Two Children	\$200.00*
Three Children	\$225.00*

*If payment poses a hardship, please contact the Faith Formation Office to make arrangements. If you have an outstanding balance from a previous year, it must be paid in full prior to the acceptance of the new registration. In addition, these fees do not reflect the additional fees that are associated with First Holy Communion (2nd year) and Confirmation (8th year). Those fees will be explained to you at a later time.

RELIGION INSTRUCTION CLASS TIME
(Religious Education Program)

The schedule for the Religious Education Faith Formation Program is as follows:

Sunday - Class - 8:30 A.M. – 9:45 A.M.
 Mass - 10:00 A.M.

FAITH FORMATION OFFICE
(IN ST. KEVIN CATHOLIC ACADEMY)

Location and Staff Contact Information:

St. Kevin Catholic Academy
45-50 195th Street, Flushing, New York 11358

Office Hours:

Sunday: 8:00 AM – 10:00 AM
Monday, Tuesday, and Wednesday: 8:00 AM – 2:00 PM

Staff and Contact Information:

Reverend Robert H.C. Mema, Administrator
718.357.8888 Ext. 102

Ms. Agnes Rus, Apostolic Oblate, Director
718.357.8110 Ext. 3

Mrs. Rosaria Surace, Administrative Assistant, Faith Formation
718.357.8110 Ext. 3

PROGRAM REQUIREMENTS

Parish Affiliation

(Religious Education Program, Academy, other Catholic Institution)

Each family registered in the St. Kevin Religious Education Faith Formation Program/Academy are to be registered at St. Kevin Church or another Catholic Church that the family worships on Sundays and Holy Days of Obligation. The registration number that is assigned to each family, from St. Kevin Church, is to be recorded on the application. If the family is registered with another Catholic Church other than St. Kevin, the family is to provide a letter from that Church testifying that the family is registered and actively attends Mass.

Attendance

(Religious Education Program)

Attendance is mandatory and promptness for class is expected. Each disciple is to receive at least thirty (30) hours of religious instruction each year as per the Catechetical Program put forth by the Diocese of Brooklyn. Please note, this does not apply to parochial schools or academies. While not encouraged, each disciple is allotted six (6) absences each academic year from the faith formation program – this attendance policy differs from that of the parochial or academy attendance policy. Please refer to your child's school for policies pertaining to attendance. These absences are to be accompanied by a phone call from a parent or legal guardian on the day of absence from class and a physician's note or a note from a parent or legal guardian explaining the disciple's absence. An excess of four absences may result in the disciples delay to the next level of formation. In the event of your child's absence, we ask that all material: reading; assignments; and homework be covered and completed so that the disciple is not behind in the curriculum.

Cancellation of Class

(Religious Education Program)

In the event of inclement weather or for other unforeseen reasons, all families will be notified by e-mail or phone. We ask that all families add the email address associated with St. Kevin Faith Formation Program to their contacts: stkevinfaithformation@gmail.com.

Attendance at Mass

(Religious Education Program, Academy, other Catholic Institution)

Sunday Mass is in fact the “source and summit of the Christian life”.² Therefore, all disciples in the Faith Formation Program will be led to Mass immediately following the conclusion of the class session and they will be seated with their catechists in a designated area. Since the Third Commandment stipulates the faithful are obligated to “keep holy the sabbath,” and upheld in Canon Law, 1247, the disciples will be dismissed at the conclusion of the Mass. No child will be permitted to leave prior to Mass unless there is a dire need. In addition, while obligated to attend a Sunday Mass, all parents, legal guardians, siblings, and extended family members are invited to the “Family Mass” (10:00 A.M. Mass) on Sundays.

With regards to parochial and academy students and families, all are obligated to attend Mass.

Please note, in order to receive the sacraments, one must have proper formation and is an active member in a parish community – which means, actively attends Mass and Holy Days of Obligation. We reserve the right to ask for a letter from the parish of affiliation as to your activity at Mass.

Lastly, when formation classes are not in session; for example, holiday weekends, summer, etc. there is still an expectation that families are going to Mass. Sunday and Holy Days of Obligation is still obligatory when formation classes are not in session. Please note, while attendance of Mass is mandatory when classes are in session, a child’s absence from Mass any other time can alter the progress of the formation program; for example, a delay in the reception of the Sacraments.

Children’s Envelopes

(Religious Education Program, St. Kevin Catholic Academy)

In an attempt to convey the message of selflessness and sacrifice, each disciple will receive, in the beginning of the year, a packet of envelopes (Christopher Caterpillar) to use for Mass. Your child can place any amount of money or no money at all but a prayer that they can write on the envelope. This is a way that you, and us, can teach our children to give to those in need.

² *Lumen Gentium*, 11.

Dress Code

(Religious Education Program)

As a Catholic Institution, we ask families to help their children to make Christian choices (modesty) regarding the form of dress when they come to class and church. A few articles of clothing that will not be permitted are as follows: bare mid-riffs and any articles of clothing that have inappropriate, vulgar, demeaning sayings and/or quotes.

Cell Phones and Electronic Devices

(Religious Education Program)

If a child is provided with a cell phone for safety purposes, they must be turned off completely or switched to silent mode upon entering the school and church. If the child is caught using the phone or electronic device, it will be confiscated and returned to the parents or legal guardian at the end of Mass. All electronic games, toys, etc., are not to be brought to class.

Homework

(Religious Education Program)

Each catechist reserves the right to assign reading, homework, projects, and assignments in order to assess the disciple's formation progress. In addition, we ask that parents or legal guardians accompany their children in these assignments. In particular, the textbook that is used does in fact have a "family page." We encourage each family to carve out time to work on that page.

Examination

(Religious Education Program)

Another evaluation tool that our catechists reserve the right to utilize is exams. These exams are created in a way to address two areas. Firstly, is the disciple able to comprehend the material being communicated and, then, is the disciple able to synthesize and communicate that information in return. Lastly, we look to see if the catechist is effectively communicating the material to the disciples.

Service Learning Projects

(Religious Education Program, Academy, other Catholic Institution)

As Catholics we are called to be of service. Jesus came to serve and not to be served. Therefore, what better way to imitate the selflessness of Jesus than that of committing ourselves to works of charity. Disciples in 6 – 8 grade will be asked to do acts of charity. A sheet will be given to each disciple to record their service hours (see appendix for

example). In addition, we ask each disciple to write a one (1) page essay on their experience.

Those in the 6th grade will be asked to do **ten (10) hours** of service at home. This service should not reflect the responsibility that a child should already possess; for example, taking out the garbage, cleaning up after dinner, etc. Instead, it should reflect assisting a family member in need; for example, helping a sibling with homework, taking out the garbage for a neighbor, raking the leaves, shoveling the snow, etc. These hours and one page essay are **due no later than Sunday, April 19, 2020.**

Those in the 7th grade will be asked to do **ten (10) hours** of service in the Church; for example, assisting in decorating for Christmas and Easter, or any other projects that may be taking place within the parish. These hours and one page essay are **due no later than Sunday, April 19, 2020.**

Those in the 8th grade will be asked to complete **twenty (20) hours** of service in an organization; for example, assisting the Parks Department clean a local park/playground or lending a helping hand at a food pantry or food kitchen, etc. In addition, a disciple could develop their own project; for example, doing a toy drive for children who are less fortunate or a coat drive for the homeless. This requires more planning and implementation, but also another great opportunity for being of service to our sisters and brothers in need. These hours and one page essay are **due no later than Sunday, March 8, 2020.**

If a family is finding it difficult to find an organization or finding opportunities, we ask that you speak to a staff member as soon as possible. We can make suggestions that will afford each disciple an opportunity to really experience what it means to be selfless and to assist those in need.

Progress Reports **(Religious Education Program)**

Our progress reports, which will be distributed twice a year (December and April), are designed to assist in assessing each disciple's spiritual formation and intellectual growth. The reports give us the opportunity to identify areas needed for growth and areas that the disciple is excelling. The reports identify the disciple's knowledge in several areas: prayer; comprehension of Catholic Doctrine and Tradition; faith-sharing in the classroom; Christian viewpoints; as well as homework, conduct, and attendance both in the classroom and at Mass.

If there is an unsatisfactory remark that a disciple received in the first period, the parents or legal guardians and the child will be asked to schedule an appointment to meet with

one or all of the staff; namely, the Director, Pastor, his delegate, and the catechist to develop a plan to assist the disciple in achieving expected goals; namely, growing spiritually. Promotion to the next level of religious instruction is contingent based upon the disciple's formation process, progress reports, and efforts.

For those enrolled in St. Kevin Catholic Academy or in another Catholic educational institution, means of assessing students formation and progress will differ than that of the Religious Education Faith Formation Program here at St. Kevin. Please refer to your child's academic institution for means of assessment.

Requirements pertaining to 2nd and 8th grade

(Religious Education Program, Academy, other Catholic Institution)

Each disciple, in addition to the other requirements, will be asked to create a small project or write an essay that pertains to the upcoming reception of the sacrament; for example, the Confirmandi will be asked to choose a name of a saint for their Confirmation name and to write a one page report on the life of that saint and why they chose that name. Please note, information as to how the Confirmandi should decide a saints name will be distributed to them at a later time. There may be other requirements, but those will be communicated directly with the disciple and the parents or legal guardians at a later time and date.

With regards to the reception of the Sacraments, the Diocese of Brooklyn requires that all children who are enrolled in a faith formation program outside their "parish of worship" is to receive the sacrament in their "parish of worship." If the family would like have their child receive the sacrament outside their "parish of worship", a letter of approval must be obtained by the pastor/administrator of that parish.³

Proximate Preparation Classes

(Religious Education Program, Academy, other Catholic Institution)

Parents, legal guardians, and disciples, other siblings are invited as well, enrolled in the St. Kevin Faith Formation Program, St. Kevin Catholic Academy, or another Catholic institution, are obligated to attend ALL of the Proximate Preparation Classes. These classes are only for families whose children will be receiving the Sacraments of First Reconciliation, First Eucharist, and Confirmation this year. If a family fails to attend these classes, this may result in a delay in promotion to the next level of religious formation.

³ See, DiMarzio, Nicholas Most Reverend, *"Revised Norms Governing the First Sacraments for Children and Youth."* August 15, 2011. 4.

Confidentiality

(Religious Education Program)

Parents are asked to note on the student's registration form any medication required, learning/physical difficulties, or family situations that the office should be aware of. A catechist or teacher in ministering to a child should be alerted to this information. If we believe it would be in the child's best interest we will share necessary information along with confidentiality instructions with the parent's permission. If parents do not want this information disclosed, they should write a note to that effect and file it with our office.

CURRICULUM

Faith Formation Program Responsibilities

(Religious Education Program)

Through personal prayer and commitment to study Sacred Scripture and the Catholic Faith, and following a Diocesan approved curriculum, our catechists and teachers are equipped to teach Catholic Doctrine, Catholic Identity and Tradition – so that children may cherish their faith, practice it and proclaim it faithfully throughout their lives. In living their lives as Catholic Christians, they become disciples of the Lord.

Textbooks

(Religious Education Program)

All students grades 1 – 8 will receive a textbook with their name printed on it. It is the responsibility of each disciple to bring their textbook to class along with a notebook and a writing instrument, (a notebook may or may not be required by the catechist). In the event that the textbook is lost, there will be a replacement fee of \$20.00.

Curriculum Implementation

(Religious Education Program, Academy, other Catholic Institution)

The curriculum for the Religious Education Faith Formation Program at St. Kevin RC Church and St. Kevin Catholic Academy have been approved by the Diocese of Brooklyn. The catechists and teachers who will testify, show witness, and nourish each disciple spiritually and intellectually have been certified by the Diocese of Brooklyn.

Our catechists and teachers are composed of dedicated Catholics and educators who have answered the call to stewardship by sharing their faith with the children of our parish and with your children. There is one thing that our catechists in our Religious Education Faith Formation Program, who are volunteers, and our Academy teachers ask for is your cooperation in supporting them by checking your children's homework and assignments

and discussing with your children what they have learned. With regards to collaborative efforts, according to the Code of Canon Law which protects and upholds the rights of all Baptized Christians states,

Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly and for whom associations or meetings are to be established and highly esteemed.⁴

Parents who wish to speak to their child's catechist or teacher are asked to make an appointment through our Faith Formation Office or the process set-forth by the Academy for speaking with a teacher in the Academy.

Curriculum Overview **(Religious Education Program)**

On August 15, 2011 Bishop Nicholas DiMarzio, Bishop of Brooklyn, published a decree (See appendix) to all parishes urging us to convey to parents the importance of continuous religious education for all children. In addition, the decree has emphasized certain areas that attention is needed in our parish Faith Formation Programs. Bishop DiMarzio emphasized that all children in Kindergarten and grades 1 through 8, who attend public schools, should be registered every year in a Faith Formation Program.

In the Faith Formation Program at St. Kevin, we use Sadlier's, "WE BELIEVE" Catechetical Program. The Program for each grade builds on what has been taught in the previous grade.

The following brief curriculum overview will give you an insight as to how important it is for your child to be enrolled continuously in his/her Faith Formation Program throughout his/her eight years of grade school.

- + Children in **Kindergarten** will learn that **God made all things** and that Jesus came to **Show us God's love**.
- + **First grade** has a very strong emphasis on *God, the Father who loves us all*.
- + The **Second grade** is a preparation for receiving the two important Sacraments: Reconciliation and Eucharist, and emphasizes *Jesus Who*

⁴ *Code of Canon Law*. c. 796, §2, in the New Commentary on the Code of Canon Law. Ed. John P. Beal, James A. Coriden, and Thomas J. Green. New York, New York: Paulist Press, 2000.

shares His life with us.

- + In the **Third grade** children learn that “*We are the Church.*”
- + In the **Fourth grade** children are taught that “*God’s Law Guides Us*” and learn the ten commandments in a way that is meaningful to their lives.
- + The **Fifth grade** curriculum is very important: children learn that “*We Meet Jesus in the Sacraments.*”
- + In **Sixth grade** children focus on the Holy Bible, and come to understand that “*We Are God’s People.*”
- + In **Seventh grade** students come to know Jesus in a deeper way: “*We live our faith as Disciples of Jesus,*” and they start a remote preparation for the Sacrament of Confirmation.
- + In **Eighth grade** students will study Catholic faith followed by an intensive preparation for the Sacrament of Confirmation using the book “*Inspired by the Spirit.*”

Each chapter in the Student Text Book makes specific references to the *Catechism of the Catholic Church* to offer background, reflection and enrichment for both catechist and family.

Scripture and the Rites of the Church is a foundation of the program and integrated throughout the text in prayers and lessons content. *Catholic Vocabulary* is taught within the content of each lesson. Keywords are defined in an age-appropriate manner at point of use and foster the development of a gradual religious literacy.

Numerous *Saints* and *Faithful Disciples* are featured throughout the program to inspire children and serve as role models of faith.

Feasts, Devotions, Liturgy, prayers and practices are integrated through culturally-rich and diverse prayer experiences, ritual celebrations, and special lessons on the Liturgical Year and Seasons.

FACILITIES

(Religious Education Program, Academy, other Catholic Institution)

In order to utilize all methods for learning and to create an atmosphere of prayer and sacredness, the Religious Education Faith Formation Office and St. Kevin Catholic Academy utilizes the entire “campus” of St. Kevin. The following areas are used at the discretion of the catechist/teacher and according to the lesson being taught. If your child will be released from a location other than the normal dismissal location, the office will contact you.

The following locations may be utilized:

- 1) St. Kevin Catholic Academy (45-50 195th Street, Flushing, New York 11358);
- 2) St. Kevin RC Church (45-21 194th Street, Flushing, New York, 11358);
- 3) Monsignor Finnerty Parish Center at St. Kevin RC Church;
- 4) St. Kevin Convent Chapel (45-30 195th Street, Flushing, New York 11358).

CONTINUOUS ENROLLMENT

(Religious Education Program, Academy, other Catholic Institution)

According to diocesan norms, every child ought to receive proper religious instruction and formation prior to receiving any of the sacraments. Therefore, once a child has received adequate formation to be administered the Sacraments of First Reconciliation and First Eucharist, ongoing catechesis is needed in order to receive the Sacrament of Confirmation. Having received all the Sacraments of Initiation; namely, Baptism; Eucharist; and, Confirmation, formation is not over. Every person continues to be formed and we ask that you consider other instructional programs that are offered at St. Kevin RC Church through our Religious Education Faith Formation Office.

RESPONSIBILITY OF PARENTS/LEGAL GUARDIANS
(Religious Education Program, Academy, other Catholic Institution)

In order for your children to receive the best formation possible, conversations about the Catholic Faith must begin and continue at home. Parents and legal guardians are at the crux of this endeavor. In fact,

The faith formation of our children and youth involves more than academic instruction. Each person must be gradually formed into the full image of the Lord Jesus by developing a mature life of prayer, culminating in full, conscious and active participation with the parish community at Sunday Eucharist. Since such participation is usually not possible without the cooperation of their parents and guardians, faith formation must also involve every child's family, school community and the entire parish community in prayer, witness and celebration.⁵

The Catholic Church teaches that the family is in fact the "Domestic Church",⁶ and, therefore, is charged with the task of their child(ren) spiritual and educational growth. The *Catechism of the Catholic Church* emphasizes that, "parents have the first responsibility for the education of their children. They bear witness to this responsibility first by *creating a home* where tenderness, forgiveness, respect, fidelity, and disinterested service are the rule."⁷

Parents and legal guardians are the first teachers of the faith and are entrusted with the responsibility to teach and raise their children in the faith. At the celebration of an infant's baptism, the parents or legal guardians are asked this very important question,

You have asked to have your child baptized. In doing so you are accepting the responsibility of training them in the practice of the faith. It will be your duty to bring them up to keep God's commandments as Christ taught us, by loving God and our neighbor. Do you clearly understand what you are undertaking?"⁸

While each parent or legal guardian entrust their children to the care of our trained catechists and teachers, it is merely impossible to convey every single aspect of the faith. Therefore, conversations ought to be had regarding prayer, faith, doctrine, and religion.

⁵ "Revised Norms Governing the First Sacraments for Children and Youth."

⁶ Paul, John II, Pope, *Familiaris Consortio*: Apostolic Exhortation on the Role of the Christian Family in the Modern World. November 22, 1981. Retrieved from the Vatican Website at <http://www.vatican.va>.

⁷ *Catechism of the Catholic Church*, 2223. Retrieved from the Vatican Website at <http://www.vatican.va>.

⁸ *Rite of Baptism for Children*. Bilingual Edition. (Catholic Book Publishing, New Jersey, 2012.)

While we understand that some may feel inadequate to answer or discuss some aspects of the Faith, please do not hesitate to reach out and ask for assistance.

SAFETY OF OUR CHILDREN AND STAFF
(Religious Education Program, Academy, other Catholic Institution)

The Diocese of Brooklyn and the Parish of St. Kevin are adamant about keeping our children safe. Therefore, the Diocese of Brooklyn, and the vigilance of the staff of St. Kevin Church and Academy, ensures that every individual who volunteers, employed, and works with underage children are *VIRTUS* certified.⁹ As part of the certification process the Diocese conducts a background check for all of its volunteers and employees. Here at St. Kevin, and the Diocese at large, are concerned for the well-being of all our children, and adults, and we will collaboratively work with all Diocesan officials to provide the safest environment possible.

In addition, if you need to pick up your child early, please ring the bell located at the middle of the Academy (near the Gymnasium, between 45th and 46th Avenues), and someone will greet you and lead you to the Faith Formation Office.

CRISIS MANAGEMENT PLAN
(Religious Education Program, Academy, other Catholic Institution)

Our Program has developed a crisis management plan in compliance with the Superintendent of Schools at the Diocesan Office and is constantly evaluated for necessary adjustments to correspond to current needs. Throughout the academic year, there will be “drills” to ensure that proper protocol is adhered to and the children are aware of the evacuation process. In the event that an evacuation of the Academy building is required, the safe zone is the Monsignor Finnerty Parish Center. If in the event that the “campus” could not be used as a safe zone, all will be directed to St. Nicholas Greek Orthodox Church (196-10 Northern Blvd, Flushing, NY 11358). This information, if it were ever to arise,

⁹ “*VIRTUS* is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote "rightdoing" within religious organizations. The *VIRTUS* programs empower organizations and people to better control risk and improve the lives of all those who interact with the Church.” For more information, please visit <https://www.virtusonline.org/virtus/>.

will be communicated with you through an email or telephone call. Therefore, ALL parents are required to fill out the information card at registration time each year, no matter if the family is re-registering, so that we have updated information on-hand in case of any crisis situation.

As for St. Kevin Catholic Academy parents, means of communication may differ from that of the Faith Formation Program. You have, or will be informed, of the process by the principal.

Please advise the office if there is any change in home, business, or emergency information, including change of telephone/cell phone numbers, or e-mail address.

APPENDIX

- I. 2019-2020 Schedule
- II. Service Learning Project Hour Recording Sheet (Unofficial Copy)
- III. Family Handbook Acknowledgement Page

St. Kevin Faith Formation

2019-2020

**All classes starts at 8:30 in the Academy building followed by
Mass at 10:00 a.m. in Church**

SEPTEMBER:

- 4 *Wednesday: 7:00 p.m. All Parents Meeting - Parish Center*
- 8 Religion Classes
- 15 Religion Classes *Catechetical Sunday*
Catechists Commissioning
- 22 Religion Classes
- 29 Religion Classes



OCTOBER

- 6 Religion Classes
- 13 *NO CLASSES Columbus Day*
- 20 Religion Classes
- 27 Religion Classes

NOVEMBER

- 1 *FRIDAY - Holy Day of Obligation ALL SAINTS DAY Masses 9:00 a.m. and 7:30 p.m.*
- 3 Religion Classes
- 10 *NO CLASSES - Veterans Day*
- 17 Religion Classes
- 24 Religion Classes
- 28 *Thursday - THANKSGIVING DAY – Mass 9 a.m.*

DECEMBER

- 1 *NO CLASSES -- FIRST SUNDAY OF ADVENT*
- 8 Religion Classes
- 9 *Monday --Immaculate Conception*
- 15 Religion Classes
- 22 *NO CLASSES*
- 24 *Tuesday – Christmas Eve Masses: 4 p.m. , 6 p.m.*
- 25 *Wednesday - CHRISTMAS Day Masses 10 a.m. and 12 noon*
- 29 *NO CLASSES*

JANUARY

- 1 *Wednesday – Mary Mother of God*
- 5 Religion Classes
- 12 Religion Classes
- 19 *NO CLASSES - Martin Luther King Day*
- 26 Religion Classes - *Academy Open House*

FEBRUARY

- 2 Religion Classes
- 9 Religion Classes
- 16 *NO CLASSES - Spring Break*
- 23 Religion Classes
- 26 *Ash Wednesday*

MARCH

- 1 Religion Classes
- 8 Religion Classes
- 14 **Saturday – First Communion/First Confessions Retreat 8:30 a.m
11:30 p.m. First Reconciliation**
- 15 Religion Classes
- 22 Religion Classes
- 23 **Monday - Confirmation Retreat 4 p.m. to 8 p.m. Parish Center**
- 29 Religion Classes

APRIL

- 5 Religion Classes
- 12 *EASTER SUNDAY - NO CLASSES*
- 19 Religion Classes
- 22 Confirmation Practice
- 25 **Saturday 5:00 p.m Mass - Confirmation**
- 26 Religion Class - Last class

MAY

- 3 **FIRST COMMUNION 10:00 a.m. Mass and May Crowning**



St. Kevin Faith Formation Office

45-50 195th Street
Flushing, NY 11358

SERVICE HOURS LOG

"Go and make disciples of all nations." With these words, Jesus is speaking to each one of us... Jesus is calling us to be a disciple with a mission! ... Go, do not be afraid, and serve," (Pope Francis, July 23, 2013)

LOCATION	HOME				
DATE	11/15/20				
START TIME	5:00PM				
END TIME	5:30PM				
SERVICE TYPE	HELPED MY BROTHER WITH HIS MATH HOMEWORK.				
SUPERVISOR SIGNATURE					

Unofficial Copy

TOTAL HOURS COMPLETED _____

STUDENTS NAME _____

GRADE _____

PARENTS SIGNATURE _____

DATE _____

**SAINT KEVIN ROMAN CATHOLIC CHURCH
 RELIGIOUS EDUCATION FAITH FORMATION
 IN ASSOCIATION WITH ST. KEVIN CATHOLIC ACADEMY**

FAMILY HANDBOOK ACKNOWLEDGEMENT PAGE
2019-2020

I, _____, acknowledge that we have read,
Family Name

understand, and agree to follow all regulations, policies and procedures contained in the “Saint Kevin Roman Catholic Church/Religious Education Faith Formation/In Association with St. Kevin Catholic Academy Family Handbook 2018-2019” which I have received. I also understand that if my child(ren) is/are enrolled in St. Kevin Catholic Academy or in another Catholic educational institution, this Family Handbook does not replace and/or amend the regulations, policies, fees, and procedures set-forth by that institution.

Parish Affiliation

The parish that we are registered with is _____
located at _____.
We have attached a letter from our parish stating that we are registered. (If you are registered with St. Kevin RC Church, no letter is needed. Please indicate your envelope number on your application).

Please submit this entire page to your child’s catechist/teacher before or on the first day of Religious Instruction or School.

Parent/Legal Guardian Signature _____

Parent/Legal Guardian Printed Name _____

Child(ren) name(s) _____

Date _____