

# **HOLY TRINITY FAITH FORMATION PROGRAM**



## **PARENT HANDBOOK Fall Program 2017-2018**

# Philosophy

We believe that the family is the domestic Church where our youth develop

- o Their faith,
- o Understanding of Church,
- o Formation of values.

The Catechetical Ministry of our parish is designed to assist and support these parents who are the primary catechists for their children. Aware of the many demands of time on our families, we strive to provide catechetical opportunities that will nurture each person's relationship with God and with the Church.

## Parental Responsibility

Our faith formation offerings are meant to complement each family's practice of their faith. We believe that the family is the domestic church where young people develop faith, understanding of church and formation of values. The catechetical ministry of Holy Trinity Parish is designed to assist and support parents whose influence on their children is primary.

Parents are the primary educators of their child's faith and are asked to make the commitment to participate fully in the life of the parish community by attending Mass with their child on Sundays and Holy Days of Obligation.

## Mass Schedule

**For Sunday obligation:** Saturday Evening: 5:30 PM; Sunday: 7:30 AM, 9 AM, 10:30 AM, 12 noon (Please see website for summer schedule)

**Holy Days of Obligation:** **January 1:** Mary, Mother of God, **40 days after Easter:** Ascension Thursday, **August 15:** Assumption of Mary, **November 1:** All Saints' Day, **December 8:** Immaculate Conception, **December 25:** Christmas Day (Please see bulletin and website for Mass schedule)

# Sacrament of Reconciliation

Saturday after the 8:30 AM Mass and Saturday evenings from 4:30 PM-5:00 PM

Also by appointment by calling the Rectory at 908-232-8137

Students will have the opportunity to celebrate the Sacrament of Reconciliation during the Faith Formation Advent/Lent Family Gatherings.

## Fall Class Options (Grades 1-6)

**Traditional Program-** Sunday mornings 10:15 AM-11:30 AM (Families are encouraged to attend the 9 AM or 12 Noon Mass with their child). All classes take place in Holy Trinity School at 336 First Street.

Drop off and Pick-up: All classes begin and end in the Cafeteria. Parents should walk their child to their assigned table and pick them up at the same location.

No child will be permitted to leave with anyone other than the parent without written permission. If your child is going home with another parent for sitter, etc., we need to have that information in writing. A form is posted on our website. We must receive the signed form by the first day of class.

No child will be permitted to walk home without written permission by a parent. If your child is walking home or riding his/her bicycle, we ask that you complete the form that will be on our website.

Attendance: Regular attendance in Faith Formation classes is expected for students to be promoted to the next grade level. If your child will miss class please contact the Faith Formation Office at (908) 233-7455 or by email at [mangelo.faithformation@verizon.net](mailto:mangelo.faithformation@verizon.net). Parents are also encouraged to speak to their child's catechist to find out what material can be completed at home.

**One-on-One Program-**Families are given the same curriculum as used in the Traditional Program. Parents will work with their child at home. Unit reviews will be submitted as they are completed. Families will meet with the Director of Faith Formation twice during the year (January and June) for evaluation meetings. All families who choose the One-on-One option are required to attend 3 Family Gatherings during the year. Families will sign up for these gatherings in September.

# Family Gatherings

All students enrolled in our Summer and One-on-One Programs are required to participate in three Family Gatherings during the course of the year. Students enrolled in the Sunday Program are invited and strongly encouraged to attend the gatherings. We are excited to bring you the following gatherings for the 2017-2018 year.

<b>October 16, 2017</b>	<b>Speaker Event-Allan Wright (7pm)</b>
<b>December 13, 2017</b>	<b>Advent Gathering with opportunity for the Sacrament of Reconciliation (3:30pm)</b>
<b>January 22, 2018</b>	<b>Speaker Event-Colleen Kelly Rayner (7pm)</b>
<b>February 21, 2018</b>	<b>Lent Gathering with opportunity for the Sacrament of Reconciliation (3:30pm)</b>

## **Speakers Bio:**

**Allan Wright**-Allan is a husband and father of four children. He is a lifelong resident of NJ. He is the former Academic Dean of Evangelization in the Diocese of Paterson. He is also an adjunct professor at Seton Hall University. He is the author of eight books and is a popular guest on Relevant Radio. For over 10 years Allan has volunteered teaching Sacred Scripture to the Missionary of Charity Sisters in Plainfield (Mother Teresa's Order). He is a popular speaker who has the ability to make the Scriptures come alive in a way that is relevant and meaningful to today's Catholic.

**Colleen Kelly Rayner**-Colleen has been active in youth ministry for the last 20 years. Colleen answered God's call to ignite the fire of God's love in His people through an alternative style of evangelization. Colleen provides workshops, retreats, conferences and talks that everyone can relate to. Colleen's quick wit, high energy, real life experiences and knowledge create an experience that you can't help but pay attention to her because you never know what may be next.

# Registration

Registration for the fall programs open in April/May. The registration forms can be found on our website at [www.htrcc.org](http://www.htrcc.org). Please return the completed registration forms to the Office of Faith Formation at 315 First Street. For families who are new to our Faith Formation Program, please be sure to provide a copy of your child's Baptismal Certificate with your registration form. If you are transferring from another faith formation program please include a transfer letter from your previous parish.

## Fees

Registration received prior to June 15: \$135 for 1 child; \$165 for 2; \$190 for 3 or more

Registration received after June 15: \$160 for 1 child; \$190 for 2; \$210 for 3 or more

Sacrament fee for First Reconciliation/First Communion: \$70 (due by October 1)

## Sacrament Preparation

All children preparing to receive the Sacraments of Reconciliation and Holy Communion for the first time must:

1. Be registered parishioners of Holy Trinity Parish
2. Provide a copy of the child's Baptism Certificate to the Office of Faith Formation
3. Have participated in faith formation classes (or have attended Catholic grade school) for two years
4. Attend Mass regularly
5. Participate in Sacrament Preparation Classes

Preparation for the Sacraments of Reconciliation and Holy Communion are a combination of home instruction and parent/child classes which takes place on the campus of Holy Trinity. Parent meetings will take place in the fall for First Reconciliation and in January for First Communion. Parents will be given a child text book and family guide (Our Sunday Visitor Publishing). A calendar will be given to parents to follow to work with their child at home. There will be two scheduled parent/child classes scheduled in the fall and two in the spring. These classes take place on a Monday or Tuesday evening from 6:30 PM-7:45 PM. Class days are assigned alphabetically.

The preparation for the Sacrament of Confirmation begins in 9<sup>th</sup> grade. Handbooks, forms, and information for the Confirmation program are posted to the website at: [http://www.htrcc.org/faith\\_formation\\_models\\_hs.php](http://www.htrcc.org/faith_formation_models_hs.php)

## **Conduct**

Our Children, catechists, and aides deserve to be treated with respect and care at all times. Any child who has difficulty behaving in such a way will be gently reminded of one's need to be respectful. If the behavior continues, the child will be removed from the group and sent to the office. If the behavior still continues, a conference with the parent and Director will take place to evaluate whether or not this program best fits the child.

## **Faith Formation Communication**

The primary method of communication between the Office of Faith Formation and parents is email. Please make sure we are given the most up to date email for your family. Additionally, all students are given a folder that should be taken to class each week. Please check your child's folder regularly for any information and assignments from the catechist.

## **Emergency Closings**

If it is necessary for classes to be cancelled due to inclement weather or any other emergency families will be contacted via email. Information about emergency closings can also be obtained by calling the Faith Formation Office at 908-233-7455. Additionally, notifications will be posted to our Facebook Page. (Like us on Facebook, Holy Trinity Faith Formation)

## **Health and Safety**

If a child becomes ill during class, the catechist aide will escort the child to the Faith Formation Office. Parents will be notified. Please make sure that we are given up to date telephone and emergency contact information. Also, it is important to include on your registration form any health issues or allergies that we should be aware of. The Sunday program does not include health personnel.

The outside doors to the school will be locked during class times. If you require entry to the building during this time please enter through the front main entrance of the school. If there is a need for a student to be dismissed early, parents must report to the office to sign their child out.

## **Special Needs**

Please include on your registration form any special needs requirements (child should sit up front, additional aide, etc.). The information provided by you to our office and catechists will help your child have a positive, enjoyable and successful year of faith formation.

# Important Telephone Numbers

Faith Formation Office: (908) 233-7455

Rectory: (908) 232-8137

Youth Ministry Office: (908) 233-6151

## Holy Trinity Parish Staff

Rev. Anthony Randazzo	Pastor
Rev. Msgr. Joseph Masiello	Retired Pastor
Rev. Alex Pinto	Priest Assistant
Rev. Msgr. Gerard McCarran	Weekend Assistant

Thomas Pluta	Permanent Deacon
Keith Gibbons	Permanent Deacon

### Office of Faith Formation

Michelle Angelo	Director of Faith Formation
Marguerite Lizzo	Program Assistant
Josephine Stokes	Jr. High Coordinator
Christina Kenney Bass	Family Gatherings Coordinator

### Office of Youth Ministry

Patricia Martin	Youth Minister
Marybeth Eliades	Assistant