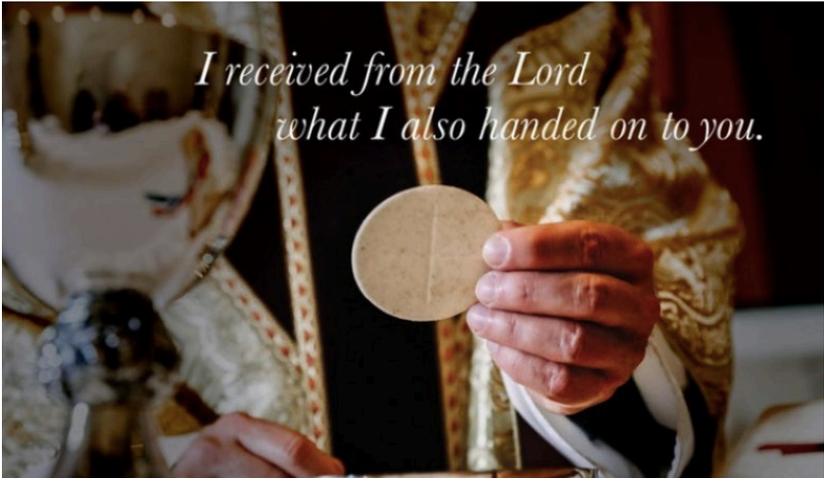


**Saint Ann  
Roman Catholic Church  
Faith Formation  
Handbook and Calendar  
2020/2021  
Grades 1-8**



**704 Jefferson Street  
Hoboken, NJ 07030**



## **Catechetical Sunday 2020**

In 2020, the Church will celebrate Catechetical Sunday on September 20, 2020, under the theme of

***“I received from the Lord what I also handed on to you.”***

On this day, catechists are formally commissioned for ministry to the community. Catechetical Sunday is a wonderful opportunity to reflect on the role that each baptized person plays in handing on the faith and being a witness to the Gospel.

Catechetical Sunday is an opportunity for all to rededicate themselves to this mission as a community of faith

## **What Does the Word “Catechetical” Mean?**

The word might be more familiar than you think.

Many Catholics have used the word "catechism" for years, and they know it has something to do with the compendium of the Church's teachings. The root word, "catechesis," is from a

Greek word meaning "to echo, or resound."

**Catechesis** is the act of resounding or bringing the Church's teachings to the world. A catechist is one who teaches in the name of the Church.

Saint Ann Catholic Church  
704 Jefferson Street  
Hoboken, NJ 07030

Dear Parent(s):

Deanery 9 of the Archdiocese of Newark of made up of five parishes: St. Francis, St. Ann, Sts. Peter and Paul, Our Lady of Grace/St. Joseph all located in Hoboken and St. Lawrence in Weehawken. In our concern over the faith development in our parish communities we have come to a common policy for all our parish religious education/faith formation programs.

A Parish is a community of faith to which we choose to belong by registering as a member. It is where we come to celebrate Mass, receive sacraments, be formed in faith and share our time, talents and treasure.

Parents are the first teachers of their children in faith. By their love and care they imagine a God who loves them and is always there for them in times of joy and sorrow. Our parish religious education/faith formation programs are the Church's way of helping parents in the awesome responsibility or raising their child in the faith in which they were baptized.

We have some expectations about where and how children are enrolled, so we have developed a policy to define what is expected and required in all our parishes.

- A. Families must be actively registered in a specific parish community
- B. Children are to be registered in the religious education/faith formation program of the parish in which you are registered. The only exception to this rule will be in rare cases of necessity. This exception will be granted with a written letter from the pastor of the parish in which you are registered.
- C. The parish religious education/faith formation program is not just a way to receive sacraments, but an on-going formation in faith for both children and their parents. It is the policy of the Archdiocese of Newark and of this deanery that your child is expected to continue in the faith development process from at least Grades 1 to 8.
- D. Children are expected to have sufficient faith formation to be accepted into a sacramental preparation program. Participation may be expected for make-up instruction.

The parish that you choose should be the place where you feel most "at home". Participation in community of faith enables us to grow and be strengthened as both individuals as well as a community.

The booklet that follows is how and when we are formed in Faith Formation at Saint Ann Catholic Church.

Sincerely,  
The Pastors of Deanery 9 of the Archdiocese of Newark

## **Parish Mission**

*We, the Catholic Community of Saint Ann Church, inspired by the Gospel, strengthened and nourished by the Holy Eucharist, come to know more deeply the love and mercy of Jesus Christ and in the Franciscan spirit, serve the needs of our neighbors.*

## **Faith Formation Mission**

*Saint Ann Catholic Church Religious Education is rooted in Sacred Scriptures. It is faithful to the Tradition of the Catholic Church and guided by the Holy Spirit. Our program is centered on the Person of Jesus Christ, inviting relationship with God the Father, Son and Holy Spirit. This program encourages a living faith within the domestic and universal church.*

Built and grounded on the four pillars of the Catholic Faith; Creed, Liturgy and Sacraments, Commandments and Prayer

Our program uses the six tasks of catechesis:

- ❖ Promoting Knowledge of the Faith
- ❖ Promoting Knowledge of the Meaning of the Liturgy and the Sacraments
- ❖ Promoting Moral Formation in Jesus Christ
- ❖ Teaching the Christian How to Pray with Christ
- ❖ Preparing the Christian to Live in Community and to Participate Actively in the Life and Mission of the Church
- ❖ Promoting a Missionary Spirit that Prepares the Faithful to be Present as Christians in Society

## **Goals**

- ❖ To instill the parents with the knowledge that faith begins at home which is the domestic church.
- ❖ To encourage the parents to participate more fully in their child's faith formation so that they, too, may grow in faith.
- ❖ To develop a strong sense of belonging to a parish family, by participation in Sunday Mass and other parish celebrations.
- ❖ To prepare children and their families for reception of the Sacraments of Reconciliation and Holy Eucharist.
- ❖ To work with our youth in preparing them for the Sacrament of Confirmation both spiritually and doctrinally, developing a habit of service to others and commitment to worship and community.

## **Registration**

Saint Ann Church does follow the Archdiocese of Newark policy that families are to be registered in the parish as a prerequisite to register for the Religious Education Program. If your family is not a member of our parish and would like to enroll in our program, please contact Fr. Remo, our pastor [parishoffice@stannahoboken.com](mailto:parishoffice@stannahoboken.com) or Lisa Del Valle, [faithformation@stannahoboken.com](mailto:faithformation@stannahoboken.com) so we can make the necessary arrangements. A copy of your child's Baptismal Certificate along with other sacramental certificates that your child has received must be submitted to complete the registration process.

## **Tuition**

Prior to October 1st:

One (1) Child:

\$ 65.00

Two (2) Children:

\$120.00

Three (3) or more Children:

\$135.00

After October 1st:

One (1) Child:

\$ 80.00

Two (2) Children:

\$140.00

Three (3) or more Children

\$150.00

## Religious Education IN Class Schedule\*\*

All students meet at 8:50 am in HCA Gym.

Prayer Assembly begins at 9:00 am.

Children will go to class at 9:10 am and at 10:20 am, children will be chaperoned to church for the 10:30 am Mass.

Mass and class are to be attended as a requisite for attendance.

Parents must give written approval for the catechists to walk their child/ren to the church.

**\*\*NOTE:** The **2020-21 Faith Formation** year will begin **virtually** through December 2020, after which 'IN CLASS' will be evaluated.

### 2020-2021 Class Schedule \*

September	20 <sup>th</sup> , 27 <sup>th</sup>
October	4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> , 25 <sup>th</sup>
November	1 <sup>st</sup> , 8 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>th</sup>
December	6 <sup>th</sup> , 13 <sup>th</sup> , 20 <sup>th</sup>
January	10 <sup>th</sup> , 17 <sup>th</sup> , 24 <sup>th</sup> , 31 <sup>st</sup>
February	7 <sup>th</sup> , 14 <sup>th</sup> , 21 <sup>st</sup> , 28 <sup>th</sup>
March	7 <sup>th</sup> , 14 <sup>th</sup> , 21 <sup>st</sup> , 28 <sup>th</sup>
April	11 <sup>th</sup> , 18 <sup>th</sup> , 25 <sup>th</sup>
May	2 <sup>nd</sup> , 9 <sup>th</sup>

\* **Dates in blue indicate PARENT WEEKEND**

### Attendance

Each course of study at each grade level is done sequentially.

**Only 3 absences per semester will be allowed.** Frequent absences makes it impossible for your child to grasp concepts.

Developing a sense of community and an identity with the parish are important aspects of our overall program. We live and grow in the parish family. **Attendance at Sunday Masses is highly recommended, whether class is in session or not, or whether in person or viewing the live- stream**

If your child is going to be absent, please email your child's Catechist and copy Lisa Del Valle

[faithformation@stannhoboken.com](mailto:faithformation@stannhoboken.com) before class begins.

## **Tardiness**

When IN CLASS, Students arriving to class after 9:00 am need to be escorted to their classroom by a parent/guardian so that the Faith Formation catechist is aware of their arrival.

When VIRTUAL, please be ready and waiting 10mins prior to the start of class.

## **The following is relevant to IN CLASS:**

### **Pick Up/Drop/Off Policy**

We are concerned about the safety of your children, so for that reason, for grades 3-8 please escort your child inside the HCA Gym, no later than 9:00am. All children should be picked up outside the Church no later than 11:30am unless otherwise noted. 1<sup>st</sup> and 2<sup>nd</sup> graders will be picked up in the church at their seats.

**Important Safety Directive:** No child may be dropped off or picked up unaccompanied by a parent by any delivery service such as UBER or any taxi. Until a child is dropped off or picked up in accordance with the policy found in the handbook, Saint Ann Catholic Church is not liable for his/her safety.

Without a written notice prior to class, we cannot release your child to another person.

If you permit your child to walk home, please indicate it by requesting, completing and signing the optional Acknowledgement Regarding Child/Children Walking Home 2019/2020 form. Then return it to the Parish Office to the attention of Lisa Del Valle.

### **Inclement Weather**

In case of inclement weather, you will receive an email to notify you of the cancellation of class.

### **Fire Drill**

A Fire Drills will be conducted during the year to ensure the safety of our students. Dates will be provided, if necessary.

## **Student Conduct of Discipline**

Students are required to be polite and respectful to the Faith Formation staff, catechists, their peers, and school/church property.

- Students are expected to show respect for all persons and their feelings in words and actions.
- Students are expected to comply with the classroom rules set out by the catechist in the interest of providing a good learning environment.
- Students are not allowed to bring gum or candy to class.
- Hats are not to be worn in the building.
- Toys and electronics are not to be brought to class.
- Cell phones are to be shut off and put away during class.

## **Custody**

In cases where the custody of our students has been restricted by the courts, a copy of the court document must be on file in our office. This information will be forwarded to your child's catechist.

## **Child and Youth Protection**

Saint Ann Catholic Church is in compliance with the Archdiocese of Newark Office of Child and Youth Protection, implementing and ensuring compliance with the Charter for the Protection of Children and Young People.

To date, the Catholic Church is the only youth-serving organization in the country – private or public – to undertake such a comprehensive program to create and promulgate safe environments for children and young people. You can learn more by visiting the USCCB's website:

<http://www.usccb.org/issues-and-action/child-and-youth-protection/index.cfm>.

***If you suspect a child is in imminent danger, please call 911 immediately!***

If you see something within the Parish, please contact Staci Zegler, Local Safe Environment Coordinator: 201-423-3349 and/or our Pastor, Fr Remo via Parish Office: 201-659-1114.

**To report known or suspected child abuse, please contact Division of Child Protection and Permanency (formerly DYFS) 24-hour hotline 1(877) 652-2873.**

Please note: as required by the Archdiocese of Newark all clergy, religious, employees of the Parish, ushers, catechists and all volunteers that are in contact with children are trained in Protecting God's Children.

## **Archdiocese of Newark Reporting Policy - How to report abuse**

The Archdiocese of Newark takes very seriously any and all credible complaints of sexual misconduct by members of the clergy, Religious and lay staff of the archdiocese.

We encourage anyone with knowledge of an act of sexual misconduct to inform the archdiocese immediately so that appropriate action to protect others and provide support to victims of sexual abuse.

Individuals who wish to report an allegation of sexual misconduct may do so by calling the Archdiocesan Office of Child and Youth Protection at (201) 407-3256.

## **Epi-Pen Policy**

Policy Regarding Epinephrine Pre-filled Auto-injectors in Catechetical Class Settings.

**Our parish is offering Option C.**

**Option C – Parent/Guardian present during Religious Education Classes:** A parent/guardian of the child, or a “designee” appointed by the parent/guardian, must be present in the building during the class period to administer the epinephrine with a pre-filled auto-injector should it be necessary. Such a parent/guardian must fulfill the requirement of the Child Protection Policy, undergo the background check and attend Protecting God's Children as required by the policy. A “designee” selected by the parent/guardian must be approved by the Parish Catechetical Leader and must meet the requirements for “designees”. The parent/guardian must complete the

**“Epinephrine Administration Form – Option C”** and return it to the Parish Religious Education Office. This form must be renewed on a yearly basis.

*Designee: A designee is someone who the Parish Catechetical Leader has selected or approved to be present during catechetical classes in order to administer the epinephrine with a pre-filled auto-injector should be required. The designee must be trained and certified for this purpose by an organization accredited to provide such certification. This certification must be kept current and documentation of this certification for each designee must be kept on file by the Parish Catechetical Leader.*

**Also Note with respect to the emergency administration of epinephrine:**

Option C: In cases where the parents/guardians, or a “designee” selected by the parents/guardians, are on premises to administer the epinephrine, they understand that they are responsible for bringing the pre-filled auto-injector with them to every session and take it home with them after every session. In cases where the parents/guardians, or a “designee” selected by the parents/guardians, are on premises to administer the epinephrine, they understand that they are responsible for having the pre-filled auto-injector containing epinephrine on their person at all times while present at program sessions.

Should the administration of the epinephrine be required, emergency ambulance services must be called immediately via 911 and the patient must be transported to the hospital emergency room for further treatment once the epinephrine has been administered. This treatment and course of action cannot be refused by the patient nor the parents/guardians of the patient. This requirement applies even if the student’s symptoms appear to have resolved. By signing the appropriate form (Option C) the parents or guardians of the student sign a statement acknowledging

their understanding that the parish and its employees and agents shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the student and that the parents or guardians shall indemnify and hold harmless the parish and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the student.

### **Drugs**

Drugs are not allowed on school/Church property. If a student is found to be in possession, the student will be detained until the police are notified.

Parents(s)/Guardian(s) will be notified.

### **Student records**

Every effort will be made to keep detailed records of each child. These records contain sacrament information. If a family transfers to another parish, a copy of the record will be forwarded upon written request to the new parish. Any child entering the program from another parish is required to present a copy of his/her record from that parish.

### **Change of Address**

Please notify the Parish office of any change of address, phone number or e-mail address. You may do so via our website at: [www.stannhoboken.com/parish-registration](http://www.stannhoboken.com/parish-registration) or by emailing [faithformation@stannhoboken.com](mailto:faithformation@stannhoboken.com). It is important to keep the Religious Education data base current so you may be better served.

### **Family Sundays**

Periodically, Sundays are designated as Family Sunday. Prior to the Family Sunday Mass, parents are asked to meet with a member of the clergy in the HCA Gym (VIRTUAL) to discuss and learn matters of our faith.

The Family Sundays are as follows:

- October 18th
- November 15th
- January 17th
- February 21st
- March 21st
- April 25<sup>th</sup>

### **Textbooks**

Grades 1, 3, 4, 5, 6 will use the New Evangelization Edition - “Christ Our Life” by Loyola Press.

Grade 2 uses Dynamic Catholic Series: First Reconciliation and First Communion.

Candidates for Confirmation will use “Chosen” by Ascension Press.

Lost books are to be replaced at a cost of \$20.00 each.

### **Catechists – REMOTE and IN CLASS**

St. Ann Church is grateful to the faithfulness and dedication of these catechists to our parish family.

<i>Grade 1</i>	<i>Angela Binetti</i>	<i>Remote</i>
<i>Grade 2</i>	<i>Staci Zegler/ Antoinette Gadaleta</i>	<i>Remote</i>
<i>Grade 3</i>	<i>Amalia Terracianno</i>	<i>Remote</i>
<i>Grade 4</i>	<i>Cathy Tennaro</i>	<i>Remote</i>
<i>Grade 5</i>	<i>Annmarie Rizzo</i>	<i>Remote</i>
<i>Grade 6</i>	<i>Kathleen Ferman</i>	<i>Remote</i>
<i>Conf1</i>	<i>Joyce Heyer</i>	<i>Remote</i>
<i>Conf2</i>	<i>Lisa DelValle/Gina</i>	<i>Remote</i>

*Greeter: Louis Sirio (in person, only)*

### **Protecting Gods Children Certification/Training**

Catechists, assistants, substitute Catechists, greeters and anyone interfacing with the children within the Saint Ann Faith Formation Program are trained in Protecting God’s Children, including completed and current background and reference checks, in compliance with the Archdiocese of Newark Office of Child and Youth Protection.

## **Amendments to Handbook**

This handbook is subject to change at any time when determined to be necessary by the Pastor and/or Director of Faith Formation. If changes are made to the handbook, parent(s)/guardian(s) will be notified in a timely manner.

### **DIGITAL COMMUNICATIONS POLICY**

During the ongoing COVID-19 pandemic the Archdiocese of Newark continues to serve the young people of St Ann Catholic Church, Hoboken NJ

Parish program facilitators will deliver virtual programming and content for its participants, through online platforms. The program(s) will use software, tools and applications provided by third-parties that participants, parents/legal guardians, volunteers and/or staff will access via the internet and use for purposes of communication, programming, and potential content creation. These platforms may include but are not limited to: Google Classroom, GoToMeeting, Webex, and Zoom.

To enroll in any of these programs, you must provide your consent and release for your child to participate in these online applications for distance-based, virtual program purposes. Please be aware that each application collects different information about its users and has its own privacy terms and conditions to which members must adhere and which parish or diocese cannot control or assume responsibility. Please review these carefully before registering your child.

Our commitment to keeping the children and youth we serve safe is always our number one priority. To that end, we will actively monitor participant activity of children while engaged in our digital learning platforms. It is parents' responsibility to

monitor their child’s internet usage as a whole, including their use of any internet sites that are outside of our digital learning platforms. All online activities contemplated hereunder must also comply with the Archdiocese of Newark Safe Environment Protocols and must also follow any use requirements developed by the Archdiocese of Newark and/or the Department for the Protection of the Faithful.



**ACKNOWLEDGMENT OF RECEIPT OF DIGITAL COMMUNICATIONS POLICY**

*I, \_\_\_\_\_, am the parent or legal guardian of \_\_\_\_\_.*

*I have read the DIGITAL COMMUNICATIONS POLICY, I fully understand it, and I voluntarily agree to be bound by its terms. I represent and certify that I am the parent or legal guardian of the minor.*

*Parent/Legal Guardian NAME (REQUIRED):*

\_\_\_\_\_

*Parent/Legal Guardian SIGNATURE (REQUIRED):*

\_\_\_\_\_

*Email (REQUIRED):* \_\_\_\_\_

*Address (REQUIRED):*

\_\_\_\_\_

*City (REQUIRED):* \_\_\_\_\_

*State: New Jersey*



**AUTHORIZATION, CONSENT AND RELEASE FOR  
ELECTRONIC COMMUNICATION INVOLVING MINORS  
FORM**

I, \_\_\_\_\_, am the parent or legal guardian of  
\_\_\_\_\_.

*I give permission for my child to participate in (DATE, TIME & TITLE OF  
ONLINE GATHERING)*

*I understand that I will have access to everything provided to my child and  
be made aware of how digital media is being used, be told how to access  
the sites, and be given the opportunity to be copied on all material sent to  
my child via digital platforms.*

*I authorize and consent to staff and/or volunteers of the Parish to  
communicate with my Child electronically, including via the above-  
referenced video conferencing tools in accordance with the program(s).*

*I have read this Consent and Release Form, I fully understand it, and I  
voluntarily agree to be bound by its terms. I represent and certify that I am  
the parent or legal guardian of the minor.*

*Parent/Legal Guardian Name (REQUIRED):*

\_\_\_\_\_

*Parent/Legal Guardian Signature (REQUIRED):*

\_\_\_\_\_

*Email (REQUIRED):* \_\_\_\_\_

*Address (REQUIRED):*

\_\_\_\_\_

*City (REQUIRED):* \_\_\_\_\_

*State: New Jersey*