

**ST. MARTIN OF TOURS CHURCH
GRADE K-7
PARISH RELIGIOUS EDUCATION PROGRAMS
HANDBOOK**



2021-22

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New Hope, PA 18938
215-862-5472
www.stmartinoftours.org

St. Martin of Tours

The chronology of St. Martin's life, especially his youth, cannot be established accurately. He was born around 307 A.D. to a Christian mother and a pagan father in Hungary. In spite of his father once being an army officer dedicated to the god of wars, he entered the catechumenate at the age of 10.

At the age of 15 Martin's father had him put in chains and dragged to the army recruiter since he would not go himself and the law requires the sons of army officers to follow the same career. Martin made the most of the situation and won the respect of his superiors and those with whom he served. He received honors and distinction for his service. He was a conscientious objector and would not kill or enter into the atrocities of war.

Around the age of 20, Martin was returning from an honor guard assignment when he met a beggar without sufficient clothing. He cut his ornate, ermine-trimmed cloak in two and gave it to the beggar. He thought nothing of this until Christ appeared to him in a dream. Christ told him what he did for the beggar; he did for Him. Martin sought Baptism and expressed his desire to become a priest, and a monk.

After being discharged from the army on a clerical exemption, Martin sought out Hilary of Poitiers whom he respected and admired. On his journey to become a disciple of this brave bishop, Martin ministered to the farmers in the countryside. Many miracles and cures were attributed to him on this journey.

Martin joined Hilary in preaching against the Arian heresy. He was beaten nearly to death and banished to an island. When Hilary was reinstated, Martin returned and founded a monastic community that later became known as the Abbey of Ligugé. The sick and those needing counsel flocked to him as he sought more and more solitude. When the city of Tours needed a bishop, they tricked Martin into leaving the monastic community to tend to the needs of his sick family. When he entered the city, they pushed him into the cathedral and would not permit him to leave until he was consecrated their bishop.

Martin returned to his monastic life and came to Tours only for the most urgent needs of the people. Many miracles were attributed to him including raising people from the dead. At his death, his coffin was carried through the city and countryside. The weather turned warm for November and bushes and trees bloomed as he was carried along. To this day, a spell of warm in the Fall is called Martin's Summer in Europe. Worldwide, St. Martin of Tours is second only to the Blessed Virgin Mary in the number of Churches, shrines, and schools named after him.

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WELCOME

Welcome to the Parish Religious Education Program (PREP). We look forward to working with you, parents and guardians, in helping your children appreciate the great gift of our Catholic faith, which they began to live at Baptism.

What we request from you as parents are support, involvement, and encouragement. Our church teaches that parents have the primary right and responsibility for the Religious Education of their children. St. Martin of Tours Religious Education Program aims at supporting our parents by offering consistent, developmental and formal education in the basic life and worship of the Catholic tradition. We strive to bring children to a deeper and more loving relationship with the Lord Jesus. We cannot do this without your help. You can help your child by reinforcing at home what we introduce in the classroom. We will help you with this if needed. And with that kind of teamwork almost anything is possible!

MISSION STATEMENT

The St. Martin of Tours Religious Education Program strives to provide a faith-filled learning environment modeled on the compassion, joy, and challenge of Jesus. Unless a child attends a Catholic school, parents are encouraged to enroll their children in the St. Martin of Tours Religious Education Program. **Attendance in our PREP Program or a Catholic School for two consecutive years is a pre-requisite to receiving the Sacraments of Penance and First Eucharist, as prescribed by the Church. Confirmation preparation involves all six years of class attendance.** Participation in the Religious Education Program ensures a consistent course of learning in accordance with the Catechism of the Catholic Church and Archdiocesan guidelines. We invite all to share in this vision willingly and to embrace the following goals of the program:

1. To teach as Jesus did and share the basic elements of the Catholic Christian faith.
2. To build a community of faith among faculty, students and parents.
3. To develop a sense of prayer, liturgy and service within our faith.
4. To help parents fulfill their roles as primary religious educators of their children through the school year Enrichment Program, parent meetings regarding Sacramental preparation, and by being available to help in any way when requested.
5. To encourage families to participate in the educational, spiritual, liturgical, and social life of the St. Martin of Tours Parish Community.
6. To provide a faith community experience for each child as they journey in their faith. This community experience is most necessary and mandated for the years of immediate preparation for the sacraments.

PROGRAM STRUCTURE

St. Martin of Tours Parish Religious Education Program, staffed by paid, experienced faculty, exists as a service to our parish community. PREP encourages children to perform good works for others without seeking any monetary reward.

St. Martin of Tours PREP Program is open to children grades K-7 and is held for one week in June and six Sunday Enrichment sessions.

GENERAL INFORMATION: Please keep this handbook on hand for future reference.

Director of Religious Education: Mrs. Kathy Ross

1 Riverstone Circle

New Hope, PA 18938

Office Phone: 215-862-5472

Cell Phone: 267-230-1224

Email: kross@stmartinoftours.org

Office Hours: Mondays, Tuesdays, & Thursdays- 10:00 am – 5:00 pm

REGISTRATION:

PREP Registration begins in March and closes mid-April for a June class start date. PREP families must be registered as parishioners of St. Martin of Tours Church, and a Baptismal certificate/s must be presented for verification at the time of registration unless the child was baptized at St. Martin of Tours Church.

Non-parishioners need to submit a letter of permission from their Pastor or DRE with their registration form/s.

A non-refundable registration fee should accompany the registration form.

TUITION: Please note that registration fees are *non-refundable*.

A financial concern should not prevent children's registration in our program. If there is a difficulty, please contact Fr. Kindon or Kathy Ross at: 215-862-5472.

This fee covers the cost of each student's textbook, classroom and art supplies, audiovisual purchases, resource materials, catechist training, facility costs, stipends for teachers, and other miscellaneous items.

A replacement fee of \$20 is charged for lost books.

SACRAMENTAL PROGRAMS:

Children who have completed up to second grade of PREP are eligible to enroll in the *First Penance and Eucharist Program* to prepare to receive the Sacrament of Penance and First Eucharist. This program is home-based with several mandatory meetings and retreats in addition to the Enrichment program sessions.*

Students finishing Grade 6 PREP in June should enroll in the Confirmation Program which is held during the summer week of PREP, in June.

*The curriculum and requirements for Sacramental Program classes are outlined in separate handbooks.

PREP PROGRAM (Grades K-6)

SESSION: June 21 to June 25, 2020

CLASS TIMES: 8:30 am to 2:00 pm

1. The program requires:
 - a. Students to be present for the five-day program in June from 8:30 am to 2:00 pm.
 - b. Students and, at least, one parent need to be present at 4 of the 6 scheduled Enrichment Program sessions. (See *Enrichment Program* in this handbook) First Holy Communion and Confirmation students and a parent will attend all six Enrichment sessions.
2. The program will be structured like a regular school situation:
 - a. Attendance will be taken. If a student is absent for one class day in the program, the child will then have to make up that missed class time. This will be dealt with on a case-by-case basis.
 - b. Testing of curriculum will be done daily because the teacher will be covering five classes of material in one day.
 - c. Report cards will be mailed or emailed at the end of the session.
 - d. Good behavior will be expected. Disciplinary problems will not be tolerated, especially since there is much to do each day of class. Bullying will not be tolerated. Any child involved in such behavior will be removed from the program.
3. There will be a scheduled music class for the students. The music will be liturgical music that we use at Mass or other liturgies and other liturgical music that is age appropriate.
4. There will be Mass for each class during the week. Parents will be notified when these masses are scheduled and will be invited to worship with their children.
5. Confessions are scheduled for those students who have received the Sacrament of Reconciliation.
6. Time will be given for lunch. Lunches are to be supplied from home.
7. Arrival in the morning:
 - a. Each day begins with morning prayer beginning promptly at 8:30 AM in the Parish Life Center, cafeteria. Parents are welcomed to join their children for this service.
 - b. **Children should NOT be dropped off at the Parish Life Center. Safety is a priority.**
8. **Dismissal in the afternoon:**
 - a. **Because of the restriction of the one-week program, *there will not be any early dismissals. Please arrange appointments and other activities for another time or week.***
 - b. Children will be picked up according to the dismissal procedures outlined in a separate mailing.
 - c. Pick-up Authorization Forms need to be completed and submitted prior to the start of the PREP week. These forms need to be on file in the Parish Office. You will receive an email with these forms, or you can find them on the Parish website on the PREP page.

CURRICULUM:

The St. Martin of Tours program uses “Christ In Us,” a publication from Sadlier Publications, and the Archdiocesan Guidelines to instruct our children.

The Archdiocese of Philadelphia issues end-of-year review materials and examinations. This material matches the guidelines of the Archdiocese.

The following summarizes the curriculum for each grade level:

- Grade 1 God the Father, Creation, Living in God’s World, God the Son: Jesus Christ, God, the Holy Spirit, Sacraments of Initiation, Saints, Lent and Easter, and Mary. **Prayers:** The Hail Mary, the Rosary, the Sign of the Cross, and the Our Father.
- Grade 2 Preparation for First Reconciliation and First Eucharist, Blessed Trinity, Sacraments, Sacramentals, the Mass, Mary, Saints, Types of Prayer, Advent and Lent. **Prayers:** the Sign of the Cross, the Glory Be to the Father, the Act of Contrition, the Our Father, the Hail Mary, the Rosary, the Angelus, the Stations of the Cross, and Grace Before Meals. Students attend a retreat for Reconciliation and then again for First Eucharist
- Grade 3 The Trinity, Sacraments, God’s Law, Christian Community, Mary, Advent, the Commandments, Lent, Prayers at Mass, and Saints. **Prayers:** The Rosary, the Sign of the Cross, the Our Father, the Hail Mary, the Doxology (Glory Be...), the Act of Contrition, Grace Before Meals, the Hail, Holy Queen, the Angel of God, and the Apostles Creed.
- Grade 4 God the Father, Commandments, Grace, Sin, Conscience, Contrition, and Jesus Christ Our Redeemer, the Beatitudes, Works of Mercy, Virtue, Mary, Models of Prayer, Advent, Lent, and Saints. **Prayers:** The Hail Mary, the Hail Holy Queen, the Rosary, the Angelus, the Our Father, and the Act of Contrition.
- Grade 5 Sacraments, Sacraments of Initiation, Mary, the Mass, Advent, Lent, and Kinds of Prayer (Adoration, Contrition, Thanksgiving, & Supplication). **Prayers:** The Rosary, the Hail Mary, Hail Holy Queen, the Angelus, and the Memorare.
- Grade 6 The Bible, New Testament and Old Testament, Advent, Lent, Definition of Prayer, Dogmas Believed, Days in Honor of Mary, and Christ Fulfills the Old Testament. **Prayers:** The Hail Mary, the Hail Holy Queen, the Rosary, the Memorare, the Angelus, and the Magnificat.
- Grade 7 Confirmation Preparation, The Chosen audio visual series, includes a review of all sacraments and lessons on the gifts and fruits of the Holy Spirit, scripture readings, service projects, prayer review, Archdiocesan question and answer work, saint project, Churches and Cheesesteaks field trip, and class discussion. Students attend a retreat day to enhance their sacramental preparation.

ENRICHMENT PROGRAM

During the school year, the parish has a program which includes six (6) sessions for PREP parents and the children. These sessions are held on Sundays during the year from 9:45 am – 10:45 am.

Parents and children, from Levels 1,3,4,5, 6, are required to attend four (4) of the six sessions. First Holy Communion and Confirmation students and parents are required to attend all six sessions.

Parents will virtually attend the webinar series. The dates and times are pending.

Children will have their gathering in classrooms of their religious grade level. Their teachers will help them gain a better understanding of our faith and how they can apply this teaching to their own lives.

If a family fails to attend four sessions, the child will not qualify to attend PREP the following Summer.

FORMATIONAL ACTIVITIES

REQUIREMENTS:

- a. **These are family centered, which means that a parent is to participate with the child or children in the activity.** Children are not to be dropped off at an activity nor are other families to be responsible for children other than their own.

Children need to see their parents involved in their Catholic faith and setting an example of the importance of that Catholic faith for themselves as well as their children.

- b. **Ten (10) Hours of Formational Activities which includes five (5) hours of Service Activity and five (5) hours of Spiritual Activity are required. Activities and hours must be logged using the forms provided on the following pages. All service hours must be signed off on by the organization manager, ministry leader or a parent leading the service activity.**

- c. The Formational Activities from which a family can choose are:

SPIRITUAL ACTIVITIES

- i. Christmas Eve Nativity (3 hours)
- ii. Advent Penance Service (1 hour)
- iii. Lenten Penance Service (1 hour)
- iv. Holy Week Liturgies:
 - a. Holy Thursday (1 ½ hours)
 - b. Good Friday (1 ½ hours)
 - c. Holy Saturday –Easter Vigil (1 ½ hours)
- v. Stations of the Cross during Lent (½ hour)
- vi. Report of a Saint (written at grade level) (2 hours)
- vii. Write a report on a visit to an area shrine (written at grade level) (2 hours)
 - a. Shrines in our Archdiocese:
 - i. National Shrine of St. John Neumann
 - ii. National Shrine of St. Rita of Cascia
 - iii. National Shrine of St. Katharine Drexel
- viii. Altar Serving (10 hours) This requires a full year’s participation. This may also count toward Service Formational Activity.
- ix. Attend Adoration Sunday.
- x. Attend Adoration First Fridays of each month available from 5:00- 8:00 PM.

SERVICE ACTIVITIES

- i. GIGI Ministry (2 hours) (6th Graders and parents). This activity requires further information before signing up to participate. Please contact the Parish office.
- ii. Care (Aid) for Friends Ministry – Last Wednesday of every month (1 hour)
- iii. MLK Day of Service (3 hours)
- iv. Decorating Church for the various holidays (1 hour)
- v. Prepare at least 10 Aid for Friends meals at home and put them in the freezer in the gathering area of the church.
- vi. Clip and send coupons for deployed families. Troopons.com
- vii. Other service activities must be approved by Fr. Kindon or Mrs. Ross

ATTENDANCE. It is recommended that a child repeat the level if frequent absences occur.

Our attendance policy therefore includes:

- If long-term absence occurs due to illness or family situation, parents should contact the Parish office to arrange a suitable way to complete grade level requirements.
- Children must meet attendance requirements, complete all the assigned work and examinations, and have a passing grade before they are promoted to the next grade level.
- If children do not fulfill the above requirements, they will **not** be promoted to the next grade level until parents meet with Mrs. Ross to resolve the matter.

POLICY FOR LEAVING EARLY FROM PREP

Our PREP program has been set up for one full week after the regular school year ends. The requirement for children attending this program is that they attend all five days of class from 8:30 AM until 3:00 PM. We end the program on Friday with the celebration of the Eucharist which we believe is the center and focus for all Catholics. Students are expected to attend.

There are times that an unforeseen family emergency occurs that requires that a child leave the program on Friday prior to the closing Mass. If there is an emergency that requires this, the parent must contact the Parish office to make arrangements to fulfill the PREP requirements.

ANNOUNCEMENTS/EMERGENCIES

Parents should consult the Church Bulletin weekly for information regarding the Parish Religious Education and Enrichment Programs. Any changes in the PREP calendar or upcoming special events will be sent to parents via Constant Contact E-mail, REMIND text messaging, and will be on the parish website. Parents and guardians need to regularly check the church bulletin to be kept abreast of all pertinent information.

Parents should have a current telephone number and email address on file at the parish office.

In cases where classes are canceled, parents will receive an email from the parish and the notice will be on the parish website.

For a general emergency when classes are in session, the emergency number is 215-862-5472.

ASSESSMENTS

Examinations are given to students in Grades 3 through 6 based on the material outlined in their texts. Our Confirmation Class will take a test on the Confirmation questions, sent by the diocese. These tests are given at the end of the week. However, it is important that parents and students understand that living their Catholic Faith goes beyond success or failure on a test. The ultimate measure of success is the good Catholic lives of our children.

PREP is a “cumulative” educational program that requires a certain level of knowledge to be acquired at each grade level for the program to be successful. Therefore, St. Martin of Tours reserves the right to evaluate the advancement of any child who does not have an adequate knowledge base.

PARENT RESPONSIBILITIES

Bear in mind that there is absolutely no educational program in the world that is a substitute for the example of Catholic living of parents, most especially attending Mass regularly as a family. Children seeing their parents living their faith is the best religious education for them.

1. **Attend Mass regularly as a family**
2. **Homework!** Please cooperate with what the teachers are trying to accomplish, and see that homework gets done.
3. Check your child's folder every day for assignments and notices.
4. In the event of absence, contact the teacher and make sure all missed work is completed.
5. Attend all required meetings.
6. Notify the Parish Office of any changes in address, phone numbers, email addresses, custody issues, etc.

SAFETY

The safety and protection of our children are a primary concern at St. Martin of Tours. To that end, all teachers and volunteers are required to have current full clearance requirements on file in the Parish office. A list of the requirements mandated by the Archdiocese can be obtained on our website or by calling the Parish Office.

In addition, each year the children will receive one lesson on "Kid Talk" as mandated by the Archdiocese. Typically, this safe environment lesson is presented during the week of PREP. Any parent or guardian, who would like to review the lesson, or have their child excused from the presentation, should contact the Mrs. Ross.

Please make us aware if your child needs any medication, while with us. In an emergency, you will be contacted along with 911, when deemed necessary.

According to Diocesan directives, NO EDIBLE TREATS are permitted to be shared in the classrooms. If you'd like to celebrate a birthday, with your child's class, NONEDIBLE items may be shared at the end of the day. Students are asked to bring their own lunches and snacks.

We recognize, acknowledge and express a special “Thank you” for all involved in our Parish Religious Education Program. May God reward the time, energy and sacrifices you so generously donate in sharing your faith with others with a deepening of your own personal faith.

Date _____

Dear Fr. Kindon:

I have read the Religious Education Handbook and have taken the time to explain the policies to my child/children. We understand that we are required, by our registration, to adhere to the policies in the handbook.

Please sign and return this form to the Parish office by June 7, 2020. Keep your handbook in a convenient place for reference. This handbook is designated to be used throughout your child’s attendance in PREP.

Parent/Guardian Signature _____

E-Mail Address _____

Home phone _____ Cell phone _____

Student(s) Name(s) _____

PLEASE RETURN THIS SIGNED PAGE TO THE PARISH OFFICE BY JUNE 7, 2022

Or digitally sign the acknowledgement page at:

<https://www.stmartinoftours.org/handbook-acknowledgement>