

St. Philip Neri Religious Education Office

15 Prospect Avenue, Northport, NY 11768

(631) 261-2485

www.stphilipnerinpt.org

Program Hand Book

DIRECTOR OF COMMUNION PROGRAM AND LEVELS 3 & 4..... Patricia Merenda x109

DIRECTOR OF RELIGIOUS EDUCATION
Levels 5, 6 & CONFIRMATION PROGRAM..... Kathleen Reid x110

ADMINISTRATOR..... Elaine Hale x108

SACRAMENT PROGRAM COORDINATORS:

COMMUNION..... Louise Pondt
CONFIRMATION..... Barbara Beck, Ellen Steinberg
Betty Reidenbach

OFFICE HOURS

Monday 10:00 am – 6:00 pm Monday Eve. 7:00 pm – 8:00 pm

Tuesday 10:00 am – 6:00 pm Tuesday Eve. 7:00 pm – 8:15 pm

Wednesday 10:00 am – 6:00 pm Wednesday Eve. 7:00 pm – 8:15 pm

Thursday 10:00 am – 6:00 pm

Friday OFFICE CLOSED

PROGRAM POLICY

1. All primary and middle school students not in attendance at regional or parochial schools are to be registered and in a program of supervised instruction within the St. Philip Neri Religious Education Program.
2. Children are to attend class regularly; 6 absences could result in repeating the year. Parents are to phone the Religious Education Office, when their child will be absent due to illness or an emergency.
3. Classes will begin promptly, so please have your children here on time. Please keep dismissal times in mind, especially when scheduling "Pick-up times for car pools."
4. Students are to fulfill all given assignments and participate in all grade level activities. Parents are encouraged to confer with the catechist regarding their child's progress.
5. Even though class time is limited, at times, a serious behavior problem may exist. In the event this should occur, an attempt to resolve the problem will be made in the following order between:
 - a. Student and Catechist.
 - b. Student and Director
 - c. Catechist and parent. The catechist will inform the Director that parental contact will be made by the catechist.
 - d. Parent and Director.
 - e. Parent, Student and Director. If student is to remain in program, it will be necessary for student and parent to sign a covenant stating their intentions for remaining in the program.

Registration

Registration is required for all students, even if they are presently in the program. Baptismal Certificates for all children not baptized in St. Philip Neri Church are required at the time of registration.

If your child will not return next fall, please notify the Religious Education Office. If you are moving from the area please notify the Parish Center Office as well.

Children will not be placed in a class unless, at least, a registration form has been received. **NO CHILD WILL BE DENIED REGISTRATION BECAUSE OF INABILITY TO PAY REGISTRATION FEES.**

New Families

Please fill out a Parish Registration Form (distinct from Religious Education Registration) so that you may be officially registered in St. Philip Neri Parish. Parish registration enrolls you as a member of the parish, placing you on our mailing list and issues your family weekly envelopes necessary for Sunday contributions. Since contribution envelopes take six to eight weeks to process, please use temporary envelopes or your own envelope with your name and identification number.

Problems

(Parish boundaries...status...fees, etc.)

Should any problems arise, please make an appointment to see Father Peter at the Parish Center so that these matters can be discussed.

Books

Books are needed for each level of instruction and become the property of each student. Lost books will be replaced at cost.

Family Religious Education

Guidelines of the Communion I Parent/Child Program

1. Parents and children will work together on lessons and activities in your home.
2. There will be special presentations for the parents in the fall and spring to support them in their role of primary religious educators of their children.
3. Necessary materials and guidance will be given.
4. Special group activities are planned for parent & child during the year.
5. There will be a parent meeting in October presenting additional program information and dates.

With a universal need for more parent and family religious education, we are convinced this highly beneficial approach to family faith formation is the proper direction to follow. Parents need to be directly involved in their children's religious formation; we are here to assist you in any way we can. We are grateful for your support and cooperation as we, together, begin this endeavor.

Testing

So that we may assess your child's progress, curriculum testing will be done on each grade level 2 – 3 times each year.

Schedule of Classes

COMMUNION II	Mondays	3:30-4:30 PM OR 5:00-6:00 PM
LEVEL 3	Tuesdays	3:30-4:30 PM OR 5:00-6:00 PM
LEVEL 4	Wednesdays	3:30-4:30 PM OR 5:00-6:00 PM
LEVEL 5	Thursdays	3:30-4:30 PM OR 5:00-6:00 PM
LEVEL 6	Monday Eve.	7:00-8:00 PM
CONFIRMATION I	Tues. Eve.	7:00-8:15 PM
CONFIRMATION II	Wed. Eve.	7:00-8:15 PM

Emergency Closing

When the Northport-East Northport School district is closed because of a holiday, recess, or inclement weather, all Religious Education classes for that day or recess are closed.

BEGINNING IN SEPTEMBER 2011 WE WILL NOTIFY FAMILIES OF RELIGIOUS EDUCATION CLOSINGS BY EMAIL. PLEASE MAKE SURE THE RELIGIOUS EDUCATION OFFICE HAS YOUR CORRECT EMAIL SO THAT YOU CAN RECEIVE CLOSINGS AND OTHER TIMELY INFORMATION.

Emergency closings will also be announced on:

CABLEVISION CHANNEL 12 NEWS

WALK 97.5 FM

information can also be found at:

St. Philip Neri website: www.stphilipnerinpt.org

Families Liturgies

Beginning in October, on the first Sunday of each month we will have Family Liturgy at the 9:30 AM Mass. These liturgies will run until April.

While attendance at these liturgies is a necessary requirement of the Communion II program, we certainly invite and encourage ALL families (with and without children) to celebrate and participate in these monthly liturgies.

Grades Levels 3, 4, & 5 will each have two grade Level Masses throughout the year. Check the Religious Education Calendar, on our website, for details.

It is of great importance to remember our obligation is to attend Mass every Sunday, not only the Family Liturgies. We come together on Sundays as the people of God celebrating, thanking, and praising our God.

A Youth Mass will be celebrated on the fourth Sunday of each month beginning on October 23rd at 5:00 PM *

*Attendance at these 5 PM liturgies is required for all Level 6, Confirmation I and Confirmation II students.

Spiritual and Religious Obligations

These are the responsibilities of parents:

1. Morning and night prayers.
2. Frequent reception of the sacraments of Eucharist and Reconciliation.
3. Participation at Sunday or Saturday evening liturgies and on Holy Days of Obligation. The quality and frequency of these celebrations should be a prime concern in each family. By bringing your child to Mass and instructions, you are giving them roots in the Church, the people of God.

General Guidelines

To maintain a semblance of order, as in any family, the St. Philip Neri Religious Education Program has set guidelines. Any good guideline or law has a value behind it. We encourage parent (s) and students to read through the following guidelines together and discuss the value of each. In this way, the Religious Education year will be pleasant and enjoyable for both students and catechists.

1. We ask that students, catechist, and staff have the utmost respect for each other; and of course, for the parish and school properties.
2. So all students have a chance to be heard, students are asked not to speak out in class, but to speak in turn.
3. Arriving on time, prepared with books, pencil, and homework (if any) will facilitate an environment for learning.
4. All students are asked not to chew gum, or have any snacks in the school buildings.
5. Because learning time is so limited, there is no need to bring any toys, balls, iPods, etc. to class. Any of these items brought to class will be confiscated and returned at the end of class.
6. Also, because time is so limited, we ask that students use the bathroom at home before arriving to class.
7. Students are to assist their teachers in making sure the classrooms are back in order before dismissal.

ST. PHILIP NERI RELIGIOUS EDUCATION STUDENTS ARE WONDERFUL AND WE LOOK FORWARD TO A TERRIFIC YEAR.

Good Neighbor Society

(No Officers – No Dues – No Meetings)

Offer a ride to a child whose family finds it difficult to bring them.

Kindly keep the Religious Education Office informed of address, telephone number and name changes.

If there is a serious illness or has been a death in any of our students' families, please bring it to our attention. We would be most grateful.

Please be prompt when bringing and picking up your children to and from religion classes.

THANK YOU FOR ALL YOUR COOPERATION NOW AND THROUGHOUT THE YEAR.

Arrival and Dismissal Procedures

ARRIVAL:

The first parking lot opening as you come up the hill is an **EXIT ONLY**. Please observe the signs and enter the parking lot via the third opening only. This will facilitate a one direction flow of traffic.

Upon Arrival the students will report directly to their classrooms.

DISMISSAL:

ALL GRADE LEVELS – PARENTS WILL PICK UP AT CLASSROOMS.

1. Remember to enter the parking lot through the third opening.
2. Vehicles are not permitted in the restricted areas. Vehicles “standing,” turning around, and backing up create an extremely dangerous area.
3. Vehicles are not permitted to “stand” or park alongside the grassy area curb near the statue of St. Philip. This is a Fire Lane by ordinance of Northport Village.
4. Standing, even for a few minutes, in the traffic lanes (especially in front of and near the main school building entrance) slows and many times blocks the flow of traffic for those who wish to get to the exit or are trying to park. Please be sure not to stop or stand there. Park in designated areas. Car pooling is suggested if at all possible.
5. Students must be picked up by a parent at the student’s classroom. There is **NO** parking lot dismissal.
6. Any car entering the parking lot must park in a designated space. Parents will then pick their children up and walk them to their parked cars.
7. We count on your cooperation for the safety of all our children.
8. ANY STUDENT TO BE DISMISSED PRIOR TO GENERAL DISMISSAL MUST COME TO THE OFFICE AND BE SIGNED OUT BY A PARENT OR GUARDIAN.

Parish Guidelines for First Eucharist-First Penance

All candidates and parents, where applicable for the sacraments of First Eucharist and First Penance, who attend either the parish Religious Education Program or Trinity Regional School, will participate in all parish requirements for each sacrament.

Preparation for these two first sacraments is a two year process which will begin when the child is in the first grade at school and continue through the child's second grade year at school.

The first year of this process is called: COMMUNION I
The second year is called: COMMUNION II

Any child in second grade at school having no prior formal religious education, and seeks enrollment in this program, WILL BE REQUIRED TO COMPLETE COMMUNION I AND COMMUNION II. Upon completion of Communion II, the child will be placed in the fourth level of the parish school of religion. If there are excessive absences, a review between parent and director will be necessary. This will be done on an individual basis in April of either or both years.

REQUIREMENTS

Communion I

1. Learn the Sign of the Cross, Hail Mary, Our Father, Glory Be.
2. Attend a parent meeting in the fall.
3. Participate in a formal Rite of Enrollment at a Parish Sunday Liturgy
4. Participate in scheduled Sunday Liturgies during the year.
5. Attend Parent Education Classes in fall and spring
6. Attend Parent/Child Group Activities.

Communion II

1. Learn the Act of Contrition.
2. Attend 2 parent meetings.
3. Must attend 6 monthly Family Liturgies (homilies geared towards children) in preparation for these two sacraments.
4. Purchase and make a Communion pew banner. (This is done through the Religious Education Office.)
5. Children are to attend a Communion rehearsal.

The celebration of Reconciliation/First Penance will take place during the winter of Communion II *; the Sacrament of Holy Eucharist will be celebrated during the spring of Communion II.

*It should be made clear that the directives of the Holy See and the National Director for Catechesis both look to the Sacrament of Reconciliation/Penance being celebrated before First Communion. However, if the child is judged to be unready by the parents and/or the director, the reception of this sacrament may be postponed until a later time. First Penance should not be treated as a prerequisite for Eucharist unless one is conscious of serious sin.

Parish Guidelines for Confirmation

All candidates and parents, where applicable for the Sacrament of Confirmation, who attend either the parish Religious Education Program or Trinity Regional School, will participate in all parish requirements for this sacrament.

Preparation for this sacrament begins in Grade One and will culminate with:
CONFIRMATION I AND CONFIRMATION II

Registration in the Confirmation program will take place when the candidate is in Grade Seven in school.

Any student in Grade Eight at school, who requests the sacrament and has not attended CONFIRMATION I or has had no prior formal religious education, will be required to attend CONFIRMATION I AND CONFIRMATION II.

Excessive absences will necessitate a review with the Director done on an individual basis.

REQUIREMENTS

CONFIRMATION I

1. Attendance at a general meeting for candidates and parents in the Fall.
2. Participate in the Rite of Enrollment at a parish Sunday Liturgy.
3. Do minimum of 10 hours of community service.
4. Attend 5:00 pm Youth Mass once a month

CONFIRMATION II

1. Attend a general meeting for candidates and parents in the Fall.
2. Attend an evening for candidates and parents in the Spring.
3. Attend Confirmation II Retreat.
4. A minimum of 10 hours of community service and write a reflection on it.
5. Write a letter to our Pastor stating why you wish to be confirmed.
6. Prepare a report on the saint chosen for Confirmation name.
7. Attend Confirmation rehearsal.
8. Attend 5:00 pm Youth Mass once a month.