

# St. John the Baptist PREP Parent and Guardian Handbook



St. John the Baptist Parish Religious Education Program  
**(SJB PREP)** 2018-19  
215-482-4600 x 104  
[www.stjohnmanayunk.org/prep](http://www.stjohnmanayunk.org/prep)

# WELCOME!

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Welcome to the Parish Religious Education Program at St. John the Baptist!  
We are looking forward to helping your child(ren) grow in the Catholic faith.

This handbook explains our program. We encourage you to approach us with any questions, problems, or suggestions you have throughout the year, and are eager to support your family as you grow as Catholics.

Please read and review this handbook with your child. As you will see, there are important changes to note, especially in regard to arrival, attendance at class, and at Mass.

May the Holy Spirit inspire you and the Holy Family keep you!

## ***The SJB Parish Religious Education Program Team,***

Monsignor Kevin Lawrence, Pastor; Director of Religious Education  
Mrs. Janet Kempf, Sacramental Team Member  
Mrs. Kelly Friel, Sunday Morning Team Member  
Mrs. Roseanne Westerfer, Administrative Team Member

This handbook acts as an agreement between St. John the Baptist Parish and the parents and their children who participate in the faith formation program outlined within. By enrolling your child into our program, you agree to support and abide by the provisions outlined in this handbook. Parents are therefore encouraged to discuss these provisions with their children to ensure that all parties understand the requirements and obligations of their participation in the faith formation program.

The Director of Religious Education reserves the right to amend this handbook for just cause. In the event of any such amendment, parents will be given prompt notification of the changes made.

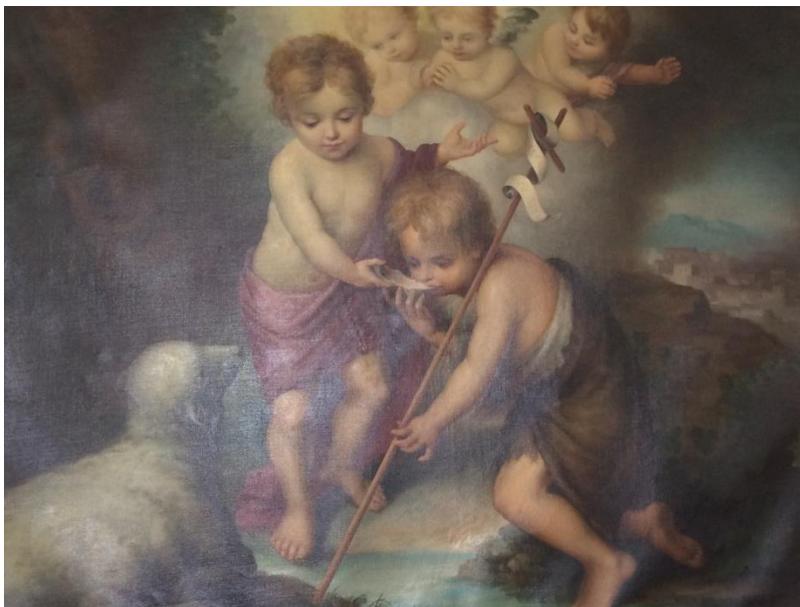
## SJB PREP GOALS

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Our goal is to provide your family with ample support and resources to assist you in your role as the primary catechists for your children as Catholics. As our youth move closer to a more mature participation in the sacramental and communal life of our parish, we ask your help in teaching:

- ❖ Personal union with Christ: Pray, attend and participate in Mass on Sundays and holy days of obligation; imitate the lives of the Saints.
- ❖ Our Lord's Sacrifice and at The Mass: Observing almsgiving and helping the poor; abstinence and personal sacrifice at Lent and other times; Stations of the Cross, the Beatitudes.
- ❖ Practicing a sacramental life within the Church, the Body of Christ: go to Confession and receive Holy Communion regularly (at minimum once per year during Easter and when needed).
- ❖ Catholic Teaching on respecting life, and the family.
- ❖ Provide a safe and positive environment for the youth to develop a healthy sense of self-worth and the worth of others as children of God.

*Child Jesus and (his cousin) Saint John the Baptist*



## SJB PREP OVERVIEW

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SJB PREP is open to every youth whose family is a registered member of the parish. Please fill out a parish registration form at [stjohnmanayunk.org](http://stjohnmanayunk.org) and include it with your PREP registration if you are new to the program, or parish.

The sequential\* years of the program starting in Level 1 (Grade 1 / Six years old before September 1) and through to Level 7 are designed to adequately prepare each student for full Initiation as Catholics, from Baptism to Holy Communion, and Confirmation. We also offer Pre-PREP for parish preschoolers, and Youth Group is our Post-Confirmation continuation of Catholic Formation.

*\* If your child has not attended PREP or is newly enrolled, Archdiocesan Requirements mandate two years Sacramental Preparation to receive First Communion / Confirmation). Students should begin the program in Grade / Level 1, and continue with each Level, sequentially until Level 7.*

➤ **Pre-PREP for Preschoolers**

Pre-PREP is offered for preschool children (ages 3-5), who are ready to begin exploring their faith and place in the parish community. It is a foundation for the requirements of Sacramental PREP but does not count toward requirements of PREP. Children must be potty trained.

➤ **Elementary and Sacramental PREP**

The Parish Religious Education Program begins for our youth with Level 1 and continues to Confirmation in Level 7. Levels 1 and 2 combined are Preparation for First Penance and First Communion, Levels 6 and 7 combined are Preparation for Confirmation.

➤ **Level 7 / Youth Group**

Parish youth are invited to return again to join us to deepen their relationship with Christ and His Church through active discipleship with their peers. These students will join the Level 7 Class in November as the class will be completing their Confirmation PREP in the start of the year.

***Level 2 & 7 / Sacramental Parents: Please note the required parent meetings, practices, and retreat dates on the calendar.***

*- First Communion families will provide their child's dress / suit.*

*- Confirmation Robes will be ordered for each student and are \$15 each.*

*- Parents will receive more detailed information separately.*

*- Any questions may be directed to Janet Kempf, Sacramental Coordinator at 215-482-4600 x104 or [sacraments@stjohnmanayunk.org](mailto:sacraments@stjohnmanayunk.org).*

**Confirmation will be at Holy Family on Tuesday, November 6, 2018;  
and First Communion will be held on Sunday, May 5, 2019.**

## REGISTRATION

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Additional registration forms are available in church, on our website at [stjohnmanayunk.org/prep](http://stjohnmanayunk.org/prep), and the parish rectory. **Forms and fees must be filled out in full and returned to the Rectory PREP office before August 30 to ensure textbooks and materials for every student.**

Additional forms to attach if necessary, include:

- ✓ A Parent Custody Order or Agreement, if applicable
- ✓ Medical Information and or IEP
- ✓ Parish Registration for New Families

### **Fees (include with Registration):**

- ❖ **One child: \$100.00**
- ❖ **Second child: \$50.00**
- ❖ **Subsequent children: \$25.00**

- Checks may be made payable to: St. John the Baptist
- Payment may also be made with a credit card online through our website by clicking “donate now” at [www.stjohnmanayunk.org](http://www.stjohnmanayunk.org). Choose “Dues and Fees” to pay.
- Place registration form, safe environment form, and fee in an envelope and drop off or in the Rectory mailslot, the Rectory office during business hours M-F 9-4; or mail to: SJB PREP, 146 Rector St., Phila., PA 19127 **before August 30.**

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We accommodate students with special needs. If alternative learning environments or plans are desired, please note on your registration form and separately contact Janet Kempf or any team member.

The Loyola Press Christ Our Life Series is used for lessons and is designed for at-home regular access. Assignments and assessments will be given throughout the year. Activities, family resources, and assignments are accessed at [www.loyolapress.com](http://www.loyolapress.com)

Refer to the PREP calendar containing all session dates and special events, calendar will be posted to [www.stjohnmanayunk.org/prep](http://www.stjohnmanayunk.org/prep). Also visit us at SJB Youth Faith on Facebook for updates and information.

In the event of inclement weather, you will be notified of the decision to cancel PREP as soon as possible. If you are unsure, please contact a Catechist or team member. KYW 1060 will also broadcast a cancellation; our number is **1418.**

## SUNDAY ATTENDANCE & ARRIVAL

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**PREP is held on Sunday morning and begins with the 9AM Mass; we proceed immediately to class which ends at 11:30.** Elementary PREP classes are located in the Upper school building; Pre-PREP and Level 7/Youth Group are in McKenna Hall (next to the Rectory). Regular mass attendance is required.

Students will be taken to their classrooms immediately following the 9:00 AM Mass. The end of Mass time will vary. ***If your child is not in attendance at the 9:00 AM Mass, please accompany them to the door of the school building. Do not drop them off and drive away. If students are not able to attend the 9:00 AM Mass they should attend the 4:00 PM Vigil Mass on Saturday or the 6:00 PM Mass on Sunday.***

Your child(ren) will have adult supervision in the room at all times; each level is designated a Catechist, and an Aide. Hall Monitors are also on each floor of the building, as well as Greeters at the doors to the building. Mrs. Kelly Friel is our Sunday Coordinator and the main contact should you need to reach an adult, and additional volunteers help setup each Sunday.

During dismissal time, Rector Street becomes a ONE-WAY street uphill in a car line. All traffic must move UP Rector Street and exit via either Tower or Churchview.

**Pick up your child promptly at 11:30** outside the school building. ***If you arrive early, PARK your car, and do not block the street or parking lot entrance if your child's class has not been dismissed.***

### **PLEASE NOTE:**

**Each Sunday a specific lesson is covered and attendance every Sunday is required. If your child is going to be absent or late, you must contact their catechist or a Team member. If a phone call or message is not received this will be recorded as an unexcused absence or unexcused lateness.**

**The parents of students with more than 3 unexcused absences or excessive lateness will be contacted by a member of the PREP Team. Excessive absence from classes may result in the need for the student to repeat the grade level. This may also result in a delay in the reception of sacraments.**

## RESPECTFUL REQUIREMENTS FOR ALL

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Parents, please review the general policies below which also apply to all PREP Staff and Volunteers. Parents will be contacted regarding any of the points listed below. ***Habitual incidents (3 or more separate occasions during the year) may result in your child(ren) being suspended from participating in our program for the remainder of the year.***

Please read and review these policies, especially those regarding conduct, with your child(ren):

- ✓ **Please treat all catechists, aides, and other adult volunteers with respect.** Catechists and aides are advised to report and document disruptive behavior occurring for consecutive sessions.
- ✓ **Attend Every Sunday, and on time.** Respect the time of all involved in our program by adhering to our start and end times.
- ✓ **No more than three absences may occur during the year, and you must contact your child's Catechist in the event of an absence.** You will be contacted in the event of excessive latenesses, early dismissals, or absences. Special Days (Advent Party, scheduled trips and events) are part of class time and students must attend.
- ✓ **Respect the catechetical environment.** Please do not impede anyone's ability to teach or learn.
- ✓ **Adults and children should speak, act, and dress in a manner that respects the dignity of one's self and all others in our program.**
- ✓ **Crude language, inappropriate clothing, and inappropriate physical contact will not be tolerated.**
- ✓ **Cell phones and food are not permitted during sessions.** Food is not provided except for on special days. Children should eat breakfast in the morning at home. Water bottles are permitted if needed. Phones will be collected during class time.
- ✓ **Adults/Parents may not visit their child's class during any session unless Clearances are on file** (see Safe Environment).
- ✓ **Complete Home Assignments and Projects as assigned.** *Take home textbooks/ assignments and return items to class each Sunday (as required by your child's Catechist).*

## SAFE ENVIRONMENT

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In accordance with The Office of Youth and Child Protection of the Archdiocese of Philadelphia, St. John the Baptist Parish is committed to safeguarding the spiritual, physical, and mental welfare of the youth we serve. During the Year, students will receive a Safe Environment Class administered by Mrs. Janet Kempf. Parents must opt in or out for their student to receive this class which is on the calendar.

To maintain the highest safety standards, the Archdiocese mandates that **every person over the age of 18 must conduct a complete criminal background check and be in compliance with the Archdiocesan Safe Environment Program Requirements before volunteering with youth, in any capacity**. Every person over 18 years old who wishes to volunteer in a youth-based ministry must also complete an Archdiocesan VIRTUS session and Mandated Reporter Training.

Volunteers and visitors in any capacity are encouraged, but in order to do so must complete the Safe Environment requirements. Most of the background checks can be obtained online. For your convenience, links for each of the background checks and required training can be found on our parish website, [www.stjohnmanayunk.org](http://www.stjohnmanayunk.org).

Please keep in mind that:

- **If you have resided in PA for less than 10 consecutive years, you need to get the FBI Fingerprinting Clearance.** You can register for fingerprinting online, but must go to an approved location for the actual fingerprinting. A list of locations can be found on the same page.
- **If you have resided in PA for 10 or more consecutive years, a Disclaimer form needs to be signed and returned to the Faith Formation office:**
  1. The ***Protecting God's Children, Part I*** VIRTUS session is offered at St. John's and at local parishes on select dates, also September 5, 2018 at 6:30 PM.
  2. Either before or after the VIRTUS session, Part II of the training, ***Mandated Reporter Training*** must be done online. It takes approximately 45 minutes.

***Any questions may be directed to our Parish Safe Environment Coordinator, Pat Heron, at [sep@stjohnmanayunk.org](mailto:sep@stjohnmanayunk.org)***

## **Prayers to Know**

### **Sign of the Cross**

In the name of the Father,  
and of the Son,  
and of the Holy Spirit, Amen.

### **Glory Be**

Glory be to the Father,  
and to the Son,  
and to the Holy Spirit.  
As it was in the beginning,  
is now, and ever shall be,  
world without end. Amen.

### **Our Father**

Our Father, Who art in heaven,  
Hallowed be Thy Name.  
Thy Kingdom come.  
Thy Will be done,  
on earth as it is in Heaven.  
Give us this day our daily bread.  
And forgive us our trespasses,  
as we forgive those who  
trespass against us.  
And lead us not into temptation,  
but deliver us from evil. Amen.

### **Hail Mary**

Hail Mary,  
Full of Grace,  
The Lord is with thee.  
Blessed art thou among women,  
and blessed is the fruit  
of thy womb, Jesus.  
Holy Mary, Mother of God,  
pray for us sinners now,  
and at the hour of our death. Amen.

### **Guardian Angel Prayer**

Angel of God, my guardian dear,  
to whom God's love commits me here,  
ever this day be at my side, to light and  
guard, to rule and guide. Amen.

### **Grace Before Meals**

Bless us, O Lord, and these thy gifts  
which we are about to receive from thy  
bounty, Through Christ our Lord. Amen.

### **Act of Contrition**

O my God,  
I am heartily sorry  
for having offended Thee,  
and I detest all my sins  
because of Thy just punishments,  
but most of all  
because they offend Thee, my God,  
Who art all-good  
and deserving of all my love.  
I firmly resolve,  
with the help of Thy grace,  
to sin no more  
and to avoid the near occasions of sin.  
Amen.

### **Apostles' Creed**

I believe in God, the Father Almighty,  
Creator of Heaven and earth;  
and in Jesus Christ,  
His only Son Our Lord,  
Who was conceived by the Holy Spirit,  
born of the Virgin Mary,  
suffered under Pontius Pilate,  
was crucified, died, and was buried.  
He descended into Hell;  
the third day He rose again  
from the dead;  
He ascended into Heaven, and sits at the  
right hand of God, the Father almighty;  
from thence He shall come to judge  
the living and the dead.  
I believe in the Holy Spirit,  
the holy Catholic Church,  
the communion of saints,  
the forgiveness of sins,  
the resurrection of the body  
and life everlasting. Amen.

