



OUR LADY OF THE

HOLY ROSARY – ST. RICHARD

CATHOLIC PARISH

OFFICE OF CATECHESIS
7500 SW 152ND STREET, PALMETTO BAY, FL 33157
(305) 233-8711
CATECHESIS@HRSRCS.ORG

OFFICE OF CATECHESIS PARISH HANDBOOK GUIDELINES



ARCHDIOCESE OF MIAMI
May 2024 VERSION



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MISSION STATEMENT

Our Parish Mission is to nourish our community through The Word and The Sacraments, embracing our diversity as we minister to the needs of others.

Catechesis/Religious Education

The Office of Catechesis is responsible for parish-based religious education/ catechetical programs. These programs are for all ages - Catechesis is life-long learning. Catechesis includes sacramental preparation (Baptism, First Reconciliation, First Eucharist, and Confirmation), Catechesis programs for pre-school, K-6, middle school, senior high (OCIC – Order of Christian Initiation of Children), and adults (OCIA – Order of Christian Initiation of Adults). The office is also responsible for training, assisting, and supporting volunteer Catechists.

“The time has come for young people to commit themselves and learn how to enter a personal relationship with Christ. The time has come for us to look upon the history of this third millennium, which has just begun a history that needs more than ever to be lifted by the Good News of the Gospel..... You, my dear young people, are my joy”.

Benedict XVI’

ADMINISTRATION AND ORGANIZATION

General Expectations

Each family is expected to become actively involved in Our Lady of the Holy Rosary – St. Richard Catechesis Program and Parish to model a living, conscious, and active Christian faith and reinforce the values and attitudes for living that faith. The family and their children also agree to act according to these values and attitudes.

Administration

The Parish Director of Religious Education (DRE) is the principal lay leader of the parish administrative staff, overseeing the mission areas of Religious Education while managing the employees who work in the operational functions of the parish. This position “organizes and directs the program of lifelong faith formation for all parishioners under the direction of the Pastor / Parochial Administrator and in collaboration with the pastoral staff.” (*National Certification Standards for Lay Ecclesial Ministers serving as Parish Catechetical Leaders, USCCB/CCA, ©2003 p.16*). The responsibilities of the DRE are based on the National Certification Standards for Lay Ecclesial Ministers serving as Parish Catechetical Leaders. This



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person is also responsible for designing, developing, and implementing programs and events to enhance and foster the faith formation of the youth.

Registrations

No person on the grounds of race, color, or national origin is excluded or otherwise subjected to discrimination in receiving services at the Catechesis program. Nor do we discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment based on race, color, disability, age, gender, or national origin.

The goal of the parish is to provide Catechesis for every child in the parish. In rare cases, the parish may not be able to invite a student into the program due to the lack of proper resources to meet the needs of the child. In such cases, the parish will assist the parents in providing catechesis for their child, especially in preparation for the sacraments.

Registration will take place from April through August. Once classes start in September, only transfer students from another Catechesis program or parochial schools within the same Catechetical year will be allowed to register.

Non-registered parishioners will be required to pay an additional fee of \$100.00 since the parish supplements the Catechesis program. To be qualified as a parishioner, you must have been registered at Our Lady of the Holy Rosary – St. Richard Parish for at least 6 months before the first day of the Catechism Class. In the 2025/2026 Catechetical year, you must have been registered before April 2025.

Document Deadline

Failure to submit the documents required may jeopardize students' continued registration.
Custody Issues, Divorced/Separated Parents or Legal Guardians

Rights and Responsibilities of Parents and Guardians of Students in Parish Faith Formation Programs form **(the form is available upon request)** is a policy form to be provided to separated or divorced parents of all children enrolled in parish Faith formation programs, and the legal guardians of the children if guardians have been appointed. For children not yet baptized as Catholics, both parents and/or legal guardians must provide written consent as well.

The parent handbook must conclude with **a required signature from a parent/guardian**. If parents are divorced or separated, one parent must provide legal evidence of custody arrangements. If he or she has the sole right to a child, a copy of such an agreement must be filed in the parish Catechesis office. Full rights apply to either parent unless a court order specifically



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revokes these rights. In the latter case, the custodial parent must provide evidence of such a court order.

Payments all go through **Enrollsy** for Registration fees and **FACTS** for Catechetical fees.

Once registration is completed, you will be asked to pay a ***non-refundable registration fee***. Once completed, you will receive an Online payment plan invite from FACTS Tuition Management for payment for Catechesis classes. Failure to pay fees hampers your enrollment and re-enrollment into the Catechesis program.

Note that during registration, your child/children with Enrollsy, unless you download the required documents, Enrollsy will not allow you to complete the registration process.

Transfers

Please notify the DRE responsible for ensuring that the transferring child's information is accurate and that there are no outstanding issues.

Student Withdrawal

“The Catholic Church considers the parents to be the primary catechists of their children. The education of a student is a partnership between the parents and the Catechesis program.”

Just as the parent has the right to withdraw a child if desired, the Catechesis program administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. As part of this partnership, parents are expected to pay the tuition that is charged for the Catechesis Program.

Parental Communication with the Catechesis Program

The Catechesis office will regularly communicate with you via email and text. It is the parents' responsibility to frequently check for and read emails, and or text, along with flyer communications from the Catechesis office. In specific cases, the Catechesis office will use telephone calls or the US Postal Service in mailing to communicate with families.

People with concerns about a catechist should contact the parish DRE. If the parent continues to be dissatisfied, the parent should contact the Administrator/Pastor of the parish. Only after such attempts have failed should the Office of Catechesis of the Archdiocese of Miami be contacted. All concerns or comments arriving at our offices will be followed up with the Administrator/Pastor and the parish Catechetical Leader.



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Class and Mass Attendance

It is an important responsibility of students to attend Catechesis classes regularly. Absence from classes is a serious interruption of the Catechetical process and therefore, is justified for serious reasons only. If your child is absent from class, they cannot make up the class on a different day or time. Please review the section below on “Make-Up Work”. **Catechesis attendance is maintained for 33 days**, exclusive of holidays, and **Mass attendance** is maintained. **Students are expected to be in attendance as scheduled during the Catechetical school year and are required to attend regular Sunday Masses and Masses on *Holy Days of Obligation*.**

Upon arriving for Mass, you must bring an envelope with your Parish Registration 4-digit number and your child's/children's name on the outside of the envelope, and drop it in the offertory basket during Mass. Should you miss more than 14 masses throughout the Catechetical Year, your child will be in jeopardy of being withdrawn from the course and will have to repeat the class the following Catechetical Year. Or provide a signed bulletin from any **Roman Catholic Church, ONLY** that must be signed by the priest celebrating the mass, to verify mass attendance.

Students who accumulate Catechesis absences in over 8 classes are in jeopardy of being withdrawn from the course.

Students who accumulate missed Mass absences over 14 are in jeopardy of not receiving sacraments.

It is the parent or guardian's responsibility to contact the office if life events prevent a student from attending in-person classes. If the student is withdrawn from the course, the parent or guardian must contact the office within 3 business days to request reinstatement.

Early Release of Students

A child will not be released to siblings, friends, etc., without the knowledge of the parent/guardian and the DRE and or the Catechesis Registrar. Releasing the child only to the person who has placed the child in the Catechesis program is permitted. Any other person seeking the release of the child must have the approval of the parent with legal custody, which ordinarily shall be in writing.

Parents must use the drop-off and pick-up procedures at the School Campus. Drop-off for both Tuesday and Wednesday afternoon classes is from 3:45 to 4:00 PM, evening classes are from 6:45 to 7:00 PM. ***Note that any student being dropped 30 minutes past the class start time will be considered absent.***

Pick-Up for both Tuesday and Wednesday classes is from (afternoon classes) 5:15 to 5:30 PM, (evening classes) 8:15 to 8:30 PM.



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Any student who is dropped off or picked up after designated times **MUST** be dropped off/picked up in the Catechesis Office. There will be a charge for Students picked up after 9:00 PM

Parents/Guardians are responsible for attending *DATES FOR PARENTAL / GUARDIAN MEETINGS, REHEARSALS FOR THE SACRAMENTS, AND THE ASSIGNED DATES FOR THE CELEBRATIONS OF THE SACRAMENTS OF FIRST RECONCILIATION (CONFESSION), FIRST HOLY COMMUNION, AND CONFIRMATION.*

Dates are published for Parent/Guardian meetings for the celebration of the Sacraments of First Reconciliation, First Holy Communion, and Confirmation.

Parent Meetings and Sacrament dates are firm dates. No alternative dates will be given.

Likewise, all students receiving the Sacraments **MUST** receive them on the date assigned, especially for the First Reconciliation (Confession).

Not receiving the First Reconciliation on the assigned date, usually in early March of the Communion year, will jeopardize the reception of the First Holy Communion later in the Spring.

DISCIPLINE AND SAFE ENVIRONMENT

If a student's behavior is disrupting instructional time, they will be removed from the class and brought to the office. The office will contact the parent/guardian immediately to pick up the student. If disruptive behavior continues, the DRE will schedule an appointment with the parent/guardian with the Pastor/Administrator of the Parish.

Conduct, whether inside or outside the Catechesis Program

A student who engages in conduct, whether inside or outside the Catechesis program, that is contrary to the moral code of the Catholic Church may be expelled from the program.

Field Trips

“Archdiocesan policy not only discourages field trips that extend beyond Catechesis program hours for elementary Catechesis programs but also forbids overnight field trips for elementary Catechesis programs.” **In general, the Catechesis program does not host field trips.**

Anti-bullying Policy

Please refer to the Archdiocesan Anti-bullying Policy, which is available in the Catechesis office upon request.



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Weapons Policy

“Weapons are not permitted anywhere on Parish grounds. Students who bring weapons on Parish grounds, or who threaten others with weapons or items used as weapons, will be expelled from the Catechesis program.”

Substance Abuse Policy

“All Archdiocesan Catechesis programs are committed to a drug-free environment. Any student selling drugs on Catechesis program property or at Catechesis program functions may be immediately expelled. All Archdiocesan procedures must be followed when it comes to child safety.”

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on parish property or while attending or participating in any Catechesis program-sponsored activity is forbidden. Transgression of this rule will result in disciplinary action, which may include dismissal from the Catechesis program, even for a first offense.

Search and Seizure

Search and Seizure are strongly discouraged in parish Catechesis programs. In case of reasonable suspicion of dangerous materials, legal authorities will be contacted (911) along with the Director of Catechesis, the Administrator/Pastor of the Parish, and the Archdiocesan Office of Catechesis.

The DRE and designee have access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars, or any other object that is brought to School property or any Catechesis function and may remove or confiscate any object that is illegal or contrary to policy.

Creating and Maintaining a Safe Environment for Children and Vulnerable Adults VIRTUS

Recognizing that everyone is created by God, the Archdiocese of Miami is committed to the safety and well-being of its children and vulnerable adults and implements procedures to minimize risk and barriers and to build and foster a culture of a safe environment. The Archdiocese does not tolerate abuse or neglect of anyone. It will comply with all obligations of civil and canon law; it will promote healing where it is needed, provide education, training, and



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guidance when it is appropriate, and endeavor to prevent any abuse of minors or vulnerable adults with firm justice and mercy towards all.

The Archdiocese of Miami, in ongoing efforts to provide safe environments to our children and vulnerable adults, requires all employees and volunteers working with children or vulnerable adults to be fingerprinted, complete Virtus training, and sign a Pledge to Promote Safe Environment. Additionally, children in our Religious Education programs are to receive two lessons a year in the Virtus Teaching Touching Safety Program. This is an audited program that is administered with assigned age-appropriate lesson plans.

Parents will receive a guidebook and have the **option to opt out**, with proper documentation. For questions about the Teaching Touching Safety Program, contact J. Rayburn at jrayburn@theadom.org or 305-762-1250.

Reporting Physical Sexual Abuse

Archdiocesan Policy

A DRE, designee, and Catechist who has been notified, or knows, or has reasonable cause to suspect, that a child or vulnerable adult has been a victim of sexual abuse, shall immediately make any report required by law directly to the Department of Children and Families (DCF). The Parish Pastor/Administrator, with the Archdiocesan Office of Catechesis, and the Archdiocesan Office of Safe Environment will be notified.

Parents/Guardians should understand that Florida State law requires a Catechist (teacher), Catechetical Leaders, and a Pastor/Administrator who has reasonable suspicion that sexual or physical abuse has occurred to report this to the Division of Children and Family Services. The Catechetical Leader/Catechist, and or the Pastor/Administrator who fails to fulfill this responsibility can be charged with sexual or physical abuse because the silence contributes to the crime.

Harassment

“The Archdiocese of Miami Catechesis programs are committed to providing a safe, Christian, healthy, and respectful environment that is free of discrimination. In keeping with this commitment, our Parish will not tolerate harassment of employees, volunteers, or students occurring in the Catechesis program or at Catechesis program-sponsored events.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status or another protected group status. The Archdiocesan Catechesis programs will not tolerate harassing conduct that



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affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, offensive, or hostile environment.”

Cooperation with Legal Authorities

It is the practice of the Catechesis program to cooperate with any local, state, or federal investigators or law enforcement officers who contact the Catechesis program during any criminal investigation. The Catechesis program will attempt to notify the parents of any student seeking to be interviewed during a criminal investigation on the Catechesis program premises unless directed by an investigator or law enforcement officer to the contrary, which is usually the case in investigations involving sexual or physical abuse. The Catechesis program will attempt as well to have a representative present during such an interview unless this is permitted by the investigators, which is often the case in investigations involving sexual or physical abuse.

HEALTH ISSUES AND PROCEDURES

If your child has any special needs or allergies, they must be indicated in the registration process. **Due to student allergies and the safety of our students, NO ANIMALS OR PETS ARE ALLOWED ON PARISH PROPERTIES.**

Medication Procedures

The administering of medicine to a child outside the doctor's office or a health institution is a parental responsibility and will not be delegated to Catechesis program personnel except under unusual circumstances. Only when necessary is the Catechesis program willing to accept responsibility for administering medications, and then under the following guidelines:

- I. The Catechesis program will never administer/dispense medicines (including "over-the-counter drugs) to students without specific authorization by both a licensed physician and the parent of the students. An "Authorization for Medication" form must be completed and submitted by the parent. The name of the medication and dosage must be indicated in this form.
- II. All medication must be brought to the office with a parent's authorization.
- III. Only prescription medication can be brought to the Catechesis program and must be stored in a Catechesis program office; no over-the-counter medication is allowed unless a doctor's written authorization is submitted.



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- IV. Prescription medication must be in the original bottle, which must be labeled and must have the exact dosage.

The Catechesis program will not dispense medication, so students are responsible for their medication with written approval from the Parent/Guardian.

All medications will remain in a secure location. (By exception, asthmatic students may carry a prescribed inhaler with them during the Catechesis program day.) A written log will be kept of dispensed medication, including Epi-pens.

CATECHESIS RECORDS

Student Records

The following records are kept in the official file of the student: sacramental records, payment records, health records, and emergency information. Only the sacramental records of the official file may be forwarded to a new Catechesis program.

ARCHDIOCESE OF MIAMI INTERNET USE POLICY

Computer Use

The Catechesis program may provide its administrators, Catechists, and students with access to computers and various information technology resources, including email and Internet access, to enhance the teaching and learning environment of the Catechesis program and improve its operations. Students must use these resources in a responsible, ethical, and legal manner to support the mission of the Catechesis program and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:
 - a. Use only assigned accounts and passwords.
 - b. Do not share assigned accounts or passwords with others.
 - c. Do not view, use, or copy passwords, data, or networks to which you are not authorized.
 - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:



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- a. Observe all network security practices.
 - b. Report security risks or violations to the Director of Catechesis or the designer.
 - c. Do not vandalize, destroy, or damage data, networks, hardware, computer systems, or other resources.
 - d. Do not disrupt the operation of the network or create or place a virus on the network.
 - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:
- a. Do not infringe on copyright laws, including downloading or copying music, games, or movies.
 - b. Do not install unlicensed or unapproved software.
 - c. Do not plagiarize.
4. Respect the principles of the Catechesis program:
- a. Use only in ways that are kind and respectful.
 - b. Report threatening or discomfoting materials to the Director of Catechesis or the designer.
 - c. Do not access, transmit, copy, or create materials that violate the Catechesis program's code of conduct (such as indecent, threatening, rude, discriminatory, or harassing materials or messages).
 - d. Do not access, transmit, copy, or create illegal materials (such as obscene, stolen, or illegally copied materials or messages).
 - e. Do not use the resources to further any other acts that are criminal or violate the Catechesis program's code of conduct.
 - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites, or networks like Myspace or Facebook.
 - g. Do not send spam, chain letters, or other mass unsolicited mailings.



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h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the Director of Catechesis or the designer.

i. Do not engage in any form of cyberbullying.

Supervision and Monitoring

The Catechesis program and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The Catechesis program reserves the right to examine, use, and disclose any data found on the program's information networks or on any technological devices used by students on campus to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

The Catechesis program expects students to use information technology (including, but not limited to, the Internet, email, instant messaging, and text messaging) responsibly and ethically in compliance with all applicable laws and with Christian moral principles, both in and out of the Catechesis program setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements, or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol, or other illegal or illicit activities. Additionally, students may not use information technology to defame, threaten, tease, or harass any other student, staff member, parent, Catechist, or other person.

This includes but is not limited to communications on social networks such as Myspace and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or during summer breaks. Students are responsible for all materials and communications made on personal websites and social networks, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the Church's name (or common names associated with the Catechesis program) or any likeness or image of the Church or its employees or agents is strictly prohibited.

Consent

Many technological devices used in the Catechesis program can generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by the Catechesis program's



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policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on Church property or at Catechesis events.

Use of Student Pictures and Video

The Catechesis program reserves the right to use student pictures in publications. Any parent who wishes to **opt out** must notify the DRE or designer in writing before the beginning of the Catechesis program year.

Consequences of Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use Catechesis information technology resources and any additional consequences at the Director of Catechesis' discretion, including expulsion. The Archdiocese has the final decision in matters of admission or dismissal to the program or the reception of a sacrament.

Emergency Information

The policy of the Catechesis program about program closing in cases of emergencies is to follow Public School decisions in the county in which the Catechesis program is located. Parents should listen to broadcasts and keep their children at home on days when the local public schools are closed. Only in cases of public safety concerns will the Office of Catechesis be closed, excluding TPD (Teacher Planning Day).

Confidentiality

Catechists must keep confidential information entrusted to them as long as no one's life, health, or safety is at stake or where disclosure is otherwise required by law or Archdiocesan policy. In these cases, parents will generally be promptly notified of Catechist concerns. According to the state and archdiocesan law, all Catechists must notify the Director for Catechesis, who will report to the authorities when a child informs us of abuse. Archdiocesan procedures must be followed when it comes to child safety.

Safety Plan

The Parish intends to provide a safe environment for the children attending Catechesis programs. For this reason, the Catechesis Program has developed a Safety Plan. A copy of this is available in the Office of the Director for Catechesis. There will be random Emergency/Safety drills each Catechetical year.



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The Sacrament of Confirmation

Community Service Hours Requirements

Confirmation Level 1 – 10 hours due
Confirmation Level 2 – 20 hours due
Confirmation Level 3 – 30 hours due
Community Service hours are due in April of each Catechetical year.

Types of Service

Direct Service Hours to the Disadvantaged

This is a service that is done directly to the disadvantaged with some degree of person-to-person contact. The disadvantaged include the elderly, children, the homeless, the handicapped, the poor, and the sick (all outside of your own family).

Other Non-Profit Service Hours

Service hours may be accepted by non-profit organizations. **Direct service to animals or political involvement will not be accepted.**

Community Service Hours Opportunities

There is a large variety of outreach programs sponsored by churches and organizations. Below are examples of how you may give meaningful service to others.

Parishes/ Churches:

- Office
- Catechesis Program
- Service Ministries and outreach programs

Hospitals/ Nursing Homes

Non-Profit Aftercare Programs

- YMCA
- Boys and Girls Clubs
- Archdiocese of Catholic Charities
- Charity Walks
- American Red Cross



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Missionaries of Charity:

They prepare food and feed the homeless. Participation in this service would count for Direct Service hours.

The Missionaries of Charity are available to accept volunteers every day except Thursdays. Volunteers can begin in the morning (8 / 8:30 am). When volunteers arrive, they will pass by the adoration chapel to pray and then cook or clean. They will serve food to about 100 men in the shelter at about 10:30 am, then again at 10:30 am. There may be a third serving. At the beginning of each serving, one of the sisters, or a priest if available, will read and reflect on the daily gospel for the men. Volunteers ultimately clean up and leave around 12/ 12:30 pm. Volunteers should be modestly dressed (T-shirt and jeans). Girls cannot wear shorts. Each volunteer should bring their plastic gloves for handling food. The shelter will only provide volunteers with water, and no food.

Find them on the web at

<http://www.miamiarch.org/catholicdiocese.php?op=MissionariesofCharity>

St Ann's Nursing Home for the Elderly:

To serve at Sunday Bingo and other activities, contact the Activities Director at (305) 252-4000 x 6225 or (786) 537-7290 on Saturdays from 10 am-11 am or 2-3 pm. Also, Sundays 2-3 pm. There are no age restrictions.

Morning Star Retreat House:

Volunteer to help serve on retreats (305) 238-2711 or (305) 498-3765 to apply. The parent/Guardian must come to the initial application process.

House of Healing: houseofhealingom.org

The educational place for children with disabilities.

Whispering Manes:

Helping children and adults with disabilities to ride horses.

6105 SW 125th Ave. Miami, FL 33138.

Whisperingmanes.org

Habitat for Humanity Greater Miami

Build affordable homes for qualified low-income families.

Miamihabitat.org

HRSR:

St. Vincent De Paul

Choir



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Altar Servers

Thanksgiving Food and Christmas Drives

HRSR Catechesis from Sign Up Genius:

Christmas Pageant and Potluck

Parish Picnic

Mardi Gras/Gala

Christmas Shoebox (1 hour per box, up to 5 hours)

Sample Forms for Community Service hours are on the next two pages. Detach and copy as needed.



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IN PARISH COMMUNITY SERVICE HOURS FORM

NAME: _____

CLASS DAY and TIME: _____

DATE	DESCRIPTION OF SERVICE	HOURS SERVED

DRE Approval: _____

DATE: _____



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OFF-SITE COMMUNITY SERVICE HOURS FORM



OUR LADY OF THE

HOLY ROSARY – ST. RICHARD

CATHOLIC PARISH

OFFICE OF CATECHESIS
7500 SW 152 STREET – PALMETTO BAY, FLORIDA 33157 • PHONE: 305-233-8755 EMAIL: CATECHESIS@HRSRCS.ORG

Community Service Form

Students Name: _____

Name of Recipient/Organization & Title: Holy Rosary – St. Richard

Address: 7500 SW 152nd Street • Palmetto Bay, FL 33157

Description of Service: _____

Recipient/Head of Organization Signature: _____

Comments: _____

Date of Service: _____ Number of Hours Served: _____

Student Signature: _____ Date: _____



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Godparent/Sponsor Qualifications

From the Archdiocese of Miami Website: Who can be a Godparent/Sponsor?

It is usual that at the time of Baptism and Confirmation, a person has a godparent. This godparent takes on the responsibility of helping the person to live a Christian life in keeping with Baptism/Confirmation and to fulfill the obligations inherent in it.

To take on the responsibility of being a Godparent/Sponsor to a person:

- Must be a Catholic who is not a parent of the one to be baptized or confirmed.
- Must have received all the sacraments of initiation (Baptism, Eucharist, and Confirmation).
- Must live a life of faith that befits the role to be undertaken (e.g., if married, must be in a valid marriage according to Church law).
- Cannot have a canonical penalty like excommunication.
- Cannot be under the age of sixteen.
- If there is a just reason, someone of a younger age can be permitted by the pastor or the one administering the Baptism or Confirmation.
- Must be nominated by at least one of the parents in the case of infant Baptism, by the one to be baptized in the case of an adult Baptism, or by the pastor or the one administering the Baptism in cases where necessity requires it.

Regarding Witnesses: At the request of the parents, a baptized and believing person not belonging to the Catholic Church may act as a Christian witness along with a Catholic godparent.

An unbaptized person cannot act as a witness or godparent.

(www.theadom.org, Code of Canon Law 872, 873, 874)

Qualifications for Godparents and Confirmation Sponsors are,

- Over 16 years of age or older or just confirmed.
- Fully initiated (have received the Sacraments of Baptism, Confirmation, First Eucharist, and Marriage in the Roman Catholic Rites (if divorced, must provide the original annulment decree).



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Required Documents for Confirmation Sponsors:

- Archdiocese of Miami Godparent/Sponsor Certificate

Failure to submit the required documents during the Registration process may result in postponing the candidate for the Sacraments of Baptism or Confirmation.

Sacramental Policies & Guidelines For Those Who Home School

The preparation for a sacrament is a very special time in the life of the Church. In the Bull of Induction of the Great Jubilee Year 2000, our Holy Father states that *“Revelation also teaches that the Christian is not alone on the path of conversion. In Christ and through Christ, his life is linked by a mysterious bond to the lives of all other Christians in the supernatural union of the Mystical Body. This establishes among the faithful a marvelous exchange of spiritual gifts, in virtue of which the holiness of one benefits others . . .”* Thus the time of sacramental catechesis provides the entire parish community with the opportunity to deepen their spirituality in the sacramental life of the Church while at the same time lead others to receive a sacrament for the first time. As such, sacramental catechesis [the immediate preparation for a sacrament] is an activity distinct from religious education.

The interaction between the parish community and those preparing for a sacrament gives credibility to the belief that catechesis is the “responsibility of the entire Christian community” [GDC, #220] and therefore “is not an action which can be realized in the community on a private basis or by purely personal initiative.” [GDC, 219.b]. For this reason, the Code of Canon Law requires the diocesan bishop and pastor to ensure that appropriate catechesis is provided to all those preparing to receive a sacrament.

Canon 777 - Attentive to the norms established by the diocesan bishop, a pastor is to take care in a special way:

1. That; suitable catechesis is imparted for the celebration of the sacraments.
2. That; through catechetical instruction imparted for an appropriate period, children are prepared properly for the first reception of the sacraments of penance and the Most Holy Eucharist and for the Sacrament of Confirmation.
3. That; having received First Communion, these children are enriched more fully and deeply through Catechetical formation.
4. That; catechetical instruction is given also to those who are physically or mentally impeded, insofar as their condition permits.



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5. That; the faith of youth and adults is strengthened, enlightened, and developed through various means and endeavors.

There are situations where some families choose to “homeschool” their children/ youth. In this setting, they choose to provide secular and/or religious education in the home. These policies and guidelines provide direction for sacramental catechesis for those who homeschool their children/youth.

Policies and Guidelines

- The proper context for the celebration of the sacraments is the parish community. “Liturgical services are not private functions but are celebrations belonging to the Church, which is the ‘sacrament of unity’” [CSL, #26]. □ Children/youth who are home-schooled are to celebrate the sacraments in the parish and at the time determined by the pastor for all those in the parish-based program.
 - Sacramental catechesis “is an essentially ecclesial act [GDC, #78] and therefore “not an action which can be realized in the community on a private basis or by the purely personal initiative” [GDC, #213.b]. Sacramental catechesis, therefore, takes place in a parish-based program.
 - a. Those who homeschool their children are required to contact the pastor, or the one delegated by him to be in charge of the parish sacramental program, for approval before beginning any sacramental preparation program.
 - b. Those who choose to homeschool their children are to fully participate in the parish-based program for sacramental catechesis.
 - c. Parents/guardians who home school, are to register their children for sacramental catechesis according to the regulations established by the parish;
Parents/guardians who home school, together with their children, are to participate in all dimensions of the parish program for sacramental catechesis: catechetical, ritual, service, spiritual [retreats, etc.] and any other requirements for sacramental preparation as determined by the parish.
 - d. Parents/guardians who homeschool, together with their children, will use the catechetical text and supplementary catechetical resources established by the parish program.
3. Liturgical celebrations have an integral role in sacramental catechesis since “catechesis is intrinsically bound to every liturgical and sacramental action” [GDC, 30]. Thus, the liturgy “is



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therefore the privileged place for catechizing the People of God” [CCC, #1074]. Through prayers, symbols, gestures, music, and actions of the liturgical prayer, the faithful receive formation intimately connected to the catechesis that follows.

- Parents/guardians and their children/youth are to fully participate in all of the liturgical prayers scheduled in the parish-based program for sacramental preparation.
- As parishioners of the parish, families who are homeschool are expected to participate weekly in the Sunday celebration of the Eucharist in the parish.

4. All parish-based programs for sacramental catechesis include the formation of adults in the parish, especially those whose children/youth are preparing to receive a sacrament. The catechesis of children/youth and the catechesis of adults should not be separate watertight compartments” [GDC, #72]. This structure promotes unity of vision within the parish and fosters harmony among the people of God.

- Parents/guardians and sponsors [where applicable] of homeschoolers will fully participate in all adult catechetical formation programs related to the sacramental preparation of children/youth in the parish-based program.
- Parents/guardians and sponsors (where applicable) are expected to participate in all other activities as required in the program, i.e., interviews, etc.

5. Children not baptized as infants and who have attained the use of reason and are of catechetical age are to be prepared for the sacraments of baptism, confirmation, and eucharist according to the Rite of Christian Initiation of Children [OCIC, #252].

- Parents/guardians who are homeschooling children who are not baptized and are of catechetical age and have attained the use of reason, are to enroll their children in the parish catechumenate program.
- These children/youth are to receive baptism, confirmation, and eucharist in that order in one single ceremony, preferably at the Easter Vigil, together with the older catechumens [RCIA, National Statutes, 18].

6. The diocesan bishop has the responsibility “to issue norms concerning catechetics” [CL, #775.1] and to ensure that all who exercise this ministry are in communion with him.

- The policies, guidelines, and directives developed by the diocese for sacramental catechesis apply to all those who homeschool their children/youth.



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These policies and guidelines are meant to promote the evangelizing potential of sacramental catechesis in the life of the Church. We pray that our Catholic people will be set ablaze with a desire to live their sacramental life fully and share it freely with others. May their eagerness to live the sacramental life bring transformation to the whole world.

Required Monthly Reporting for Registered Homeschool Students:

As was discussed in our first meeting before registering your child/children into our Catechesis program, you were informed to provide a monthly report of your child/children's preparation as well to participate in all other activities as required in our parish-based program (parent meetings, mass attendance, in-class sacramental year preparation and if preparing for the sacrament of Confirmation service hours, 20 first year, 30 while attending the year of the sacrament).

Approved by the Bishops of Florida on March 6, 2000

CATECHESIS PROGRAM POLICY AND DIRECTOR OF CATECHESIS RIGHT TO AMEND

Since situations can arise that were not foreseen at the time of writing this Handbook, the Catechesis program reserves the right to initiate, change, or modify the policies as needed. Parents and students will be notified of any amendments.

The Director for Catechesis and/or Administrator/Pastor of the parish is the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at discretion.

Acknowledgment

Parents acknowledge they have read the Parent Handbook by signing the acknowledgment clause on the completed registration form.



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Dear Parents,

This is your copy of the Rules and Regulations Handbook for Our Lady of the Holy Rosary – St. Richard Parish Catechesis Program.

So that you might better understand the philosophy and requirements of Our Lady of the Holy Rosary – St. Richard Catechesis Program, it is important that you thoroughly read this handbook.

Please sign and return the slip below, which indicates that you have read and accepted the rules and regulations.

Sincerely,

Paul D. Otero
Director of Religious Education

Cut and Return



Cut and Return



Cut and Return

Student(s) Name _____ Course: _____

I, AS A PARENT OR LEGAL GUARDIAN, ACKNOWLEDGE THAT I HAVE READ THE ENTIRE CONTENTS OF THE PARENT-STUDENT HANDBOOK AND UNDERSTAND THE CONSEQUENCES OF ANY VIOLATIONS OF THE RULES AND POLICIES OF THE CATECHESIS PROGRAM. I AGREE TO COOPERATE WITH THE CATECHESIS PROGRAM'S INTERPRETATION AND ENFORCEMENT OF THE POLICIES OUTLINED IN THE HANDBOOK. I ALSO UNDERSTAND THAT THE CATECHESIS PROGRAM HAS THE ULTIMATE AUTHORITY OVER THE ADMINISTRATION OF THE PROGRAM AND THE INTERPRETATION OF THE PROGRAM'S RULES AND POLICIES. MOREOVER, I FURTHER UNDERSTAND THAT ALL OF THE PROGRAM'S POLICIES WHETHER WRITTEN OR VERBAL ARE ONLY GUIDELINES AND ARE SUBJECT TO CHANGE AT THE SOLE DISCRETION OF THE PROGRAM WITH OR WITHOUT NOTICE.

I have read and accepted the rules and regulations as printed in the handbook.

Mother's/Guardian Signature

Date

Father's/Guardian Signature.

Date

Our Lady of the Holy Rosary – St. Richard CCD Parent Handbook 2024-2025