

# **ADDITIONAL INFORMATION**



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**St. Barnabas Catholic Church Website**

**[www.stbarnabaslb.org](http://www.stbarnabaslb.org)**



**ST. BARNABAS HANDBOOK FOR  
SACRAMENT PREPARATION AND  
FAITH FORMATION**

**GRADES: 1ST - 8TH**

**RELIGIOUS EDUCATION OFFICE  
1130 MARSHALL PL.**

**LONG BEACH, CA 90807**

**REL. ED. OFFICE No: (562) 988-6855**

**REL. ED. CELL No: (213) 804-4444**

**EMAIL: RELIGIOUSEDUCATION@STBARNABASLB.ORG**

**SR. LIEU NGUYEN**

***RELIGIOUS EDUCATION COORDINATOR***

**REV. ANTONY J. GASPAR ED.D.**

***PASTOR***

# WELCOME

This handbook is designed to help familiarize you with the Religious Education (Rel. Ed.) Program policies and procedures. Please read it and keep it handy for future reference. If you have any questions or concerns please call the Rel. Ed. Office at (562) 988-6855; or Sr. Lieu Nguyen at (213) 804-4444; or through email at: [religiouseducation@stbarnabaslb.org](mailto:religiouseducation@stbarnabaslb.org)



# PHILOSOPHY

The Religious Education Program exists to help our children learn about Jesus, the Sacraments, and the faith life of our parish community. We do this in a spirit of creating a home-like atmosphere for our children. We offer a safe place to come and share our faith with one another, to tell the stories of Jesus' life, to teach and explain the church's teachings, to pray together, to celebrate liturgies as a community, and to teach and live by the example of God's love for one another. The seed of faith planted in our children by their Creator needs to be watered and nourished. You, as parents, are the primary caretakers and educators of your children; we, as Catechists in the Religious Education Program, will assist you to the best of our ability.

# INSURANCE

Your registration fee includes insuring your children in case of injury while attending Religious Education classes on the Church premises. Therefore, a Medical form must be turned in to the Religious Education Office during registration.

# LOST & FOUND

Articles left behind will be turned into the Religious Education Office. If unclaimed by the current school year they will be donated to charity.

# EQUIPMENT & PROPERTY

The desks and materials inside the classroom belong to the St. Barnabas School. They are used by many people. The St. Barnabas School students use the classrooms five (5) days a week, and all items in the desks are their personal property. Each Religious Education student is asked to practice the Christian virtues of patience, meaningful responsibility and accountability. Kindly instruct your children to respect and be mindful of the classroom property.



# CONDUCT

All the Catechists are volunteers. We truly appreciate their love and commitment to your children. Please treat the volunteer Catechists with respect and kindness as they offer their time and passion in sharing our faith with your children.



If there is a problem, the Catechist will attempt to work it out with the individual child. If this is not successful, you will be contacted for a meeting with the Coordinator of Religious Education. Only if all other means fail, will a child be removed from the program. We need and expect your support and cooperation in the implementation of this policy.

# RELIGIOUS EDUCATION GOALS

1. Instill a “Jesus-like” attitude in our children's lives.
2. Teach as Jesus did, through Bible stories, parables, song, prayer, and personal faith experiences.
3. Instill the importance of the Sacraments and prepare the children to receive the Sacraments.
4. Promote an active participation in the liturgical celebration of the parish community.



# MISSION STATEMENT

We, the staff and Catechists of the St. Barnabas Religious Education Program, are committed to work together to teach the Catholic faith to our children and model our lives as exemplary faith practitioners.

# OFFICE INFORMATION

**Sundays 8am - 12:30pm**

Religious Education Office in the School.  
Entrance is across from the School lunch benches.

**Tuesdays & Thursdays (10:30 am - 4:30 pm)**

The Religious Education Office is located on the second floor of the Parish Center. Our staff is constantly in and out of the office, so please call ahead before you visit us.

## CLASS SCHEDULE

First Day: 4th Sunday in September    Last Day: Following May-DTD

Classes will be on Sunday Mornings from 9:00am to 11:45am. The 9am Mass has been designated as the Family Mass and parents are to attend Mass with their children. There will be a Mass Sign-In Sheet in the Vestibule. You will need to sign your child in and attend Mass with them. Once Mass ends, you can take your child to his/her classroom.

### Program Schedule

- 9 AM to 10 AM - Mass (students enrolled in the program are required to attend)

- 10 AM to 11:45 AM - Class **Tuition**

1st Year Communion Tuition: \$150.00

2nd Year Communion Tuition: \$200.00

Post-Communion Tuition: \$100.00

Early registration starts in April and ends in June and includes a \$25 discount of the prices above. We offer a family discount for more than one child in any of the Rel. Ed. Programs, including Confirmation.

The family discount does not apply for early registration.

# PARENT FAITH ENRICHMENT SEMINARS

**(CONTINUED)**

These Faith Enrichment seminars are for **parents only**. Both parents do not need to attend the same seminar. Please see the Parent Faith Enrichment Seminar flyer for dates, subjects, and times.

## CERTIFICATES

The First Holy Communion and Reconciliation Certificates will be available for pickup once the photographer has turned in the pictures of the Mass to the Office of Religious Education. If your child still has a remaining balance, then your child's First Holy Communion Certificate and picture will be on hold until it is paid in full.

## CURRICULUM

Each class and each year builds on the past. Over a period of eight (8) years your child will receive an integrated presentation of our Catholic Faith. This is why it is important that your child continues to attend the post-Communion classes after they receive their First Holy Communion.

## PARENT VOLUNTEERS

To have any successful Religious Education Program, parent involvement is essential. In registering your child you are at the same time committing yourself to his/her faith formation journey. All parents are highly recommended to participate in this program to the best of their ability. There are many ways for you to help, please let the Religious Education Office know in what way you can help.

Thank You!



# **PARENT EXPECTATIONS**

1. Read all letters and notices that your child brings home. There will be “Friendly Reminders” by the sign-out sheets in the classroom. Please either take one or take a picture of it so you know of days off or upcoming retreats or seminars. If there are any changes to the program, you will receive a notice in class or an email will be sent.
2. Get acquainted with your child’s catechist and check with them throughout the year to determine: (a) how you can help at home, (b) what lesson is being covered, and (c) what lessons need to be made up due to absence.
3. Help your children learn their prayers. A Catholic Prayers & Practices booklet will be sent home to inform you of the prayers your child needs to memorized. Catechists will give out tickets to students who memorize their prayers. Toward the end of the school year, these tickets can be used at the “Prayer Fair” to play games to win prizes.
4. Call the office as soon as a question or concern arises.
5. Let us know of any life-changing family events; new sibling, death, divorce, move of friends, family, etc. We can be more sensitive and empathetic of your child’s needs if we know what’s happening.
6. Attend at least **three of the six Parent Faith Enrichment Seminars** on Monday evenings, or on Saturday mornings.

## **PARENT FAITH ENRICHMENT SEMINARS**

We will be hosting six (6) Parent Faith Enrichment seminars; so you, as the primary religious educator of your child, can grow in your faith along side your child. Parents are required to attend three (3) of the six (6) Faith Enrichment seminars throughout the school year.

# **SACRAMENTAL PREPARATION**

Sacrament preparation for children is a consecutive two-year process. This process begins when your child is enrolled in the 1st year of the Communion Program. The program is available from 1st through 7th grade.

## **1ST YR. COMMUNION PROGRAM**

The 1st year Communion Program includes two **mandatory** student retreats that are designed by the Catechists to help your children better understand two of the seasons (Advent & Lent) in our Liturgical Calendar. Good Attendance and completion of the two student retreats (please see the class calendar for dates) are required to move on to the 2nd year Communion Program.

## **2ND YR. COMMUNION PROGRAM**

The 2nd year Communion Program includes two **mandatory** student retreats that are designed by the Catechist to help your children better understand the Sacrament of Reconciliation and the Eucharist. A copy of the child's Birth Certificate, Baptismal Certificate, Good Attendance, and the completion of the two mandatory student retreats (please see the class calendar for dates) are required in order to complete the 2nd year program and participate in the First Holy Communion Mass.

# **PROCEDURES FOR** **SUNDAY MORNINGS** **SUNDAY MORNING DROP-OFF**

Class starts with Mass at 9:00 a.m., so you will have to get to church a little early to sign-in your child(ren) for Mass. The Mass Sign-In Binder will be on one of the counters in the Vestibule. The Mass Sign-In Binder will be picked up **20 minutes** after Mass starts.

## **PLEASE NOTE**

Father Antony, our Pastor, will request copies of both the Mass Sign-In Sheets and class attendance records to ensure you and your child(ren) are attending Mass and you are not just dropping them off in class.

## **GUESTS**

If your child is bringing a guest to class the parent and “guest” **MUST** come to the Religious Education Office and sign-in on the Visitor Guest Log. They will then receive a guest pass to enter the

## **\*ATTENDANCE\***

- ◆ Due to the amount of material covered in each class, it is imperative that your child(ren) attend each session.
- ◆ We also realize that an absence may occur, three (3) absences will result in a meeting with the student, parent/guardian, and the Religious Education Coordinator. After the 3rd absence your child will be in danger of being dropped from the program.

# **SUNDAY MORNING PICK-UP**

For the safety of your children, we have implemented the following procedures for picking up your children in all grades:

Parents **MUST** sign out their child(ren) in their classroom.

**\*\*No child will be released unless they are signed out!!\*\***

**If you are unable to pick-up your child by 11:45 a.m., please call the Rel. Ed. Coordinator’s cell ahead of time at (213) 804-4444. If the child is not picked up by noon, they will be in the Sunday Religious Education Office, located on the 1st floor of the School across from the lunch benches.**

These procedures were created with the safety of the children in mind. We have so many children coming in and out of our program on Sunday mornings, and we want to keep all of them safe and sound.

The parking lots on Sunday mornings may be hazardous to your children’s safety. Please walk with your children to and from your car, class, or Church. Please **DO NOT** ask your child to meet you anywhere else other than where we have specified in these procedures. We cannot keep track of them if they are not where they are supposed to be either in the Parish Hall, Church, or in their classrooms.

Please note, children are not allowed to leave the Church grounds while they wait for class to begin. They are not allowed to go to any of the surrounding stores before, during, or after class!