

**E-mail address:** STANNEFAITH@GMAIL.COM

**Faith Formation Director:** Mrs. Colleen Jagde

**Faith Formation Assistant** Ms. Claire Liberato

**WEBSITE:** [WWW.STANNEFAITH.ORG](http://WWW.STANNEFAITH.ORG)



The Faith Formation Office is staffed Monday through Thursday from 9 am to 4 pm and during all sessions. This schedule varies when public schools are not in session, so at these times please call before you visit us.

**Pastor:** Rev. Joseph Doyle  
**Parochial Vicar:** Rev. Samuel Monaco  
**Deacons:** Mr. Richard McGarry and Mr. Junie Fuentes

Enrollment in our Faith Formation Program is offered to all registered parishioners who participate in the sacramental life of the church and most especially Sunday Eucharist. The Program is open to all Parish children in Kindergarten through Grade 8, who are not in Catholic School.

Our goal is to work together to form a partnership dedicated to the faith formation of your child and your family. Faith Formation happens first within the family. The Rite of Baptism calls parents to commit to “raising children in the practice of the faith”, which affirms that parents are the first and most important teachers of the Catholic faith. Through this commitment, our children and families will continue to develop a greater love for God and Church and our Faith Formation programs will continue to support what goes on in the home. Besides attending Faith Formation sessions, it is essential that your family participate in Mass weekly. All these experiences gives the children/family the opportunity to build their faith which is grounded in God’s love, family experience, the witness of others and is brought to fruition as we celebrate as a parish family of faith, especially when we celebrate the Eucharist.

**All families that attend any in person Faith Formation session attest that they and their child(ren) are free of COVID 19, cold and/or flu symptoms and are fever free. Anyone exhibiting symptoms should not attend any session. Everyone’s good health is our utmost concern!**

**Calendars and assignments will be sent on a regular basis to all registered families and posted on the website [www.stannefaith.org](http://www.stannefaith.org).**

**All programs will comply with Archdiocesan and Government health guidelines as pertains to the pandemic.**

**Therefore, schedule may need to be adjusted for compliance.**

## Digital Communications Policy

All programs will comply with Archdiocesan and Government health guidelines as pertains to the pandemic. Therefore, schedules may need to be adjusted for compliance. Digital Communications Policy During the ongoing COVID-19 pandemic the Archdiocese of Newark continues to serve the young people of Church of St. Anne, Fair Lawn NJ.

Parish program facilitators will deliver virtual programming and content for its participants, through online platforms. The program(s) will use software, tools and applications provided by third-parties that participants, parents/legal guardians, volunteers and/or staff will access via the internet and use for purposes of communication, programming, and potential content creation. These platforms may include but are not limited to: Google Classroom, GoToMeeting, Webex, and Zoom. To enroll in any of these programs, you must provide your consent and release for your child to participate in these online applications for distance-based, virtual

program purposes. Please be aware that each application collects different information about its users and has its own privacy terms and conditions to which members must adhere and which parish or diocese cannot control or assume responsibility. Please review these carefully before registering your child. Our commitment to keeping the children and youth we serve safe is always our number one priority. To that end, we

will actively monitor participant activity of children while engaged in our digital learning platforms. It is parents' responsibility to monitor their child's internet usage as a whole, including their use of any internet sites that are outside of our digital learning platforms. All online activities contemplated hereunder must also comply with the Archdiocese of Newark Safe Environment Protocols and must also follow any use requirements developed by the Archdiocese of Newark and/or the Department for the Protection of the Faithful.

**All virtual sessions will be recorded**

## Parent Involvement Necessary

Parents are the first and primary teachers of faith. The entire Church of St. Anne staff is here to provide support and guidance on your family's faith formation journey. Parents are expected to attend the Parent Meetings which are announced via FlockNote emails.

*"Parents have shared the gift of human life with their children and, through Baptism, have enriched them with a share in God's own life. They have the duty to nourish it. Their faith, their attitude toward other human beings, and their trust in a loving God strongly influence the development of the child's faith. Parents are catechists precisely because they are parents. Their role in the formation of Christian values in their children is irreplaceable. They should speak naturally and simply about God and their faith, as they do about other matters they want their children to understand and appreciate."* (National Directory for Catechesis, USCCB, *Catechesis of Infant and Children 641*)

## Adult Volunteers

All new volunteers (18 years old and older) will need to agree to attend a training session and apply for a background check as required by our archdiocese and the NCCB's plan for **Protecting God's Children**. These are provided at no cost.

## Empowering God' Children <https://www.rcan.org/offices-and-ministries/child-youth-protection/teaching-touching-safety>

As caring adults, we have the great responsibility of ensuring the safety of children and youth. The prevention of child sexual abuse requires more than adult awareness, education, and training about the nature and scope of the problem. We must also give children and youth the tools they need to help us keep them safe by educating them regarding boundaries, safe and unsafe behaviors and healthy relationships. Empowering God's Children® is an age-appropriate comprehensive program through which educators (teachers, catechists and youth ministers) and parents can give children and youth the tools they need to protect themselves and what to do if someone tries to violate their boundaries. All materials are available in English and Spanish.

Each year, the program provides a theme that introduces and builds on the basic concepts of the Teaching Boundaries and Safety Guide. The material is developmentally appropriate for each age group and includes content and activities that reinforce the message. Within each lesson plan is the ability to tailor the activities and messaging to meet the needs of the children and youth at all levels. Information regarding how to participate in this program will be sent via email with registration materials and all forms will be provided at that time. All families need to return the form which indicates which program opted for.

### **Homework**

It is the parents' responsibility to follow up with any home assignments.

Completed assignments should be given to the child's Catechist according to the schedule on the reverse side of the program calendar. All completed work should be presented to the Catechist at each session. Chapter reviews for FamilyFaith/Home Study programs should be submitted online, according to the instructions on the website [www.stannefaith.org](http://www.stannefaith.org). All Family Faith/Home Study students should complete the entire textbook.

### **Dropping Off and Picking up Children**

Classes will begin promptly at the scheduled times, children should arrive a few minutes early. **All cars should be legally parked at arrival and dismissal of students.**

### **Absence Policy**

**Attendance is encouraged at all sessions.**

Sunday policy – no more than 3 absences excused and/or unexcused.

Summer, FamilyFaith/Home Study– zero absences and must attend additional follow up gatherings during the academic year according to the schedule distributed – attendance is mandatory. ***An adult family member must attend follow up sessions with the child. Guidelines are indicated on the website [www.stannefaith.org](http://www.stannefaith.org).***

### **Textbooks**

Children will be presented with a textbook at the beginning of the program year. Lost textbooks will be replaced at a cost determined by the Faith Formation staff based on the current cost and shipping fees paid.

### **Inclement Weather and Other Closures**

We will attempt to e-mail and text families as soon as it is determined that a session has been canceled. No individual calls will be made.

### **Sacrament Preparation**

Our Faith Formation journey is one in which we grow in a deeper relationship with the person of Christ and understanding of the Catholic Church. ***Preparation for the Sacraments of First Reconciliation, First Communion and Confirmation happen in addition to and separately from the scheduled Faith Formation Sessions.*** The young people are enrolled in the Sacraments of First Reconciliation and First Holy Communion Preparation sessions **once one full year of curriculum has been completed.** Children traditionally enroll in the Faith Formation Program in 1<sup>st</sup> grade and First Reconciliation and First Holy Communion are generally celebrated in 2<sup>nd</sup> grade. Young people being presented for the Sacrament of Confirmation should have attended continuous Catholic faith formation since First Holy Communion. There will be special Parent Meetings and Family/Child Preparation Sessions for all children who choose to receive the Sacraments. Notifications of Meetings and Preparation Sessions will be mailed to families at the appropriate time. Guidelines will be outlined at a Special Sacrament Preparation Parent meeting.

*Enrollment in the Sacrament Preparation Program(s) (First Reconciliation, First Holy Communion and/or Confirmation) may be delayed due to excessive absences and/or missed years of attendance. “The accompaniment of a person on a journey of growth and conversion is necessarily marked by gradualness, in that the act of believing implies a progressive discovery of the mystery of God and an openness and entrustment to him that grows over time.” (Pontifical Council for the Promotion of the New Evangelization, National Directory for Catechesis - 179)*

### **Program Offering**

A fee is noted at time of registration. Many expenses are associated with a Faith Formation program, curriculum, bibles, office equipment, copies, postage, etc. This fee helps offset these expenses.

### **Parish Events**

Each family is expected to participate in the life of the Parish. The events help us extend ourselves within and outside our family and parish family. Your participation keeps the foundation of our Church healthy and strong!

*“First, you shall love the Lord your God with all your heart, with all your soul, with all your mind and with all your strength. The second is this, you shall love your neighbor as yourself. There is no other commandment greater than these.” (Mark 13: 30 – 31)*

### **Photo Permission/Release**

On occasion, parish activities and Faith Formation sessions are photographed/videoed/live-streamed. These photos/videos are used to keep our community informed about and/or to promote what is happening here. Pictures/videos will be posted around the parish, printed in the parish bulletin, used in our various communications, and on occasion posted on our website and/or used by the Archdiocese of Newark. Names and other personal or identifiable information are not used unless approved by parent or guardian in writing prior to use. The signature of parent or guardian on the registration form indicates that the parent or guardian has read, understood, and consented to the policy as outlined above. If you opt out of photos/videos, please cross out on the registration form. *Please keep in mind that all Masses are live-streamed and posted on social media sites and our Parish website.*

### **Emergency Medical Treatment Policy**

By signing the registration form, I agree to the medical treatment of my child(ren) if emergency care is necessary and I cannot be readily contacted at the phone number(s) provided on the registration form.

### **Guidelines for Successful Sessions**

\*Arrive a few minutes early. All sessions will begin promptly at the assigned session time.

\*Please bring child prepared for each session. Child should bring book, pen or pencil and all completed assignments.

\*Avoid bringing unnecessary items which cause distractions. Electronic games and iPods are prohibited.

\* Food and drinks should not be brought to any session. Besides a house-keeping issue, food and drink can be a hazard to anyone that has food allergies. **Those attending the summer program are allowed to bring a water bottle and a healthy peanut free/tree nut free snack. No gum chewing at any session.**

\*It is strongly encouraged that children leave cellphones at home. If a cellphone is brought to a session it should **NOT** be in use at any time with the exception of an emergency. It should be silenced at all sessions, and especially during Mass and classroom time. It should never be in use and any type of earphone/headset

should not be worn/used. The Church of St. Anne will not be responsible for any missing device. There is a phone in the office for emergencies.

### **Discipline**

There are very few issues or difficulties with discipline and behavior. As Christians, we should all try to keep a Christian atmosphere and attitude in our day-to-day activities. Pastoral staff and Catechists will remind the children of their obligation to treat everyone with love and respect according to the example of Jesus. All students should be properly dressed for class. If children are not adhering to the guidelines, the following procedure will be followed:

**First Occurrence:** Catechist will call child aside, and explain the inappropriateness of the behavior and set expectations for the child.

**Second Occurrence:** The child will be sent to the office for a meeting with the Director who will record the details of the difficulty and reinforce the Catechists expectations.

**Third Occurrence:** Parent(s) will be called in and the situation will be discussed, as well as what needs to be done to remedy the problem.

If a discipline problem occurs which is serious enough that the safety of others may be compromised or has caused others harm or to feel threatened, parents will be contacted immediately to come in to pick up their child and discuss the situation and possible solutions.

**PLEASE PICK UP CHILDREN PROMPTLY AT DISMISSAL.  
TIMES ARE POSTED ON EACH CALENDAR.  
There will be no supervision for your child after that time.**

CHURCH OF ST. ANNE FAIR LAWN NJ

PHOTOGRAPHY/VIDEOGRAPHY CONSENT FORM FOR USE BY PARISHES/SCHOOLS AND FOR SUBMISSIONS TO THE ARCHDIOCESE OF NEWARK

Check the appropriate box and complete said section.

**Minor (anyone under 18 years of age)**

I, \_\_\_\_\_ (Parent/Guardian Name), hereby  
\_\_\_\_\_ (the "Parish/School"),  
\_\_\_\_\_ (Parish/School Address) and the Roman Catholic Archdiocese of  
Newark (the "Archdiocese"), 171 Clifton Avenue, Newark, New Jersey, to use  
\_\_\_\_\_ 's (Minor's Name) name and likeness in any photograph(s)/video(s) from this  
date \_\_\_\_\_ (today's date) forward. I understand and agree that any photograph(s)/video(s) shall  
exclusively be the property of, and the right, title, and interest of the Parish/School and the Archdiocese, for use  
including, but not limited to, the Parish/School's and the Archdiocese's print, video, online, and electronic  
promotional materials. I further agree and acknowledge that the Parish/School and the Archdiocese have made no  
representation or promise to me regarding the quality or editing of any photograph(s)/video(s) taken.

I hereby release and hold harmless the Parish/School and the Archdiocese from any reasonable expectation of privacy  
or confidentiality associated with the images specified above. I acknowledge and agree that the minor's participation  
is voluntary; he/she will receive no financial compensation. I acknowledge and agree that publication of said  
photograph(s)/video(s) confers no rights of ownership or royalties whatsoever.

I hereby irrevocably authorize the Parish/School and the Archdiocese to edit, copy, exhibit, publish or distribute any  
photograph(s)/video(s) for purposes of publicizing the Parish/School's and the Archdiocese's programs or for any  
other related, lawful purpose. I waive the right to inspect or approve the finished product, including written or  
electronic copy, wherein the minor's likeness appears. I grant to the Parish/School and the Archdiocese permission to  
publish the minor's name and use the minor's likeness from the photograph(s)/video(s) taken. This permission  
extends to the Parish/School and the Archdiocese and any subsequent party that the Parish/School or the  
Archdiocese may designate that is involved in the production, reproduction, and distribution of the  
photograph(s)/video(s).

I hereby release and hold harmless the Parish/School, the Archdiocese, their respective contractors, employees, and  
any related third parties from all actions, claims, damages, costs, and/or expenses, including attorney's fees, brought  
by myself, the minor, and/or the parent/guardian, which relate to, or arise out of, any use of the  
photograph(s)/video(s) as specified above.

I have read the above terms and conditions contained in this consent. I understand the contents of this consent and  
that I am waiving and relinquishing all rights that I may have as set forth above. I also understand that this consent  
will remain in effect unless and until revoked by me in writing and communicated to the Parish/School.

# CHURCH OF ST. ANNE FAIR LAWN NJ

## Adult (minimum of 18 years of age)

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_ (the "Parish/School"), \_\_\_\_\_ (Parish/School Address), and the Roman Catholic Archdiocese of Newark (the "Archdiocese"), 171 Clifton Avenue, Newark, New Jersey, to use my name and likeness in any photograph(s)/video(s) from this date \_\_\_\_\_ (today's date) forward. I understand and agree that any photograph(s)/video(s) shall exclusively be the property of, and the right, title, and interest of the Parish/School and the Archdiocese, for use including, but not limited to, the Parish/School's and the Archdiocese's print, video, online, and electronic promotional materials. I further agree and acknowledge that the Parish/School and the Archdiocese have made no representation or promise to me regarding the quality or editing of any photograph(s)/video(s) taken.

I hereby release and hold harmless the Parish/School and the Archdiocese from any reasonable expectation of privacy or confidentiality associated with the images specified above. I acknowledge and agree that my participation is voluntary and that I will receive no financial compensation. I acknowledge and agree that publication of said photograph(s)/video(s) confers no rights of ownership or royalties whatsoever.

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I hereby release and hold harmless the Parish/School, the Archdiocese, their respective contractors, employees, and any related third parties from all actions, claims, damages, costs, and/or expenses, including attorney's fees, which relate to, or arise out of, any use of the photograph(s)/video(s) as specified above.

I have read the above terms and conditions contained in this consent. I understand the contents of this consent and that I am waiving and relinquishing all rights that I may have as set forth above. I also understand that this consent will remain in effect unless and until revoked by me in writing and communicated to the Parish/School.

----- Authorization:

Name: \_\_\_\_\_ (if an adult)

Signature: \_\_\_\_\_

Minor's Name: \_\_\_\_\_ Minor's Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_  
(if student is under 18 years of age)

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel. #: \_\_\_\_\_ E-mail: \_\_\_\_\_

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