



St. Michael Parish, Netcong NJ
Faith Formation / Program Policies and Guidelines

The goal of the Faith Formation program is to assist parents in their responsibility as the first catechists (teacher of faith) of their children. Parents catechize primarily by the witness of their Christian life and love of Christ and the Church.

- In order to provide an effective program to meet this goal of assisting parents, we ask that all families follow the guidelines below. **NOTE:** Children in the OSPRE (Older Student Preparation for Reconciliation and Eucharist) and New Beginnings are considered part of the **Level K-6 group**.

Attendance:

- Weekly attendance is expected during the Faith Formation year (approximately end of September through mid-May). Our sessions for Levels 1-7 begin with Mass at 9:30 am and continue after mass in the school. (Kindergarten meets monthly according to the schedule that will be available in September.)
 - Class sessions begin immediately after Mass (starting time depends on when Mass finishes!) Dismissal is at 11:30 am.
- Monthly Family Sessions: these sessions are part of the calendar for Levels K-6. Once a month (usually on the first Sunday of the month) families participate in the 9:30 am Mass and then stay in Church for a short presentation followed by refreshments in the Church Hall. *These sessions are a mandatory part of the calendar, not optional sessions.* On these weeks, Confirmation I candidates meet after Mass for Confirmation service work.
- Sessions for Confirmation II begin at 9:40 am in the school (according to the schedule) and continue after class at the 11:30 am Mass. Older teens in the NET program meet 9:30 am-11:25 am in the Youth Room according to the schedule distributed at the beginning of the year.
- Please contact the office if your child will be absent (call or email: 973-347-0032, ext. 2320/ faith.formation@stmichaelnetcong.org)
- **Yearly Attendance Policy:** For Levels 1-6, no more than 1/3rd of the sessions may be missed to receive credit for the year unless other arrangements with the DRE are made. Confirmation Program absences are limited to 5 for Confirmation I and 3 for NET and Confirmation II per year. Please call the office if there are circumstances that will keep your child from attending sessions regularly; we will do our best to assist you with any attendance difficulties. *NOTE: missed work for *every* absence *must be* made up promptly.
- **We do not** allow late Arrivals or early Dismissals: **if your child cannot be present for the entire session (9:30 am Mass and class for younger children/ class and mass for older children),** please do not bring them to class. When children leave early or arrive late, it is very disruptive to the rest of the class and to the catechist. Thank you for your understanding and your cooperation with this.

- When your child is absent: You should complete the work with your child at home.
 - For Levels 1-6 (except for New Beginnings and OSPRE), missed sessions are to be made up on an online platform. You will be contacted in the fall with user ID information for your child. Note that parents are asked to assist their child in completion of the missed lesson as some discussion and input is necessary.
 - New Beginnings and OSPRE groups will complete missed chapters at home with their parents. You will be given instructions via email after your child's absence
 - For Level 6 and Confirmation I (Level 7): young people are also given a syllabus with chapters and homework listed for each week. We strongly suggest that parents work through the material with their child as the lessons are meant to be discussion based.
 - Please contact your child's catechist during the week for any other information he/she may have missed. You will receive contact information when classes start.

Drop-off/ Pick-up procedure:

- A parent or other significant adult must accompany children to Mass (Levels K-6)
- At the School: For safety, please enter and leave through front door only!
- Children in Levels K-3 are to be picked up at the classroom door by a parent or older sibling

Calendar and communication:

- A yearly calendar is distributed at the first session and is available on the parish website.
- We use Hubspot to send important reminders and information (texts sent to phone number given to us on registration form.) Please **do not** 'Opt-out' of these texts or you will not receive important information throughout the year, including emergency cancellations.
- We also post reminders in the weekly St. Michael Bulletin (found in church each week) and on the Parish WEBSITE: <http://www.stmichaelnetcong.org> (go to Faith Formation then Religious Education)
- **EMAIL:** please make sure you *regularly* check the email you gave us on the registration form / **add to your address book:** faithformation.office@stmichaelnetcong.org and faith.formation@stmichaelnetcong.org

Homework

- It is the responsibility of Parents to review the Family Page for each lesson with their child(ren) during the week after class. (Levels 1-5, New Beginnings and OSPRE). For Levels 6 and Confirmation I candidates, please review the homework page found in the homework folder. *Discussion of important faith concepts is especially important for older children who are seeking to integrate the Catholic Faith into their lives as they prepare to celebrate Confirmation.*

Office hours: 973-347-0032, ext. 2320 / Location: second floor of parish office

- Monday-Thurs. 9 AM-3 PM (please call ahead to make sure we are here)
- *By Appointment*- evening and weekend hours

Mailbox: Feel free to drop forms, checks, etc. in the mailbox to the left of the door facing Church St. ~revised 4/2025