



REFF Procedures

Grades 1 - 4

Our mission is to communicate the treasures of our Catholic faith with the children of St. Mary's (grades 1-8) and their families. Our goal is to nurture a faith that is living, conscious and active through the light of instruction.

The choice to attend REFF classes is the choice of parents/guardians, as the primary educators, to prepare their children in the best way possible for full initiation into the community of believers through the reception of the Sacraments of Baptism, Reconciliation, Eucharist and Confirmation. These Sacraments call us and them to full communion with Jesus in the Church and full participation in the life of the community.

Faith Formation

Catechesis, or Faith Formation, is the process of communicating the beliefs, values and practices which make people "Catholic Christians." It is the work of handing down, from one generation to the next, the faith that has come down to us from the Apostles, and the way of life to which that faith calls us.

It is the hope of the REFF program that each child will be one who:

Prays, Loves, Acts with Justice and is Nourished by Faith. The goal of the program is to teach the Roman Catholic tradition through prayer, worship, and community.

Attendance at Mass

Families attending weekly Mass is a primary component of our REFF program and is a pivotal aspect of Catholic life. As the primary religious educator of your child/ren, when you choose not to attend Mass with your child/ren, there is disconnect between their religious education formation and a rejection of an essential element of our Catholic identity.

REFF Program

- Who is it for:** All children in St. Mary's Parish who attend public school and are in grades 1 through 8.
- Registered:** Each child must be re-registered each year.
- When to Register:** June - August for Grades 1 through 8.
- Attendance:** Children must of have completed ALL religious education formation for grades 1 through 8 to enter into the Confirmation Program in 9th grade.
- Missed Years:** Missed years of attendance must be made up.
- Attendance Policy:** Because of the one-semester format of our program, **no more than two (2) Absences are allowed.**

Gathering and Dismissal for (Grades 1 – 4)

- Promptness:** We CANNOT take responsibility for any children in the Carnevale Center before **3:35 PM**
- Dismissal:** The children will always be dismissed into the closed off parking lot next to the Carnevale building. ***For safety sake, please do not park your car in that parking lot.***

Requirement for Picking up Early: If your child must leave early, please notify the REFF office as soon as possible (973) 835-7750, ext. 130 or send a note with your child stating the time and who will be picking the child up. We will have your child in the lobby of the Carnevale Center for pick up at that time.

Dropping and Picking Up: Enter the parking area from Lenox Ave. **NO PARKING on Lenox Ave and parents/guardians must get out of their car to pick up their children.** This is **Per Pompton Lakes Police Department.**

- ALL DOORS WILL BE LOCKED AT 4:00PM
 - Bring late children to the Religious Education and Youth Center Building at 17 Pompton Avenue. Staff will take them to class.

Dismissal

- Children must remain with teacher until parent or carpool comes to get them.
- Children not picked up by 5:05 PM will be taken inside the Carnevale Center.
- Inclement Weather:
 - Decision will be made by 1 pm on that day and will be sent – emergency notification system, text, phone, and email.
 - Check main religious education webpage – <http://www.stmarys-pompton.org/Ministry/Religious%20Education-59-Home/>
 - Call the office—973-835-7750, ext. 130

Discipline: We are very proud of the conduct of the children. They show a real respect for each other and their teacher's and their classroom environment. Should a problem ever arise in this area, we will contact the parent's immediately.

Family Emergency: If a family emergency arises necessitating your child/ren to be dismissed early, we ask that you contact the office (973) 835-7750, ext. 130. The office staff will retrieve your child/ren from class and bring them to the parent/guardian.

Emergency Contact Information: Parents/guardians are responsible for insuring that the REFF Office always has the current telephone number on file of a parent or other designated adult who can be called in the case of an emergency.

Illness: If your child becomes ill during class, you will be notified by telephone and asked to pick up your child.

Change of Address, Telephone Number and/or Email Address: Please notify the REFF Office **immediately** if you should have a change of address, telephone number and/or email address.

Child Abuse Policy: If a Catechist and/or staff of the REFF Office suspects a child has been abused, New Jersey State Law requires that the proper law enforcement agency be notified immediately.

Sacramental Policies/Requirements

Preparation for the Sacraments of Penance/Reconciliation and First Holy Eucharist consists of two (2) years of formal classroom instruction (beginning in first grade.)

In addition to class sessions, there will be additional parent meetings, activities, and special retreat times and practice sessions throughout the year. Attendance by one or more parents/guardians is mandatory. A separate listing of these sacramental dates will be supplied at the Parents Sacramental Preparation Meeting on September 26 at 7PM in the Carnevale Center.

Children wishing to enter into the Confirmation preparation program in Grade 9 must be able to submit proof of sequential Faith Formation attendance for Grades 1 – 8.

St. Mary's Religious Education and Faith Formation Office

If you need to contact anyone in the REFF Office, the following numbers/contact information may prove helpful.

DRE: Mary Ann Werner, 973-835-7750, ext. 102; maryann@stmarys-pompton.org
CRE: Nicholas Caporusso, 973-835-7750, ext. 131; ncaporusso@stmarys-pompton.org
Admin/PGC: Debbie Borroto, 973-835-7750, ext. 130; debbie@stmarys-pompton.org
Asst. DRE: Mary Rose Hoffmann, REFF@stmarys-pompton.org
REFF Web Page: <http://www.stmarys-pompton.org/Ministry/Religious%20Education-59-Home/>

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Religious Education & Youth Ministries Center,
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