



REFF Procedures

Grades 5 - 8

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.

REFE 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.**

SAFETY PROCEDURES FOR GRADES 5 - 8

- Please DO NOT drop them off before 5:45PM to the Catherine Spina Hall (basement of the Church)
- ALL DOORS WILL BE LOCKED at 6:15PM.
 - Please bring late children to the Catherine Spina Hall (basement of the Church.) Staff will take them to class.
- If a child needs to be picked up early, please call the office ahead of time (973) 835-7750, ext. 130. Child will meet the parent in the Catherine Spina Hall. We cannot dismiss child to parent from classroom.
- **Dismissal:**
- Children should remain with teacher until parent or carpool comes to get them.
- Children not picked up by 7:20PM or 8:50PM will be taken inside the Catherine Spina Hall (basement of the church.).
- Cancellations/Emergency Closings:
 - Decision will be made by 1 pm on that day and will be sent – emergency notification system, text, phone and email.
 - Check REFF webpage – <http://www.stmarys-pompton.org/Ministry/Religious%20Education-59-Home/>
 - Call the office—973-835-7750, ext. 130

Cell Phones/Electronic Devices

Youth are **not permitted** to use cell phones or other electronic devices from the time they enter the building until they are picked up by their parent/guardian. Cell phones and electronic devices must be **turned off and kept out of sight** for the entire duration of all class sessions and activities. Catechists are asked to reinforce this policy with their group.

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: Please come to the Catherine Spina Hall (basement of church) and knock hard on the door.

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.

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/>

17 Pompton Avenue,
Religious Education & Youth Ministries Center,
Pompton Lakes, NJ 07452