



Parish Religious Education Program

PREP HANDBOOK

OUR LADY OF CONSOLATION CHURCH
603 West Second Avenue | Parkesburg, PA 19365

www.olcchurch.org

OLC Church PREP Handbook

Philadelphia Archdiocese Universal Statement

“The definitive aim of catechesis is to put people not only in touch but in communion, in intimacy, with Jesus Christ: only He can lead us to the love of the Father in the Spirit and make us share in the life of the Holy Trinity.”

(St. John Paul II)

“Catechesis describes the essential ministry of the (Catholic) Church through which the teachings of Christ have been passed on to believers throughout the ages... Catechesis is an education in the faith of children, young people, and adults, which includes the teaching of the Christian doctrine” of the Roman Catholic Church (National Directory for Catechesis, no.1, United States Conference of Catholic Bishops). Keeping in mind that all the baptized have a right to catechesis, every person, however limited, is capable of growth in holiness (General Directory for Catechesis, no. 189). Catechetical and sacramental programs are inclusive of parishioners with disabilities and may need to be adapted for some parishioners with disabilities.

PREP Mission Statement

We at Our Lady of Consolation Parish Religious Education Program (PREP) are part of a parish family that is deeply committed to the religious education of our children. Our program strives to foster faith formation through teaching the message of Christ, a celebration of the Sacraments, family involvement, and community service. We encourage our children to bring Jesus into their daily lives and to become stewards of our Catholic faith.

Parental Participation

“The Christian home is the first school, and the parents are the first to communicate the faith to their children.” Vatican II

Since an example is more powerful than words, parents are urged to:

- provide an atmosphere of prayer in the home
- promote Saturday/Sunday Mass as a family
- encourage frequent reception of Penance and Eucharist
- model Catholic ethics and gospel charity within and outside of the family
- attend sacramental preparation workshops
- reinforce the catechist’s work by seeing that their children arrive on time for class and by supervising study and written assignments
- participate in activities sponsored by PREP
- read emails in a timely manner or check the website
- support the code of acceptable behavior and dress
- observe the arrival and dismissal routine
- notify the PREP office and individual catechist about any special learning needs of their children; absences and emergency lateness; pertinent health and medical information; and change of address, telephone, or other family information. (If moving out of the parish, parents should notify the PREP office, and the student records will be forwarded.)

Online Registration

Please fill in all requested information. **All** students must register even if they have registered in years past.

Level 1- Level 7

If a child is new to the program, we must have a record of their baptism. Please bring your child’s baptismal certificate to the Religious Education Office. If you do not have the certificate on hand, please obtain it from the church of baptism as soon as possible and give it to us in person or by mail. Each child in the program must re-register each year.

Level 8 (Confirmation Class)

Participants will complete a hard copy of the registration form that is mailed to them over the summer.

Tuition

Level 1 - Level 8

One child - \$140/child

Family with three or more children - \$360

- Tuition covers the cost of student educational materials, parent resources, consumable materials used during onsite classes, and catechist training and support
 - A replacement fee of \$50 is charged for lost student educational materials
 - If a family is experiencing financial difficulty, please contact the Director of Religious Education. No child will be denied access to religious education for financial reasons.
 - Payment is due on or before the first day of PREP/LTJV/One8
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Attendance

As in regular school, you report your child's absence by calling the DRE office. Please call 610-857-0511 to leave a message or email jdagnev@olcchurch.org. If we do not hear from you, your child will be marked with an unexcused absence. Students **may only miss three classes.**

If your student has difficulty attending on a regular basis, please discuss this with the Catechist or call the DRE. Students who miss more than three classes may have to complete summer classes to fulfill the hours needed.

Students who attend a local Parish Catholic School **must** attend PREP/One8 throughout their Sacramental Year. They must also follow the above guidelines for attendance during that Sacramental Year. Tuition fees for students are reduced to half of the tuition and are due on or before PREP/One8 begins.

Student Drop Off & Pick Up

*** Since the pandemic, our drop-off & pick-up policies have changed from the information outlined below. Please follow the information sent to you via email until further notice.**

Students may come to class 5–10 minutes early. Please enter and leave the building through the main doors. The back doors must remain locked and shut for the safety of all students. Please be sure a teacher is in your student’s room before leaving.

If your child arrives late, they will be marked absent. Attendance will be taken at the very beginning of class. All parents must meet the student at their classroom at the end of class. **Please be prompt in picking up your child**—many of our teachers will be attending the 11:15 a.m. Mass. If you’re going to be late, please contact the DRE. Students dismissed from class that have not been picked up promptly will remain with the DRE until a parent arrives.

Parking for Drop Off and Pick Up

Please be sure to park in the parking lot when dropping off and picking up your children). Do not park in the circle or any of the handicapped spots.

Class Times

Sunday PREP	9:15 a.m. – 10:45 a.m.	Level 1 – Level 5
Sunday Life Teen (LT)	12:30 p.m. – 2:00 p.m.	High School Students
Tuesday LTJV & One8 Confirmation	6:30 p.m. – 8 p.m.	Level 6 – Level 8

Behavior & Rules

Students are expected to exhibit self-discipline and cooperative behavior, which helps create a classroom environment conducive to prayer and learning. Students are expected to be polite and respectful to the teacher, volunteers, and other students. The property of our church and others is to be respected as well. Conduct unbecoming to a Christian student will not be tolerated.

Discipline - The DRE will assume that any discipline problem or incident referred by a Catechist is disruptive and counter-productive to the class. The DRE will handle such problems in a firm, loving, and consistent manner.

Cell Phones - As in regular school, cell phones are not to be used in class. We do not allow texting, games, social media, etc., during class. If they are used, the Catechists, Assistants, or DRE will take possession of the phone and return it at the end of class.

Class Cancellations

If it is necessary to cancel classes due to hazardous weather conditions, please check your email. If you have signed up for “REMIND,” you will receive a text. If Octorara School District is closed, classes for the evening will be canceled. Please use your own judgment on attending PREP classes when hazardous weather conditions arise.

Steps in keeping you informed when class is canceled:

- Catechists and Assistants will be notified by email, text, and phone
 - DRE will notify you by email or “REMIND” texts
 - Catechists and Assistants may email parents
 - Sunday classes: Announcement at Mass and/or email/”REMIND” text to parents
 - Tuesday classes: An email and/or “REMIND” text will be sent before 5 p.m.
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Communication

E-mails will be sent from the Director to help families keep up to date. If you do not see emails, please check your junk/spam folder in your email program.

Remind is a computer application that will be used to quickly inform you of weather issues or to send out reminders via text or email. *Be sure to sign up for it once you receive an invite in your email.*

Parental Involvement

All parents are asked to sign up for at least one volunteer opportunity throughout the year. Please indicate which volunteer opportunity you would like to participate in on the registration form, and we will contact you when we need you.

Catechist/Parent Communication

Catechists have been encouraged to write letters introducing themselves and briefly go over their expectations for the year. Please help us keep your children safe this year by communicating with the Catechist or the DRE of any events or changes that have happened recently in your child(ren)'s life. Please also inform your Catechist with any pertinent information they should know about your child. (learning disabilities, social insecurities, allergies, etc.)

OLC PREP Requirements for Reception of Sacrament of Reconciliation & Holy Eucharist

CANDIDATES:

- Must be Baptized
- Must be in 2nd grade or higher
- Must have successfully completed no less than two years of preparation
- Must have a satisfactory attendance record

PARENTS:

- Must be registered in their parish of residence
 - Must support the teachings of the Church
 - Must be personally involved in the preparation of their children, including attending Mass regularly
 - Must attend the meetings planned to assist them in fulfilling their task as primary educators
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OLC PREP Requirements for Confirmation

“As the primary educators of their children, parents, along with sponsors, are to be intimately involved in Catechesis for Confirmation.”

—*National Catechetical Directory*

CANDIDATES:

- Must be Baptized
- Must be in 8th grade or higher
- Must have successfully completed no less than THREE years of preparation (LTJV)
- Must have a satisfactory attendance record
- Must have sufficient knowledge of the faith and successfully complete the mission of service

PARENTS:

- Must be registered in their parish of residence
- Must support the teachings of the Church
- Must be personally involved in the preparation of their child, including attending Mass regularly
- Must attend the meetings planned to assist them in fulfilling their task as primary educators
- May not act as the sponsor (or proxy for a sponsor) for their own child

SPONSOR:

- Must be an active Roman Catholic who has received the Sacraments of Holy Eucharist and Confirmation
- Must be recommended as a fit candidate by his/her pastor and obtain a Certificate of Eligibility if they do not attend OLC.
- Must be 16 years of age or older—desirable that this person be the same as the godparent for Baptism
- May not be a parent of the candidate

**The parish pastor has the final authority in determining readiness for the reception of all sacraments.

Prayers

Archdiocesan guidelines require that prayer memorization be part of the religious education curriculum.

- Prayer memorization for grade levels 1 through 6 is to be worked on at home.
- A prayer sheet with the required prayers will be sent home with all students.

Prayers We Cherish & Commit to Memory

- Level 1 Sign of the Cross, Our Father, Hail Mary, Glory Be to the Father
- Level 2 Act of Contrition Level 1 Prayers + Form of Confession
- Level 3 Levels 1- 2 prayers + Apostles' Creed, Morning Offering
- Level 4 Levels 1- 3 prayers + Hail, Holy Queen, The Rosary
- Level 5 Levels 1- 4 prayers + Prayers at Mass, The Angelus
- Level 6 Levels 1- 5 prayers + Acts of Faith, Hope, and Love
- Level 7 Levels 1- 6 prayers + Come, Holy Spirit
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Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. *AMEN*

Our Father

Our Father, who art in heaven, hallowed by thy Name; thy kingdom come; thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. *AMEN*

An Act of Love

O my God, I love you above all things, with my whole heart and soul, because you are all-good and worthy of all my love. I love my neighbor as myself for the love of you. I forgive all who have injured me, and I ask pardon of all whom I have injured. *AMEN*

Hail Mary

Hail Mary, full of grace, the Lord is with you; blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. *AMEN*

Glory Be to the Father (*Doxology*)

Glory be to the Father, and to the Son, and to the Holy Spirit; as it was in the beginning, is now, and ever shall be, world without end. *AMEN*

An Act of Hope

O my God, relying on your infinite goodness and promises, I hope to obtain pardon of my sins, the help of your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. *AMEN*

Grace Before Meals

Bless us, O Lord, and these your gifts, which we are about to receive from your bounty, through Christ our Lord. *AMEN*

An Act of Faith

O my God, I firmly believe that you are one God in three divine Persons, Father, Son, and Holy Spirit; I believe that your divine Son became man, and died for our sins, and that he will come to judge the living and the dead. I believe these truths which the holy Catholic Church teaches, because you have revealed them, who can neither deceive nor be deceived.

AMEN

Apostles' Creed

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. *AMEN.*

The Angelus

The angel of the Lord declared to Mary and she conceived by the Holy Spirit. Hail Mary . . . Behold the handmaid of the Lord, be it done to me according to your word. Hail Mary . . . And the Word was made Flesh. And dwelled among us. Hail Mary . . . Pray for us, O Holy Mother of God, that we may be worthy of the promises of Christ. Let us pray: Pour forth, we beseech you, O Lord, your grace into our hearts that we to whom the incarnation of Christ your Son was made known by the message of an angel may, by his passion and cross, be brought to the glory of his resurrection, through Christ our Lord. *AMEN*

Come, Holy Spirit

Come Holy Spirit, fill the hearts of your faithful and kindle in them the fire of your love. Send forth your Spirit and they shall be created. And You shall renew the face of the earth. *AMEN*

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The Mysteries of the Rosary

The Joyful Mysteries

The Annunciation
The Visitation
The Birth of Jesus
The Presentation of Jesus in the Temple
The Finding of Jesus in the Temple

The Sorrowful Mysteries

The Agony in the Garden
The Scourging at the Pillar
The Crowning with Thorns
The Carrying of the Cross
The Crucifixion and Death of Jesus

The Luminous Mysteries

Jesus' Baptism in the Jordan
The Miracle at the Wedding at Cana
The Proclamation of the Kingdom of God
The Transfiguration
The Institution of the Eucharist

The Glorious Mysteries

The Resurrection
The Ascension
The Descent of the Holy Spirit upon the Apostles
The Assumption of Mary into Heaven
The Coronation of Mary in Heaven

Hail, Holy Queen

Hail, Holy Queen, Mother of Mercy; hail, our life, our sweetness, and our hope! To you do we cry, poor banished children of Eve; to you do we send up our sighs, mourning and weeping in this valley of tears. Turn, then, most gracious advocate, your eyes of mercy toward us; and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary

Volunteer Catechists

The actual teaching of the classes is done by **volunteer** catechists. These catechists include parents of students and other interested parishioners. Each year, for various reasons, we have a turnover of volunteer catechists. If you are willing to assist us as a catechist or helper, we certainly would appreciate your help. The success of our program depends on the dedication of many willing volunteers. We offer catechist training and many opportunities for our teachers to attend workshops and conferences.

We are blessed at Our Lady of Consolation with a faithful, dedicated, and well-trained catechetical staff. Volunteers are also used as class aides. We have provided a space on

the registration form for you to designate how you can help us help your children. Please consider joining us and encounter the joy of sharing your faith.

Catechist (Teacher) Responsibilities

The catechists in the OLC PREP program are VOLUNTEERS. They have participated in the Archdiocesan preparation programs and in-service teacher training. They provide the needed services of teaching and supervision when your child(ren) attends PREP classes. Please give them support and reinforce their efforts by helping your child(ren) with any homework; in the memorization of prayers or basic doctrine; in participating in Mass; and in being an ACTIVE participant in learning the Good News of Jesus.

- Plan and implement catechetical lessons following Archdiocese curriculum and parish educational program directives.
- Follow Archdiocese/Parish policies and guidelines.
- Keep attendance records
- Active supervision of students
- Report suspected child abuse to Childline
- Respect copyright laws.

This handbook acts as an agreement between Parents/Guardians and their child/ren who participate in Our Lady of Consolation Parish Religious Education Program. By enrolling your child/ren into our program, you agree to support and abide by the standards outlined in this handbook. Parents are encouraged to discuss these standards with their child/ren to ensure that all parties understand the responsibilities of participation in the PREP Program.