



# PARISH SCHOOL OF RELIGION

CAPTIVATING THE YOUTH FOR CHRIST

## **Parish School of Religion Ministry Handbook**

We welcome you to our PSR family! The ministry provides in person classes, online catechesis videos, and sacramental preparation for St. Mary families.

### **Religious Education Staff**

Pastor & Director of Religious Education  
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PSR Coordinator  
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### **Contact Information**

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### **Communications**

For the most up to date information throughout the school year, please look for weekly newsletters from St. Mary's through Constant Contact. This will be how the majority of communications will be done for the ministry. When you register, it is essential that you provide the most updated email address that you use so we can effectively communicate with you about important sacramental dates, information, cancelations, and family catechesis videos. We will also update the parish PSR page for important updates -

<https://www.delawarestmary.org/psr>

## **Sacramental Information & Communications**

For all parents in the parish whose child will be receiving the sacraments of First Communion or Confirmation this coming year, whether you are at St. Mary's School, in PSR, or homeschooled, need to provide their email address for the coming year to receive the most up to date sacramental information. This is especially important this year with the changing landscape that COVID-19 has placed upon us.

### **St. Mary's PSR Mission**

By the promise you made as parents at the Baptism of your children, *you* are the primary and first religious educators in your domestic church – your family. PSR exists to support you in this important vocation, and it is our privilege to partner with you and your family. Religious education cannot exist without being tied directly to the public work and worship of our Church. Without the crucial weekly participation and attendance of Mass (including virtual attendance during the pandemic) and the Sacraments, PSR loses its meaning as part of the formation to full initiation into Catholic life. With the commitment of others, we provide the children and youth of our parish family a meaningful environment for growth in their Catholic faith and relationship with Christ. We provide catechesis, sacramental preparation and family faith formation for our diverse parish community for children attending public or non-Catholic private schools. With the help of our dedicated volunteers we serve over 300 children and their families, attending schools across five different school districts. Our materials, methods and practices follow the Graded Course of Study issued by the Diocese of Columbus and approved for use by the United States Conference of Catholic Bishops.

### **2020-21 Schedule & Classes**

- All students will be enrolled in online classes through My Catholic Faith Delivered, including second and eighth grade students preparing for Sacraments. This is totally online, with each student having a personal login to access the classwork and material at their own pace and schedule.
- Those children that are preparing for the sacraments have the additional, in person sacrament preparation classes throughout the year:
  - Confirmation students will meet one Wednesday evening a month in St. Mary's Church for Discipleship nights.
  - First Eucharist students will come in to meet twice a month, on either two Tuesday's or two Thursday's a month. This class is also for non-traditional students who are receiving First Reconciliation and First Eucharist at a later age. Once we have the number of individuals registered for First Reconciliation and First Eucharist, we will assign Tuesday or Thursday classes.
  - These in-person are required, and unless you are sick or there is a school shut down are expected to be in attendance.

## COVID-19 Guidelines and Policies

- **All students that will be a part of the in-class Sacrament preparation, must have parents read and sign the coronavirus acknowledgement and waiver below before the start of classes, and have the waiver turned into the PSR office. Before each class, parents must monitor your child's symptoms and take the child(ren)s temperature. If the temperature is 100.4 or higher they cannot come to class. Catechists must sign waiver and self-monitor symptoms to attend class.**
- For those that will be attending the sacramental, in-person classes this fall, here are the drop off and pickup procedures that will be in place.
  - Students will be entering the building through designated entrances depending on their family name. Doors by the Commons, #9. Please drive through drop off, we will have a catechist at the door directing them into class. You may also park and walk your child to the door with the checklist.
- Parents are responsible for making sure students are symptom free before dropping them off for PSR in the school or Church. You must take your child's temperature before coming to class, and if they have a temperature Of 100.4 or higher they cannot attend. The Ohio Department of Health recommends prohibiting outside visitors. Adults enrolling students or those in emergency situations will be the only visitors allowed in the building to limit exposure.
- Students and staff must wear face masks whenever they are in the buildings.
- The Church and Commons classroom will be sanitized before class, and deep cleaned once the students leave.
- Water fountains will be disabled. Each student will be required to bring their own water bottles if they need to remain hydrated.
- Hand sanitizer dispensers were installed in all classrooms and common areas.
- Each classroom has been measured to determine its capacity allowing for six feet of social distancing. The American Academy of Pediatrics recommends this, but also states that a minimum of three feet is adequate in the classroom setting.
- Students will go in limited numbers to the restroom at assigned times and as needed. Hands are to be washed after using the restroom and prior to returning to the classroom.

## Safe Environment Policies

### Diocese of Columbus Policy 4110.0

Every volunteer in a program or ministry for children and youth, and every volunteer for other parish programs of ministries who have been delegated care, custody, or control of children and youth, regardless of their level of contact with children and youth, is required to complete a civilian criminal background check and participate in a *Protecting God's Children* training session. Duration of service does not mitigate compliance with this policy.

St. Mary Safe Environment Procedures

St. Mary Parish is committed to the safety and well-being of all children. Every adult volunteer in PSR or any other ministry involving children must comply with the following before beginning volunteer service: complete a *Protecting God's Children* workshop, be fingerprinted for a background check, fill out a parish volunteer application form, read and sign code of conduct, and read and sign diocesan harassment policies. All BCI's must be sent directly to the Columbus Diocese. Specific instructions can be found on our website.

Harassment Policy (Summarized from Diocese of Columbus Policy 4116.15)

Harassment can take many forms. Harassment can occur at any parish activity, and/or can take place in classroom, halls, cafeterias, gymnasiums, or even at programs sponsored by the parish at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.

I have read and understand all the policies and practices of St. Mary's PSR, and I will adhere to all guidelines and procedures.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name Printed

\_\_\_\_\_  
Printed Names of Child(ren)

**Novel Coronavirus Acknowledgement & Waiver**  
**St. Mary PSR Sacrament Classes 20-21**

I agree, represent and warrant that neither the undersigned, nor any registered participant child(ren) shall visit or participate in the activities of the \_\_\_\_\_ St. Mary PSR Sacrament Classes 20-21\_\_\_\_\_ at any parish within 14 days after (1) returning from outside the United States, (2) exposure to any person returning from outside the United States, or (3) exposure to any person who has a suspected or confirmed case of COVID-19; OR if he or she (1) experiences symptoms of COVID-19, including without limitation, fever, cough or shortness of breath, or (2) has a suspected or diagnosed/confirmed case of COVID-19. The undersigned agrees to notify \_\_\_\_\_ Emily Wu\_\_\_\_\_ (or their immediate assistant) immediately if any of the foregoing access/use restrictions may apply.

The \_\_\_\_\_ St. Mary PSR Sacrament Classes 20-21\_\_\_\_\_ have or may put in place preventative measures to reduce the spread of COVID-19. I agree to comply with measures that may be required to best protect against the introduction of viruses at the parishes, including, but not limited to hygiene practices and temperature screening, completion of a daily screening form, social distancing, and the use of personal protective equipment such as masks and/or gloves. However, the \_\_\_ St. Mary PSR Sacrament Classes 20-21\_\_\_, or its participating parishes cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the \_\_\_ St. Mary PSR Sacrament Classes 20-21\_\_\_ may or may not increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) or myself, including but not limited to, personal injury, disability, death, illness, damage, loss, claim, or liability or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at \_\_\_ St. Mary PSR Sacrament Classes 20-21\_\_\_. On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge and hold harmless Bishop Robert Brennan, the Diocese of Columbus, the \_\_\_ St. Mary PSR Sacrament Classes 20-21\_\_\_, all participating Catholic diocesan parishes, schools and their employees, volunteers, agents, and representatives of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of any of the foregoing persons or entities, its employees, volunteers, agents, and representatives, whether a COVID-19 infection occurs before, during or after participation in any \_\_\_ St. Mary PSR Sacrament Classes 20-21\_\_\_ or activity (retreats).

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name Printed

\_\_\_\_\_  
Printed Names of Child(ren)