

Important Information concerning SRL's Faith Formation Registration

Welcome to SRL's Faith Formation Program 2023-24. A Family Based program centered around gathering for Sunday Mass. Mass is the first level of Catechesis and the best way to engage families back to the love of God is by sharing in the Eucharist at Mass. Therefore, families are encouraged to participate in weekly Mass and be involved in teaching the faith to their children through this program. Our grade sessions are centered around the Liturgy of the Word.

All students are expected to attend weekly Sunday 9:30 AM Mass.

PROGRAM BEGAN SUNDAY, SEPTEMBER 24, 2023. REGISTRATION HAS BEEN EXTENDED TO OCT. 31st.

Program Overview:

Children's Liturgy of the Word (CLOW) - Grades K-3rd

- Meets every Sunday in Ryan Hall at 9:30 AM. Children gather at the elevator to be escorted down to CLOW. The children are brought back up for the second half of Mass to be seated with their families during the Presentation of the Gifts, unless they have a grade session that day.

Kindergarten & 1st Grade

- Attend CLOW every Sunday and then once a month after CLOW ends they are brought up to the Sacristy for their grade session. Dismissal on the Church altar steps 15 minutes after the Mass ends (approximately 10:45 AM).

2nd Grade (First Sacraments Program for First Reconciliation & First Communion)

- Attend CLOW every Sunday and then twice a month they remain in Ryan Hall for the entire Mass for their Sacrament Preparation session. Dismissal in the Gathering Space 15 minutes after Mass ends (approximately 10:45 AM).

3rd Grade

- Attend CLOW every Sunday and then once a month at the conclusion of Mass, the children are to report to the Sacristy for their grade session. Dismissal is 45 minutes after Mass ends (approximately 11:15 AM). **Note:** Children should receive Communion when returning to Mass after CLOW.

4th & 5th Grade

- Attend 9:30 AM Mass every Sunday and then twice a month they meet after Mass ends in Ryan Hall. Each student attends with at least one parent for their Family Catechesis session. Sessions are approximately 45 minutes ending around 11:15 AM.

6th Grade

- Attend 9:30 AM Mass every Sunday and then twice a month they meet in Ryan Hall after Mass ends for their Bible instruction. Dismissal is 45 minutes after Mass ends (approximately 11:15 AM).

7th & 8th Grade

- Attend 9:30 AM Mass every Sunday and then twice a month they meet in the Gathering Space after Mass ends. Students participate in small group discussions with facilitators. Dismissal is 45 minutes after Mass ends (approximately 11:15 AM).

9th Grade or older - Confirmation Program

- Confirmation students are expected to attend weekly Sunday Mass.
- They will follow a model of *Youth doing Ministry* where we encourage the students to volunteer in service projects.
- The Confirmation class will meet once a month, where they will have specific sessions to prepare them to live the sacrament of Confirmation. The session will follow the 9:30 AM Mass and run until approximately 11:15 AM.
- Confirmation students will also participate in a retreat / Living the Stations of the Cross on Palm Sunday.
- Prior to the celebration of the sacrament, the candidates will also participate in a Holy Hour including an opportunity for one-on-one with a confessor for the sacrament of Penance.

A Faith Formation Calendar of Events with specific dates for when each grade has their sessions will be emailed to you upon completion of registration.

How to Register for the Program?

1. The 2023/24 Faith Formation Registration is available on our parish web-based system called *Realm*. **To begin registration log into www.onrealm.org.** Families that have attended our Faith Formation program in the past should already have a **Realm ID (email address) and Password**. If you forgot your password, just click on the "Forgot Password" link on the Sign-in screen and *Realm* will email you a new password.
 - **If you are new to the parish and to our Faith Formation program, we ask that you complete the New Member Parish Registration Form that can be found on our web-site (www.stroseshorthills.org) and indicate that you would like to register your child for Faith Formation.**
 - If you are already members of the parish, but don't have a *Realm* account, just contact the Faith Formation office and one will be assigned to you.
 - Once we enter your family information in our system, you will receive an invitation to join *Realm* via email. Please accept the invitation to create your account and password. If there are any problems, you can call the Faith Formation office at 973-379-3912 or email rsabatella@stroseshorthills.org.

NOTE: Please use *Google Chrome, Safari or Firefox* as your internet browser since ***Internet Explorer is NOT a supported browser.*** It is also recommended that you **do not use your cell phone** for initial access.

2. Once you are logged into *Realm* **choose on the left-hand side of your screen under the "Events" tab, ONE of 4 Registration Events as follows:**
 - **2023-24 Faith Formation Registration-K-1, 3-8 gr.**– choose this for any child who is in Kindergarten or 1st grade and 3rd through 8th grade that attends a public school. This is for any child that is NOT receiving a new sacrament (First Communion or Confirmation) this year.
 - **2023-24 First Sacraments Registration-2nd graders** - choose this for any child who is in 2nd grade or older, if they have never received their First Reconciliation or Communion, and if they attend a public school. **NOTE:** A copy of the student's Baptismal certificate needs to be submitted to our office for our records.
 - **2023-24 First Sacraments-Catholic School Student**– choose this for any child who is in 2nd grade or older if they have never received their First Communion ONLY if they attend a catholic school and want to receive their First Sacraments here at St Rose. **NOTE:** A copy of the student's Baptismal certificate needs to be submitted to our office for our records.
 - **2023-24 Confirmation Registration-9th Gr. or older** – choose this for any child who is in 9th grade or older that needs to receive the sacrament of Confirmation and attends a public or catholic school. **NOTE:** A copy of the student's Baptismal AND First Communion certificates need to be submitted to our office for our records.

Do not be confused by the Event date listed which is for internal purposes only. **Program began Sunday, September 24th.**

3. Your family member names should appear on the right-hand screen. **Make sure you have selected (checked off) the children's names you are registering – not the parent's names.** The system will default to the adult's name who is logged in, therefore, please remember to deselect the parents' name. Before you begin to answer the registration questions for each child, you will notice options for tuition payments on-line.

Tuition has changed this year as follows:

- **K – 1st and 3rd - 8th Grades - Tuition is \$300 PER CHILD.** NO Family Cap is offered this year.
- **First Sacraments Registration – 2nd graders - Tuition is \$500 PER CHILD** (This fee includes the sacramental prep sessions plus the fees involved in receiving TWO sacraments – First Reconciliation and First Eucharist).
- **First Sacraments for Catholic School Students – Tuition is \$200 PER CHILD** (This fee includes the same as above but reduced since your child receives daily religious instruction in their Catholic school).
- **Confirmation Registration-9th graders or older - Tuition is \$325 PER CHILD** (This fee includes the sacramental prep sessions plus expenses involved in running stewardship volunteer projects, the Confirmation retreat, and the sacrament cost).

Tuition payment must be PAID ON-LINE in FULL WITH REGISTRATION. If you have a financial hardship and cannot pay the fee, please contact the Faith Formation office at (973) 379-3912 and our pastor, Fr. Larry will meet with you.

4. **Proceed to answer all the registration questions for each child you are registering.** Please be sure to answer **ALL** questions completely, specifically the Emergency Contact information, and make sure the **Grade and School** fields are accurate for their 2023-24 school year.
5. Once you are done with all registration questions for each child, you can then proceed to **complete your registration by selecting the “Register and Pay” button.** Here is where you can pay your tuition amount by credit card or by electronic check. **NOTE: the parish does incur fees for all credit card charges** and so we ask if at all possible, to please choose the electronic check option.
 - **If the “Register and Pay” button is not highlighted then that means you need to select “Add a payment”.** Click on that link and enter your credit card payment details. After that, you should then be able to select “Register and Pay”.

Realm will send you an email to confirm that your registration went through successfully. In that email you will receive a link to the *Faith Formation Calendar of Events*. If you do not receive this confirmation email, then contact the Faith Formation office to make sure your child(ren) are registered.

If you have any questions or problems registering, do not hesitate to contact the Faith Formation office at (973) 379-3912 and ask to speak to Rosemarie Sabatella or email her at rsabatella@stroseshorthills.org.