

**ST. BRIGID OF KILDARE RELIGIOUS EDUCATION**

# **PARENT HANDBOOK**

# **2025-2026**

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PHONE: 614-761-1176

## **ST. BRIGID OF KILDARE RELIGIOUS EDUCATION STAFF**

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### **Religious Education Office Hours**

Monday through Thursday

8:30 AM – 4:00 PM

*Additionally on Monday*

4:30 PM – 7:00 PM

Friday

8:30 AM – 12:00 PM

St. Brigid Religious Education Office

7175 Avery Road

Dublin, OH 43017

*614-761-1176 (Religious Education Office)*

*614-718-5831 (School Fax)*

*614-761-3734 (Parish Office)*

## FAMILY OF FAITH

As a Catholic Christian community, we share the tasks to proclaim Christ's message, to participate in efforts to develop community, to lead people to worship and prayer, and to motivate everyone in the spirit of service and justice.

Thank you for sharing the responsibility of the religious education of your family with us. We strive to provide age-appropriate, meaningful religious experiences while teaching the truths of the Catholic faith through catechesis (weekly classes), liturgical celebrations (informal and formal prayer services both in the classrooms and in Church), and witness and service experiences.

This handbook will help you become more familiar with the St. Brigid Religious Education Program, the scope and sequence of classes offered, as well as the policies and procedures used to keep our weekly catechetical events running smoothly while providing sound religious education for everyone in our parish.

## SCOPE AND SEQUENCE OF THE PROGRAM

Family of Faith is a model of catechesis that places the joy of sharing the Catholic faith with family and the community in the parish, and the core of learning the Catholic faith with supported resources in the home. It equips and empowers families to learn about and practice the Catholic faith together, ultimately serving as a family formation model. Family of Faith will focus on each family's relationships with the Lord and with one another, the life of prayer and ritual in the home, and the call to reach out and serve others as part of our baptismal mission. It will provide experiences of prayer, learning (catechesis), and service for families to participate in together.

Students in grades one through grade six will be using materials from Pflaum. **Pflaum Gospel Weeklies** offer a scope and sequence for catechetical lessons, organized around the liturgical year, and the Sunday Gospel readings. Each of the five levels includes lessons focusing on a specific doctrinal theme connected to the Sunday Gospel and the Catechism of the Catholic Church. The program is designed to connect children to the Church's liturgical seasons and celebrations while also teaching doctrine and how to live out their faith.

Students in seventh and eighth grade will be using **Chosen, A Journey Toward Confirmation** published by Ascension Press, as immediate preparation for Confirmation. The "Chosen" program covers the breadth of the Catholic faith, with a particular focus on preparing students for the Sacrament of Confirmation. It aims to provide intellectual and spiritual formation for students in grades 8-10, educate and challenge teens to embrace a life centered in Christ, present the story of salvation history from creation through the sacraments, prayer, and discipleship, and foster the desire for lifelong discipleship. Seventh and eighth grade students will also be involved with the Parish Youth Minister as well as their regular catechists in planned group activities to help them prepare for Confirmation.

# POLICIES & PROCEDURES

## ATTENDANCE & SESSION TIMES

Our parish provides an opportunity for children to attend Religious Education, in support of the Baptismal responsibility's parents bear as "first teachers of the Catholic Faith" to their children. Students are invited but not required to attend our Monday Family of Faith sessions. Family of Faith sessions take place at 4:30 PM and 6:00 PM on Mondays.

***Parents are expected to stay with their children during Family Activities and Service Projects.***

***Students attending Small Groups must reserve, and receive confirmation of placement, for either the 4:30 PM or 6:00 PM session time at the beginning of the Religious Education year.*** If the Small Group Session time requested is at capacity, a waitlist will be created. Adults volunteering for Small Group Sessions will ensure placement of the volunteer's child(ren).

***Students who are preparing to receive First Reconciliation, First Eucharist, and/or Confirmation are required to attend the Sunday Sacramental Preparation Classes.*** If a student cannot attend one of these required sessions, will be asked to make up the material either with the help of the parent or the Director of Religious Education.

## CLASSROOM SNACKS AND PARTIES

To maintain an atmosphere conducive to learning and faith development and to accommodate the large number of people using St. Brigid Parish Educational Center each day and night, **no food or drink of any kind will be allowed at any time in any classroom.** For special occasions, e.g. Thanksgiving, celebration of First Communion or Confirmation, when a celebration with food is appropriate, such events can be scheduled in advance to be held in the cafeteria. Treats may also be given to students upon dismissal, to be consumed with parental permission, outside of the Educational Center.

## DISCIPLINE

Small Groups meet for one hour. To enable everyone to experience the best possible Religious Education during that time, the following procedure for dealing with inappropriate behavior has been established:

1. When a student misbehaves the Catechist informs him/her that such behavior is not acceptable.
2. If the student continues to misbehave, the teacher informs the student he/she will be sent from the room.
3. If the student must be sent from the room, he/she and the Director of Religious Education will discuss his/her behavior in the office and reach a conclusion about appropriate behavior during Small Groups. A notice of this incident will be placed

- in the student's file. The student will then be returned to the Small Group.
4. The second time a student is sent from class, the Director of Religious Education will call the student's parents and inform them of the situation and arrange a meeting with them to discuss the student's behavior. Both the event and the parent meeting will also be noted in the students' file. The student will then be returned to Small Group and ask permission to enter the classroom.
  5. The third time a student is sent from class, step four will be repeated except that the student will not be re-admitted to class without a parent accompanying him/her until the Catechist, the parents, and the Director deem that the situation has been resolved, and the student has continued to display appropriate behavior.

## ARRIVAL PROCEDURE

The best practice for the safety of all children is to park and walk your child inside the building. If your event is in the school, you must always arrive and enter through the main school doors. It is the responsibility of the parents to ensure the safe arrival of children.

## DISMISSAL PROCEDURE

Please come inside either the hall or the school building to pick up your children. **No child is allowed to leave either building without a parent or other designated adult.**

Students will be dismissed directly from the catechist in the classroom. No one except the authorized adult may pick up a child from religious education. ***Once a child has been dismissed from the catechist to the parent it is the responsibility of the parent to ensure the safe exit of the child from the building.***

- **IF you are having another person pick up your child from class:** Arrangements must be made through the Religious Education Office by email or phone.
- **IF your child walks or bikes home:** Please notify the Religious Education Office in writing, email is preferred, prior to class. These students will be dismissed from the catechist to the Director or staff member.

## COMPLIANCE POLICIES

In compliance with diocesan policy, electronic signatures are required at the time of registration for the Harassment Policy Verification Form, the Parent Handbook Form, and the Personally Identifiable Information Release Form. **We must have these signed forms on file. All mandatory compliance documents must be on file to process registrations for the upcoming Religious Education year.** (Examples of each of these forms can be found in the back of this Parent Handbook).

## HARASSMENT POLICY

1. Harassment can take many forms. Harassment can occur at any parish activity, and/or can take place in classrooms, halls, cafeterias, gymnasium, 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.
2. It is the policy of the Diocese of Columbus to maintain a spiritually enriching environment, in all programs and activities, free of all forms of harassment and intimidation. No participant, volunteer adult leader, or parish staff member – male or female – should be subject to unlawful harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:
  - Offensive sexual flirtations, advances, propositions;
  - Continued or repeated verbal abuse of a sexual or gender-based nature;
  - Explicit or degrading sexual or gender-based comments about another individual or his or her appearance;
  - The display or circulation of sexually explicit or suggestive writing, pictures, or objects;
  - Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
  - Graffiti of a sexual nature;
  - Fondling oneself sexually or talking about one's sexual activity in front of others;
  - Spreading rumors about or categorizing others as to sexual activity.

Sexual harassment is not limited to conduct that is sexual in nature – it also includes harassment that is based on **gender**. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which are based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and volunteers must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or other action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's

employment, assignment, compensation, advancement, development, program evaluation, participation in parish programs or activities, or any other condition of employment or achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a catechetical leader hugging a child after an accomplishment, a catechist consoling an adolescent with an injury or physical conduct during an activity to enhance catechetical learning like engaging in movement to accompany liturgical music would not be considered sexual conduct.) However, peer-based sexual harassment is a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a parish employee, volunteer, participant, or visitor to the parish activity.
5. Any person who believes that he/she is subject to unlawful harassment or intimidation must contact the (a) program administrator, (b) pastor, or (c) diocesan director of religious education. A complaint must be filed in writing. In the event that an individual alleges harassment by a program administrator or a pastor, the individual may file the complaint with the diocesan director of religious education. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.
6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any program administrator, volunteer, or staff engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of services.
7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

## **PARISH RESPONSIBILITIES**

1. Periodically each parish shall give staff and volunteers a copy of the Harassment Policy. It is recommended that the Harassment Policy Verification Form be signed and returned.
2. Each parish program shall follow diocesan procedures for timely investigation and response to complaints.
3. Each parish shall periodically train program administrators, staff and volunteers to ensure that they understand which types of behavior constitute harassment, the prevention of harassment, and how they should respond in the event of experiencing such behavior. Records are to be kept of training dates and names of those in attendance.
4. Each parish program shall include the Harassment Policy in materials distributed to the program's staff/volunteers.

## SAFE ENVIRONMENT PROGRAM

Our *Safe Environment Program* is designed to protect children while they are in “care, custody or control” of any volunteer on behalf of the Religious Education Program. The Diocese of Columbus safe environment policies require that any volunteer over the age of 18 years must complete *Protecting God’s Children* in addition to a fingerprinting background check, volunteer application and signed code of conduct. **All volunteers must complete the 3 requirements below prior to the first day of volunteering.**

1. **Attend the Diocesan required course, Protecting God’s Children.** Registration is at [www.virtus.org](http://www.virtus.org). Click on “registration” then choose Diocese of Columbus from the drop-down menu. You will create a user ID and password and then register for the training. Session duration is about 2.5 hours
2. **Submit to a Civilian Criminal Background/Fingerprint check.** The fingerprinting background check can be completed at Fast Fingerprints ([www.fastfingerprints.com](http://www.fastfingerprints.com)) at 1486 Bethel Road.
3. **Complete a Volunteer Application and sign the Code of Conduct Form.** For complete information on the safe environment requirements including the volunteer application and code of conduct, please visit the parish website at <http://stbrigidofkildare.org/our-parish/safe-environment>
4. **Copy of Driver’s License.** You will receive communication notifying you of your compliance. This will also be reflected in our parish records. Questions may be directed to Brad Marzullo, St. Brigid of Kildare Church Safe Environment Program Coordinator, at 614-761-3734 ext. 249 or via email at [bmarzullo@stbrigidofkildare.org](mailto:bmarzullo@stbrigidofkildare.org).

## SNOW DAYS AND OTHER EMERGENCIES

St. Brigid Religious Education Program follows the Dublin City School schedule. If school is canceled for the day due to a weather emergency, St. Brigid will **NOT** hold Religious Education events that day. If the scheduled event takes place on a day school is not scheduled, the event will be cancelled if Delaware County is under a Level II Emergency or by the decision of the Director of Religious Education.

If the weather worsens during the day, or if there is a building emergency, cancellations will be announced on the radio and television stations used by the schools and via email communication.

## TRAFFIC GUIDELINES

Please observe the signs posted at the driveways: **ENTER** using the North entrance (the one closer to Avery Park) marked **ENTER ONLY**, and **EXIT** using the South entrance marked **EXIT ONLY**. Please exercise extreme caution when driving through the Parking Lot!



## HARASSMENT POLICY VERIFICATION FORM

I, Parent /Guardian Name, am (check all that apply):

- ☐ an employee of St. Brigid of Kildare
- ☐ a volunteer at St. Brigid of Kildare
- ☐ a parent/guardian of a youth participant
- ☐ a youth participant (grades 6-12)
- ☐ have received copies of the diocesan policy on harassment.

I understand that it is necessary that any complaint of harassment must be filed with the (a) program administrator, (b) pastor or (c) diocesan director of religious education. I have had an opportunity to read the policy and am confident I understand the content and purpose.

## St. Brigid of Kildare Church Religious Education

(Name of parish and program)

Signed upon registration

Date of registration

(Your signature)

(Date)

Department of Religious Education  
Catholic Diocese of Columbus

Adopted: 08/04

## PARENT HANDBOOK ACKNOWLEDGEMENT

I have received and read the **Parent Handbook** for St. Brigid Religious Education Program. I understand that I am responsible for and will abide by the information contained therein.

Parent /Guardian Name

Signed upon registration

Date of registration

(Your signature)

(Date)

## PERSONALLY IDENTIFIABLE INFORMATION RELEASE FORM

### *Parents' Consent for Release of Personally Identifiable Information*

The undersigned parents of **REGISTERED CHILD(REN)**, a member of the **St. Brigid of Kildare Religious Education Program**, hereby consent to the release of photographs and name of the minor to be used by **St. Brigid of Kildare Parish** for future promotional programs of **St. Brigid of Kildare Parish and the Diocese of Columbus**. If you have any questions or concerns, please contact the **Religious Education Office** by calling **614-761-1176**.

\_\_\_\_\_  
Parent /Guardian Name

\_\_\_\_\_  
Signed upon registration

\_\_\_\_\_  
Date of registration

(Your signature)

(Date)