

Our Lady of the Snows Office of Faith Formation

(718) 347-3511

Dear 7th Grade Student and Parent:
2017

December,

Here are instructions and guidelines concerning your Community Service at Parker Jewish Institute. Attached is a list of five groups and the dates when your group is scheduled to serve at Parker. Keep this schedule in a safe place. Extra copies are always available.

Before starting service at Parker you must do two things: 1. Go to Parker to have your ID picture taken and 2. attend one of their Orientations. You will need to go to Parker to have your picture taken between Tuesday Dec. 26 and Friday Dec. 29. The Orientations will be held on Wednesday, January 3rd and Saturday, January 13th. Please see the reverse for more specific information.

On Saturdays when you serve at Parker:

1. Plan to arrive by 1:30 p.m. at the latest.
2. MAKE SURE YOU **Sign-in**. We will not give you credit for attending if you do not sign the attendance sheet. Brother Michael Renna or another adult volunteer will be there to guide you. You will be assigned a specific task. Listen to directions carefully and be courteous and respectful.
3. Mass is celebrated at 2:45 p.m. You may be asked to assist during the Mass with readings. If so, please do what is asked. After Mass you may be asked to help serve refreshments. You will then help to return the patients to their floors. **You must sign-out**. Do not sign-out until you actually leave. You will be finished at *approximately* 4:00 p.m.
4. **PLEASE** make every effort to go to Parker with your group. If, for some *very important* reason you can not go on your assigned day then do your service on any other Saturday. There is no need to call us. You must make up any day you miss and be sure to sign-in and sign-out. **If the Mass is cancelled for any reason we will call the volunteers scheduled for that day. If you go to Parker on any day other than your scheduled day you may call Parker's Front Desk at (718) 289-2100 to confirm that they will hold Catholic Mass.**

IMPORTANT REMINDERS:

- **You are expected to be on your best behavior.** When you visit Parker Jewish Institute you are a guest of the residents, you are in their home. You must give them every sign of respect and courtesy.
- **Dress appropriately!** Remember that you are attending Mass and representing Our Lady of the Snows Church. Business casual is the guideline. **DO NOT WEAR:** shorts, tanks or halter tops, ragged or ripped jeans, shirts with questionable/ suggestive messages/designs/printing. Use common sense. Boys: do not wear a hat inside the building. If you are dressed inappropriately you could be sent home and not receive credit for your service.
- **NEVER sign someone else in or out!**
- **Follow directions.** Listen carefully to directions given you by your adult supervisors and complete the task in an orderly fashion. You are there to *work*. Do whatever you can help.
- **Your cell phone must be silenced and put away** during the time you are in Parker. If you are caught on the phone, texting or using any other electronic device it will be confiscated and returned to your parent.
- **Do not chew gum or eat candy/other foods** while doing your service.
- **Be quiet and attentive during the Mass.** As Catholic young adults you should know how to behave at Mass. Remember the Homily because you can do a Homily Report for the Parker Mass!

If you have any questions or concerns, please come to the office, or speak with your class teacher. We are here to be of assistance to you as you prepare to receive the Sacrament of Confirmation. It is our hope that, as you continue on your journey you will become the wonderful Christian that God intends you to be.

Parker Institute ID Badge Photo and Orientations for New Volunteers

FIRST:

Have your ID Badge Photo taken

Please go to Parker between Tuesday, December 26th and
Friday, December 29th from 2 p.m. to 4 p.m.

Tell the person at the Front desk that you are there for a photo ID and to please
call Pratima Bhagwandin. She will meet you and take you for the photo.

NEXT:

Attend one of the Parker Orientations scheduled for:

- **Wednesday, January 3, 2018 from 4 p.m. to 6 p.m.**
Group 1 must attend so that you will be able to serve on Jan 6th
All groups are welcomed to attend this Orientation.
- **Saturday, January 13, 2018 from 10:45 – 1:00 p.m.**
Group 2 will stay after the Orientation for your first day of service.
If you are attending this Orientation and staying on the same day to do your
service you may bring your lunch.

Parker is located on Long Island Jewish Hospital grounds.

Enter via Lakeville Road

Parker is on the right – white and blue building.

Stop at the reception desk to say you are there for Orientation.

Walk straight down the hall to the Auditorium. You must sign-in.

Parents are not required to attend but are welcomed to stay.

If you have any questions please call the Faith Formation Office at
(718) 347-3511 **by December 21st**.