

*Our Lady of the Snows Office of Faith Formation*  
(718) 347-3511 ~ rel.ed@olsnows.org

Dear 7th Grade Student and Parent:

December, 2016

Here are instructions and guidelines concerning your Community Service at Parker Jewish Institute. Attached is a list of five groups. Find which group you are in. Then turn the paper over to find the dates when your group is scheduled to serve at Parker. Put the dates you are scheduled on your home calendar/planner.

**Everyone is required to attend an Orientation at Parker before starting service: It is scheduled for Saturday, January 7<sup>th</sup> at 12:30 P.M. Your photo I.D. Card for Parker will be taken. (Group 1 will stay after the Orientation and begin their service that same day.**

On all other Saturdays:

1. Plan to arrive by 1:30 p.m. at the latest. As you enter the L.I.J. complex from Lakeville Road, the Parker building is on your right. Upon entering give your name to the security guard. Walk straight down the hall to the auditorium.
2. MAKE SURE YOU **Sign-in**. We will not give you credit for attending if you do not sign the attendance sheet. Brother Mike 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, do your service on the Saturday before or after. There is no need to call us. **You must make up any day you miss**. Be sure to sign-in and sign-out. **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 that day.**

**IMPORTANT REMINDERS:**

- 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. **You are expected to be on your best behavior.**
- **Dress appropriately!** Remember that you are attending Mass and representing Our Lady of the Snows Church. Business casual is the rule. **DO NOT** wear short shorts, tank or halter tops, ragged or ripped jeans, shirts with suggestive 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!
- Listen carefully to directions given you by your adult supervisors and follow them as best you can. Complete the task given to you in an orderly fashion. You are there to *work*. Do whatever you can help.
- Your **cell phone must be silenced and put away** for 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.
- **As Catholic young adults you should know how to behave at Mass.** Be quiet and attentive during the 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.

Sincerely in Christ,  
Regina Moreno, Pastoral Associate and  
Director of Religious Education