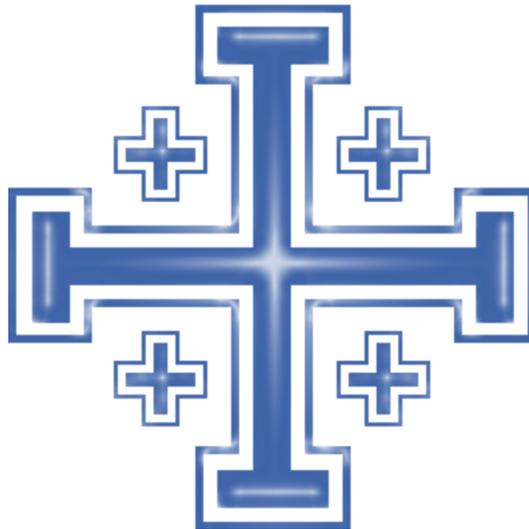


St. Martha Catholic Church

Catechesis Policy Handbook ***Grades PreK-12***



THAT ALL MAY KNOW CHRIST

Faith Formation Campus
3702 Woodland Hills Drive
Kingwood, Texas 77339
281-358-1959
Fax 281-312-0172

Office Hours: Monday through Friday, 9:00 a.m.-4:00p.m.

INTRODUCTION

In chapter 15 of his First Epistle to the Corinthians, St. Paul gives us an introduction to the earliest creed known to the early Church. “I want to remind you of the gospel I preached to you, which you received and in which you stand firm. You are being saved by it at this very moment.” What St. Paul is asserting is that our Christian faith is primarily a “word-event.” In the proclamation of the Word of God and in our hearing and responding to the Word, we are caught up in the saving mystery of God’s salvation in Jesus Christ. St. Paul states: “I handed on to you first of all what I myself received.” This “handing on the faith” continues in the life of the Church today through the witness of our lives, our worship and our life-long formation in the teachings of the gospel.

The whole parish community has a role to play in this great process. The unity we celebrate when we gather for Sunday Eucharist, the caring service we extend to the homeless, the shut-ins and those beset by illness and hardships, and our commitment to present the teachings of the Church to our children and those interested in becoming Catholics are all necessary to hand on this wonderful Catholic faith of ours. When all of us accept our roles in this process, God’s Word can be proclaimed, celebrated and lived much more effectively.

The faith formation program of St. Martha’s exists to assist parents (“the first teachers of their children in the ways of faith”) and children to embrace the saving mystery of God’s Word. Directors and coordinators of faith formation and our many catechists dedicate their lives to hand on the faith received from the Church. “In this way the Church, in her doctrine, life and worship, perpetuates and transmits to every generation all that she is, all that she believes.” (Second Vatican Council).

Let us pray for one another as we seek to hand on the treasure of our faith in Jesus to the generation of believers who will follow us.

Fr. Chester L. Borski
Pastor

TABLE OF CONTENTS

Organization & Staff	4
Goals	5
GENERAL INFORMATION	
Registration Dates/Fees	6
Sessions	7
Special Assistance	8
Catechists	8
POLICIES / PROCEDURES	
Arrival / Dismissal	10
Visitors & Building Access	11
Emergency Procedures	11
Code of Conduct	
Behavior Policy	12
Discipline Policy – PreK-3 rd grade	12
Discipline Policy – 4 th – 8 th grade	13
Dress Code	14
Cell phone use	14
SACRAMENT PREPARATION	
Rite of Christian Initiation (Adapted for Children/Teens)	16
First Reconciliation and First Communion	17
Confirmation	18
PROGRAM / CURRICULUM INFORMATION	
Elementary Catechesis Program	20
Middle School Catechesis Program	21
Home School Catechesis Program	22
Sacred & Safe Program	23
Life Teen Program	24

ORGANIZATION

The Pastor provides the overall direction and spiritual guidance for St. Martha's Faith Formation Program. The Directors of Faith Formation provide professional assistance in guiding and training Catechists & volunteers.

PASTOR

Rev. Msgr. Chester L. Borski, S.T.L.

FAITH FORMATION STAFF

Director of Faith Formation	Carla Lewton, ext. 213 carlal@stmartha.com
Associate Director of Elementary Faith Formation <i>PreK-5/ Sacraments</i>	Patty Jost, ext. 203 pattyj@stmartha.com
Coordinator of Elementary Faith Formation <i>Grades PreK-5</i>	Michelle Campisi, ext. 214 michellec@stmartha.com
Coordinator of Middle School Faith Formation <i>Grades 6-8/ EDGE</i>	Lisa Hartsfield, ext. 241 lisah@stmartha.com
Coordinator of High School Faith Formation <i>Life Teen</i>	Laura Gallardo, ext. 252 laurag@stmartha.com
Associate Youth Minister/ Confirmation Coordinator	Ana Leija, ext. 249 analeija@stmartha.com
Associate Director of Spanish Catechesis	Ana Maria Gibson, ext. 202 anag@stmartha.com
Spanish Catechesis Assistant	Ana Luisa Rodriguez, ext. 269 anarodz@stmartha.com
Faith Formation Office Manager	Katherine Moore, ext. 211
Adult Faith Formation Assistant	Mandy Carr, ext. 264



FAITH FORMATION PROGRAM GOALS

The goals of the Faith Formation Program are to:

- Help catechists realize more fully the continuing need to grow in faith and enrich their relationship with God.
- Provide parents with necessary instruction and support in Faith Formation and Sacramental preparation for their children.
- Help young people realize the importance of their personal relationship with the Risen Lord and to develop their life of prayer.
- Develop in young people the ability to understand Christian freedom and responsibility.
- Develop in young people a sense of mission in the Church, that is, a desire to share their vision of Christ with others as participants in the community of faith.



GENERAL INFORMATION

The policies contained in this handbook pertain to the English Catechesis program at St. Martha, grades K-12. For policies pertaining to Catechesis of the Good Shepherd (Pre-K) or Spanish Catechesis, please refer to their corresponding policy handbook.

REGISTRATION

Catechesis class registration will begin June 1.

Every effort is made to place all children. However, space is limited. Students will be placed on a first come, first served basis. Placement of students is according to their grade level in school and the number of adult volunteers available to teach.

REGISTRATION FEES			
PreK-8	1 Child \$65	2 Children \$100	3+ Children \$135
Parent Catechists of PreK-8	1 Child \$20	2 Children \$40	3+ Children \$60
Life Teen 9-12	\$75 per child		
Out-of-Parish Families	\$100 per child		

Any registered parish family who has difficulty regarding the registration fee is encouraged to fill out an application form to make scheduled payments or receive a scholarship.

SESSIONS

Every effort is made to place children in sessions according to each family's needs; however, space is limited and children are placed on a first come, first served basis. (*see REGISTRATION)

The following sessions are available:

SESSION TIMES		
PreK-8	Sunday	10:30 - 11:45 a.m.
K-8	Wednesday	6:30 - 7:45 p.m.
Spanish Catechesis (Adult & Children)	Monday	5:30 - 7:00 p.m.
Life Teen (9-12)	Sunday	7:15 - 8:30 p.m.

Attendance – Regular attendance for **catechesis classes** is an important factor in helping your child deepen his/her understanding of the church's teachings, scripture, prayer and community. Attendance is taken each week by the classroom catechist. There are 23 classes each year; therefore students should not miss more than 6 classes, which is 75%. For Life Teen, students should not miss more than 4 classes. If there is illness or other family issue, please contact the coordinators at the Faith Formation office.

See Faith Formation Website for a calendar of dates for the current Catechesis year. <https://www.stmartha.com/catechesis-k-8>.

SPECIAL NEEDS

Children who have special needs or disabilities are encouraged to participate in catechesis. Care is taken to place the children where their needs will be met and as volunteers are available. Materials may need to be adapted to their particular needs in class or home study. Contact your grade level director for further information.

CATECHISTS

Catechists are volunteers who donate their time preparing their lessons and teaching. Catechist meetings are held, and catechists are encouraged to participate in classes offered by the Archdiocese in a continual effort to improve our Faith Formation program.

A steady growth of the parish and frequent transfer of parishioners leave us with a continuous need for additional catechists; please consider volunteering by contacting the Faith Formation Office.

All catechists are VIRTUS certified. VIRTUS is a child abuse awareness program that includes a background check on all staff and volunteers who work with children and youth.



POLICIES AND PROCEDURES

- Arrival and Dismissal
- Emergency Procedures
- Code of Conduct – Behavior Policies

ARRIVAL & DISMISSAL (PreK-8th Grade)

The **SAFETY** of our students is a top priority. Students are **not** allowed to play on the playground, in the parking lot, or the pavilion before or after class. Students are not allowed to enter their classroom without an adult.

ARRIVAL	<ul style="list-style-type: none"> • It is the <u>responsibility of the parents</u> to see that their child is escorted safely into the building. • Parents of PreK-3rd grade students are expected to wait until a catechist has arrived at the classroom door before leaving.
DISMISSAL	<ul style="list-style-type: none"> • PreK-3rd - must be picked up at the classroom door by an adult* • 4-8th - will be allowed to meet their parent at the school stairs or in front of the Youth Center • No student will be allowed to enter the parking lot or cross public streets at either Oak Shores or Woodland Hills unattended <p>*CHILDREN WILL ONLY BE RELEASED TO PARENTS UNLESS A WRITTEN PARENTAL RELEASE FORM IS ON FILE. OTHER ADULTS & SIXTH, SEVENTH, AND EIGHTH GRADE STUDENTS WILL ONLY BE ALLOWED TO PICK UP YOUNGER SIBLINGS WITH A WRITTEN PARENTAL RELEASE FORM.</p> <p>If parents have not arrived to pick up their children within 15 minutes of dismissal, children will be brought to the Faith Formation Office to wait for their parents. (See page 11 for Emergency Parent Delay Procedure)</p>

VISITORS & BUILDING ACCESS

- All visitors during class must check in at the Faith Formation Office in the FLC. (Parents wishing to visit their child's class must register as a visitor.)
- All visitors must wear a Visitor Name Badge when in the building.

Doors of the building will lock 10 minutes after class begins for the safety of the students. Only authorized volunteers & visitors are allowed in the building during class time. Doors will re-open 5 minutes before class ends for dismissal access.

Parents may wish to take advantage of the Adult Faith Formation programs offered during class time. Parents are not allowed to wait in the hallways during class.

EMERGENCY PROCEDURES

Parent Delay- For emergencies that delay a parent from picking up their child from class on time, parents should call the Faith Formation office at 281-358-1959 ext. 203 or 214 for K-5th or ext. 241 for 6-8th.

Cancellation of ALL catechesis classes – In the event that ALL classes need to be cancelled due to an emergency such as extreme weather conditions, parents will be notified by email/Flocknote.

Cancellation of ONE catechesis class – In the event of a specific class being cancelled due to a catechist illness, parents will be notified by email or a phone call.

Fire Procedure – In the event of a fire during class, students will be evacuated from the buildings to a safe location on campus. Parents will be notified in the manner indicated on the registration form. Students will wait with their catechist until the student is released to a parent.

Illness – If a child becomes ill or hurt during class, parents will be notified. First aid, other than a band-aid, cannot be administered without a parent's permission. In the event of an immediate life-threatening situation, 911 will be called.

BEHAVIOR POLICY

A discipline policy will be sent home with students 4th grade and older. Parents are asked to sign and return.

Christian principles of respect for the rights of others will govern the actions of all. Students are expected to follow all of the rules and to accept the consequences for failure to do so. The following general rules apply to all catechesis classes:

Respect for God: Students will be reverent while participating in prayer, Mass or any other liturgical event.

Respect for Others: All adults and students are to be treated with kindness and respect at all times.

Respect for Property: Keep St. Martha property unmarked, clean and litter free. Students are expected to treat textbooks, materials and property of others with respect.

Inappropriate language, injury to other students, willful destruction of property and disrespect to catechists by students WILL NOT be tolerated and can be grounds for expulsion.

DISCIPLINE POLICY

(Pre-Kindergarten – 3rd grades)

Positive discipline techniques and positive reinforcements will be used; however, if a student exhibits inappropriate behavior, the following steps will be taken:

1. A gentle verbal reminder of the rules.
2. If misbehavior is repeated, the student will step away from the situation and take a few moments to think about what positive choices he/she can make instead; mistakes are opportunities for learning.
3. If a student continues to misbehave, the student will be escorted to the Faith Formation Office to have a conference with the

Director. The student will then be returned to class and the parents will be notified of the visit.

4. If behavior becomes a continuous concern, a conference with the Director, catechist and parents will be scheduled in order to determine how to encourage the student to strive for a more positive attitude. The student can be invited to attend if this is in agreement with everyone involved.

If an ongoing discipline problem occurs, it may be necessary for parents to accompany the student to class, or for the student to be homeschooled for catechesis.

DISCIPLINE POLICY **(4TH – 8TH grades)**

1. Each catechist is responsible for the discipline in the classroom. On the first offense, a student may be asked to separate from the class, to write a short apology to the class, or to sit separately from the class for a short period of time.
2. If the behavior continues, the catechist may find it necessary to send the student to the Faith Formation Office. The Director of Faith Formation will issue a warning to the student, and the student will be allowed back into the classroom with the catechist's permission.
3. If the student is sent to the Faith Formation Office a second time, the student must call his/her parents, explain his/her behavior, and ask to be picked up early. The student will not be allowed back into class until the following week. If ongoing discipline problems occur, it may be necessary for the parents to accompany the student to class before a student is allowed back.

If a student continues to behave inappropriately, a meeting with the student, the parents, the catechist, and the Director of Faith Formation may be necessary. Students with an ongoing discipline problem may be asked to be homeschooled for catechesis.

DRESS CODE

Students are expected to dress in a Christian manner. Hats and caps are not to be worn in buildings or during class. Tee shirts with inappropriate wording, cutoffs, spandex bicycle shorts, boy's sleeveless shirts, cutup jeans and clothing that expose the midriff will not be allowed. Shorts and skirts are acceptable provided they are not shorter than fingertip length. Elementary students are prohibited from wearing makeup, and jewelry that is hazardous to the child's safety and comfort. Shoes with wheels that could damage the floors are also prohibited.

CELL PHONES & ELECTRONIC DEVICES

Students may not display or use a cell phone or other electronic communication device during the catechesis class. Students are required to turn off cell phones and keep them concealed.

Catechists will confiscate a cell phone if causing a distraction during class and will return it to the student after class.

Catechists know some parents want their child to have a cell phone for reasons of safety or convenience. This rule does not prohibit students from keeping cell phones in their purses, backpacks or cars. The rule forbids students from getting out their cell phones or using them during the session.

Catechists work hard to keep students focused on God. Cell phones can be a big distraction. That is why their use is inappropriate in class.



SACRAMENT PREPARATION

- Rite of Christian Initiation
- First Reconciliation/ First Communion
- Confirmation

RITE OF CHRISTIAN INITIATION **(ADAPTED FOR CHILDREN/TEENS)**

This program is for children ages 8-17 who would like to enter into full communion with the Church, and who ***have not been baptized as infants.***

Modeled on the Rite of Christian Initiation of Adults (RCIA), this process invites children to experience God through Jesus within the Christian tradition and the Church community. Christian initiation follows the liturgical year and is divided into four periods. Rites mark the bridges between these periods; preparation for and reflection upon these rites will mark their faith journey. They will be received into full initiation: Baptism, Confirmation, and Eucharist celebrated at one time at the Easter Vigil. Students will attend an initial meeting and will then be assigned to classes with other students in the program. The calendar will generally follow the regular catechesis class schedule.

Please register your child in the Faith Formation Office. Note on the form that you want the child enrolled in RCIA-Children.

For more information about RCIA adapted for children and youth please contact Carla Lewton in the Faith Formation office at 281-358-1959 ext. 213 or carlal@stmartha.com



FIRST RECONCILIATION AND FIRST COMMUNION

Parents play a vital role in the preparation of their children for the celebration of the Sacraments of First Reconciliation and First Communion. In addition to their weekly Catechesis classes, children in the second grade or above will have the **option** of entering our sacramental preparation process.

Requirements to enter the sacramental process are:

- The child must be in the second grade or above.
- The child must be baptized.
- The child must have attended one previous year of Faith Formation or Catholic school with 75% attendance
- The child must be regularly attending catechesis classes or enrolled in a Catholic school. Only 3 absences allowed.
- Parents are willing to attend meetings and assist their child with preparation.
- The family has made a commitment to attend Catholic Mass on Sundays.

First Reconciliation will be celebrated as a group prayer service on a Saturday in January at the Church. First Communion is celebrated in the context of regularly scheduled weekend parish liturgies at the end of the Catechesis year.

Register for the sacrament program in our Faith Formation office. At the time of registration you will turn in:

- A sacrament fee and registration form
- A **copy of child's baptismal certificate***

**St. Martha baptismal records can be looked up*

Parents must attend the initial parent meeting for Sacraments, when you will be given materials to begin sacrament preparation.

Families who would like to participate in the Spanish First Communion program must be enrolled in and attending Spanish CCE.

CONFIRMATION

The Sacrament of Confirmation completes the process of initiation into the Church that began at our Baptism. At Confirmation, the baptized Christian takes the faith that was freely given and makes it his/her own. The seal of the Holy Spirit and His gifts strengthen the initial commitment enabling the Christian to live fully the responsibilities assumed at Baptism.

At St. Martha, preparation for the Sacrament of Confirmation is a two-year process:

- In the *first* year, each student must be enrolled in the Life Teen program, or attending a Catholic high school, in order to receive proper catechetical instruction.
- In the *second* year, each student will then begin the immediate preparation for Confirmation.

Parents and teens must attend an orientation meeting before each year of the preparation process. See the Catechesis Calendar for current meeting dates.

For more information about Confirmation please go online at www.stmartha.com and click on Sacraments/Confirmation or feel free to contact Ana Maria Leija at analeija@stmartha.com or 281-358-1959 ext. 249



PROGRAM INFORMATION/ CURRICULUM

- Elementary Catechesis Program
- Middle School Catechesis Program
- Home Catechesis
- Sacred and Safe
- Life Teen

ELEMENTARY CATECHESIS PROGRAM

PreK and Kindergarten

Allelu! Curriculum Series from *Our Sunday Visitor*.

Allelu! Is framed on the six tasks of catechesis and the seven major content areas of the bishops' guidelines for early childhood. The program is a developmentally appropriate curriculum that utilizes hands-on learning techniques such as art, dramatic play, music and crafts. ***Allelu!*** nurtures young children's natural desire to seek a relationship with God and reinforces a strong sense of community and love.

***Beyond the Classroom:** Each week your child will bring home an activity sheet that is cleverly designed to be a placemat for the dinner table. Each activity sheet provides an opportunity for faith discussion at home. Parents are encouraged to reinforce the focus of the week! A music CD will also be sent home to help your child with key themes through the catchy lyrics and engaging rhythms. Enjoy the music all year long!

Source: *Allelu! Growing & Celebrating with Jesus Catechist Teacher Guide/Our Sunday Visitor Curriculum Division

1st – 5th Grade Curriculum

Alive in Christ series from *Our Sunday Visitor*

Christ is the center of our faith, our Church and our catechesis. ***Alive in Christ*** is intentional in its focus on the life, mission, and saving work of Jesus Christ. Built on a spiral curriculum that teaches children to know, love and live their Catholic faith through Scripture, doctrine, and prayer.

- ✦ A comprehensive journey in faith that encompasses the six tasks of catechesis: knowledge of faith, liturgical education, moral formation, prayer, community life and missionary initiation.
- ✦ Each lesson encourages a personal and ongoing relationship with God, to know Him and His truth and to be guided by the Holy Spirit.
- ✦ Scripture from both the Old and New Testament is presented in ways that encourage students to listen to the voice of God and to learn the stories of the people in the Bible. Each lesson gives children the opportunity to pray with, reflect on, and apply God's word to their lives.
- ✦ Developmentally appropriate text, images, exercise, and activities all interact in ways that address multiple learning styles and engage the child's senses and imagination. The grade level lens allows children to focus on a foundational topic in our Catholic faith each year
- ✦ Every grade level intentionally incorporates each of the five forms of prayer mentioned in the Catechism – blessing and adoration, petition, intercession, thanksgiving, and praise (CCC 2626-2643). Children are taught how to talk with God in their own words and listen silently as He speaks to them.

***Beyond the Classroom–** Each week your child will bring home a **Family + Faith** page to let parents know what their children are learning, to talk about the faith, and recognize how they can more consciously live the faith in their daily family life. Each lesson's take-home page contains information about children's developmental understanding, discussion starters, and resources for family prayer

MIDDLE SCHOOL CATECHESIS PROGRAM

St. Mary's Press "Catholic Connections" Handbook.

Catholic Connections offers a comprehensive overview of learning our Catholic faith. This means that all four pillars of the Catechism of the Catholic Church are taught and developed on in six courses over the three year program. This ensures that the beliefs of our faith are reinforced to young people as they grow, develop, and mature as Catholics.

Sixth grade classes will focus on *God, Revelation and Faith* as well as *Jesus Christ and the Holy Spirit*. The students will come to know God through the Trinity, studying Sacred Scripture and Tradition as the source of the faith of the Church. They will meet Jesus in the Gospels, forming a greater relationship with the Lord.

Seventh grade classes will focus on *The Church and Liturgy and Sacraments*. The students will follow the story of the early Church and understand God's mission for the Church today. They will examine aspects of the Church's sacraments to uncover their deeper, hidden meanings.

Eighth grade classes will focus on *Christian Morality and Justice and Prayer*. The students will study the Ten Commandments and how God has given them as a guide for living out Christian moral principles. They will explore different forms of prayer and find ways to connect to God.

In addition, middle school students will participate in service projects throughout the year.

If your middle school child has not yet received the Sacraments of Reconciliation or First Communion please contact Lisa Hartsfield upon registration at lisah@stmartha.com.

HOME CATECHESIS K-8

If your child is unable to attend our Catechesis sessions, we offer materials to conduct Catechesis at home. Register for the program along with Catechesis Registration in the Faith Formation Office.

1st - 5th: “Alive in Christ”

This is the same curriculum used in the Catechesis classrooms (see page 20), but with the addition of access to an online Parent Guide including student e-Assessments, interactive games, and many more resources.

- Each chapter of the book will be equivalent to one Catechesis class. Your child will complete an online e-Assessment per chapter.
- The student needs to complete all the e-Assessments for a full year’s credit.
- You do not need to turn in your book at the end of the year

6th - 8th: “Catholic Connections Handbook”

This is the same curriculum used in the Catechesis classrooms (see page 21).

- Students will be given two semesters of work, each with a different theme
- Parents and students will read chapters and review content together
- Students will complete one activity per chapter from a menu of activity options.
- All work will be returned to the office during the first week of May.

Families in Home Catechesis will be expected to attend an initial parent/child activity and other activities throughout the year. See the Catechesis Calendar on the website for current meeting dates. <https://www.stmartha.com/catechesis-k-8>

SACRED & SAFE

Students in **K- 8th grade** will participate in the **‘Sacred and Safe’ program** mandated by the Archdiocese of Galveston/Houston.

In January/February* each grade will have a faith-based lesson on the warning signs of sexual abuse. The program’s primary objective is to assist parents in protecting their child from sexual abuse.

Parents are welcome to request a copy of the curriculum prior to your child’s lesson in class. You may visit the Faith Formation office M-F 9-4 p.m. or a copy of the lesson can be emailed to you.

Home Catechesis students will receive a Sacred & Safe lesson with Fall Semester materials.

**Check current Catechesis Calendar on the website for class date.*

<https://www.stmartha.com/catechesis-k-8>





LIFE TEEN

Leading Teens Closer to Christ

LIFE TEEN MISSION:

To lead teens closer to Christ.

- Through celebration of the Eucharist.
 - Through the teachings of Jesus Christ and His Church.
 - Through an experience of being loved and accepted.
- Life Teen is a comprehensive youth ministry open to all high school teens, freshman through senior year.
 - Life Teen encourages teens to embark on a journey of faith in a relationship with God through Jesus Christ and His Church.
 - Through the Life Teen Mass and Life Nights, high school teens learn more about their Catholic faith and grow to love the Word, and the Sacraments, especially the Mass.
 - As a parish that implements the Life Teen model, we strive to build an environment where teens feel loved, accepted, and compelled to reach deeper into their faith.

LIFE TEEN MASS:

At a weekly Life Teen Mass, **Sunday evenings at 5:30 P.M.**, the St. Martha community gathers. Teens experience the depth of God's love through the Word, the parish community, and the Eucharist.

LIFE NIGHTS:

These gatherings on Sunday evenings give teens an opportunity to build on their experience at Mass and encounter Christ in a real and personal way. Through activities, talks by dynamic speakers, small groups, and prayer experiences, teens are able to build community and deepen their faith. **Life Nights take place Sundays from 7:15-8:30pm.**

LIFETEEN PRAYER

*Jesus, the Bread of Life, **taken, blessed, broken,** and **given** away so that all might be healed and have LIFE.*

Father, **TAKE** the lives of our teens. We offer them to You with open hands. Through the example of Jesus, teach them to surrender their lives fully to You. **BLESS** them with the knowledge that they are Your beloved ones and that they truly belong to a community of love and mercy. **BREAK** open their hearts so that the seed of the Word and the power of the Eucharist can be planted in fertile ground, take root and transform their lives. **GIVE** these teens to the world with the power of the Holy Spirit to witness to the love of Jesus and serve Him in each person they meet. Let this LIFETEEN ministry be bread for the world. As Christ gave you thanks and fed many, may we give You thanks for this ministry and ask You to multiply it and nurture its growth for your glory. **Amen.**

**CHECK IT OUT! www.lifeteen.com
Leading teens closer to Christ!**

If you have any questions or need more information about LIFE TEEN or high school youth ministry, please contact Laura Gallardo at 281-358-1959 ext. 252 or laurag@stmartha.com

