

# **The Church of St. Paul**



## **The Church that Cares**

Parish Information Booklet

## **MISSION STATEMENT**

***“We, the parishioners of the Church of St. Paul, are joined as a Family to live as The Body of Christ***

- ***by nurturing our relationship with God through prayer, reflection, liturgy and the Sacraments.***
- ***by embracing all parishioners, visitors and the greater community with a spirit of Christ-like hospitality.***
- ***by ministering to each other and to those around us, through participation in parish programs and community outreach.***
- ***And by sharing our God-given blessings of time, talent and treasure.”***

## **I. PASTOR’S ADVISORY COMMITTEES**

### **A. Buildings and Grounds Committee**

Buildings and Grounds is an ad hoc committee appointed by the Pastor. The purpose is to periodically review the buildings and grounds and make recommendations for repairs/improvements, keeping in mind the safety of the parishioners.

### **B. Finance Committee**

The Finance Committee serves in an advisory capacity to the Pastor and reports to the Parish Council on all financial matters. The Pastor appoints the membership of this committee, which includes the two trustees as required by the Diocese of Syracuse.

### **C. Liturgy Committee**

The Liturgy Committee is appointed by the Pastor and works in an advisory capacity especially during Advent, Lent, and Easter.

### **D. Parish Council**

Parish Council is an organization whose purpose is to discuss issues facing our parish and act as an advisory committee to our Pastor. Any registered member of the parish who would like to become a member of the Parish Council should call the parish office at 337-2216. Terms of service are for three years. The Council meets bi-monthly from September to June.

**for the sacraments of Penance and Eucharist in the second grade.**

**b. First Penance/Rite of Reconciliation**

Preparation for First Penance begins in the first grade. The sacrament is celebrated in second grade during December.\*

**c. First Eucharist/First Holy Communion**

First Eucharist preparation begins in second grade in January after the reception of Penance and continues through April, when the children receive their First Eucharist.\*

**\*These require Virtus Certification**

**d. Confirmation Preparation (Grades 9-10)**

Grade 9 and Grade 10: Attend between 21-24 classes depending on school year calendar. Class is for 1 hr. 15 min. in preparation for their Confirmation commitment in 10<sup>th</sup> grade.

All students are required to participate in a total of twenty service hours, 10 each year. In addition, Confirmation students are required to attend one retreat.\*

**\*This requires Virtus Certification**

**e. Marriage Preparation (Sacramental Program for Adults)**

The Syracuse Diocese requires a six-month waiting time between when a couple formally announces their intention to marry and the celebration of the sacrament. In

**E. Sacristan**

This person must have knowledge of the liturgical cycle and what needs to be done during the special seasons. Duties include setting up before masses, assuring that lectors, servers, announcers, and Eucharistic ministers are present and informed, and cleaning up after masses. Housekeeping details such as candle and server vestment care, opening and closing the church at appropriate times and miscellaneous tasks as directed by the Pastor are also required. This position is appointed by the Pastor.

**II. PARISH MINISTRIES**

**A. Faith Formation**

**1. Sacramental Preparation**

**a. Baptism**

Parishioners who wish to have their child Baptized should call the parish office at 337-2216 regarding preparations. In addition, the Pastor or his designee may request a meeting to discuss the meaning and purpose of the sacrament.\*

Children who attend Holy Family School are also required to attend religious instructions along with those students in public schools to prepare for First Penance and First Eucharist. Classes are usually held Sundays from 9:30 – 10:45 a.m. at Holy Family School. **Children are expected to have participated in either parish or Catholic school religious education for one year before beginning formal preparation**

addition, couples must take a church sponsored marriage preparation course. Pre-Cana programs are offered in various locations in the diocese.

**f. Rite of Christian Initiation for Adults**

RCIA is the process by which a person becomes a full member of the Church. Participants meet each week, usually from the beginning of September to Pentecost. Candidates choose a practicing Catholic as a sponsor. The sponsor serves as a friend and guide throughout the process. Interested persons should call the Religious Education Office any time at 337-2201.

**2. Religious Education (K-10)**

Our formal religious education program supplements the education that takes place in the home since parents are the primary religious educators of their children. Dedicated volunteer catechists staff our program. Students study the basics of Catholicism in all grades at levels appropriate to their level of understanding. Grade K through 10 usually meet weekly on Sundays from 9:30 to 10:45 A.M. at Holy Family School. Registration begins in August and classes generally follow the school calendar.\*

**\*This requires Virtus Certification**

**3. Adult Faith Formation**

**a. Parish Programs**

During Advent, Lent, and Ordinary Time, various programs will be offered. Check

the parish bulletin for details. All parishioners are invited to attend.

**b. Formation for Ministry**

Formation for Ministry is a two-year program of education, ministerial training, field experience and spiritual preparation of adult Catholics leading to commissioning by the Bishop and a Diocesan Certification in a specialized area of ministry.

Commissioned lay ministers then usually volunteer three years of service in the Diocese. It is for women and men who are mature people of faith and willing to accept responsibility for ministry in the Church.\*

**\*Each candidate must be recommended and sponsored by their Pastor or a director of a Diocesan institution. Interested parishioners should talk with the Pastor.**

**4. Youth Group**

The Youth Group is committed to Jesus Christ, the Roman Catholic Church, and to minister to youth and their families. It provides an opportunity for young people to become involved in parish activities. Its goals are to foster the growth, both personally and spiritually, of all youth by giving the young people of our community the power and opportunity to live as Disciples of Christ. Members are also given the opportunity to participate in community, diocesan, and national events.\*

**Requires Virtus Certification**

## **B. Liturgy Ministries**

### **1. Altar Servers**

Altar Servers assist the Priest and Deacons at Masses and special services such as weddings, funerals and Holy Week. Girls and boys from the public school or Holy Family School who have made First Holy Communion should tell the Pastor they are interested or call the parish office. Training is offered at various times during the year.

### **2. Eucharistic Ministers**

Eucharistic Ministers assist the Celebrant in the distribution of the Holy Eucharist at Mass and also assist Lay Presiders at Communion Services. They may also bring communion to those parishioners who are home bound, in the hospital, at nursing homes, or otherwise unable to attend Mass.\*

**\*At invitation of Pastor**

### **3. Lectors**

The Lector's purpose is to proclaim the word of God at Mass and other liturgies. Training will be provided as needed. Lectors must have received the Rite of Confirmation. Renewal sessions are held periodically.

### **4. Greeters**

This ministry encourages the Faithful, by a warm welcome, as they gather for worship.

## **5. Gift Bearers**

Gift bearers generally are close family members or friends of the deceased for whom the Mass is being offered. They present the gifts to the priest at the offertory.

## **6. Lay Presiders**

Lay Presiders offer Communion Services at various locations throughout the area. A Lay Presider should already be trained and working in the parish as both a Lector and as a Eucharistic Minister for several years. Communion Services for groups are offered at Preston Manor, the Chenango Valley Home, Norwich Rehabilitation and Nursing Center, Valley View Manor Nursing Home and the hospital, when Mass cannot be celebrated. Interested parishioners should contact the parish office.

## **C. Music Ministry**

### **1. Senior Choir**

To paraphrase St. Augustine, "Those who sing, pray twice." Our church is comprised of talented and dedicated Music Ministers who freely give their time to spread the Word of God through song. Their purpose is to add beauty and solemnity to the Liturgy and to assist and encourage singing by the congregation. All choir members are expected to attend a weekly rehearsal and arrive at least 30 minutes before Mass for warm-ups.

The choir organization is comprised of two performing groups: The Church of St. Paul and The Church of St. Bartholomew's choirs, both of whom perform in their own Churches on Sunday mornings. These two groups practice together and perform as a combined choir during the Christmas and Easter seasons and at Confirmation.

\* Persons interested in Senior Choir should interview with choir director/organist.

## **2. Folk Group**

The Folk Group is a group of parishioners comprised of teenagers to adults at St. Paul's who choose to worship through song, accompanied by guitars. The Folk Mass is the 5:30 p.m. Mass on Saturday evenings. Rehearsals are held prior to Mass on Saturday in the Marian Chapel.

## **D. Church-care Ministry**

### **1. Flower Care**

Volunteers provide flower care on the altars and in the chapel on a daily basis, take care of plants and tend flowers during the Christmas and Easter seasons, and plant the church flower garden next to our Chapel.

### **2. Altar Flower Coordinator**

Volunteer contacts parishioners to contribute altar flowers for each weekend/season of the year in the name of a loved one. The person ordering the flowers pays for them.

### **3. Altar Care**

Volunteers pick up, launder, press, and deliver the small altar linens used during the Mass. This is a one month commitment if enough volunteers.

Others perform light housekeeping, dusting window sills, statues, and filling Holy Water font on a weekly basis.

### **4. Altar Server Vestment Care**

Vestments are cleaned and pressed by the volunteers.

## **E. Pastoral Care Ministry**

Pastoral Care Ministry volunteers serve the homebound, those in hospitals, and parishioners confined to residential health care facilities. Ministries may include bringing Communion, personal visits just to talk, or contacting people by phone.

## **F. Parish and Family Life Ministry**

The Parish and Family Life Ministry is responsible for planning and coordinating various social events taking place in the parish including dinners and receptions.

## **G. Parish Outreach**

The Health/Outreach Ministry will concentrate on providing parishioners with health education in the form of presentations, educational materials available in the church, health events and tips in the bulletin. This ministry will also assist parishioners with

health/human service needs to access appropriate resources.

## **H. Social Justice**

### **1. Food Pantry**

The Church has a collection box to receive donations of non-perishable goods for the needy in the community usually on the first weekend of the month. Donated food items are given to the local food pantry.

### **2. Holiday Food Baskets**

Food baskets are provided for the needy during the Thanksgiving and Christmas holidays. A volunteer committee coordinates assembly, packaging/distribution of food baskets. Everyone in the parish can share the “gift of giving” at these special times of year.

### **3. Respect Life**

This committee supports pro-life causes and may provide educational material to the parish about protecting all life from conception to natural death.

## **III. ORGANIZATIONS AND SOCIETIES**

### **A. Catholic Golden Agers**

Parishioners of The Church of St. Paul and The Church of St. Bartholomew, 55 and older, are welcome. Meetings are held September through June on the first Monday of the month in the basement of The Church of St. Paul. Meetings include a covered dish luncheon and bingo.

### **B. Scholarship Committee**

The committee awards scholarship monies to worthy students for the purpose of furthering their education.

### **C. Tithing Committee**

This committee makes charitable contributions to various community groups.

### **D. Ladies of Charity**

This group is an organization of Catholic Charities of Chenango County which is open to all women. Members volunteer time and resources to help provide for the poor through various local organizations.

### **E. Knights of Columbus**

The Knights of Columbus is a fraternal organization of Catholic men, ages 18 and older, whose mission is to promote charity, unity, fraternity, and patriotism.

## **IV. DEVOTIONS**

### **A. Exposition and Adoration**

The Blessed Sacrament is exposed for Adoration each Friday from 9:30 a.m. until 8:00 p.m. in the Marian Chapel at The Church of St. Paul. Parishioners are encouraged to sign up for an hour time slot or to simply stop in for a visit and spend a little time in prayer.

## **B. Monday Evening Novena and Rosary Group**

Every Monday from 5:30 p.m. to 6:15 p.m. at the Marian Chapel, the Rosary and prayers to the Blessed Virgin are recited and hymns are sung. This group will also provide a person to lead the Rosary before Masses.

## **C. Transportation for the Sick and Shut-Ins**

Call Parish Office at 337-2216 for more information.

## **V. YEARLY EVENTS**

### **A. Easter Egg Hunt**

Volunteers organize an Easter Egg Hunt on Holy Saturday at The Church of St. Paul for Pre-schoolers through Grade 3. A reception follows in the church hall.

### **B. Parish Picnic**

The annual Parish picnic is held during the summer. All parishioners and their families are welcome to come together and share a joyful day. Look for details in the bulletin.

### **C. Pet Blessing**

This event takes place the first weekend in October. It celebrates St. Francis and his dedication to the animals God created. All pets and their owners are welcome to meet in the church parking lot for the blessing of the pets.

## **VI. MISCELLANEOUS ACTIVITIES**

### **A. Funeral Luncheons**

As a special service to bereaved family members, the Church offers a simple meal after a funeral Mass. This service extends compassion to a grieving family of our Parish Community in their time of sorrow.

### **B. Wedding Rehearsals**

Volunteers assist couples at their wedding rehearsal and wedding day, answering questions, and preparing for their ceremony.

### **C. Parishioner Care Committee**

Responsible for sending greetings to the sick and shut-ins, remembering milestone birthdays and anniversaries, and recognizing our service people, newborns, college students, and new parishioners

### **D. Coffee Committee**

Sunday coffees are held monthly on the third Sunday, after the 11:00 a.m. Mass. This provides an excellent opportunity to meet and socialize with other parishioners. Volunteers are needed to prepare the tables and serve.

**E. Norwich Catholic Community Soup & Sandwich**

**Notes:**

Volunteers from both The Church of St. Paul and The Church of St. Bartholomew plan, prepare and serve dinner to the community on Tuesdays—one seating at 5:30 p.m.

**F. Prayer Shawl Ministry**

Through knitting/crocheting and praying together, this ministry reaches out to comfort those in need of healing and support, to console those who are grieving, to celebrate a significant milestone or to thank someone in a special way.

The Shawl Ministry Group (Knit One; Pray, Too) meets on the first and third Monday of the month at 3:00 p.m. in the Holy Family School library. We knit/crochet shawls and small blankets, and pray for the recipients. Knitters and crocheters, and those who would like to learn are welcome.

**Official Website:** <http://www.stpaulstbart.com>

For additional information, call the Parish Office at 337-2216.

***MAY THE ROAD RISE UP TO MEET YOU  
MAY THE WIND BE ALWAYS AT YOUR BACK  
MAY THE SUN SHINE WARM UPON YOUR FACE  
AND RAINS FALL SOFT UPON YOUR FIELDS  
AND UNTIL WE MEET AGAIN  
MAY GOD HOLD YOU IN THE PALM OF HIS HAND***

Name \_\_\_\_\_

Phone Number \_\_\_\_\_ email \_\_\_\_\_

*Being aware of the gifts that God has given me and knowing the need for a strong parish community, I wish to pledge my support to that effort.*

Place an X on the lines next to something you would like to participate in. Please sign up even if you are already involved in an organization, committee or activity.

**PASTOR'S ADVISORY COMMITTEES**

- \_\_\_\_\_ Buildings and Grounds
- \_\_\_\_\_ Liturgy Committee
- \_\_\_\_\_ Finance Committee
- \_\_\_\_\_ Parish Council
- \_\_\_\_\_ Sacristan

**PARISH MINISTRIES**

*Faith Formation*

*Sacramental Preparation*

- \_\_\_\_\_ Baptism
- \_\_\_\_\_ First Penance/Rite of Reconciliation
- \_\_\_\_\_ First Eucharist/First Holy Communion
- \_\_\_\_\_ Confirmation Preparation (Grades 9-10)
- \_\_\_\_\_ Marriage Preparation (Sacramental Program for Adults)
- \_\_\_\_\_ Rite of Christian Initiation for Adults
- \_\_\_\_\_ Religious Education (K-5)
- \_\_\_\_\_ Religious Education (Grades 6-8)

*Adult Faith Formation*

- \_\_\_\_\_ Parish Programs
- \_\_\_\_\_ Youth Group

*Liturgy Ministries*

- \_\_\_\_\_ Altar Servers
- \_\_\_\_\_ Lectors
- \_\_\_\_\_ Greeters
- \_\_\_\_\_ Gift Bearers
- \_\_\_\_\_ Lay Presiders

*Music Ministry*

- \_\_\_\_\_ Senior Choir
- \_\_\_\_\_ Folk Group

*Church-care Ministry*

- \_\_\_\_\_ Flower Care
- \_\_\_\_\_ Altar Flower Coordinator

- \_\_\_\_\_ Altar Care
- \_\_\_\_\_ Altar Server Vestment Care
- \_\_\_\_\_ Pastoral Care Ministry
- \_\_\_\_\_ Parish and Family Life Ministry
- \_\_\_\_\_ Parish Outreach

*Social Justice*

- \_\_\_\_\_ Food Pantry
- \_\_\_\_\_ Holiday Food Baskets
- \_\_\_\_\_ Respect Life

**ORGANIZATIONS AND SOCIETIES**

- \_\_\_\_\_ Catholic Golden Agers
- \_\_\_\_\_ Scholarship Committee
- \_\_\_\_\_ Tithing Committee
- \_\_\_\_\_ Ladies of Charity
- \_\_\_\_\_ Knights of Columbus

**DEVOTIONS**

- \_\_\_\_\_ Exposition and Adoration
- \_\_\_\_\_ Monday Evening Novena and Rosary Group
- \_\_\_\_\_ Transportation for the Sick and Shut-Ins

**YEARLY EVENTS**

- \_\_\_\_\_ Easter Egg Hunt
- \_\_\_\_\_ Parish Picnic
- \_\_\_\_\_ Pet Blessing

**MISCELLANEOUS ACTIVITIES**

- \_\_\_\_\_ Funeral Luncheon
- \_\_\_\_\_ Wedding Rehearsal
- \_\_\_\_\_ Parishioner Care Committee
- \_\_\_\_\_ Coffee Committee
- \_\_\_\_\_ Norwich Catholic Community Soup & Sandwich Committee
- \_\_\_\_\_ Prayer Shawl Ministry

Suggestions for other committees \_\_\_\_\_

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