

St. Michael the Archangel Parish

Warsaw, NY

Fr. James Hartwell, Pastor



Parish Ministries

Fall 2015

Introduction

The Mission Statement for the Parish Community of St. Michael the Archangel is "*Centered in the Eucharist, we will strive to rejuvenate our parish and bring people to Jesus Christ.*" This mission is in large part accomplished through the efforts of the various parish ministries outlined in this booklet. If you have any questions about any of the ministries described here or, even better, want to participate in a ministry, please contact the appropriate person. Specific contact information may be obtained by calling St. Michael's Rectory at 585-786-2400.

Altar and Rosary Society

Contact: Mel Brunner

This is an organization that meets three times in the spring and three times in the fall. They fund articles for the church, parish and the community. There are two rummage and bake sales a year. New members welcome!

Altar Servers

Contact: Fr. Jim Hartwell

Altar servers are boys and girls from grades three through twelve who have made their First Eucharist. Three training sessions are required and each year one Altar Server is chosen to receive the Altar Server of the Year Award from the Bishop.

Bible Study Group

Contact: Laurie Barone

A group of Christian individuals who meet together weekly at the Cloisters to read and share the Sunday readings.

Buildings and Grounds

Contact: Bob Martin

This committee utilizes the talents of our parishioners in the most practical ways - electrical, plumbing, painting, remodeling. Snow plowing is done by contract and snow removal is done by someone hired by the parish but we do need volunteers to make sure the steps to the church remain clear and ice free, as well as the doors to the hall. This committee also keeps a critical eye on the physical condition of the parish.

Card Ministry

Contact: Helen Whaley

This ministry sends cards on behalf of our Parish to the sick, dying, shut-ins and those who have lost a loved one.

Catholic Charities

Contact: Julie Gruendike

The Diocese of Buffalo Catholic Charities Appeal occurs each year during the Lenten season. Solicitations are directly mailed by the Diocese and workers are needed at the Parish level to promote the Appeal; collect and tally the donations; monitor lapsed donors; contact lapsed donors and report progress to the Diocese Appeals Department.

Catechist Training

Contact: Tim Neel

Catechists are required to complete a Virtus training workshop within the first 60 days of the beginning of their work with children. Catechists are strongly urged to complete three levels of catechist training provided through a series of videos, workbooks and faith sharing sessions entitled "Echoes of Faith". This program is recommended by the Diocese as well as periodic meetings and retreats to continue the process.

Church Decoration

Contact: Mel Brunner (Easter), Lisa Tangeman (Christmas)

The Church Decorators, with the advice of the Pastor, decide on the appropriate weekly decorations for the interior church. They also help plan for the specific liturgical seasons, making sure all the details are taken care of. It is helpful for volunteers to come forth to periodically "set up" and also "disassemble" certain environments. (e.g. Advent, Christmas)

Church Linens

Contact: Laurie Barone

Volunteers weekly wash, iron and replace the altar linens.

Clothes Closet

Contact: Mel Brunner

This ministry is open the first Saturday of every month from 10am to 2pm in the parish hall. It provides free clothing for children and adults. Volunteers sort, clean, and hang the donations. Clothing may be dropped off at the parish hall.

Coordinator of Religious Education (CRE)

Contact: Tim Neel

The CRE is the Coordinator of all aspects of Religious Education in the parish, including elementary and high school, adult, RCIA and sacramental preparation.

Cursillo

Contact: Helen Whaley, Liz Wascak

This is a world-wide Catholic Movement whose purpose is to help deepen ones relationship with Christ in order to continue His mission in the world, building up of His Kingdom. A three-day weekend begins one's journey in the Cursillo Movement.

Daily Drawing

Contact: Tony Zon, Mary Schafer

The Daily Drawing is held during January, April, July and October. In a typical month about 500 tickets are sold and about \$1,100.00 is earned for the parish. These funds are typically used for unexpected parish expenses such as emergency repairs. Parishioners interested in purchasing tickets or selling tickets are encouraged to contact the parish office.

Deacon

Contact: Deacon Jack Kelly

Following ordination to the Permanent Diaconate, the Deacon is assigned by the Bishop to a parish, along with possible institutional settings, to minister in the areas of his ordination: Service, Liturgy, and the Word.

Educational Endowment Board

Contact: Liz Brian

This fund provides money for educational projects in the parish and the community in which the parish

resides. A board of trustees has been approved to oversee, working to increase the principal of the fund, as well as receive and evaluate applications for fund money, which is drawn from the interest. The Endowment Fund can help St. Michael's maintain financial security for educational projects in the years ahead.

Eucharistic Ministers

Contact: Deacon Jack Kelly

This ministry recruits and mentors Special Ministers of the Eucharist.

Finance Committee

Contact: Fr. Jim Hartwell, Henry Schafer, Don Felix, Dan Burling, Al Ferreria, Dave Matteer, Tony Zon

This committee is made up of three members appointed by the pastor as an advisory committee, meeting as a group at least 6 times per year. They assist in the preparation of the annual budget, review and approve the monthly financial statements, review and approve financial statements to be provided to the Diocese and parish members, and make recommendations to the pastor regarding expenditures and investments of parish funds.

Free Meal

Contact: Joe and Cyndy Rebisz

This is a "covered dish-to-pass" dinner, offered in the spirit of Christ, free of charge, at St. Michael's hall on the 1st Wednesday of each month to promote outreach and fellowship.

Food Bank

Contact: Ed Schichtel

Non-perishable food is brought to church and deposited in the large wooden box in the front of the church. It is donated to the area Food Pantry.

Greeters

Contact: Donna Ramsey

These volunteers are scheduled to welcome people into the church for services. They minister the virtue of hospitality. This also includes watching the bulletin on display in the church vestibule as for whom the Mass is being offered and asking relatives

of the one remembered to bring up the gifts of bread and wine. If no relatives or friends are available, two other people are chosen. The names are given to the lector (in the sacristy) before the Mass begins.

Habitat for Humanity

Contact: Gerry Ignatz

The Church Relations Committee supports Habitat for Humanity of Wyoming County through prayer and action. This committee coordinates with all the churches in Wyoming County to encourage each congregation to become more knowledgeable of our local Habitat endeavors, to pray for their success and to offer financial support.

Housekeeping for Church, Rectory and Hall

Contact: Rectory - Liz Brian, Church - Fay Steele, Hall - contract service

The Housekeeper keeps track of supplies that need to be ordered to clean the church, rectory and hall.

Hospital Ministry

Contact: Deacon Jack Kelly

This ministry provides communion calls to Catholics in the local hospital, as well as former parishioners in the nursing facility (SNF). Also, monthly communion service at East Side Nursing Home.

Jail Ministry

Contact: Deacon Jack Kelly

This Ministry provides monthly communion services, separately for men and women inmates, at the Wyoming County Jail.

Knights of Columbus

Contact: Marty Pratt

A Catholic men's organization whose purpose is to raise scholarship money for college students; offer dinners for church fund raising; and offer services to people in need.

Lectors

Contact: Deacon Jack Kelly

This Ministry recruits and mentors those proclaiming the readings at Mass.

Martha and Mary Ministry

Contact: Laurie Barone

This ministry offers a luncheon to a family who has experienced a death in the family. It is usually held after a funeral Mass. A volunteer staff under the coordinator, speaks with the family, decides upon the menu, purchases the food and sets up the parish hall a day prior to the funeral. They then prepare, serve and clean the hall following the luncheon.

Maturing Years...the Spiritual Journey

Contact: Joanne Privitera, Cyndy Rebisz

An organization, active since 1993, where retired senior citizens gather once a month to share life, deepen their faith in God and continue to discover God's place in their lives. This Ecumenical group meets on the 1st Friday of each month from 1-3pm in the Meditation room at St. Michael's hall.

Missions

Contact: Fr. Jim Hartwell

There are baskets in the church for voluntary donations to the missions. This money is forwarded to missionaries such as Sister Kathy Meyer from our parish who works in Africa. This committee could be expanded to explain our greater missionary efforts.

Money Counters

Contact: Clarabelle Eccelston, Bea Tilton, Anna Fuest, Betty Finch, Gert Meyer

Parishioners appointed by the Pastor to tally the Weekend collections.

Monthly Communion Service at East Side Nursing Home

Contact: Joe Beinhauer

Two or more lay Special Ministers of the Eucharist lead a prayer service and offer Communion to the residents of East Side Nursing home once a month. The ministers take Communion to the room of those residents who are not able to gather communally.

Organist

Contact: Tim Neel

The parish organist plays the Saturday afternoon Mass, Holy Day Masses and other Masses/services as requested.

Parish Council

Contact: Fr. Jim Hartwell

The Parish Council is an advisory group of parishioners to the Pastor of the Parish. Its purpose is to evaluate and advise on the direction of parish endeavors. The Council members meet once a month and may also serve on other committees.

Pastor

Contact: Fr. Jim Hartwell

Is appointed by the Bishop of Buffalo for six years with a possible renewal of six more years. He is the “father” of the family of St. Michael’s Parish.

Prayer of the Faithful

Contact: Fr. Jim Hartwell

This ministry prepares the prayer for the weekend and holyday Masses. It is prepared by the parishioners to infuse a local flavor to the prayers. The prayers are for the greater Roman Catholic Church, government leaders, the local church, the sick, the deceased, the names of those for whom the Mass is being offered. Other prayers taking into account present happenings are encouraged. The ministers do this for a month’s worth of Masses at a time.

Prayer Shawl

Contact: Tim Neel

This ministry is a national ministry with its own web site. At St. Michael’s, volunteers pick up prepared packages of yarn and instructions from the rear entryway of the rectory. Completed prayer shawls are returned there. The shawls are blessed and then distributed to those on the prayer list in the bulletin, the newly baptized, and the newly married. Request forms are available in the back of the church.

Respect Life Committee

Contact: Ted Kolankowski

The Respect Life Committee has a devotion to protect life from the womb till God calls us home. To this end, we encourage all people young and old to join in the mission to preserve all human life.

Rite of Christian Initiation of Adults (R.C.I.A.)

Contact: Joyce Ignatz

*R.C.I.A. stands for Rite of Christian Initiation for Adults. It is the process by which adults ordinarily become full-fledged Catholics. It is primarily a “process”, but one that is filled with **rites**, ceremonies and celebrations with prescribed words and focus. Each stage of the process is ritually celebrated with special prayers and liturgical ceremony in the presence of the worshipping community.*

Rosary Makers

Contact: Mel Brunner

Rosaries are made by volunteers of the parish for parishioners. They are also sent to our local hospital and overseas. Supplies and postage are paid for by the Altar and Rosary Society.

Sacristans

Contact: Fr. Jim Hartwell

These are volunteers who see to church preparations. They prepare for the liturgies at the church by preparing the altar; setting out the gifts of bread and wine, altar cloths, altar vessels, etc. They also wash and iron the church linens.

Secretary

Contact: Sheila Schafer

Personal secretary to the Pastor. Responsible for accounts receivable, accounts payable, payroll transactions, mass scheduling, bulletin, and other duties as required.

Skilled Nursing Facility assist bi-monthly Mass

Contact: Laurie Barone

This ministry sets up the bi-monthly mass for the residents of the Skilled Nursing Facility and assists the presider as lector/Eucharistic Ministers

St. Michael's Adult and Young People's Music Group

Contact: Joanne Privitera, Cyndy Rebisz

A ministry of individuals (adults or young people 4th grade or older) who, with instruments or vocals, lead music at the Sunday liturgy and other liturgical celebrations. They also prepare Christmas and Summer Concerts, sing at Nursing Homes, Community events and participate in other musical endeavors.

Sustaining Fund Committee

Contact: Fr. Jim Hartwell

This fund is a supplement to the ordinary church collections. The money is used for extraordinary expenses that arise. This fund sends out letters to parishioners to add to their ordinary donations. Preparing the letters; doing the mailing and promoting the Fund is part of this committee.

Trustees

Contact: Henry Schafer, Don Felix

Recommended by the Pastor and approved by the Bishop, a parish trustee works with the Pastor, as needed, in the administrations of all property and funds of the corporation. They assist in the preparations of the annual budget and financial statement for submission to the Diocese.

Ushers

Contact: Tim Gebel, Howard Schrader, Bob Schafer, Skip Brotherton

The duties of an usher are to ensure that the bulletins are brought to the back of the church following collection; pick up the collection and secure in sealed bags; summon parishioners to take up the gifts; and assist anyone seeking help or in distress.

Virtus (Protecting God's Children)

Contact: Tim Neel

Every adult in the parish that has any contact with children is required by the United States Conference of Bishops to complete a Virtus (Protecting God's Children) training session and an FBI background check. Ongoing training takes place through internet articles which must be read and questions completed. A yearly evaluation is maintained to make sure the parish is in compliance with the diocesan policy.

Welcoming Packet to New Parishioners

Contact: Helen Whaley, Bonnie King

A packet containing a card with words of a warm welcome, a questionnaire and an Easter CD are sent yearly to families who have registered with the parish within the last 12 months.