

# I TEACHING THE FAITH

## **CHRISTIAN INITIATION**

Christian Initiation is a journey for those who decide to become intentional disciples, followers of Jesus and members of the Catholic Church.

### **A) BAPTISMAL PREPARATION**



Are you interested in helping our pastor prepare young families for the baptism of their babies and teaching them about the sacrament of Baptism? Members of this team become familiar with the families by observing at one meeting with the parents, getting to know their needs and helping them find good candidates for godparents. A second meeting is scheduled with the parents and godparents and, if needed, they go to the church to familiarize everyone with the Rite of Baptism and the responses used during the ceremony.

**Time:** As required, at the parish rectory

**Leader:** Fr. Franjo at 519-832-2202 or e-mail [stjospar@bmts.com](mailto:stjospar@bmts.com)

### **B) SACRAMENTAL PREPARATION**

**First Communion and Reconciliation – Catholic School** - To prepare children in grade 2, and their parents, for these sacraments, you must become familiar with the program of Religious Education taught in the schools so that, as a volunteer, you may successfully continue with liturgical formation for these sacraments.

**First Communion and Reconciliation – Public School** – Children in public schools use the manual, “We Share in the Eucharist”, to prepare for these sacraments. They join with students from Catholic school for liturgical formation.

**Confirmation** – Grades 7 and 8 students prepare for this sacrament using the manual, “Confirmed in the Spirit”. If you would like to be a catechist for these young people or organize their retreat or community service, now is your opportunity.

**Contact:** Father Franjo at St. Joseph Parish office

### **C) CHRISTIAN INITIATION FOR ADULTS (RCIA)**

The whole Christian community initiates.

1) **Catechists**: This is a special ministry for those who give instruction in faith, who help educate and who prepare the candidate for the Rite of Acceptance, the Rite of Election and then the Sacraments of Initiation: Baptism, Confirmation and the Eucharist.

2) **Sponsors**: As representatives of the community, they accompany the candidate and give him or her support through the period of pre-catechumenate and catechumenate until the Rite of Election when the candidate will choose godparents.

### **D) CHRISTIAN INITIATION FOR CHILDREN**

When children are in grade 3 or older, they are prepared for Baptism, Confirmation and the Eucharist following the same process as for adults but with instruction adapted for their age. We need catechists and sponsors who will prepare for their ministry through diocesan workshops and through continuing education with experienced facilitators.

**Contact:** Teresa Carolan at 519-389-4209 or e-mail [teresa@bmts.com](mailto:teresa@bmts.com)

Lucie Desbiens at 519-832-6521 or e-mail [desbiens@eastlink.ca](mailto:desbiens@eastlink.ca)

Gloria Villamil at 519-832-3252 or e-mail [irsvillamil19@gmail.com](mailto:irsvillamil19@gmail.com)



## II CELEBRATING THE FAITH

### A) LITURGY

#### LECTORS (READERS)

This ministry requires personal preparation, prayer and study of the meaning of the readings in order to proclaim God's word well. It is very helpful if the lector is open and ready to accept feedback from those attending Mass. Lectors are provided with biblical, liturgical and technical preparation by the Diocese of Hamilton and the parish. They are "mandated" by the Bishop of Hamilton for a three-year term and commissioned by the parish pastor.



**Contact:** Father Franjo at St. Joseph Parish

**Scheduler for St. Joseph Church:**  
Lucie Desbiens at 519-832-6521 or  
e-mail [desbiens@eastlink.ca](mailto:desbiens@eastlink.ca)

**Scheduler for St. Patrick Church:** Jackie Pope at  
519-389-5313 or e-mail [jevelyn.pope@gmail.com](mailto:jevelyn.pope@gmail.com)

#### EXTRAORDINARY MINISTERS OF THE EUCHARIST

Extraordinary ministers of the Eucharist have the privilege of distributing the Body and Blood of Christ during the Mass. They must follow the formation program provided by the Diocese of Hamilton and the parish. They are "mandated" by the Bishop of Hamilton for a three-year term and commissioned by the parish pastor.

**Contact:** Father Franjo at St. Joseph Parish

**Scheduler for St. Joseph Church:** Gloria Villamil  
519-832-3252 or e-mail [irisvillamil19@gmail.com](mailto:irisvillamil19@gmail.com)

**Scheduler for St. Patrick Church:** Jackie Pope at  
519-389-5313 or e-mail [jevelyn.pope@gmail.com](mailto:jevelyn.pope@gmail.com)

#### EXTRAORDINARY MINISTERS OF THE EUCHARIST TO THE HOMEBOUND

Our parish community includes parishioners who live at home, in a retirement setting or in a nursing home who, due to poor health, are unable to attend Mass. Extraordinary ministers of the Eucharist bring them holy Communion, as requested and on special occasions. These volunteers must follow the same formation program as those extraordinary ministers of the Eucharist who distribute Communion during Mass. Because of ministering to individuals in their homes, they must also undergo police screening. They must also understand the rules in retirement homes, nursing homes and care centres.

**Contact for St. Joseph Church –**  
Father Franjo at 519-832-2202 or e-mail  
[stjospar@bmts.com](mailto:stjospar@bmts.com)

**Contacts for St. Patrick Church:**  
Elizabeth Reid at 519-797-3114 or e-mail  
[reid@bmts.com](mailto:reid@bmts.com)

Dorothy James at 519-797-3279 or e-mail  
[fredjames@bellnet.com](mailto:fredjames@bellnet.com)

#### ADORATION

Team members assist in the preparation of First Friday Adoration by setting out the sign-up sheets, preparing individuals for readings and prayers, doing the set-up for the incense vessel and robes used for adoration and making sure the candles are replaced and lit. Training is provided for extraordinary ministers of the Eucharist to carry out the reposition of the Blessed Sacrament to the tabernacle when a priest is not available.

**Contact:** St. Joseph Parish office

## USHERS

Ushers have warm smiles and always offer a friendly welcome to families, guests and visitors. They assist individuals and families throughout the Mass. They should have some basic knowledge of what to do in an emergency situation. They assist in seating people, take up the Offertory collection, organize the Offertory procession, keep order as people walk to Communion and after the final hymn, and distribute the parish bulletin.

**Contact for St. Joseph Church:** Serge Vidotto (Coordinator) at 519-832-6191 or e-mail [vidotto@bmts.com](mailto:vidotto@bmts.com)

**Contact for St. Patrick Church:** Volunteer needed

## ALTAR SERVERS

Youth in grade 4 and above assist the priest at weekend Masses. This is a great way to become involved and learn about the Eucharist. Training, which is provided by the pastor, consists of several sessions to learn about the parts of the Mass and their role during each part of the Mass.



**Contact:** Father Franjo at 519-832-2202 or e-mail [stjospar@bmts.com](mailto:stjospar@bmts.com)

## ADULT ALTAR SERVERS

Adults participate in funeral liturgies to express support for families who have just lost a loved one. It is an opportunity to share compassion and the aim is to reach out to grieving parishioners. Training is provided.

**Contact:** Dan Holmes through St. Joseph Parish office

## LITURGY OF THE WORD FOR CHILDREN

Following the Introductory Rites of the Mass, children aged 3-9 are encouraged to gather with leaders, in a separate place, to celebrate the liturgy of the Word at a level they can understand. They return to their families at the conclusion of the Prayers of the Faithful to join the assembly for the Liturgy of the Eucharist. Resource manuals are provided to assist volunteers.



**Contact:** St. Joseph Parish office

## ALTAR LINENS AND VESTMENTS

Individuals assist with preparing for Mass in the church by arranging for dry cleaning of the priest's and servers' vestments, hand washing and ironing altar linens, corporals and purificators and making repairs as necessary. Training is provided.

**Contact:** Regina Corp through St. Joseph Parish office

## SACRISTANS

These individuals assist the pastor by taking responsibility for unlocking or locking the church, preparing the altar for Mass, caring for the sacred vessels, checking supplies, such as hosts, wine or altar cloths, assisting on special occasions for seasonal liturgical celebrations, weddings or baptisms. As part of the Liturgy Committee, sacristans assist in planning Advent and Lenten services, preparing Mass schedules, music, Stations of the Cross, Evening Prayer, communal penance services, and Christmas and Holy Week liturgies. Attributes include having a gift for detail, the ability to work on a team and an interest in liturgy. Training is provided.

**Contact for St. Joseph Church:** Annemarie Kinsman at 519-832-2168 or e-mail [kinsman@bmts.com](mailto:kinsman@bmts.com)

**Contact for St. Patrick Church:** Elizabeth Reid at 519-797-3114 or e-mail [reid@bmts.com](mailto:reid@bmts.com)



## **MUSIC (PARISH CHOIR)**

Our choirs are made up of singers who enjoy praising the Lord in song at the Saturday evening and Sunday morning Eucharistic celebrations. They practise as needed for special celebrations during the liturgical year. Those who can play an instrument are most welcome to accompany or do solo work.

**Contact for St. Joseph Church:** Annemarie Kinsman at 519-832-2168 or e-mail [kinsman@bmts.com](mailto:kinsman@bmts.com)

**Contact for St. Patrick Church:** Elizabeth Reid at 519-797-3114 or e-mail [reid@bmts.com](mailto:reid@bmts.com)

## **MUSIC (VISITATION AT ELGIN LODGE AND THE SOUTHAMPTON CARE CENTRE)**

We gather to provide music four times a year for prayer services at the Southampton Care Centre and Elgin Lodge. After the prayer service, led by the parish pastor, we gather for a sing-a-long with the residents and their families.

**Contact for Elgin Lodge:** Annemarie Kinsman at 519-832-2168 or e-mail [kinsman@bmts.com](mailto:kinsman@bmts.com)

**Contact for Southampton Care Centre:** Gladys and Veronica Jones through St. Joseph Parish office

## **DECORATING**

The liturgical seasons of Advent/Christmas and Lent/Easter provide opportunities to enhance our worship spaces with candles, flowers and seasonal arrangements. A team orders, picks up, unpacks, arranges, waters and grooms as needed. Training and supplies are provided.

**Contact for St. Joseph Church:** Sandy Falkingham at 226-909-0774 or e-mail the parish office

**Contact for St. Patrick Church:** Elizabeth Reid at 519-797-3114 or e-mail [reid@bmts.com](mailto:reid@bmts.com)

## **LITURGY COMMITTEE**

Leaders and schedulers of all liturgical ministries make up the Liturgy Committee. This committee meets in November to plan the Advent/Christmas liturgical season. It meets two weeks before Ash Wednesday to plan the Lent/Easter liturgical season. The committee also meets after Pentecost for an evaluation and to plan Ordinary Time.

**Contact:** Father Franjo at St. Joseph Parish

## **B) SPIRITUAL LIFE**

### **3 P.M. PRAYER GROUP**



The group gathers for approximately forty (40) minutes from Monday to Thursday, except when the parish office is closed. Everyone is welcome to join

Enter St. Joseph Church through the parking lot door between the rectory and Jubilee Hall.

**Contact:** Mary Kischuck at 519-832-9348 or e-mail the parish office.

## **PRAYER LINE**

Parishioners can call the prayer line when they, a family member or friend is in need of immediate prayer. Prayers go out from the volunteers, from the privacy of their homes, within minutes.

**Contact:** Dianne Voisin - e-mail [wdtv@bmts.com](mailto:wdtv@bmts.com) or contact the parish office

## **FAITH SHARING**

This group gathers every Wednesday from 1:00 - 3:00 p.m, in the parish library, to listen to God's Word and follow a program to discern God's message for the following weekend Mass readings. Members reflect on their own life stories, within the context of God's Word, and share the insights of these reflections, with the goal of building authentic friendship and support within our St. Joseph faith community.

**Contact:** Teresa Carolan at 519-389-4209 or e-mail [tcarolan06@gmail.com](mailto:tcarolan06@gmail.com)

## **THE ST. JOSEPH THE WORKER FRATERNITY, SECULAR FRANCISCAN ORDER**

The St. Joseph the Worker Fraternity belongs to an official Order of the Catholic Church, the Secular Franciscan Order. The Secular Franciscan Order (Ordo Franciscanus Saecularis) is a community of [Catholic](#) men and women in the world who seek to pattern their lives after [Christ](#) in the spirit of [St. Francis of Assisi](#). Secular Franciscans are tertiaries, or members of the [Third Order of St. Francis](#) founded by St. Francis of Assisi 800 years ago. By profession, they promise to follow a Rule of Life approved and confirmed by Pope Paul VI in June of 1978.

To become a Secular Franciscan one must:

- ❖ profess the Catholic faith
- ❖ live in communion with the Church
- ❖ be of good moral standing
- ❖ have a discerned vocation to the Order

Membership in the order is attained through a time of initiation, a time of formation, and the Profession of the Rule. The process can take up to three years. Once a year, our fraternity holds a "Come and See" for those interested in finding out more about the possibility of becoming a Secular Franciscan.

An outward sign of a professed Secular Franciscan is the wearing of a Tau cross.



You will find Secular Franciscans involved in all aspects of parish life: extraordinary ministers of the Eucharist, the Living Nativity, Healing Prayer Time, helping with children's summer Bible Camp. Also included is a focus on JPIC (Justice, Peace, and Integrity of Creation), Fair Trade, and the environment.

Specifically, the apostolate of our fraternity has chosen to support Dr. Andrew Simone in his effort to alleviate global starvation in Third World Countries. We organize the ongoing collection of staples for "Canadian Food for Children" and ensure the boxes of food given by our very generous parishioners are packed and shipped to the Mississauga Warehouse. We further assist Dr. Simone with a program called the "Bags of Love". Throughout the year our team collects hygiene items, school supplies, toys, and clothing to send to families in a country where there is great need.

If you wish to assist the St. Joseph the Worker Fraternity of the Secular Franciscan Order, in any of the parish activities, please add your name to our list of volunteers.

**Contact:** Marzio Apolloni ofs at 519-832-2751 or e-mail [marzioapolloni@gmail.com](mailto:marzioapolloni@gmail.com)

## **WELCOMING COMMITTEE**

An individual is needed to coordinate the efforts of the ushers, greeters, Hospitality Sunday volunteers and to welcome new parishioners, the Mexican seasonal workers and future refugees.

**Contact:** Father Franjo at St. Joseph Parish office

## III LIVING THE FAITH

### A) ORGANIZATIONS AND SOCIETIES

#### ST. VINCENT DE PAUL SOCIETY

The St. Vincent de Paul Society's objectives are to minister to the poor, homeless and those living alone with few resources. It includes assisting the working poor who have problems making ends meet, older persons, the infirm and those in prison who require help for the families they left behind. Vincentians provide respect and care for the area needy and understand that, by doing so, they are serving God.

Team work and strict confidentiality are required, as well as police screening. Meetings are held on the second and fourth Mondays of the month, at 7:00 p.m., in the parish library.

**Contact:** Linda Martin at 519-832-2645 or e-mail [linda.martin@eastlink.ca](mailto:linda.martin@eastlink.ca)

#### CATHOLIC WOMEN'S LEAGUE



"The CWL is a national organization rooted in gospel values calling its members to holiness through service to the people of God."  
(CWL Mission Statement)

Membership across Canada is almost 93,000 women strong. The women of the CWL assist the pastor with lay ministries in the parish. The object of the League is to educate, relative to changes in our world, through work in our schools, Development and Peace and resolutions and legislation passed in our country.

Meetings are held the third Monday of the month.

**Contacts:** Lucie Desbiens at 519-832-6521 or e-mail [desbiens@eastlink.ca](mailto:desbiens@eastlink.ca)

Caroline Przybysz at 519-832-5104 or [rickyandcaroline@eastlink.ca](mailto:rickyandcaroline@eastlink.ca)

### KNIGHTS OF COLUMBUS

The Knights of Columbus is a fraternal and social organization of Catholic men which embraces service to the Church, community, family and youth.



Knights enjoy fellowship, participate in parish activities, raise funds for charities and support their fellow knights.

All Catholic men over the age of 18 are welcome to join. Meetings are held the first Wednesday of the month, beginning at 7:00 p.m., in the St. Joseph Parish basement meeting hall.

**Contact:** Jim Croft at 519-832-9525 or e-mail [jcroft@bmts.com](mailto:jcroft@bmts.com)

#### P. E. A. R. L. - PORT ELGIN AND AREA RIGHT TO LIFE

This ministry helps to promote and encourage "Right to Life" through the Life Chain, held in October, and Rose Sunday, held each August. This ministry is currently in need of a leader.

**Contact:** St. Joseph Parish office at 519-832-2202 or e-mail [stjospar@bmts.com](mailto:stjospar@bmts.com)

### B) SERVICES

#### FUNERAL LUNCHEONS

A team prepares and serves lunch for bereaved families as they gather after the funeral liturgy. Members work together to make sandwiches, squares and pastry, assemble fruit and vegetable trays, serve and participate in clean-up.

Team leaders purchase groceries, call members, set up times and supervise on the day of the funeral. Grieving families greatly appreciate the compassion offered by the support of the parish faith community through this ministry.

**Contact:** Nora Waytowich at 519-832-9575 or e-mail [norawaytowich@gmail.com](mailto:norawaytowich@gmail.com)

## **PLANT MAINTENANCE (INDOOR)**

Both parish churches have flowers, greens and seasonal plants that need watering, plant food and grooming. This care is looked after by those with a love for the look of healthy, vibrant plants.

**Contact for St. Joseph Church:** Julie Grondin at 519-832-6309 or e-mail the parish office

**Contact for St. Patrick Church:** Elizabeth Reid at 519-797-3114 or e-mail [reid@bmts.com](mailto:reid@bmts.com)



## **GARDENING (OUTDOOR)**

Volunteers give an hour or two to maintain the gardens around both parish churches. They assist with spring planting and fall raking of lawns, collection of fallen branches and sweeping of the parking lot.

**Contact for St. Joseph Church:** Sharon Turcotte at 519-797-5465 or e-mail the parish office

**Contact for St. Patrick Church:** Fran Wood (flower beds) through the parish office

## **JUBILEE HALL**

The parish hall is popular for events and functions. There is a manager to oversee functions, but volunteers assist with general maintenance and event set-up. Physical strength is helpful in lifting of heavy tables and chairs.

**Contact:** Mark Lukas at 519-832-6421 or e-mail [lukas@bmts.com](mailto:lukas@bmts.com)

## **FRIDAY COFFEE PARTY**

This group meets weekly, for coffee and a treat, following the Friday morning Mass and Adoration at St. Joseph Church. Held in the Fr. Robert Hudson Memorial Library, they meet with

parishioners, make new friends, greet new arrivals and catch up with news from returning summer parishioners. There is no cost and everyone is welcome.

**Contact:** Mairead Keely at 519-832-9979 or e-mail [j.keely@bmts.com](mailto:j.keely@bmts.com)

## **SOCIAL COMMITTEE**

This committee organizes and carries out social functions associated with the sacraments of baptism, first Communion and confirmation. There are opportunities to be involved in making newcomers feel welcome and providing social times with fellow parishioners.

**Contact:** Mary Senf at 519-389-6551 or e-mail [bsenf@bmts.com](mailto:bsenf@bmts.com)

## **MISSION ROSARY MAKING**



The Mission Rosary Group meets weekly in the library to make rosaries. Beads and supplies are ordered as needed.

This group also looks after the religious items for sale in the booth in the Fr. Robert Hudson Memorial Library. They order gifts for the booth and hold sales at Christmas, Easter, first communion and confirmation time, for the convenience of parishioners.

**Contact:** Deirdre Walsh at 519-832-3457 or e-mail [deirdreol18@gmail.com](mailto:deirdreol18@gmail.com)

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## **IV GOVERNING – FINANCE AND MAINTENANCE**

### **PARISH FINANCE COUNCIL**

The role of the Finance Council is:

- i) to assist and advise the pastor in the administration of the temporal goods of the parish;
- ii) to promote financial health;
- iii) to assure accountability; and
- iv) to support the pastor in his temporal responsibilities.

The overall responsibility of the Finance Council is to review the financial management of the parish, including the review of processes for internal control and financial reporting.

Members are to be appointed by the pastor for fixed terms of no less than one year and no more than three years. Re-appointments are limited to a specific period of time.

**The present members of the Finance Council are:** Father Franjo Sprajc, Mark Lukas, Wayne Caskanette, Judy Freiburger, Annemarie Kinsman and newly-appointed Ron Scarlett.

### **STEWARDSHIP COMMITTEE**

The purpose of the Stewardship Committee is to guide and nurture stewardship vision so that parishioners grow in their faith by becoming good stewards of the gifts they have received from God. The committee helps to build the parish community and helps the church to fulfil its mission.

**Chairperson:** Rosalie Scarlett at 519-483-8184 or e-mail [rosaliescarlett@hotmail.com](mailto:rosaliescarlett@hotmail.com)

### **OFFICE VOLUNTEERS**



Volunteers help out with photocopying, putting inserts into parish bulletins and collating materials for parish mail-outs. Those with computer skills, ability to work on a team and with attention to detail are called upon to assist in the office, as needed.

A telephone committee is sometimes required. Multiple positions are available.

**Contact:** Mary Lou Rancourt at 519-832-2202 or e-mail [stjospar@bmts.com](mailto:stjospar@bmts.com)

### **SITE MAINTENANCE**



Members of this team maintain and attempt to solve all maintenance problems at both parish churches, on the grounds, in the rectory or in Jubilee Hall. The work requires skills in carpentry and plumbing, electrical knowledge and ability to do general, routine repairs. Problems that cannot be solved by the team are passed on to qualified contractors.

**Contact:** Wayne Caskanette at 519-832-6585 or e-mail [wcaskanette@outlook.com](mailto:wcaskanette@outlook.com)

### **SCREENING COMMITTEE**

Upon recommendation and appointment by the Pastor, two to five members of the parish serve on a Screening Committee. Members of the committee are to familiarize themselves with Diocesan Policy, the Procedures for Screening and are to receive the necessary training in order to undertake the task of Volunteer Screening.

Volunteers serve in positions of trust. Screening of volunteers helps to create and maintain a safe environment for all volunteers as well as those to whom they minister.

**Contact:** Nora Cowe at 519-832-6076 or e-mail [ncowe@bmts.com](mailto:ncowe@bmts.com)