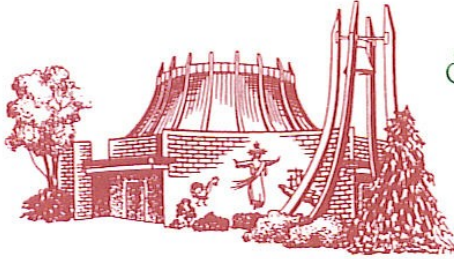


St. Andrew Catholic Church
Parish Manual
Policies, Procedures and Guidelines





ST. ANDREW CATHOLIC CHURCH

1400 Inglewood • Rochester, Michigan 48307-1518
Phone: 248-651-7486 Fax: 248-651-3950
E-mail: parish@standrewchurch.org

Dear Parishioner & Friend,

January, 2009

Welcome to the Fourth Edition of the Saint Andrew Parish Manual, Policies And Guidelines. This document serves as a comprehensive guide to parish life here within our parish. As you likely already know, Saint Andrew, Rochester is one of the largest parishes within the Archdiocese of Detroit. Currently, there are over 4,600 registrations or approximately 14,000 people who have chosen to call Saint Andrew “home”. We, of course, not only welcome them all but also strive to serve them and our surrounding community and beyond to the best of our ability. It is to this end that we have produced this document.

In the four years since the inception of this resource it has undergone significant growth and modification. What was originally intended to be a compilation of parish policies and practices has evolved into an inclusive explanation of parish programs as well as procedures. This year you will notice that it has now assumed another direction as well. Since 2007 this also is a reference to many of the local agencies, programs, and services with whom we often partner. Undoubtedly, these are demanding times be it personally, economically, or otherwise. This resource aims to both familiarize you with parish life here at Saint Andrew and assist you in your stewardship of time, talent, and treasure. Through your exercise of Christian Stewardship the gift of your faith will continue to enhance a countless number of lives.

The work of Christ is now the work of the church. We who have accepted the responsibility of faith are now entrusted with that mission. In approximately three years Saint Andrew Church will mark a century of worship, service, education, and stewardship both to our parishioners, local community, and beyond. This great legacy of faith can only be continued through those who are called Saint Andrew Church. The ministries and programs that bring these works to fruition are identified throughout this resource so as to empower those who witness these works to others. It is my privilege to express my gratitude on behalf of all those whose lives are enhanced by this work.

Sincerely yours in Christ,

{Reverend} Thomas Slowinski
Pastor

How to Use this Manual

The two main ways to get to the information you need quickly are through the Table of Contents and the Organization Chart. The Table of Contents lists all the main areas you might be interested in for further information. The Organization Chart is a further breakdown to identify every Ministry within the Parish and the associated Commission. The Ministries are in sequence under the appropriate Commission section.

The forms in the Appendices are to be used as needed. The forms include:

- Maintenance Repair Work Request
- St. Andrew Event Set Up Request
- St. Andrew Ministry Commitment Sign-Up
- Funeral Information
- Parish Manual Revision Request

Your comments and suggestions are always welcome.

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1.0 Parish Organization

St. Andrew Church
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Rochester, MI 48307
Voice: 248-651-7486
Fax: 248-651-3950
Email: parishoffice@standrewchurch.org
Web Site: <http://www.standrewchurch.org>

1.1 Pastoral Staff

Pastor (248) 651-7486
Fr. Thomas Slowinski tfs@standrewchurch.org

Deacon (248) 651-7486
Rev. Mr. Marc Gemellaro deaconmarc@standrewchurch.org

Pastoral Associate (248) 651-7486
Sr. Rebecca Hodge srrebecca@standrewchurch.org

Christian Service (248) 651-9562
Joseph Soncrant jsoncrant@standrewchurch.org
(Also handles St Vincent DePaul requests)

Business Manager (248) 651-7486
Mark Baker markb@standrewchurch.org
(Also handles Maintenance)

1.2 Parish Office Support Staff

Parish Secretary / Receptionist
Betty Nolan betty@standrewchurch.org

Parish Bookkeeper
Michelle Diaz michelled@standrewchurch.org

Administrative Assistant
Karen Moosekian karenm@standrewchurch.org

1.3 Faith Formation (Religious Education)

Voice: 248-651-6401 or 248-651-6571

Fax: 248-651-2844

Director Religious Education (248) 651-6571
Michelle Szczepanski mszczepanski@standrewchurch.org

RCIA Coordinator (248) 651-7486
Pat Metz pmetz@standrewchurch.org

Youth Ministry (StAYG) (248) 651-1359
Dave Papandrea dave_papandrea@yahoo.com

Elementary Grades 1-2 & First Reconciliation/First Eucharist
Jane Peters janep@standrewchurch.org

Elementary Grades 3-4-5 & Liturgy of the Word
Patricia Cummins patc@standrewchurch.org

Middle School Religious Education Grades 6-7-8
Jane Gimbutis janeg@standrewchurch.org

Early Childhood
Maureen Schreffler maureens@standrewchurch.org

Religious Education Support (248) 651-6401
Linda Martens lmartens@standrewchurch.org

1.4 Music and Liturgy

Director of Music (248) 651-8466
Victor Neely vic@standrewchurch.org

Echoes of Praise (248) 651-1359
Patty Blazis-Voight pattiblazis@hotmail.com

Music and Liturgy Coordinator (248) 981-1516
Joan Faoro jfaoro@aol.com

1.5 Parish Pastoral Council

Parish Council Chair

Rick Fournier (248) 656-8365

1.6 Commissions

Christian Service

Valerie Fournier (248) 656-8365

Ron Anderson (248) 601-3919

Education

Gregg Christenson (248) 371-0051

Brian Sangeorzan (248) 656-1042

Parish Life

Richard (Dick) Koerber (248) 652-3933

Marie Jakubiak (248) 656-8390

Stewardship

Art Haman (248) 651-2188

Pat Anderson (248) 601-3919

Worship

Leah Smarsch (248) 656-2842

Fran Lavery (586) 781-0472

1.7 Vicariate Representatives

Kit Wojcik (248) 652-3626

Diane Bubnar (248) 650-0259

1.8 Holy Family Regional School

Principal (248) 299-3798

Sr. Karen Hawver, SC karensing@yahoo.com

1.9 St. Vincent DePaul Society

Helga Ryan (248) 651-3473

1.10 Knights of Columbus (KOC)

Robert Krueger (248) 650-1129

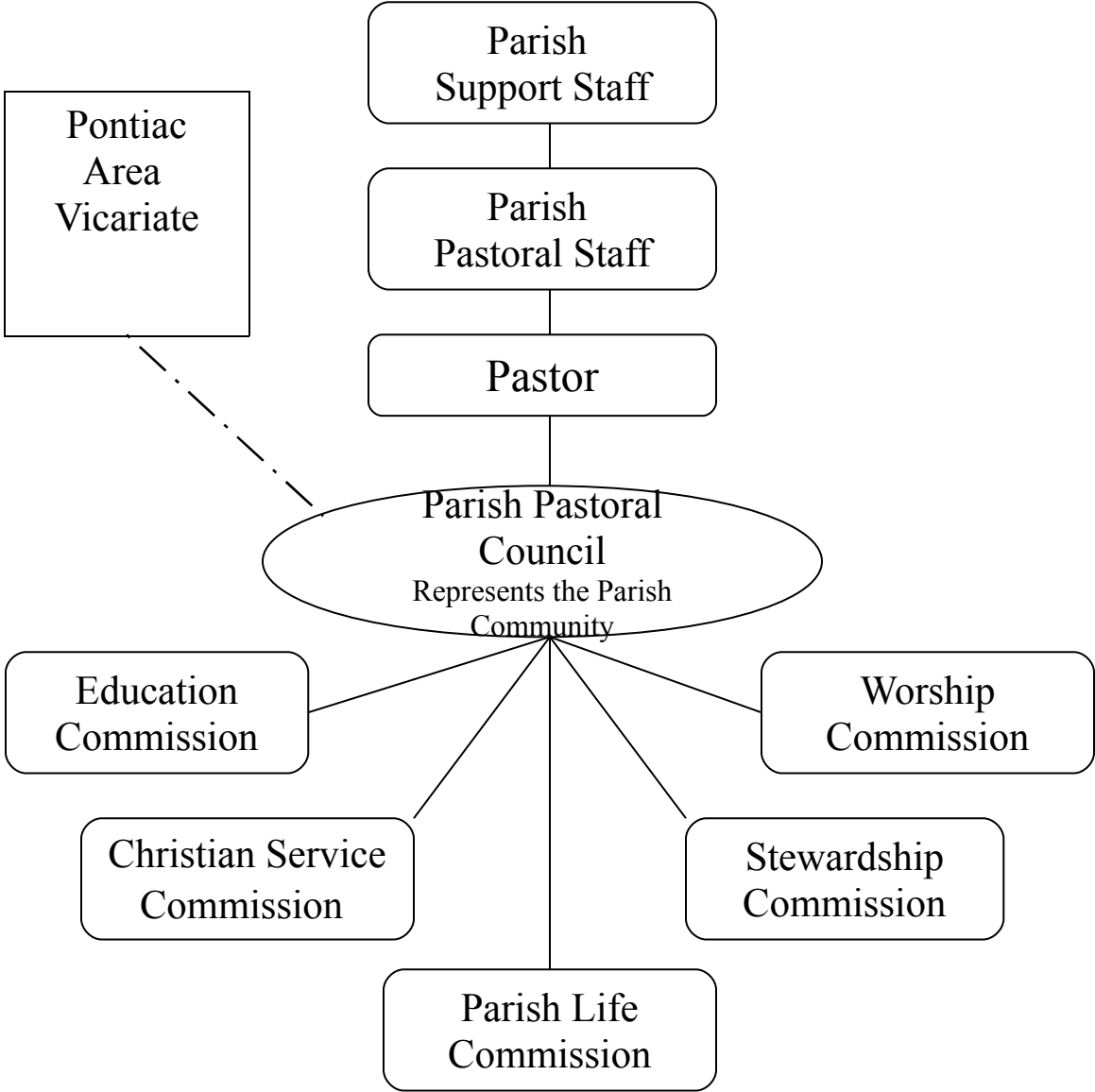
rskrueg@sbcglobal.net

1.11 Senior Fellowship Network

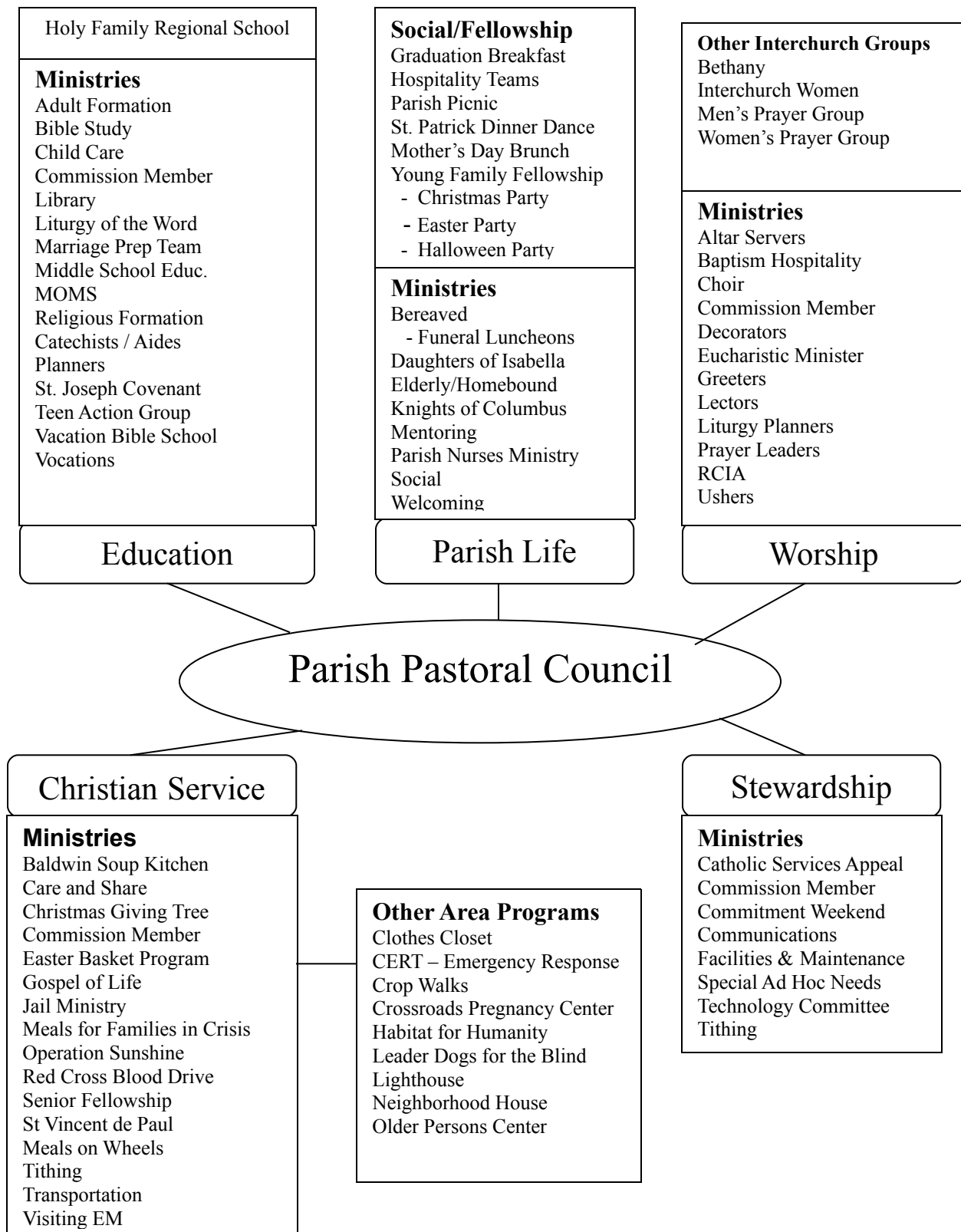
Barbara Plante

(248) 651-5275

ST. ANDREW PARISH ORGANIZATIONAL STRUCTURE



Commissions and their Ministries



2.0 Parish Mission, Goals and Objectives

2.1 Parish Mission Statement

St. Andrew Roman Catholic Church, as a Body of Jesus Christ guided by the Holy Spirit, will exist to celebrate and live our faith within our diverse and vibrant community. In a spirit of joy, St. Andrew Church will use its time, talent, and treasure to build the Kingdom of God through worship, education and outreach. As a welcoming Body, St. Andrew Church will proclaim the Good News of Jesus Christ to all people as an Area Church and beyond.

2.2 Parish Goals 2005-2010

Goals are a direction to an end. They are set as a high level strategic direction.

- St. Andrew will encourage the Parish Body to use its stewardship in striving to improve Parish life and support its leadership in becoming an Area Church.
- St. Andrew will reach out to the Area surrounding it through open communication, evangelization, and education to help everyone live the teachings of Jesus Christ.
- St. Andrew will enhance the worship of the Parish to celebrate the Pascal Mystery of Jesus Christ through praise and thanksgiving.
- St. Andrew will enable its parishioners to understand and live their Catholic faith more fully by energetically communicating and witnessing to others our rich heritage and teachings.

2.3 Parish Strategies and Tactics

Each Commission is responsible for setting strategies applicable to the Mission and Goals set by the Parish Pastoral Council. Strategies define what we want to accomplish along with how (actions with timelines and responsibilities). These objectives are set annually and reviewed semi-annually by the PPC. Strategies of the Commissions are available from Commission members or the Parish office.

3.0 Parish Council, Commissions, & Ministries

3.1 Parish Pastoral Council

The Parish Pastoral Council is a consultative body to the Pastor and the coordinating and unifying structure of the Parish community. The PPC is the means of achieving the full participation of the whole Parish in its mission by giving all a voice in supporting, guiding, and directing the various aspects of Parish

life. It gathers together the visions, hopes, and needs of the community, reflects upon them until a consensus is reached, and translates this consensus into Parish planning through the establishment of goals and objectives. The PPC sees that these goals and objectives are evaluated annually.

The PPC is the leadership body within the Parish community. Its basic purpose is to set the broad direction for the Parish. It safeguards and promotes the unity of the Parish family. A PPC member cannot limit his or her concern to a particular neighborhood or a group of individuals or his/her own personal biases. Members of the PPC will develop a broader vision in their Council experience by bringing together the views of all the parishioners, through their own discussion at Council meetings, through their closer working relationship with the Pastor and the Pastoral Staff of the Parish, through prayer and through study, reflection and sharing.

In summary, the PPC, as a leadership group, cannot be limited in its action to the present views of parishioners. Nor can it afford to become an elite group with little or no regard for the feelings and views of the parishioners. The defining characteristic of leadership in a Christian community is not power but service. The PPC serves to assist the growth and development of the Parish as a people of faith.

In short, the PPC sets the Parish goals and the Commissions carry out those goals through their objectives, strategies and actions. The PPC also coordinates activities with the Vicariate Council and has two representatives from that council on the Council.

The PPC normally meets the fourth Tuesday of the month in the Parish Center. Commissions normally meet the second Tuesday of the month in the Activities Building. The meetings are open to any parish member. PPC Operational Procedures are found in Appendix B.

3.2 Christian Service

The Christian Service Commission exists as a model and resource to enable the entire Parish community to put the social teaching of the Church into action. The Commission empowers the members of the Parish to fulfill the Church's mission of love, justice, freedom, and peace by communally responding, in an organized way, to societal and individual human needs. The Commission creates and/or promotes, at the Parish level, programs which strive to address human needs and achieve justice whether locally or in the broader communities of vicariate, archdiocese, state, nation, and world. For more information contact the Christian Service Coordinator (CSC).

The functions of the Commission are:

A. Process Information

1. To gather accurate information about human needs in the total community;
2. To gather accurate information about service and service providers in the area;
3. To gather accurate information regarding Church social teaching that relates to the issues in need of attention;
4. To evaluate Parish Christian Service in response to changing community needs;
5. To provide parishioners information concerning opportunities for involvement in advocacy for societal structural change which address peace and justice issues.

B. Share Information

1. To bring the Parish community to an awareness of action needed to resolve human needs and achieve justice and dignity;
2. To maintain effective communication and strong working relationships with the Pastoral Staff, Parish Pastoral Council, and Commissions;
3. To continually increase the number and variety of parishioners involved directly with Christian Service;
4. To work with the Parish pastoral leadership in discerning how to respond to the needs of the poor and vulnerable in the community which we serve.

C. Inform to Action

1. To support service and action programs according to the needs of the community, linking with other Parishes and/or community groups whenever possible;
2. To maintain a close relationship with all Parish groups involved in service ministry;
3. To engage Catholic Social Services agencies and other Archdiocesan charities, organizations, and institutions when appropriate and after consulting with the Pastor;
4. To develop Parish service programs to address needs not met by Parish or community programs;
5. To develop, in consort with community service providers, necessary service programs which are beyond the resources of the individual Parish;
6. To coordinate the efforts of all Parish service organizations to maintain the strength of individual organizations within the effectiveness of the whole;
7. To provide training for volunteers in service activities;
8. To develop new service leadership among lay people of the Parish community;

9. To coordinate Parish response to national Catholic action for justice programs, e.g. Catholic Relief Services, Campaign for Human Development, and others designated by the Archdiocese;
10. To provide within the Service budget a stewardship model, and within the Service objectives a functional model, which takes into account Parish communion and global outreach.

Baldwin Soup Kitchen

Volunteers provide continuous service in support of this outreach program to those in temporal need in the Pontiac area.

Care and Share Monthly Collection

Parishioners donate staple food and/or personal care items on the first Sunday of every month for distribution to area food banks and outreach agencies.

Christmas Giving Tree

Money, food, toys and gifts are collected to support those in need during the holiday season. Individual cards printed with needed items are hung in the church for parishioners to select and purchase. Help is also needed to sort and deliver the gifts around the area. Requests are honored from the tri-county area.

Commission Member

The Commission is open to anyone in the parish interested in serving. The meetings are the second Tuesday of the month in the Activities Building. No specific background is required, just a desire to serve.

Easter Basket Program

Candy and assorted items are collected and packaged into Easter Baskets for those less fortunate. Cards with needed items are hung in the church for parishioners to select and purchase. Help is also needed to arrange and deliver the baskets.

Gospel of Life Forum

Interested parishioners meet to discuss the sacredness of life issues (from womb to tomb), address legislative issues surrounding life issues and share this information with the Parish community.

Jail Ministry

Volunteers provide weekly Communion service to those incarcerated at the Oakland County Jail. The Parish also participates in a Christmas Program at the jail.

Meals for Families in Crisis

Volunteers prepare and deliver a simple meal for a family experiencing a crisis which has temporarily disrupted the normal family routine.

Operation Sunshine

Volunteers visit group homes for developmentally disabled adults in Pontiac. Activities include playing bingo, celebrating birthdays, and hosting a Christmas party at St. Andrew Church.

Red Cross Blood Drive

Blood drives are conducted periodically throughout the year to support the American Red Cross. Donations are made at the St. Andrew Activity Building. Volunteers are needed to assist in this effort.

Senior Fellowship

This program is for senior adults (55 and older) and meets every other Wednesday at 12:30 pm in the Multi Purpose Room unless otherwise notified. They gather for fellowship opportunities including speakers, retreats, socials, luncheons, entertainment, Parish and community service programs and seasonal day trips.

St. Vincent de Paul

Volunteers provide emergency assistance to individuals and families with home visits by the St. Vincent de Paul Society. Clothing drives are conducted on the Parish grounds to help support the efforts. This outreach activity is supported by the Parish Tithing Committee.

Tithing Committee

The Tithing Committee allocates 10% of the monthly Parish contributions to charitable agencies locally, nationally, and internationally. The committee meets the 1st Saturday of the month. See Tithing – Parish History Appendix D.

Thanksgiving Meals on Wheels

A complete Thanksgiving meal, with food donated by parishioners, is prepared by volunteers in the St. Andrew Activities Building kitchen and delivered to the Older Persons Commission (OPC) homebound list.

Transportation

Providing local transportation assistance to members of our community as needed and when available for Mass, doctor appointments, etc. (drivers must be at least 18 years old).

Visiting Eucharistic Minister

Provide daily visits to all Catholic patients at Crittenton Hospital. Weekly visits to homebound parishioners are also the responsibility of this committee in coordination with the Parish Life Elderly/Homebound Ministry.

Other community related programs

These activities in our community support the less fortunate. Call the Parish office for more information.

- Clothes Closet
- Community Emergency Response Team preparedness training
- Crop Walks – Greater Rochester Area CROP Hunger Walk
- Crossroad Pregnancy Center
- Habitat for Humanity
- Leader Dogs for the Blind
- Lighthouse in Pontiac
- Neighborhood House
- Older Person Commission

Member Affiliations

Parishioners represent the parish at various social justice organizations

- Catholic Caucus of Southeastern Michigan
- Council of Catholic Women (Archdiocese of Detroit)
- PAX Christi of Michigan
- Right to Life / Lifespan
- River of Life Program

3.3 Education (Faith Formation)

The Education Commission helps all parishioners understand that the entire Parish community has the responsibility for promoting the spiritual growth of its members and the teaching of the church. The Commission has the responsibility of developing, promoting, and evaluating programs in cooperation with both Archdiocesan and Parish staffs.

The functions of the Commission are:

- A. To establish and recommend objectives annually to the Parish Pastoral Council that flow from the goals of the Parish to address the educational and formational needs in the areas of: Adult Faith Formation, Catholic Schools, Family Life, Catechetics, Vocations and Youth Ministry;
- B. To determine through its committees the programs that will promote and support total Parish education and formation in all areas of the Parish;
- C. To review and evaluate the progress of the Commission's objectives;
- D. To work with the Parish professional staff and volunteers to support education and formation programs in the Parish;
- E. To propose a budget for education and formation in the Parish and submit it to the Parish Pastoral Council;
- F. To promote and support the policies of the Education Department of the Archdiocese as they pertain to the Parish.

The Religious Education Staff is made up of:

Director of Religious Education	DRE
Coordinator of Young Children	CYC
Elementary Religious Education Coordinator	ERE
Assistant Elementary Education Coordinator	AEC
Middle School Religious Education Coordinator	MRE
RCIA Director	RCIA
Religious Education Support Staff	RES
Coordinator of Youth Ministry	CYM

Bible Study

Several opportunities to study Scripture (Little Rock, lectionary based, etc.) are offered on a weekly basis. Contact the Religious Education Office or Parish bulletin for specific times and locations.

Child Care

As encouragement for parents to attend formational opportunities, babysitting is offered for morning meetings. We are in constant need of persons interested and willing to assist with child care during Sunday Mass, and for meetings during the week. These are paid positions. (See section 8.3 for Criminal Background Check requirements).

Commission Member

The Commission is open to anyone in the parish interested in serving. The meetings are the second Tuesday of the month in the Activities Building. No education background is required, just a desire to serve.

Library

The St. Andrew parish library is housed in the Religious Education office. Adults are encouraged to use the library to enhance their understanding of the faith and explore a variety of spirituality options. Adults are always needed to keep the library in working order, putting books away, adding books to the collection, even reading books and adding reviews to the web page. Contact the Religious Education Office to offer your support.

Liturgy of the Word for Children

During the 9:00 and 10:45 masses on Sunday, the children of the parish (Grades 1-4) are invited to process to the Chapel, where a team of people share God's Word with them on a child's level. Resources are provided to help both the homilist and the readers to present God's Word in an interesting and effective manner. Volunteers sign up for a Sunday that is convenient.

Marriage Prep Team

As a ministry to engaged couples, St. Andrew parish offers a Marriage Prep Weekend three or four times during the year. Couples who have been married five years or more act as facilitators for these experiences. Couples prepare talks according to a prescribed outline, facilitate table discussion, and are present for the weekend. Training is available.

Middle School Ministry

Adults who might enjoy this age group and be willing to support them by being present at open gyms, game nights, etc. should call the Religious Education office.

Ministry of Mothers Sharing (MOMS)

Groups of 8-12 women meet on a regular basis to support one another in the area of spiritual growth. All groups begin with a formal 8 week process. Time, location and future plans are determined by each group. (Child care is provided.) Call the Religious Education Office for more information.

Religious Formation – Youth

Our Religious Formation Program is open to all families who are registered members of St. Andrew. There is tuition for the program to cover the cost of books and program materials. This is the largest single program in the parish with over 1500 students participating annually.

The Religious Education Office is open whenever class is in session and Monday through Thursday from 9:00-3:00. It is normally closed on Friday.

If those times are not convenient, please call for an appointment at another time.

The sacramental preparation program for Eucharist and Confirmation consists of four components:

- a) the child must be baptized
- b) should have at least two years of instruction prior to the celebration of the Sacrament
- c) the child needs to be actively involved in a minimum of two-thirds of the preparation program and
- d) the child must have some affiliation with the parish either directly or indirectly.

Children preparing to celebrate a sacrament should be enrolled in formal Religious Education classes, either in the Catholic school or after school setting.

Children are prepared to celebrate the Sacrament of Reconciliation prior to First Eucharist. The celebration of First Eucharist generally occurs in spring of 2nd grade.

Preparation for the celebration of Confirmation begins in 8th grade, and the celebration of Confirmation takes place in the fall of 9th grade.

Policies to safeguard the children in Religious Education

- Students should never be in a room without an adult.
- Students are never allowed to leave class early without an adult accompanying them outside.
- Children should never wait outside unattended.

Catechist policies and expectations

- Whenever in the classroom, catechists speak in the name of the people of St. Andrew parish, and are to be representing the teaching of the Catholic Church.
- Catechists model the importance of Eucharist by worshipping regularly with the community.
- Catechists are to be in good standing with the Catholic community and in compliance with the Archdiocesan policy regarding criminal background checks.
- In the interest of quality education, catechists are strongly encouraged to attend lesson planning sessions which are offered monthly; they are to work within the structure of the Religious Education Program by using approved

materials to accomplish the scope and sequence outlined by the Religious Education staff.

- In the interest of personal growth, catechists are strongly encouraged to take part in catechist training opportunities. (In the course of the year, all 20 topics will be offered – we urge ALL catechists to take a **minimum of 3 or 4 classes** each year to enrich their own faith life and their teaching.)

Home-study Policy

The Religious Education Staff at St. Andrew parish recognizes that parents are the first and foremost teachers of their children in the ways of faith and morals.

Although we provide an excellent formal Religious Education Program for sharing our faith and traditions, we also realize that there are times in the lives of the families we serve that participation in the regularly scheduled Religious Education sessions is not the best option. And so, we respect and offer as an option the “home-study” approach. Some principles guiding home study include:

- Parent and child should decide on a consistent scheduled time for Religious Education. This time should be about one hour in length, it should be uninterrupted, and in a quiet reflective setting.
- Parent and child need to agree to work together, using the suggested text on approximately one chapter per week.
- Families arrange home study by calling the RE office and completing a registration form.

Special needs

We are happy to work with families who have children with special needs. If they are comfortable to be included in our regular sessions, we welcome and assist in whatever manner is helpful. A program called SHINING STARS meets once a month on Sunday morning for those children who do not choose our weekly program. For information and consultation, call the Religious Education Office. Children with special needs can be prepared to celebrate the Sacraments.

Religious Education Youth – Volunteer Staff

- CATECHISTS meet with 12 to 15 children 3 times per month; teach with a text and lesson plan provided; meet monthly with staff to plan classes; attend formational classes as available. Time commitment is 75 minutes per week in class, plus an additional hour preparing.
- SUBSTITUTES take the place of the regular catechist when there is an emergency situation. They volunteer for a particular grade level or time, and are called as needed.

- AIDES act as a second pair of adult hands, hearts, etc. during the session.
- OFFICE ASSISTANTS offer their service to the RE staff on a regular or “on call” basis to help in the many miscellaneous needs that occur in a program the size of St. Andrews (preparing materials for sessions, stuffing envelopes for mailing, etc.).

Religious Formation - Adult

St. Andrew has a group of people that supports the Archdiocesan vision concerning the importance of adult formation. Opportunities are offered for enrichment and spiritual growth through Bible study, video series, small faith sharing groups, parenting programs and many other occasions. Some of these are listed above. Contact the Religious Education department for more information.

St. Andrew Youth Group (StAYG)

- Meets every Sunday (except for major holidays) September to June but programs run year round. Walk-ins are always welcome, as are your neighborhood friends.
- Meets in the Activities Building from 6:00 pm to 8:30 pm
- Participation is open to all teens in Grades 9-12. Confirmation students are encouraged to ‘*sample*’ events during their preparation year.
- Meetings are for spiritual growth, social interaction and/or service projects.
- Our programs include a mixture of social, service, spiritual and life-skills events which are intended to nurture all high school teens into becoming active members of our church community AND a living reflection of Jesus Christ in our community and world.
- Youth Leadership includes: being trained to become a member of our Teen Leadership Committee, they help the agenda for the year, teens who would become a teen representative for the parish Council or one of our Commissions (you may NOT serve on the Council or a commission if another family member is presently serving).
- When we have events that are held off premises, we require the necessary legal forms which need to be specific to that event and/or current for the school year. Those forms include: permission slip, medical disclaimer and photo release. All forms must be signed by the parent or legal guardian of the teen participating. If a teen does not have any of those forms, they may not participate.

St. Joseph Covenant Keepers

Saint Joseph’s Covenant Keepers is a men’s faith sharing group, under the patronage of St. Joseph, dedicated to strengthening the family. The group meets every 2nd and 4th Saturday from 7 until 8:30 AM in the Parish Center. Through

sharing our personal experiences as they resonate with Gospel values and the teachings of the Catholic Church, we seek to deepen our relationship with Jesus Christ and to become better husbands, fathers and sons. By embracing Christ's call of discipleship and evangelization, we seek to support each other, our Church, and our community through prayer and service.

ADULT VOLUNTEERS AND CHAPERONES:

- ✓ All adults helping with the program **MUST** go through the diocesan required background check AND participate in the *Protecting All God's Children* workshop.

If an adult is to be a regular driver for outings, we must have on file the completed Volunteer driver information sheet. The sheet is available from the TAG Coordinator.

Vacation Bible School

Each summer over 200 children and 50 teens and adults gather for a week to celebrate God's Word at Vacation Bible School.

- TEACHERS create a learning environment according to the theme, and share God's Word through music, crafts and activities.
- AIDES work with the children as a pair of helping hands.
- PROGRAM LEADERS are responsible for music, activities, snacks and child care for teachers' children.

Vocations

The Vocation ministry exists to help the people of God fulfill their responsibilities to foster a culture of vocations in the St. Andrew Catholic Community. The ministry serves as a resource to support parish members in discerning and living fully God's call to a chosen vocation. These vocations include the single life, the married state, the consecrated religious, and the ordained ministry. Initiatives emphasize the vocation component in parish programs, goals, and activities and include:

- Prayer Apostolate for Vocations: Praying daily for vocations.
- 31 Club: Members of the Parish are invited to choose one day per month to pray, say a rosary, celebrate Mass, or spend time in Eucharistic Adoration.
- Be My Guest Dinner
- Communicate discernment opportunities: "Come and See" weekends and contact information
- Provide Archdiocesan literature

- Celebrate National Vocations Awareness Week (January) and Consecrated Persons' Day (February).
- Collaborate with the Archdiocese Vocation Office to integrate programs and initiatives.
- Lenten Commitment Challenge
- Adopt a Seminarian
- Serra Family Chalice Program

Call the Religious Education Office for details.

3.4 Parish Life

The Parish Life Commission exists as a model and resource to address the needs of the entire Parish community to put the teaching of the Church into action. The Commission empowers the members of the Parish to fulfill the Church's mission of love, justice, freedom, and peace by responding, in an organized way, to Parishioner needs. The Commission creates and/or promotes, at the Parish level, programs which strive to address Parish internal needs. For more information contact the Parish Life Commission as listed in the Sunday bulletin or web site.

The functions of the Commission are:

- A. Process Information
 1. To gather accurate information about human needs in the Parish;
 2. To gather accurate information about service and service providers in the area that would aid in addressing parishioner needs;
 3. To gather accurate information regarding Church teaching that relates to the issues in need of attention;
- B. Share Information
 1. To coordinate efforts to provide for the needs of Parishioners by sharing resources of other Parishioners;
 2. To maintain effective communication and strong working relationships with the Pastoral Staff, Parish Pastoral Council, and Commissions;
 3. To increase continually the number and variety of parishioners involved directly with Parish Life;
 4. To work with the Parish pastoral leadership in discerning how to respond to the needs within the Parish.
- C. Inform to Action
 1. To support service and action programs according to the needs of the Parish;
 2. To maintain a close relationship with all Parish groups involved in Parish ministry;

3. To coordinate the efforts of all Parish Life ministries to maintain the strength of support for our Parishioners;
4. To provide training for volunteers in service activities;
5. To develop new service leadership among lay people of the Parish community;

This is a relatively new commission is still in the process of addressing the needs and wants of the Parish as identified at the Parish Assembly of 2005 as the membership and resources allow.

Bereavement

The Bereavement Ministry will serve families who have surrendered a loved one to death through Saint Andrew Parish. The members of this new ministry are trained to successfully implement our mission to give comfort and support to the grieving families of the St. Andrew community by giving them our time, hearing their thoughts and sharing their tears.

Funeral Luncheons are handled through the Bereavement Ministry. Funeral luncheons are served to bereaved families after the funeral services.

Some areas of activity for funerals and lunches include:

- Wake Ministers
- Songs of Life Choir
- Musical Director
- Cantors
- Acolytes
- Funeral Lunch Teams
- Electronic Coordinator
- Mass Coordinators
- Priest presider of the liturgy
- Guest Singers and Musicians
- Special Circumstances
- Family Follow-up Minister

For further information see the Funeral Form in Appendix C.

Daughters of Isabella

Our Lady of Lourdes Circle #1426

The Daughters of Isabella is an international Catholic Women's organization that has existed for over 100 years. Our quick explanation of who we are – “like the Knights of Columbus only for women”.

Our motto is Unity, Friendship and Charity. We come together as a sisterhood to uphold the teachings of the Catholic Church. We support charitable efforts in

Right to Life, assist Ronald Mc Donald House at the state level and several local charities in need of our assistance.

Membership within the local circle, Our Lady of Lourdes, is open to all Catholic women age 16 or older. We do not limit our membership to the parishioners of St. Andrews parish. Our local circle consists of women of all ages and many special passions.

We meet monthly on the
1st Thursday of the month
At the Parish Center Upper Level
At 7 P.M.

Our annual dues are \$35.00 for the first year and \$30 for subsequent years.

For more information or to obtain a membership application, contact Marie A. Jakubiak, regent at 248-656-8390 or jakubiak1@aol.com

Elderly/Homebound

The Elderly/Homebound Ministry delivers services to our most vulnerable parish population which includes the sick, homebound, and those in need. This ministry, through volunteer effort, will visit at the residences of these parish members, providing spiritual support as well as assisting to their needs within the ministry guidelines. The goal is to have St. Andrew's elderly and homebound parishioners encounter God's goodness through the kindness of others.

Through home visits, reassuring phone calls and sending cards or letters on a regular basis, our ministers will engage the elderly/homebound person through conversation and social support. Volunteers who are Eucharistic Ministers will deliver the Holy Eucharist when it is appropriate.

The ministry's definition of homebound includes those parishioners who cannot easily get out of their homes due to temporary or chronic illness (i.e. handicapped, recent surgery, broken leg, etc.). Bi-monthly visits will take place in either the Nursing Homes or personal homes of those restricted.

See Appendix I for a directory of resources for seniors.

Knights of Columbus

This is an organization of Catholic men and their families whose principals are Charity, Unity, Fraternity, and Patriotism. Fundraisers allow the Knights to make

significant donations to noteworthy organizations. Contact the Knights of Columbus or call the Parish office to get current contact information.

Mentoring

The ministry has reviewed the results of the Assembly and has determined the initial focus for the Ministry. In light of the current economic conditions, declining job market in this area, deflated housing market, and excess number of home for sale, under duress, the Mentoring Ministry will dedicate its resources to assisting parishioners who, through no fault of their own find themselves without gainful employment. Resources are being identified both within the Parish and without to develop an information bank of on-line and county-wide services to assist through the sharing of information, counseling and recommending a positive direction for the individual and the family(s) involved. Training for personal intervention will be determined and secured as required. All those involved in the Mentoring Ministry will be subject to the required diocesan background checks.

Parish Nurses Ministry

Nurses offer their time and talent to address issues of mind, body, and spirit. They may make home visits, offer blood pressure screenings monthly after Sunday masses, Health Fairs, and provide information on health concerns.

Social

The Social Ministry has identified a substantial list of needs and wants from the 2005 Parish Assembly. There are numerous annual one day activities for all age groups and families. Several large annual activities such as the Parish Picnic are already established. All existing social activities internal to the Parish are grouped together under the Social Ministry. In addition to what is listed here, a current listing of activities can be found on the Parish web site.

Some of the activities include:

- Graduation Breakfast
- Hospitality Teams for events and receptions
- Parish Picnic
- St. Patrick's Dinner Dance
- Mother's Day Brunch
- Young Family Fellowship
 - Christmas Party
 - Easter Party

- Halloween Party
- Individual activities as they arise

Welcoming

This ministry conducts the New Parishioner's registration after all Masses on the second Sunday of each month. A welcome package is continually refined and kept current by the ministry. The ministry provides a phone call to new Parish members within the first 60 days of enrollment. The intent is to re-welcome, determine if there are any issues that can be addressed, and offer support to new members of the Parish. The Welcoming Ministry will work closely with the Social Ministry on joint activities to make new families feel more comfortable at St. Andrew (for example: pot luck dinners).

Young Adult Fellowship

Individuals in their late teens, 20's, 30's – single, married, or divorced. This ministry is a multi-parish program run through St. John Fisher Catholic Parish. The program is a part of an Archdiocese initiative called Genesis. Contact St. John Fisher Parish at 248-373-6457 or 3665 Walton, Auburn Hills (across from Oakland University near Squirrel Road).

3.5 Stewardship

The Stewardship Commission is of service to the Parish Pastoral Council, and to the other Commissions of the Council. It plans, recommends, and, with Council approval, implements actions on Parish financial support and the effective management and use of Parish resources. These resources include parishioner time, skills and talents, and funds that are raised or offered.

The functions of the Commission are to:

- A. Review, adjust, finalize, and consolidate the proposed annual budgets of each Parish operating unit for presentation to the PPC and the Pastor (who eventually submit the proposed budget to the Archdiocesan Department of Finance/Administration for approval by the Archbishop); and to monitor actual income and expenditures during the fiscal year according to the approved budget;
- B. Conduct studies, create or devise plans and alternatives, and make necessary recommendations to the PPC relative to shortfalls or surpluses in income projections;
- C. Report to the PPC on areas of overspending (actual or projected) and to make recommendations on cost cutting measures;
- D. Provide parishioners with reports on the financial state of the Parish;

- E. Coordinate all fund raising programs and activities in the Parish in accordance with Parish priorities, objectives and guidelines;
- F. Perform studies and make recommendations on the feasibility/viability, financial considerations, and general Parish impact of the acquisition, sales and/or lease of property;
- G. In conformity with Archdiocesan policies, the Commission reviews, analyzes and recommends on financial procedures, operational costs, and other matters impacting procedural efficiency and effectiveness of internal controls;
- H. Ensure that Archdiocesan action policies and pertinent laws pertaining to equal employment opportunity are followed by the Parish;
- I. Regularly review the Parish facilities to assess safety, maintenance, and accessibility.
- J. Conduct regular reviews of Parish facilities use and make recommendations to the Pastor and PPC as appropriate.

Commission Member

The Commission is open to anyone in the parish interested in serving. The meetings are generally the second Tuesday of the month in the Activities Building. No specific background is required, just a desire to serve.

Catholic Services Appeal

The Committee oversees the Parish support of the CSA.

Commitment Weekend

The Committee provides the leadership and coordination for the Commitment Weekend activities. See Section 6.1 for a description of this ministry.

Communications

The purpose of the Communications Ministry is to facilitate parish communications that enhance understanding and increase participation in Parish activities in support of the mission and goals of St. Andrew parish, its staff, council, and commissions. This Ministry will seek to foster best practices in the use of existing media, explore new communications tools where appropriate, and support parish groups in effectively communicating their activities and programs. St. Andrew Church Communication Tools are found in Appendix J.

Facilities and Maintenance

The Commission provides guidance and recommendations to the Pastor on facilities and maintenance issues. A Property, Plant, and Equipment subcommittee has been established to better address these issues.

Special Ad Hoc Needs

The Commission creates and coordinates Ad Hoc committees as required to address special needs of the Parish (e.g. space) that are not handled by other Commissions. These committees normally involve financial and other resource issues.

Technology Advisory Team

This committee will work with people who have a skill or interest in audio, visual, or information technology to determine both current and evolving technological needs of the Parish. They are responsible for maximizing budget and resources to support the mission of St. Andrew Parish.

3.6 Worship

The Worship Commission promotes and strengthens the program of continuing liturgical renewal. Serving the Parish in the areas of liturgy and ecumenism, the Worship Commission also promotes and provides for programs of education, planning and evaluation. It is also involved with liturgical celebrations and is the liaison for relations with other Christian and non-Christian churches and religious bodies.

The functions of the Commission are:

A. Administrative Responsibilities

1. To make recommendations to the Parish Pastoral Council regarding the priorities, policies, guidelines, and directives of the Parish, Archdiocese and Church universal which should be considered in the planning and carrying out of the worship life of the Parish;
2. To coordinate the planning for the liturgical celebrations for all seasonal and special feasts;
3. To coordinate and oversee the preparation, functioning, and evaluation of all liturgical ministries in the Parish i.e. lectors, Eucharistic Ministers, musicians, altar servers, ushers, and/or ministers of hospitality (greeters), sacristans, artists, etc.;
4. To insure the integrity of the liturgical year through assisting in the appropriate scheduling of celebrations and prayer services;

B. Worship Responsibilities

1. To discern the Parish's worship, liturgical and prayer needs;
 2. To assist in providing quality liturgical celebrations and prayer services through involvement in the planning and evaluation of these;
 3. To plan and prepare liturgical events and celebrations;
 4. To insure compliance with liturgical directives, guidelines, norms, and policies of the Parish, Archdiocese, and Church universal;
 5. To collaborate on liturgical aspects of the Rite of Christian Initiation of Adults, infant baptism, sacramental preparation, marriage preparation, communion to the hospitalized and homebound, funeral celebrations, and ministry to the bereaved and with those Parish committees and other groups specifically charged with work in these and related areas;
 6. To foster an atmosphere of hospitality and harmony in all aspects of its work;
- C. Education Responsibilities
1. To update its members with the knowledge, understanding, and expertise needed to function effectively;
 2. To oversee the continuing education of the Parish in liturgical matters;
 3. To support the continuing education and formation of all liturgical ministers according to Archdiocese directives, guidelines, norms, and policies.

Altar Servers

This ministry is open to persons age 10 and older. The Commission provides a coordinator and training for new altar server candidates. The Commission also makes recommendations on changes to the process and oversees the implementation. See Appendix E for Altar Server Manual.

Baptism Hospitality Ministers

Volunteers set up for Baptisms, greet and seat the families and assist as needed during the ceremony to keep things running smoothly.

Choir

Adult Chorale/Choir

This group of men and women praise God in song at the 9:00 am liturgy each Sunday, September through May. They meet on Tuesday at 7:00 pm in the Church for practice. Music ranges from Gregorian Chant to contemporary. New members are welcome. Contact the Director of Music for more information (see Section 1).

Echoes of Praise

These musicians praise God in song at the 12:30 pm liturgy each Sunday. Music ranges from contemporary to Gospel. All types of instruments are played from

drums to trumpets. Rehearsals are generally on Thursdays at 7:00 pm in the Church. Contact the Echoes of Praise coordinator (see Section 1). All are welcome.

Songs of Life

This choir is for funeral liturgies. Contact the Director of Music to make arrangements.

Youth Choir

Children in Grades 1 through 8 are invited to rehearsals on Tuesday from 5:50 pm to 6:45 pm in the Church. Contact the Director of Music for more information (see Section 1) or check the weekly Parish bulletin.

Commission Member

The Commission is open to anyone in the parish interested in serving. The meetings are the second Tuesday of the month in the Activities Building. No specific background is required, just a desire to serve.

Environment

Individuals are needed on a seasonal basis to help with the decorations in the Church for liturgies throughout the year. Watch for announcements in the Parish Bulletin or contact the Parish Office to offer your service.

Eucharistic Ministers

The Commission solicits and trains Eucharistic Ministers to participate in the celebration of Eucharist at Mass. Anyone who is fully initiated in the Church is invited to participate. Contact the Parish office if interested or watch the Parish Bulletin for the training schedule. See Appendix F for detailed requirements.

Greeters

A welcoming smile and handshake are all that is needed to greet people as they enter St. Andrew for Mass. No training is necessary.

Lectors

Lectors pronounce the Word of God at Mass. If you are interested, please contact the Parish Office. See Appendix G for the requirements. Training is required.

Liturgy Planners

This committee plans for the seasonal celebrations of Advent-Christmas and Lent-Easter.

Mass Intentions

Parishioners wishing to schedule Mass intentions may do so in advance through the Parish office. A two week notice is required and no more than three requests for one person in a year are accepted. The number of people remembered at a Mass is a maximum of three (3). Parishioners making such requests do so with the understanding that more than one person may be included in the Mass intention. No donations are expected or accepted for the Parish. If a parishioner wishes to have a mass offered for a specific person, and make an offering for it, the stipend is forwarded to a mission or parish in need. Parishioners can designate a particular place for those donations. We encourage parishioners to take advantage of this opportunity as missionaries and poor churches depend on such mass intention stipends for their livelihood.

Prayer Partners

Prayer Partners are needed for RCIA candidates, confirmation candidates and during Eucharistic Adoration. They may also be needed to help in response to a special request. Contact the Parish Office or the appropriate ministry for more details.

Rite of Christian Initiation of Adults (RCIA)

The Rite of Christian Initiation of Adults is a process for welcoming new members into the Roman Catholic Church. Two informational sessions are held in the spring. Formal Preparation sessions begin in September. These sessions are held weekly, meeting from 7:30 to 9:30 P.M. The preparation climaxes at the Easter Vigil with Baptism, Confirmation and Eucharist for those who have never been baptized and with a Profession of Faith, Confirmation and Eucharist for those who have already been baptized.

Technology Ministry

The technology minister runs the projector during Mass. Training is provided as needed.

Ushers

Ushers are in place to help direct participants in the celebration of the Mass by trying to get everyone seated and ensure the safety of those in the Church. Many of the ushers are trained in CPR and the use of a defibrillator. See Appendix H for a complete description of the responsibilities and guidelines for Ushers.

Groups and Opportunities Affiliated with the Parish

- **Bethany** - This is a Christian oriented support organization of divorced and separated persons offering help both spiritually and socially. The group meets periodically on Wednesday at 7:30 pm in the St. Andrew Parish Center. It is open to all faiths. For information, contact the Parish office.
- **Interchurch Women** - This is an ecumenical Christian organization for women of all faiths gathered to create a bond through Christian fellowship, spiritual growth, and cooperative action in living the gospel and filling community needs. For information, contact the Parish office.
- **Men's Prayer Group** - This group offers discussion, reflection, and prayer with the Scripture of the Day. It meets on Tuesday at 6:30 am in the lower level of the Parish Center. For more information contact the Parish office.
- **Women's Prayer Group** - The group offers shared prayer for particular needs with extended prayer through the prayer chain. They meet Tuesday mornings in the Chapel immediately following the 9:00 a.m. Mass. All are welcome. For more information contact the Parish office.

4.0 Sacraments – Scheduling, Preparation, Responsibility

4.1 Baptism Infant and Older Children

- Registration at the Parish Office is required.
- Normally celebrated on the first and third Sunday of the month at 2:00 pm.
- Parents are scheduled for an interview and a preparation session prior to the Baptism

Adult

- Arrangements and instruction in the Faith are part of the Adult Faith Formation Program
- Contact the Religious Education Office for details.

4.2 Reconciliation

First Penance Youth – Part of Parish Religious Education

- Children are prepared in Grades 2, 3, 4 (see Section 3.3.10)
- Children and parents participate in a preparation program

First Penance Adult

- Contact the Religious Education Office for details.

Weekly Reconciliation

- Available Saturdays from 3:00 pm until all are served.
- Individual celebrations may be arranged by appointment with one of the priests.
- Communal Penance Services are scheduled at various times throughout the year. Consult the Parish bulletin for dates and times.

4.3 Eucharist (First Communion)

Youth – Part of Parish Religious Education

- Traditionally celebrated in the spring of Grade 2
- Two years formal education (see Section 3.3.10)
- Children and parents participate in preparation

Adult

- Contact the Religious Education Office for details.

4.4 Confirmation

Youth – Part of Parish Religious Education

- Traditionally celebrated in the fall of the 9th grade.
- Two years formal education required (see Section 3.3.10)
- Adolescents and parents participate in preparation

Adult

- Contact the Religious Education Office for details.

4.5 Marriage

Marriage Preparation

- Registration in or affiliation to the Parish is **required**.
- Schedule appointment at the Parish Office for an interview at least six (6) months prior to the intended wedding date.
- A pre-marriage instruction program is required.
- The sacrament is usually celebrated on Friday evening, Saturday morning or early afternoon.
- Music arrangements for weddings are through the Director of Music (DOM) – see Section 1 for name and phone number.

4.6 Anointing of the Sick

- Contact the Parish Office if you know someone in need.
- Regular visits are made to area hospitals.

4.7 Catholics and Divorce

There is often a misunderstanding about the status of Catholics who have experienced divorce. Catholics who are divorced, but not remarried, are in good standing with the Church. There is nothing to prevent them from receiving the Sacraments or participating fully in the life of the Parish.

Catholics who have remarried, but not by a Catholic priest or deacon, (that is, without the blessing of the Church) are encouraged to have their marriage recognized as a sacrament. If you have been married and are remarried or are planning remarrying, please contact the Parish Office.

4.8 Declaration of Nullity (Annulment) Procedures

An annulment is a declaration by the Catholic Church that after careful consideration, flaws were discovered in the relationship that prevented it from being a sacramental marriage. The process is concerned with the sacramental nature of the marriage and is not concerned with the legality of the union. It does

not “erase” the civil contract, and it does not render the children illegitimate. It merely states that after thorough investigation, the Church has decided that a condition existed at the time of marriage that prevented it from being a sacramental union.

Why is an annulment necessary?

According to Catholic teaching, marriage is a permanent partnership of a man and a woman. Because a marriage lasts “until death do us part”, no one can enter into a second permanent partnership while his or her first spouse is living. Even if the civil contract is dissolved through divorce, the spiritual continues. The couple remains married in the eyes of the Church.

However, the Church also recognizes legitimate reasons why a wedding may not have led to a valid marriage. If through the annulment investigation the Church comes to moral certitude that no valid marriage took place, then the parties are free to marry someone else.

A marriage can be declared invalid for several reasons related to the ability of one or both of the parties to understand and agree to the Catholic understanding of marriage before the wedding ceremony.

1. The existence of an impediment, such as a previous marriage or religious vows or a close blood relationship between the couple. Some of these can be dispensed.
2. Psychological incapacity, at the time of the wedding, to assume the duties of marriage; for example, if one of the parties suffers from a serious mental illness that prevents him or her from taking up parental or spousal duties.
3. The presence, at the time of the wedding, of an intention contrary to marriage or something essential to marriage; for example, one of the spouses refuses to have children, does not intend to remain faithful to the other spouse, or believes in the possibility of divorce.
4. The presence of a future “condition” for marriage, such as one spouse demanding that the other spouse will achieve a certain level of income.
5. Psychological immaturity that did not allow one or both parties to understand the true nature of marriage at the time of the wedding.

The Process:

- If all hope of salvaging your marriage has been exhausted, you may inquire about the process of nullity. In North America, most tribunals require that there first be a civil divorce before considering the case.

Many people wait until they want to enter into a second marriage to begin this process. It is best to know whether you will be granted an annulment before beginning another relationship.

- Contact one of the parish priests or deacon. He will help you with your application explaining both the process and the rationale for it.

- You will be asked to provide details about your former marriage. Either spouse can initiate the process, but both will be asked to testify. However, if one party chooses not to respond it will still proceed to its conclusion.

- You will be asked to provide the names of three to five witnesses who can verify your information. If witnesses to the marriage are not available (perhaps the marriage took place many years ago and the potential witnesses are deceased), then character witnesses will suffice.

- The petition is submitted to the tribunal, and the case is decided by a panel of judges who are experts in canon law and marriage. Their decision is then ratified by another diocese. The process takes anywhere from eight to twelve months.

Contact the parish priest or deacon to begin the process.

5.0 Reserving Parish Space

In a Parish as large as St. Andrew, space is always at a premium. This policy advises how to go about reserving space for Parish activities. Parish Staff members are the only persons allowed to reserve space in the Parish. Contact your appropriate Commission Staff representative or the Parish Office to determine availability and reserve space.

Parish sponsored events only will be considered for use of Parish facilities.

Please make sure you leave the space as you found it. There is a form in Appendix C to be used to reserve and set up the space for your specific event.

This policy applies to the following:

Church

- Church proper
- Chapel

Parish Grounds - Outdoors

Rooms on Parish Grounds (These are the most common.)

- Activities Building
- Grounds (Anywhere outside of the buildings on the Parish property)
- Multi-Purpose Room in Religious Education
- Parish Center – Lower Level
- Parish Center – Upper Level
- Parish Center – Nursery
- Parish Center – Youth Center

Parish Van

6.0 Parish Participation

6.1 Commitment Weekend

This annual opportunity coordinated by the Stewardship Commission encourages parishioners to commit and/or re-commit to parish activities and ministries. This Parish needs all of its parishioners to help provide for the community as a whole.

6.2 Ministry Involvement

The involvement in your Parish is intended to be a commitment by you to Jesus Christ and the parish community of which you are a part.

6.2.1 How to Volunteer

Contact the chairperson of the Commission, a staff member or call the Parish Office. A form that can be used for your convenience is included in Appendix C.

6.2.2 Time Commitment

Each ministry is connected to a Commission which relates to the Parish Pastoral Council. Time commitments run the gamut from full time staff to as little as an hour to participate in an activity. Each of us has busy schedules but we can program in some of our time during the year to support our Parish.

6.2.3 Talent Commitment

We are not looking for singers and dancers, but each one of us has God given talent. As in Scripture, we should not be the servant who buries our talent but should invest it in some way in our Parish. That talent could be to sing in the choir, usher at mass, help construct a facility improvement, participate in Paint The Town, join a prayer group, sit with the sick, visit the imprisoned, and so on. In a large parish like St. Andrew there are literally hundreds of ways to share your talents.

6.2.4 Treasure Commitment

The monetary return to God is one way of supporting the Parish. It should be discerned and exercised on a regular basis – weekly, monthly, quarterly or annually. If you can not afford to give monetarily, please use your Parish envelope to let the Parish know you are still involved and, if possible, share some of your time or talent.

6.3 New Parishioner Registration

6.3.1 How to Register

St. Andrew Parish has a new parishioner registration session following the 10:45 am mass, usually held on the second Sunday of the month. A registration packet will accompany new registrations to help familiarize each new parishioner with the opportunities and activities within St. Andrew. If you cannot make that registration time, please contact the Parish Office.

6.3.2 Why Register?

St. Andrew Parish needs to know who the members of our family are in order to provide for the needs of all our parishioners. When you register, it allows St. Andrew to better understand the make up of our Parish and provide programs to meet your needs.

6.3.3 Notification when leaving the Parish

It is important to notify the Parish Office when you are leaving St. Andrew whether it is because of a move, a change in parish, a death, or any other reason. This helps St. Andrew to continue to better meet the needs of our parishioners and avoids the cost and nuisance of unused mail, phone calls, etc.

7.0 Planning and Budgets

7.1 Mission and Goals Development Process

7.1.1 Parish Input

The general population of the Parish will be invited to participate in defining the needs of the Parish at-large.

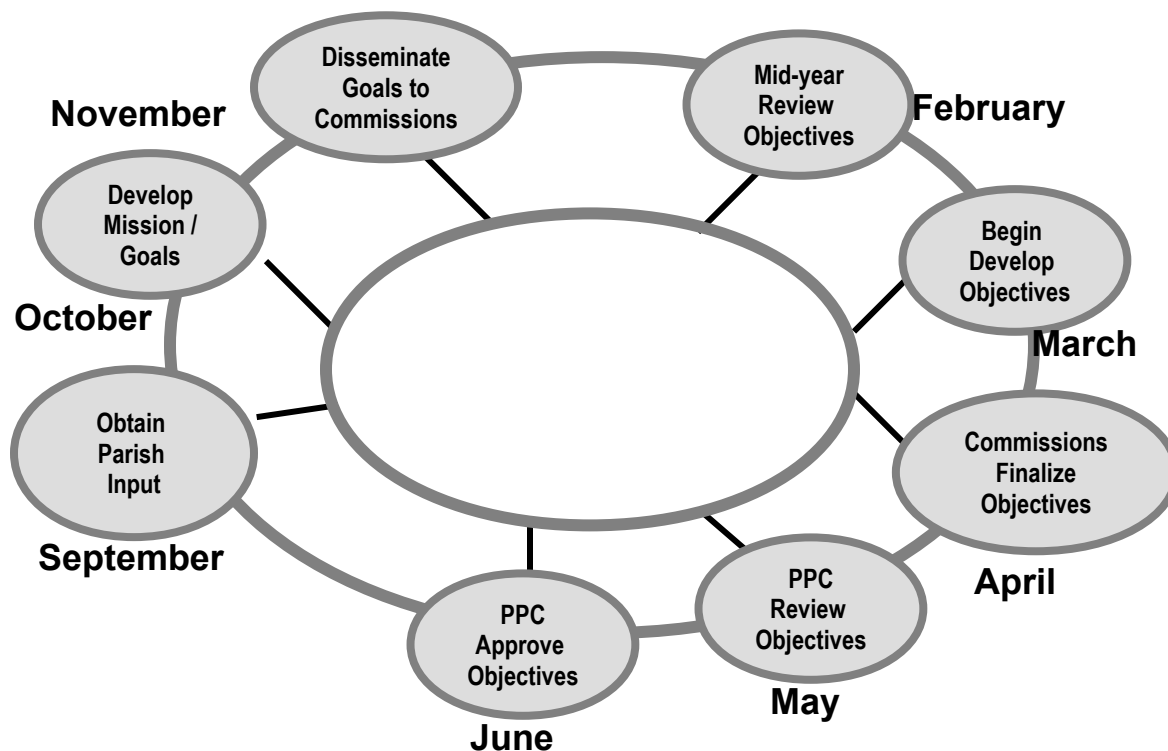
7.1.2 Parish Pastoral Council

The PPC will take the input from the general population and create a mission statement and high-level goals for the Parish. Goals of the parish normally cover a three year period.

7.1.3 Commissions

Commissions are charged with using the goals set by the PPC to create annual objectives. The objectives for each of the Commissions for the current year are in Appendix B.

7.2 Commission Objectives Development Process



8.0 Miscellaneous

8.1 Holy Family School

Holy Family is a Catholic elementary school accredited by the Michigan Association of Non-public Schools. The North Campus of the school is located at 1240 Inglewood, on the grounds of St. Andrew Catholic Church, and houses students in kindergarten through third grades. The South Campus which includes students in grades four through eight is located at 2633 John R Road, directly behind St. Mary's of the Hills Catholic Church. The five supporting parishes of our regional school are St. Andrew, St. Irenaeus, St. Mary's of the Hills, St. John Fisher Chapel, and Sacred Heart of the Hills.

Religion, prayer, and celebration of the liturgy are a main part of a student's life. In addition to an excellent academic curriculum, all students participate in art, music, physical education, and technology classes. Spanish is a part of the middle school curriculum. Special Services and Talented & Gifted Programs are available. To keep our curriculum updated our children take the Iowa Test of Basic Skills. Many extra curricular activities including sports, scouting, and band are available. A vibrant Parent Teacher Group (PTG), Development Council, Athletic Board and Dad's Club sponsor many events benefiting the school.

Entrance Policy

Holy Family Regional School respects the individual as well as the student's desire for an education in a Catholic School. It does not discriminate on the basis of race, color or creed in the administration of its educational policies, administration policy, athletic or other school administered programs as required by law.

Availability of resources for children with special needs will be considered before admission is granted. Students are accepted in priority as follows:

1. Siblings of children already attending or having attended.
2. Registered, supporting parishioners from one of the aforementioned parishes.
3. Children transferring from another Catholic school.
4. Families from the Pontiac Area Vicariate Parishes.
5. Children from other Catholic parishes.
6. Children from other Christian faiths.

Supporting Parish Policy

The determination of active status in supporting parishes is defined by the respective pastors. To qualify for status as a supporting member of one of the five supporting parishes a parent must:

1. Be registered with a supporting parish for at least one year prior to pre-registering a child.
2. Be actively and regularly participating in the worship life of the parish.
3. Be actively involved in a service/ministerial aspect of the parish community
4. Be a regular contributor to the parish. (A contribution of \$20 per week is recommended by the parish pastors.) Special or extenuating circumstances will be taken into consideration, and upon request, the level of support will be reviewed, keeping in mind the participation in the life of the parish and regularity of support at the level possible.

The five supporting parishes provide a substantial subsidy that is earmarked by the school to provide tuition assistance to those families in need.

For enrollment information please contact the Admissions Coordinator.

Tuition Grants

The supporting parishes fund the Holy Family Financial Aid Grant. Holy Family Regional School families who are members of one of the supporting parishes may apply for this Financial Aid Grant. Families who are not from a supporting Parish will be ineligible to apply for the Financial Aid Grant. Families who have applied for a grant and receive an award will be notified of the amount prior to the first payment due date. Please contact the Admissions Coordinator at the school. See Parish Organization section 1.8 for the current Admissions Coordinator information.

In addition, the Archdiocese of Detroit also provides financial assistance based on financial need for grades 1 through 12. Forms are available through the respective school and must be postmarked no later than the date specified each year (normally in April). You must be a registered parishioner to receive the funds. This will be verified with the Parish after the form has been submitted and approved by the Archdiocese.

8.2 Maintenance

Reporting Problems

Any broken, missing or other non-functional items should be reported to the Parish Office. Forms are available to report specific repairs or concerns. Forms may be turned into the Parish Office or the Maintenance office in the Activities Building. See Appendix C for the form.

Set Up Request Form

For specific areas that have been reserved through the Parish Office, the maintenance department will set up those rooms to meet your needs. Forms must be completed a minimum of one week prior to the event to ensure you have what you need. See Appendix C for the form.

8.3 Criminal Background Check Requirements

Purpose: As a church we value the safety of children in our care, our employees and volunteers, and the people whom we serve. We want to take prudent measures to protect our human and material resources. Therefore, the Archdiocese of Detroit mandates that criminal history background checks be conducted for all Church personnel as well as volunteers working in our Parish who have unsupervised contact with a child, the elderly, or persons with disabilities. Criminal history background checks are required in addition to proper screening, interviewing, and reference checks conducted by the Parish.

General Policy Regarding Screening:

A. All paid Church personnel (clergy, religious and lay) including those paid by stipend shall have a criminal history background check whether they provide services to the Archdiocese, Parish, school, or early childhood center, or other diocesan institution, if they have unsupervised contact with a child, the elderly or persons with disabilities. This policy is not applicable to school personnel covered by Public Act 99 or Public Acts of 1992.

B. Volunteers who regularly are entrusted with unsupervised contact with a child, the elderly or persons with disabilities shall have a criminal history background check.

Procedure:

- A. Time: At the time of application for employment or assignment or request to volunteer, the Applicant shall be provided with a copy of the policy at the time their names are checked.
- B. Requirement: A criminal history background check is a condition for employment or volunteering. Non-compliance with the policy will result in loss of employment or volunteer position.
- C. Frequency: Incumbent Church personnel and volunteers must be screened every seven years, on their anniversary date.

Responsible Agent:

- A. Requests for a criminal history background check should be handled by the Parish.
- B. The Department of Human Resources of the Archdiocese will serve as a resource to the Parish.
- C. Catholic schools will follow the requirements of the Revised School Code as administered by the Department of Education, Office for Catholic School Personnel.

Cost:

The cost of the background search will be covered by the Parish.

Type of Background Search:

- A. All Church personnel and volunteers other than those required by law to have a fingerprint criminal history background check will be required to have a criminal records history background check. It is expected that records searches can be conducted through the Internet Criminal History Access Tool (ICHAT) maintained by the state police.
- B. All school staff as prescribed by law shall have a fingerprint criminal history background check.
- C. Criminal history background checks will encompass all places where the person has lived for the past seven years.

Compliance Monitoring:

St. Andrew shall submit an annual report on the status of these criminal history background checks in connection with the annual fingerprint report and/or required reports submitted to the office of Catholic Schools of the Archdiocese.

Further verification of compliance with this policy will be reviewed at time of Archdiocesan audits of parishes.

Discovery of Criminal Activity:

Upon discovery of a criminal conviction related to the work/volunteer position, St. Andrew shall immediately consult with the Department of Human Resources or the Office for Catholic School Personnel. All information during the background check will be kept confidential by St. Andrew and Human Resources, and filed permanently at St. Andrew.

A. St. Andrew shall maintain the strictest verbal confidentiality and placement of any printed material regarding the individual until after consultation. All laws protecting the employee must be adhered to.

B. A final determination regarding future service of the Church personnel or volunteer will be made by the Parish in consultation with the Director of Human Resources or Office of Catholic School Personnel and legal counsel.

This policy strictly adheres to the Archdiocesan policy. Specific persons to whom this policy applies at St. Andrew include:

- Babysitters
- Catechists, regular substitutes and room aides
- Funeral Luncheon Service
- Mass Coordinators
- Parish Nurse Program team members
- Pre-school Music Leader
- St. Vincent DePaul visitors
- Transportation Service for children, the elderly or persons with disabilities
- Ushers
- Vacation Bible School teachers, aides, activities leaders, child care providers
- Visiting Eucharistic Ministers for homebound or hospital

8.4 Hearing Impaired Assistance

St. Andrew Parish provides hearing impaired aids in the church. Contact an usher or Staff member if needed.

8.5 Marketing and Promotional Materials

Marketing and promotional materials may not be disseminated anywhere on the Parish grounds without the expressed written or verbal consent of the Pastor. This includes any kind of flyers on windshields in the parking lot, handouts, or promotional events or materials.

8.6 Emergency Support for Life Threatening Situations

Many parishioners have been trained in CPR and other life saving methods. Ushers should be contacted for situations during Mass. Defibrillators are available in the church sacristy behind the altar, in the activities building and in the Holy Family School. Do not hesitate to call for help when needed.

Appendix A: Glossary of Acronyms

KOC	Knights of Columbus
RCIA	Right of Christian Initiation of Adults
StAYG	St. Andrew Youth Group

Appendix B: Parish Pastoral Council Operational Procedures

MISSION STATEMENT:

St. Andrew Roman Catholic Church as a Body of Jesus Christ guided by the Holy Spirit, will exist to celebrate and live our faith within our diverse and vibrant community. In a spirit of joy, St. Andrew Church will use its time, talent, and treasure to build the kingdom of God through worship, education, and outreach. As a welcoming Body, St. Andrew Church will proclaim the Good News of Jesus Christ to all people as an Area Church and beyond.

NAME:

These operational procedures guide the Parish Pastoral Council for the parish community of St. Andrew Catholic Church, Rochester, Michigan.

PURPOSE AND RESPONSIBILITIES OF THE PARISH PASTORAL COUNCIL:

The purpose of the Parish Pastoral Council is to provide a structure which will enable:

- The people of St. Andrew Parish, in accordance with the directives of the Second Vatican Council and the proposals of Synod '69, to assume their individual and collective responsibilities for the formation of a Christian community.
- The People of God of this community to reveal their temporal and spiritual needs, express their opinions, define their goals and implement their decisions.
- All within their Parish community to enter into frequent and meaningful communication with each other in order that community objectives may be brought to successful fruition for the ultimate good of the Parish and of the larger Church community.

The responsibilities of the Parish Pastoral Council are to:

- Formulate Parish goals in the light of the Mission Statement.

- Prioritize and approve the objectives developed by the Commissions so that the Parish can budget properly all its resources - human as well as monetary.
- Provide channels for effective two-way communication between:
 - The Parish Pastoral Council and its Commissions,
 - The Commissions themselves,
 - The Parish Community,
 - The Vicariate Pastoral Council.
- Serve as the primary consultative body making recommendations to the Pastor about the faith life of the Parish and its pastoral ministry.
- Review and approve an annual Parish budget for submission to the Archdiocese.
- Provide ongoing formation for the members of the Parish Pastoral Council.
- Ensure that all parish groups/organizations relate to the appropriate commission.

STRUCTURE OF THE PARISH PASTORAL COUNCIL

Eligibility:

- Priests assigned to the Parish
- Active members of a Parish Commission or Vicariate Pastoral Council are eligible for membership on the Parish Pastoral Council.

Members of the Parish Pastoral Council are:

- The Priests assigned to the Parish
- Two representatives from each of the five Commissions.
- Two representatives to the Vicariate Pastoral Council.

Terms of Membership on the Parish Pastoral Council:

- The Priest(s) will serve for the duration of their diocesan appointment(s).
- The length of terms on the Parish Pastoral Council will be determined by each commission, however, a three (3) year term is recommended as the maximum.

Attendance:

- Members of the Parish Pastoral Council attend all regular and special meetings of the Parish Pastoral Council. Any member absent for two consecutive meetings, without prior notification to the Chairperson of the Parish Pastoral Council or the Pastor, shall be contacted by the Parish Pastoral Council Chairperson about their intent to continue as a member of the Parish Pastoral Council. Absence from one additional meeting, without notification, may result in removal from the Parish Pastoral Council by action of the Council.
- If a Council member is absent from four regular meetings in a year the Council Chairperson shall approach that member about his/her intention and ability to serve. If the Parish Pastoral Council cannot receive assurances pertaining to regular attendance, the Council shall have the discretion to declare that a vacancy exists. If the member misses an additional meeting that year, a vacancy is automatically created.

Vacancies:

- Whenever a vacancy exists the respective Commission will be responsible for filling that position. The Parish Pastoral Council will assume this role if the vacancy is to the Vicariate Pastoral Council.

Removal:

Every effort should be made to resolve conflicts in a manner that shows respect and consideration for all concerned. In the unlikely event that such efforts meet with failure, consensus from the Parish Pastoral Council is required to remove any member or officer of the Parish Pastoral Council, any Commission or Committee. The person shall be given an opportunity to be heard if they so desire.

Leadership of the Parish Pastoral Council

- The Parish Pastoral Council shall select from among its members the following:
 - Chairperson
 - Vice-Chairperson
 - Secretary
- The selection of officers will take place at the first regular meeting of the new Parish Pastoral Council following July 1. If the expiration of terms would result in there being no Chairperson, the outgoing Parish Pastoral Council shall designate a Chairperson to function until the election of officers takes place.
- The officers of the Parish Pastoral Council are to be elected for terms of one year. The officer cannot serve in the same position for more than two consecutive years.
- An Agenda Committee consisting of the Pastor and the Council Chairperson, Vice Chairperson and Secretary prepares the Council agenda, plans the meeting and preparation processes to accomplish this agenda.

Responsibilities of the Parish Pastoral Council Leadership

Chairperson:

- The Chairperson shall chair all Parish Pastoral Council meetings.
- The Council Chairperson serves the Council by ensuring that meetings are conducted in a way that allows for the full consideration of the appropriate dimensions of the issues and for the maximum participation of all involved.

Vice-Chairperson:

- The Vice-Chairperson chairs meetings in the Chairperson's absence.
- The Vice-Chairperson attends to other responsibilities designated by the Council.
- The Vice-Chairperson shall succeed to the office of Chairperson should the Chairperson become unable to continue in office or if the office becomes vacant. In the event the Vice-Chairperson becomes the Chairperson of the Council, a new Vice-Chairperson shall be selected for the remainder of the term.

Secretary:

- The Secretary is responsible for the general secretarial duties of the Council. These duties include:
 - Coordinating communication of the Council.
 - Keeping minutes of all regular and special meetings and seeing that minutes are distributed and published. The Secretary may secure the services of a recording secretary if needed.
 - Assuring the records of the activities of the Council are kept.
 - Maintaining an official list of members of the Parish Pastoral Council.
 - Keeping a current attendance record of all the Parish Pastoral Council members.
 - Contacting any member absent from two consecutive meetings without prior notification to the Chairperson of the Parish Pastoral Council or the Pastor, to determine the member's intent.
 - Making necessary arrangements for all meetings of the Parish Pastoral Council.
 - Being responsible for the advance notification of the Parish Pastoral Council meetings and providing agendas in advance to all the Parish Pastoral Council members and those whose presence is required because of special agenda topics.
 - Providing summaries of the Parish Pastoral Council meetings for presentation to the parish membership.
 - Maintaining a permanent record of all proposals presented to the Parish Pastoral Council and recording the ultimate disposal of such proposals.
 - Being responsible for maintaining a current copy of the Parish Pastoral Council Operational Procedures.

Meetings of the Parish Pastoral Council

- Parish Pastoral Council meetings are held ten to twelve times a year.
- A thoughtfully prepared agenda should facilitate the ongoing formation of the Parish Pastoral Council through prayer, study/reflection/sharing, business and evaluation.
- Meetings should not normally exceed two hours.
- Special meetings of the Parish Pastoral Council may be called by the Pastor, the Chairperson, or by request of three members of the Parish Pastoral Council, on two days notice to each council member. The notice shall include the time, place and purpose of the meeting.
- Meetings of the Parish Pastoral Council shall be open to all parishioners. A period at each Council meeting will be designated by the Chairperson for

participation by parishioners. In an instance where particularly sensitive issues (e.g. personnel matters) will be discussed, the Council may choose to meet in a closed session. A majority of the Council members present, with the agreement of the Pastor, may decide to move into closed session.

- The agenda for all meetings shall be prepared in advance by the Agenda Committee. Any member of the Parish Community may request the Agenda Committee to consider an item for placement on the agenda. Items to be considered for the agenda shall be given in writing to the Agenda Committee at least two weeks prior to the Parish Pastoral Council meeting.
- To assure adequate study, in-depth consideration or discussion, a decision should not normally be made at the same meeting at which the matter was presented. However, a majority of the council members present may decide to make an immediate decision on any matter.
- A simple majority of the members of the Parish Pastoral Council, in office at the same time, shall constitute a quorum for all meetings of the Parish Council. No decisions shall be made without a quorum present.
- The Parish Pastoral Council should discern by way of consensus. Members strive to reach substantial, though not necessarily unanimous agreement on all matters of direction and policy. A consensus exists when there is a clear alternative to which most members can subscribe and if those who oppose it have had their chance to influence the discussion.
- The Pastor must ratify the decisions of the Parish Pastoral Council before they become final. He will not do so when Church Law, the teaching of the Church, or known policy of the Archdiocese of Detroit is violated. The Parish Pastoral Council may appeal the Pastor's ruling in accordance with established diocesan procedure.

Commissions:

The following Commissions/Committees will be operative on the Parish Pastoral Council:

- Education Commission
- Christian Service Commission
- Parish Life Commission
- Stewardship Commission
- Worship Commission

Functions:

The Parish accomplishes its work in an organized and systematic way through effective working groups or Commissions. The Commissions shall function within

the guidelines prescribed by the Archdiocese of Detroit. The functions of these Commissions are:

- To investigate the needs of their own areas of concern in Parish life and make recommendations to the Parish Pastoral Council on meeting these needs.
- To develop objectives flowing from the Parish Mission Statement and Goals.
- To evaluate these objectives and the programs resulting from these objectives and report the evaluation to the Parish Pastoral Council each spring.
- To propose a recommended budget to the Parish Pastoral Council.
- To choose a Chairperson and hold regular meetings using the consensus process for discussion and agreement.
- To submit a roster to the Parish Pastoral Council at the beginning of each year.
- To propose policy for the Parish Pastoral Council's consideration.
- To oversee the work of its committees.
- To review, once a year, the guidelines for that Commission in the archdiocesan "Parish Pastoral Council Guidelines & Handbook."
- To seek out and identify the Parish groups it represents.

Eligibility:

- All registered members of St. Andrew Parish sixteen years of age and older who are fully initiated into the Catholic Church are eligible for membership on the Commissions.
- After a person has attended two Commission meetings, has been informed concerning the role of the Commission, and has made a commitment to participate in the regular working of the Commission, that person may be offered a place on the Commission.

Membership of Commissions:

- The Pastor or his delegate.
- The appropriate staff person(s) pertaining to each Commission.
- Eligible parishioners who volunteer their interest, ability and experience.

Terms of Membership on the Commissions:

- The Priest(s) shall serve for the duration of their diocesan appointment(s).
- Full-time staff members shall serve for the duration of employment by the Parish.
- The length of terms on the Commissions shall be three (3) years.

- Terms of newly-selected members shall commence on the first day of July following their selection and continue until the last day of June of the appropriate year.

Leadership:

- Each Commission shall select two representatives to the Parish Pastoral Council.
- Normally, these two people should have served more than one year on the Commission.
- The Chairperson shall appoint a Secretary to keep a record of the proceedings and prepare minutes for submission to the Parish Pastoral Council.

Meetings of the Commissions:

Commissions shall operate under the same operating norms as described for the Parish Pastoral Council.

SPECIAL COMMITTEES:

The Chairperson of the Parish Pastoral Council may appoint special committees to serve and advise the Parish Pastoral Council, subject to the approval of the Parish Pastoral Council. The membership of these committees is not restricted to those who are members of the Parish Pastoral Council. The Chairperson of a special committee, upon the discretion of the Parish Pastoral Council Chairperson and approval of the Parish Pastoral Council, may be any member of the parish.

AMENDMENTS:

- Any portion of these Operational Procedures may be amended by way of consensus of Parish Pastoral Council members. Such action by the Council shall not take place at the same meeting at which the proposed amendment was presented. Adequate opportunity for members of the Parish to be heard pertaining to the proposed amendment shall be given them.
- Any Parish Pastoral Council member may sponsor a proposed amendment to these Operational Procedures. The proposed amendment shall be submitted in writing to the Chairperson or Secretary at least two weeks prior to the regular Parish Pastoral Council meeting.

Appendix C: Forms

Maintenance Repair Work Request
St. Andrew Event Set Up Request
St. Andrew Ministry Commitment Sign-Up
Funeral Information
Parish Manual Revision Request

Maintenance Repair Work Request

Date: _____

Name: _____

Phone Number: _____

Building: _____ Room _____
(Note the building where the problem was found)

Grounds: _____
(Note the location on the parish property where the problem was found (e.g. driveway, grass, statues, etc.)

Repair Needed: _____

Action taken: _____

By: _____ Date: _____

St. Andrew Event Set Up Request

Has the space been reserved? _____ Responsible staff _____

Group reserving building/room _____ Building/room needed _____

Dates needed: _____ Times needed: _____

Contact person: _____ Telephone: _____

SUPPLIES NEEDED FOR EVENT: (Please indicate amount needed)

Candle Holders _____ Salt _____

Chairs _____ Salt/Pepper Shakers _____

Coffee _____ Stirrers _____

Coffee Pots _____ Sugar _____

Coffee Warmers _____ Tables-Rectangular _____

Creamers _____ Tables-Round _____

Creamora _____ Tables-Square _____

Cups-Paper _____ Tea _____

Cups- Styrofoam _____ Vases _____

Paper Bowls _____ Other (explain) _____

Paper Napkins _____ _____

Paper Plates _____ _____

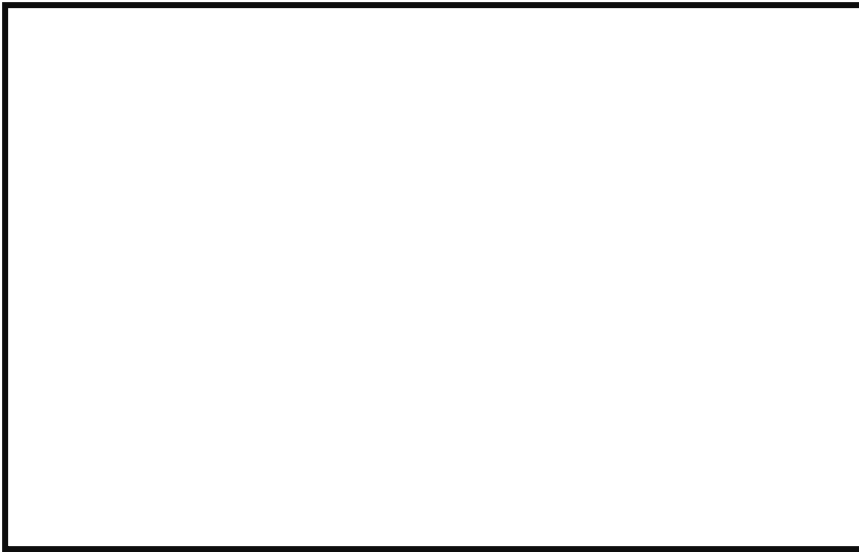
Pepper _____ _____

Plastic Forks _____ _____

Plastic Knives _____ _____

Plastic Spoons _____ _____

Diagram of room setup:



Requests should be turned in to the Business Manager at least one week prior to the event. Forms may be mailed to: 1400 Inglewood, Rochester, 48307, faxed to 248-651-3950 or dropped off at the Parish office to the attention of Mark Baker.

**This form does not reserve the use of Parish space. Space reservations should be requested using the Event Calendar Request Form available at the Parish office.*

St. Andrew Ministry Commitment Sign-Up

The Volunteer Form is available in the Parish office. If you have an interest in finding out more about the Parish community in any ministry or support service you can:

- Contact the appropriate Commission Chair
- Contact a staff member
- Contact the Parish office

Please refer to the organization chart at the beginning of the manual to determine which Commission is responsible for the ministries offered by St. Andrew.

Your time, talent and resources are the only means to keep St. Andrew a vibrant and productive community.

Date: _____
Date available: _____

St. Andrew Catholic Church

1400 Inglewood
Rochester, Michigan 48307
Phone: 248-651-7486 Fax: 248-651-3950
www.standrewchurch.org Email: parish@standrewchurch.org

VOLUNTEER Application

Thank you for your interest in volunteering for St. Andrew Church. Please complete this application and once we have all your information, you will be contacted by a Commission member for a formal interview.

(PLEASE PRINT)

Last Name	First Name	Middle Initial	DOB
Street Address	City	State	Zip Code
Telephone Number(s)		Social Security Number	
Driver's License #	Car Insurance & Policy # (ONLY for people driving)		
Emergency Contact	Emergency #	Relationship	

Check the ministry that most interests you:

- Parish Life
 Worship
 Stewardship
 Christian Service
 Fellowship
 Religious Education

Please answer the following questions:

Have you ever volunteered at St. Andrew before? _____ If so, what activities/ministries?

Why are you interested in volunteering at St. Andrew? _____

Describe your spiritual values: _____

Are you able to perform, with or without accommodation, the functions of the volunteer activity? Yes ___ No ___
If you require accommodation, please notify us in writing.

Volunteers for St. Andrew will receive a background check for any criminal record.

Have you been convicted of a crime?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any felony charges pending against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If either is yes, please explain: _____		

Personal References (other than family)

Please list the name, address, telephone numbers and relationship for three individuals that would provide a positive reference for you:

1. _____

2. _____

3. _____

- I certify that all statements made on this form are true and complete. I authorize St. Andrew Church to verify the information provided and make any investigation of my background deemed necessary, including contacting the references, provided. I authorize third parties, (such as the listed references) to furnish any information relevant to my volunteer application. I further understand that any incomplete, misleading or false information on this application will terminate my volunteer involvement with St. Andrew.

- As a volunteer at St. Andrew Church, I understand that I am representing the church when performing the duties of my ministry and agree to follow the direction of the Commission and participate in any trainings or meetings that are a part of this ministry. I further understand my involvement in this ministry is on a voluntary basis and I agree to hold St. Andrew harmless in the event of an injury that I incur during my involvement with the volunteer activity. Either St. Andrew or me may terminate the volunteer participation at any time with or without cause.

Signature of Applicant

Date

For Administrative Use:

Date Interviewed: _____ Date Police Clearance Checked: _____

Date(s) References Checked: _____

Funeral Information

Today's Date

Name of Deceased			
Religion	Parishioner Yes ___ No ___	Status at time of death Married ___ Single ___ Widowed ___ Divorced ___	
Age of Deceased		Date of Death	
Administrator/Next of Kin Name		Relationship to Deceased	
Address	City	State Zip Code	Phone Number

Funeral Information

Date	Time	Celebrant	Location Church ___ Chapel ___ Funeral Home ___
Type of Service Requested Mass ___ Scripture Service ___ Memorial Service ___			
Cemetery Burial ___ Cremation ___	Celebrant/Leader		In state at Church Time

Vigil Service

Date	Time	Celebrant/Leader	Check One Rosary ___ Scripture Service ___ None ___
Visitation Days / Hours	Day / Date Day / Date	Time Time	

Contacts To Be Made (Check all that apply)

Funeral Luncheon ___	Contact Person	Acolyte ___ Name
		Family Lector ___ Name
	Approx. # ___	Sacristan ___ Name
Musician ___	Contact Person	Maintenance ___
		Calendar ___
Songs of Life Choir ___		Picture ___
Staff Call ___		HFRS ___

Funeral Home

Name	Contact Person
Address	City State Zip Code
	Phone Number

Additional Comments

Information Taken By	Date
----------------------	------

Parish Manual Revision Request

This document is meant to provide information to the parishioners of St. Andrew. Revisions may be required to keep it current over time. This form will be used to submit requests for revisions to the document. Requests will be submitted to the Parish office. The Parish office will refer revisions that effect a commission to the appropriate commission, the commission will make a recommendation that will be submitted to the PPC for review. If approved, the revision will be made to the manual.

Other requests will be reviewed by Parish staff for need and handled expeditiously. If deemed appropriate, the revision will be made to the manual.

In either case the original submitter will be notified of the disposition of the request.

Requested revision _____

Name/Phone # _____

Section Number _____

(As appropriate list the section in the current manual that applies to the requested revision.)

Appendix D: Tithing – Parish History

Under the model of Christian Stewardship, in the fall of 1981 St. Andrew Parish adopted being a tithing Parish in the Archdiocese of Detroit. Rev. Eugene Strain, Pastor at that time, and the Chair of the Christian Service Commission approved this concept of charitable giving from parishioner offerings. At this time ten percent (10%) of each month's Sunday collections were set aside for the Tithing Committee to allocate to charitable agencies. The Tithing Committee is made up of the Christian Service Coordinator, a representative from the Christian Service Commission, and not to exceed five members from the parish at large.

The 10% tithe is to go to agencies or missions that are 501.3c (non-profit) who help people in crisis both locally, nationally, and internationally. Individuals who request financial help are directed to the St. Vincent DePaul Society. Parish tithing supports parishes, organizations, projects, missions, and relief for catastrophic events, etc.

The parish accountant supplies the Tithing Committee with the monthly figure. 75% of this allocation stays within the United States with the remaining 25% allocated to charities/missions worldwide. The goal is to follow the Gospel teaching on love and charity, i.e. The Beatitudes and Matthew 25:31.

St. Vincent DePaul, Families in Crisis and Neighborhood House maintain a high level of confidentiality. Specific information on individual cases is not shared outside of the organization's membership.

The Christian Service Commission and Tithing Committee agree to support the St. Andrew St. Vincent DePaul Conference and Rochester Area Neighborhood House on a monthly basis. All other recommendations and requests for help are acted upon after prayerful discernment each month.

This parish tithing program is not meant to financially support parish functions that would be otherwise covered by the Parish budget. For example worship aids, church decorating, service programs, and outreach programs.

In 1985 the percentage of tithe was raised to 15%. The extra 5% is earmarked for Catholic Education needs at the discretion of the current Pastor. This would meet the needs of requests that come from struggling families to meet their tuition and struggling parishes with school needs.

Formal monthly reports are filed with the Christian Service Commission and Parish Council. Reports of the parish tithe are published periodically in the Parish Bulletin.

As of February, 2004 the current list of approved charities that St. Andrew Parish tithes to is 225 organizations within the United States and 65 outside the United States. Catholic Relief Services allows us to request the specific countries that we would like our tithing donation to be routed to each month.

From the beginning of the tithing parish model of stewardship, parishioners were encouraged to give their time, talent and treasure back to the Lord in gratefulness of the blessings received. It was understood that the Parish would not engage in overt fundraiser activities, i.e. selling raffle tickets, bingo, etc. to cover Parish programs.

Appendix E: St. Andrew Altar Server Manual

A manual with pictures is provided to all new altar servers but here is the basic process.

General Information

1. Dress: Boys: Shirt with a collar and dress pants
NO T-shirts or bright color shirts
NO jeans, cargo pants or shorts
Shoes: NO athletic or sandals
Girls: Dresses, dress slacks with light color blouse,
light color skirt with a light color blouse
NO jeans, cargo pants or shorts
Shoes: NO athletic or sandals
Hair: Long hair needs to be tied back off the face
2. Servers are expected to serve when scheduled. If this is not possible, Servers are to call for a substitute from the Substitute List to fill in for them.
3. If a Server misses three times without getting a Substitute, he/she is automatically removed from the Server List and not eligible to go on the Altar Server Trip at the end of the year.
4. Servers, please arrive 15 minutes before you are scheduled to serve.

Pre-Mass Preparation

1. Put on Altar Server Robe
 - a. Robes and rope belt are located in Closet 3
 - b. Robe sizes are marked on the inside of the cuff
2. Sign In. Sign in sheet is located on the counter.
3. Put Snuffer on the pew. Snuffer located in the utility closet in the sacristy.
4. If you are going to be a **Candle Bearer** - take a candle next to the Ambo and go to the back of the church and sit on the chairs in front of the back sacristy.

Once Mass begins...

Introduction of the Mass is read by the Reader

Entrance Chant:

- a. The **Cross Bearer** stands at the 3rd pew in the center aisle followed by the two **Candle Bearers** and the **Book Holder**, Lectors and Priest
- b. The procession to the sanctuary begins when the priest gives a sign to go.

When the procession reaches the sanctuary the cross is placed in the stand, the candles are placed on the stands next to the ambo, and the **Book Holder** stands at the end of the first pew near the organ.

The two **Candle Bearers** stand together and wait for the **Cross Bearer** to join them; all three slowly walk to the first pew near the organ.

Greeting: In the name of the Father, and the Son, and the Holy Spirit.
Amen

Penitential Rite: Lord, have mercy,
Christ, have mercy,
Lord, have mercy

Glory to God (not during Advent or Lent)

Opening Prayer

The **Book Holder** takes the Sacramentary to the priest, in front of the altar. The priest will take the book from you and open it to the page he wants and will then place it in your hands. When he is finished, he will close the book. Bow your head as he closes the book. Return to your pew.

Liturgy of the Word**1st Reading**

Responsorial Psalm: Should be sung

2nd Reading**Gospel Acclamation**

The two **Candle Bearers** are to get their candles and process behind the altar. The priest or deacon will take the Book of the Gospels off the altar. All three will process to the ambo. **Candle Bearers** then face one another on each side of the ambo as the Gospel is being proclaimed. After the concluding words are said “The Gospel of the Lord”, place the candles on the stands and return to your pew.

Homily: Sit for the homily.

Creed: “We believe...” Stand for the Creed

Prayers of the Faithful: “Let us pray to the Lord”. Remain standing.

Liturgy of the Eucharist

Preparation of the Altar and Gifts

1. **Candle Bearers** go to the back of the church to greet and escort the Gift Bearers to the altar. Once they reach the altar they help to put the gifts on the altar.
2. **Book Holder** places the Sacramentary on the altar. Take the gospel book stand and place it on the bottom shelf of the table.

After placing the gospel book on the bottom shelf of the table, pick up the chalice and place it on the altar near the Sacramentary.

3. **Cross Bearer** takes the snuffer from the back of the pew, puts out the candle on the left, and lights the wick of the snuffer with the candle on the right. After lighting one altar candle, put out the other candle at the ambo. After lighting all the candles around the altar, blow out the flame on the wick and hang up the snuffer in the closet in the sacristy. Walk through the sacristy coming out the door by the tabernacle. Take the water pitcher and go to the altar. Wait while the priest pours the water. He will hand you the pitcher. Take the pitcher and return to the table and get the bowl.
4. **Cross Bearer and Book Holder.** **Cross Bearer** holding the pitcher of water and the bowl and **Book Holder** holding the towel walk to the altar so the priest can wash his hands, bow your heads and return to the table. Place the pitcher of water, bowl and towel on the bottom shelf of the table and return to your pew.

Prayers over the Gifts

Eucharistic Prayer

Holy, Holy, Holy: After singing this, kneel

Great Amen

Communion Rite: The Lord's Prayer (Our Father...)

Sign of Peace: ALL Servers go to the priest and offer a sign of peace.

Communion

ALL Servers receive communion. After communion ...

1. **Book Holder** takes the Sacramentary off the altar and returns it to the pew. Then he/she takes the wooden gospel bookstand from the bottom shelf of the table and returns it to the altar. After placing the stand on the altar, go to the ambo and get the Gospel Book and place it in the stand on the altar.
2. **Cross Bearer** removes the chalice and anything else left on the altar. Take all remaining items to the sacristy.

Prayer after Communion

Book Holder takes the Sacramentary to the priest behind the altar. The priest will take the book from you and he will open it to the page he wants and will then place it in your hands. When he is finished, he will close the book. Bow your head as he closes the book. Return to your pew.

Concluding Rite

Greeting

Blessing

Recessional

As the priest approaches the altar to reverence it, the **Cross Bearer** gets the cross, takes it to the center aisle, and stands at the third pew facing the altar. The two **Candle Bearers** stand in front of the **Cross Bearer**, followed by the **Book Holder**, Lectors and Priest. After the priest reverences the altar and turns to face the pews, turn and process to the back of the church.

Appendix F: Eucharistic Minister Requirements

The following requirements should be met in order to serve as a Eucharistic Minister.

- Be a registered member of St. Andrew
- Be fully initiated in the Church, having received the Sacraments of Baptism, Eucharist, and Confirmation
- Be in good standing and actively practicing the Catholic faith
- Intend to serve regularly, at least once or twice a month

Training sessions are provided periodically to ensure all EM's are familiar with the procedures at St. Andrew.

Appendix G: Lector Requirements

A lector is one who answers YES to God's call to proclaim his word. As one who proclaims God's Word, a Lector should be:

- A member of good standing in the faith community (confirmed and practicing)
- Able to speak so that others can hear and understand
- Mature
- Confident
- Poised
- Trained in the Lector Procedures followed at St. Andrew
- Committed to fulfill assigned Mass duties as scheduled or arrange a substitute
- Willing to periodically take part in programs to improve understanding and/or skills
- Fully initiated member of the church
- A registered parishioner,
- Exceptions to the requirements can be made by the presiding minister of that mass only.

Appendix H: Ushers Responsibilities & Guidelines

1. Participation Requirements:

Ushers may be any adult male or female. Children, who have been confirmed, can also serve as an usher.

2. Arrival Time:

Arrive at least 20 minutes before the start of the service. If ushers are available at Masses other than assigned ones, it would be helpful if they would check with the Captain of that mass to determine if they can be of assistance.

3. Sign-in Book:

Each Usher should check his/her name off in the sign-in book in the East Sacristy.

4. Special Need For Ushers:

Check in the East Sacristy for signup sheets for special events (Holy Days, First Communions, Confirmations, etc.) that need Ushers.

5. Lighting:

Check with the presider to see if special lighting is required; see that the correct button (see chart below) is pushed on the control panel located in the East Sacristy. Ramp lights are controlled by switches at the bottom of the ramp. A timer controls the lights outside the main entrance.

6. Special Instructions For The Day:

Check Ushers' bulletin board in the East Sacristy for any specific instructions concerning the service of the day.

7. Reserved Seating:

If any reserved seating is needed, see that the signs are on the proper pews. There is no reserved seating for the Christmas and Easter masses.

8. Assignment of Sections:

Captains should assign ushers to sections as they arrive, trying to vary the sections among the team so they will become familiar with all the duties. Recruit off-duty Ushers if necessary.

9. Assist In Welcoming:

Avoid congregating at the back of the Church, but rather position yourself so that, along with (or in place of) the Greeters, you can offer a welcome to parishioners and visitors. If your team is off, consider being a greeter.

10. Selecting Gift Bearers:

Captains assign an Usher to select the family or families to carry the Gifts to the Altar. Wait until 5 minutes before the service, so as to allow volunteer families to make themselves known. Be open to a group that has reserved seating.

11. Standing On Ramps:

Direct people off the ramps, except at extremely crowded Masses when there is no alternative. If anyone needs to stand, they should do so in the vestibule and in the Church proper.

13. Balcony Fans:

The operating switches for these fans are located in the balcony on one of the vertical support beams. These fans move faster as the knob is turned. They can be used in both winter and summer to alleviate the heat problem in the balcony.

14. Avoid Movement and Talking:

After Mass begins, avoid unnecessary movement and talking.

15. Seating:

Encourage the people to follow designated seating periods. Seat people until the Scripture readings are ready to begin. Do not seat anyone during the readings; invite them to remain standing until the readings are completed. They may be seated between the readings during the Responsorial Psalm, or the Alleluia Verse. Do not seat during the Homily.

16. Cooperating with the Mass Coordinator:

Assist the Mass Coordinator in finding distributors and cup holders if requested to do so.

At Communion time, see that all Communion stations have been filled with an EM. If an EM appears lost, quickly find the open station and discreetly direct that person to it.

Watch for any Communion station that is slow. Shift any EM that has finished to assist that position.

Watch for any EM that has run out of Hosts and assist in getting additional Hosts to that station.

17. Collection/Baskets:

Normal Sunday Masses – Before mass begins, assigned Ushers should pick-up a key from the East Sacristy.

During the General Intercessory Prayers, assigned Ushers should unlock collection boxes and replace filled basket with an empty basket. Gather all financial offerings into two baskets for the Presentation of the Gifts procession.

After the last mass of the day, check baskets for any late offerings and take them to the West Sacristy.

Return keys to East Sacristy.

Christmas And Easter Masses – Before the service, Captains check that there are sufficient collection baskets.

- After the General Intercessory Prayers, when all are seated, Ushers begin passing of the collection baskets in their assigned area.
- The Offertory Collection is not processed with the gifts for the Liturgy of the Eucharist when done during mass,
- If the balcony is used, two Ushers should accompany each other in bringing the baskets from the balcony.

18. Procession for Presentation of the Gifts:

As soon as the selected families arrive at the back of the church they should be handed a gift and lined up for the procession. The financial offering will be carried by two Ushers, at the end of the procession. When everyone is ready, signal the servers to begin to lead the procession to the Altar. After acceptance by the presider, Ushers proceed to the West Sacristy, place financial offerings into bag(s), and deposit in safe. Discreetly return baskets to the rear of the church when finished. Note: At the masses with a Children's mass, if the selected families have children who will be leaving for the Chapel, let the coordinator of that mass know so the children can be excused.

19. Closing of Tabernacle:

Usher(s) assigned to center isle should stand at the front until either the Tabernacle is closed or the Presiding Celebrant stands for the closing prayer.

20. Doors:

At the end of Mass, as closing hymn is being sung, fix all Exit Doors in open position.

After people have exited, close doors.

On warm days when the air conditioning is not on, open and keep open all doors, main and side entrances – inside and out. Suggest to those who find it drafty that they take a seat away from the doors. Inform them that the doors remain open unless the Presiding Minister decides otherwise.

21. Distribute Bulletins:

Put Bulletins in the racks at the side entrances when the collection basket is picked up.

After each service, distribute the weekly Bulletins by hand at all doors.

Put excess Bulletins away before the next Mass.

22. Good Order For Next Service:

Straighten up your specific section so that the Church is in good order for the next service. Pick up Booklets and place in the racks at the Church entrances. Pick up Bulletins and any Catholic periodical left in the pews and return to the East Sacristy.

23. Lost and Found:

Place unclaimed items in the lost and found box in the East Sacristy, or in the case of valuable items such as purses, jewelry, etc.; give them to one of the staff.

24. Report Maintenance:

Dialing 333 on the phone in the East Sacristy connects to the voice mailbox of the maintenance staff where you can detail the items that need correction. Use the form in this manual if available. In case of emergency call 248-321-3243.

25. Dress Code:

Dress neatly in keeping with role as Usher. Recommend a coat and tie for men, dress or blouse and slacks for women.

26. Emergency Items:

A Phone is available in East Sacristy for emergency calls

A First Aid Kit is in East Sacristy next to the sink. Gloves to be used for injuries where there is bleeding or cleaning up body fluids are in the first aid kit.

Fire Extinguishers are:

- At the Main Entrance level, top of each down ramp;
- At the Side Entrances, in the Chapel Vestibule;
- In the West Sacristy near the Tabernacle side.

A Wheelchair is available in the East Sacristy.

A Defibrillator is in the West Sacristy. Only trained personnel should operate this equipment.

Emergency Requiring Ambulance:

As quietly as possible;

One Usher call 911, give:

- Name
- Location – St. Andrew East Door or West Door, depending on where patient is.
- One Usher should go outside West End of Chapel to direct ambulance to correct door.
- One or two Ushers assist patient.

Appendix I: Keep in Touch Directory

Rochester Area Senior Services Directory

Emergency Numbers

Adult Day Care

Chore Services

City Services

Clubs and Organizations

Crisis Assistance

Educational, Recreational, and Cultural Programs

Financial Information

Food

Health and Medical Equipment

Health and Medical Services

Home Care Services

Housing

Information and Referral

Legal Aid

Nursing Homes and Information

Respite Care

Services to Persons with Disabilities

Support Groups

Telephone Reassurance

Transportation

Utilities

Veterans

Volunteering/Employment

KEEP IN TOUCH DIRECTORY

ROCHESTER AREA SENIOR SERVICES DIRECTORY

Prepared by the Outreach & Bookmobile Services Department of the Rochester Hills Public Library

INTRODUCTION

The "ROCHESTER SENIOR SERVICES DIRECTORY" lists in alphabetical order, by subject, the services and activities available to older adults living in the Rochester area. This directory will acquaint you with the many important resources available to you in the community. Listings are for informational purposes only and do not imply an endorsement. For more information contact the [Outreach & Bookmobile Services Department](#) at (248) 650-7150.

| [Emergency Numbers](#) | [Adult Day Care](#) | [Chore Services](#) | [City Services](#) | [Clubs & Organizations](#) |

| [Crisis Assistance](#) | [Educational, Recreational & Cultural Programs](#) | [Financial Information](#) |

| [Food](#) | [Health & Medical Equipment](#) | [Health & Medical Services](#) | [Home Care Services](#) | [Housing](#) |

| [Information & Referral](#) | [Legal Aid](#) | [Nursing Homes & Information](#) | [Respite Care](#) |

| [Services to Persons with Disabilities](#) | [Support Groups](#) | [Telephone Reassurance](#) | [Transportation](#) |

| [Utilities](#) | [Veterans](#) | [Volunteering/Employment](#) |

EMERGENCY NUMBERS

Ambulance	911
Fire & Emergency	911
Poison Control Center	(800) 222-1222

Police & Sheriff's Department	911
Suicide Prevention Center	(800) 231-1127

ADULT DAY CARE

Adult and A.D. Senior Care Center	(248) 681-7233
Adult Foster Care (Department of Human Services in Lansing)	(517) 241-2488
Cranberry House	(888) 956-0555
Friends House Adult Day Services (Catholic Social Services of Macomb Co.)	(586) 412-8494
Heart of the Hills Adult Day Care (Older Persons' Commission)	(248) 608-0261
Sheltering Arms (Catholic Social Services of Oakland Co.)	(248) 334-9680

CHORE SERVICES

All Valley Home Care & Nursing	(248) 601-0777
Caring Company	(248) 375-1683
ComForcare Senior Services	(800) 886-4044
Comfort Care	(248) 651-9957
Comfort Keepers	(248) 840-5159
Family Independence Agency	(248) 975-5566
Greti's Helping Hands	(248) 601-4623
Oakland Livingston Human Service Agency Chore Services for Seniors	(248) 209-2626
Older Persons' Commission Senior Resources Dept.	(248) 608-0249
Visiting Angels	(248) 693-6567

CITY SERVICES

City of Rochester	(248) 651-9061
City of Rochester Hills	(248) 656-4600
Oakland Township	(248) 651-4440

CLUBS AND ORGANIZATIONS

Friends of the Rochester Hills Public Library	(248) 650-7179
Kiwanis Club of RochesterEvening club (Mike or Jeannine Daly)Lunch bunch (Joe Tomlinson)Morning club (Bob Justin)	(248) 651-7075 (248) 656-9616 (248) 652-9000
Lions ClubRochester (Contact Chamber of Commerce)Rochester Hills (Contact Chamber of Commerce)	(248) 651-6700 (248) 651-6700
Older Persons' Commission	(248) 656-1403
See also "Clubs and Organizations" listing in Greater Rochester Chamber of Commerce Directory or call	(248) 651-6700

CRISIS ASSISTANCE

Adult Protective Services of Oakland County (24 hour service)	(248) 975-5566
American Red Cross (Disaster Preparedness for Seniors)	(800) 774-6066
Catholic Social Services of Oakland County	(248) 334-3595
Center for Independent Living	(248) 443-1306
Citizens for Better Care (nursing home information)	(800) 833-9548
Common Ground (crisis line)	(800) 231-1127
Crittenton Hospital Social Work Department	(248) 652-5373
HAVEN (domestic violence crisis line)	(248) 334-1274
Neighborhood House	(248) 651-5836
Oakland County Health Department Services to Aging	(248) 452-8667
Tel-Help (United Way Community Service)	(800) 552-1183

EDUCATIONAL, RECREATIONAL, AND CULTURAL PROGRAMS

Adult Learning Institute/ Elderhostel (sponsored)	(248) 522-3518
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by Oakland Community College)	
Asian Pacific (Older Persons' Commission)	(248) 608-0277
Avon Players	(248) 608-9077
Chamber of Commerce (call for information)	(248) 651-6700
Crittenton Hospital Community Health Education	(248) 652-5269
Dinosaur Hill Nature Preserve	(248) 656-0999
Friends of the Rochester Hills Public Library	(248) 650-7179
Homebound Book Delivery Rochester Hills Public Library Outreach Services	(248) 650-7150
Leisure Travel (Older Persons' Commission)	(248) 656-1403
Macomb Community College (continuing education)	(586) 226-4800
Meadow Brook Hall	(248) 370-3140
Meadow Brook Music Festival (summer)	(248) 377-0100
Meadow Brook Theatre	(248) 377-3300
Oakland County Health Department (programs for seniors and caretakers of aging persons)	(248) 452-8667
Oakland County Library for the Visually and Physically Impaired	(800) 774-4542
Oakland Literacy Council	(248) 232-4664
Older Persons' Commission Activity Center	(248) 656-1403
Oakland Livingston Human Service Agency Senior Aides Training	(248) 209-2661
Over 80's (Older Persons' Commission)	(248) 608-0261
Paint Creek Center for the Arts	(248) 651-4110
Rochester College	(248) 218-2000
Rochester Community House	(248) 651-0622
Rochester Community SchoolsAdult Education	(248) 726-5950
.....Enrichment Department	(248) 726-3165
Rochester Hills Museum at Van Hoosen Farm	(248) 656-4663
Rochester Hills Public Library Outreach Services	(248) 650-7150
Rochester Symphony Orchestra	(248) 651-4181
Senior Songsters (Older Persons' Commission)	(248) 608-0263

FINANCIAL INFORMATION

Area Agency on Aging Benefits Specialist	(800) 852-7795
Family Independence Agency (Oakland County energy, food stamps, general assistance)	(248) 975-5400
Internal Revenue Service	(800) 829-1040
Neighborhood House (home finance assistance)	(248) 651-5836
Oakland Livingston Human Service Agency	(248) 209-2687
Social Security Administration	(800) 772-1213

FOOD

Family Independence Agency (Oakland County emergency food stamps)	(800) 552-1183
Neighborhood House (emergency food, food pantry)	(248) 651-5836
Older Persons' Commission (home delivered meals, hot lunches, surplus food)	(248) 608-0264

HEALTH AND MEDICAL EQUIPMENT

Crittenton Medical Equipment	(800) 500-3808
Detroit Institute of Ophthalmology Friends of Vision (loan and sell low vision aids)	(313) 824-4710
Neighborhood House	(248) 651-5836
United Cerebral Palsy of Michigan (match buyers and sellers of used equipment)	(800) 828-2714
Wright & Filippis	(248) 853-1888

HEALTH AND MEDICAL SERVICES

Alzheimer's Association (Detroit area)	(800) 337-3827
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Alzheimer's Disease Education and Referral Center	(800) 438-4380
American Cancer Society	(800) 227-2345
American Diabetes Association	(888) 342-2383
American Heart Association (Michigan affiliate)	(248) 827-4214
American Lung Association of Michigan	(800) 543-5864
American Stroke Association	(888) 478-7653
Arthritis Foundation	(800) 968-3030
Beaumont Hospital Older Adult Services	(800) 328-2241
Blue Cross/Blue Shield Senior Help Line	(800) 327-9148
Boulevard Hills Nursing Center	(248) 852-7800
Crittenton HospitalCommunity Health EducationLifeline (personal emergency response system)Physician's ReferralSocial Work Office	(248) 652 5269 (248) 652-5658 or (800) 852-5433 (248) 652-5418 (248) 652-5373
Dementia Helpline	(800) 337-3827
Diabetes Information Action Line	(800) 342-2383
Family Independence Agency	(248) 975-5400
Fraud Hotline (Report suspected fraud against Social Security, Medicare, Medicaid, or any program run by the U. S. Department of Health and Human Services)	(800) 447-8477
Karmanos Cancer Institute	(800) 527-6266
MediLodge of Rochester Hills	(248) 651-4422
Mercy Bellbrook Nursing Center	(248) 656-3239
Michigan Department of Community Health (nursing home care complaints)	(800) 882-6006
Michigan Emergency Pharmacy Program for Seniors (Older Persons' Commission)	(248) 608-0249
National Eye Care Project (medical eye care to disadvantaged seniors)	(800) 222-3937
National Stroke Association	(800) 787-6537
Neighborhood House Cancer Support Line	(248) 656-7360
Oakland County Health Department Services to the Aging	(248) 858-1375
STD and AIDS Hotline	(800) 342-2437

St. Joseph Mercy Helpline	(800) 372-6094
World Medical Relief (prescription assistance based on income for ages 62 plus))	(313) 866-5333

HOME CARE SERVICES

Advantage Senior Care	(248) 334-3706
All Valley Home Care & Nursing	(248) 601-0777
American Cancer Society	(248) 557-5353
Area Agency on Aging Community Care Management	(800) 852-7795
Arcadia Services (private duty home care needs)	(248) 557-4600
Beaumont Home Care	(248) 743-9500
Center for Independent Living (offers list of providers)	(248) 443-1306
Greater Oakland Visiting Nurses Association	(800) 466-3234
Home Health Outreach	
.....Medicare	(248) 656-6757
.....Private Duty	(248) 656-7010
Hospice of Michigan	(888) 466-5656
Karmanos Cancer Institute (Detroit/Michigan)	(800) 527-6266
Lighthouse Caregivers	(248) 920-6100
Mercy Amicare Home Health Care	(800) 852-3638
Mercy Cranbrook Hospice Care	(248) 334-6700
Older Persons' Commission	(248) 608-0249
Serving Seniors, Inc.	(248) 375-9125
Visiting Nurse Association of Southeast Michigan	(800) 852-1232
Visiting Physicians Association	(248) 352-2000

HOUSING

Adult Foster Care Facilities (Bureau of Family Services in Lansing)	(866) 685-0006
Claire Bridge Assisted Living	(248) 267-9500
Eastlawn Manor	(248) 853-6401
The Golden Years	(248) 650-8849

Harbor Chase of Auburn Hills	(248) 340-9296
Home Sweet Home	(248) 740-1326
Meadows of Auburn Hills	(248) 370-9393
Retirement Residences:	
.....American House Elmwood	(248) 852-1980
.....American House Stone	(248) 853-2330
.....Avon Tower	(248) 652-4394
.....Boulevard Hills	(248) 852-7800
.....Cliffview	(248) 651-7665
.....Danish Village	(248) 375-1810
.....Mercy Bellbrook	(248) 656-3239
.....Waltonwood	(248) 375-2500
Sunrise Assisted Living	(248) 601-9000

INFORMATION AND REFERRAL

Area Agency on Aging	(800) 852-7795
Beaumont Hospital Senior Resource Line	(800) 328-2241
Catholic Social Services of Oakland County	(248) 334-3595
Center for Independent Living	(248) 443-1306
Citizens for Better Care (nursing home information)	(800) 833-9548
Crittenton Hospital -	
.....Community Health Education	(248) 652-5269
.....Physicians Referral	(248) 652-5418
.....Social Work	(248) 652-5373
Elder Abuse Hotline (Family Independence Agency Adult Protective Services)	(800) 996-6228
Eldercare Locator (national referral service)	(800) 677-1116
Family Independence Agency	(248) 975-5054
First Call for Help (United Way)	(248) 456-8800
Fraud Hotline (Report suspected fraud against Social Security, Medicare, Medicaid)	(800) 447-8477
Medicare Information	(800) 633-4227
Michigan Department of Community Health (nursing home care complaints)	(800) 882-6006
Michigan Osteopathic Association (D.O.)	(800) 657-1556

Michigan, State of -	
..... Attorney Generals' Office health care fraud	(800) 242-2873
.....Blue Cross/ Blue Shield fraud	(800) 482-3787
.....Medicaid coverage	(800) 642-3195
.....Medicaid provider fraud	(800) 242-2873
.....Medicare fraud	(800) 482-4045
Neighborhood House	(248) 651-5836
Oakland County Bar Association	(248) 338-2100
Oakland County Community Mental Health Access	(248) 858-0929
Oakland County Health Department (Services for Older Adults)	(248) 424-7090
Oakland County Medical Society (M.D.)	(248) 646-4700
Oakland Livingston Human Service Agency	(248) 209-2600
Older Persons' Commission (Senior Resources)	(248) 608-0249
Rochester Hills Public Library	
..... Outreach Services	(248) 650-7150
.....Reference	(248) 650-7130
St. Joseph Mercy Healthline (physician's referral)	(800) 372-6094
United Cerebral Palsy of Michigan (mobility issues)	(800) 828-2714
United Way Community Services	(800) 552-1183

LEGAL AID

AARP Legal Services Network (offers reduced rates to members)	(800) 424-3410
Legal Hotline for Michigan Seniors	(800) 347-5297
Oakland County Bar Association	(248) 334-3400
Oakland County Lawyer Referral	(248) 338-2100
Oakland Livingston Legal Aid Society	(248) 456-8861
Oakland Mediation Center	(248) 338-4280

NURSING HOMES AND INFORMATION

Boulevard Hills Nursing Center	(248) 852-7800
Citizens for Better Care	(800) 833-9548
Crittenton Hospital Social Work Department	(248) 652-5373

Family Independence Agency	(248) 975-5400
The Golden Years	(248) 650-8849
MediLodge of Rochester Hills	(248) 651-4422
Mercy Bellbrook Nursing Center	(248) 656-3239
Mercy Cranbrook Hospice Care	(248) 334-6700
Michigan Department of Community Health (nursing home care complaints)	(800) 882-6006
Michigan, State of -Medicaid bill problems	(800) 642-3195
.....Patient rights investigation	(800) 882-6006
Oakland County Health Department	(248) 424-7090

RESPITE CARE

Adult & A.D. Senior Care Center	(248) 681-7233
All Valley Home Care & Nursing	(248) 601-0777
Alzheimer's Association Helping Hands In-Home Respite Care	(248) 557-8277
Boulevard Hills	(248) 852-7800
Caring Company	(248) 375-1683
ComForcare Senior Services	(800) 866-4044
Comfort Keepers	(248) 840-5169
Friends House Adult Day Services (CSS of Macomb County)	(586) 412-8494
The Golden Years	(248) 650-8849
Greti's Helping Hands	(248) 601-4623
Harbor Chase of Auburn Hills	(248) 340-9296
Home Health Outreach	(248) 656-7010
MediLodge of Rochester Hills	(248) 651-4422
Mercy Bellbrook Nursing Center	(248) 656-3239
Mercy Cranbrook Hospice Care (in home)	(248) 334-6700
Oakland County Community Mental Health (respite services)	(800) 810-3772
Visiting Angels	(248) 693-6567

SERVICES TO PERSONS WITH DISABILITIES

Beaumont Hospital Eye Institute (low vision services)	(248) 551-2020
Center for Independent Living	(248) 443-1306
Deaf & Hearing Impaired Services, IncTDD	(248) 473-1888 (248) 473-1875
Deaf C.A.N. - Deaf Community Advocacy NetworkTDD	(248) 332-3331 (248) 332-3323
Deaf, Hearing, & Sign Language CenterTDD	(313) 341-1353 (313) 861-4669
Descriptive Video Service (Channel 56)	(800) 333-1203
Detroit Institute of Ophthalmology Friends of Vision (loan and sell low vision aids)	(313) 824-4710
Detroit Radio Information Service for the Print-Impaired (DRIS) (magazine and newspaper reading service)	(313) 577-4207
Hello Daily (OPC) (daily telephone calls made to an older or disabled person who lives alone or is temporarily alone to check on his well-being)	(248) 608-0270
Leader Dogs for the Blind	(248) 651-9011
Low Vision Solutions	(877) 277-1127
Michigan Relay Center (TDD)	711 or (800) 649-3777
Michigan, State of: Commission for the Blind Secretary of State	 (800) 292-4200 (248) 852-7337
Oakland County Library for the Visually and Physically Impaired	(800) 774-4542
Older Persons' Commission (mini-bus with handicapped access)	(248) 652-4780
Readings for the Blind	(888) 766-1166
Recording for the Blind and Dyslexic (textbooks)	(248) 879-0101
Rochester Hills Public Library Outreach Services (low vision services, magnifiers, book holders, homebound service)TDD for persons with hearing loss	 (248) 650-7150 (248) 650-7153
SBC Special Needs Center	(800) 433-8505

United Cerebral Palsy of Michigan (mobility issues)	(800) 828-2714
Upshaw Institute for the Blind	(313) 272-3900

SUPPORT GROUPS

Alcoholics Anonymous	(248) 332-3521
Alzheimer's Support Group (OPC)	(248) 608-0260
American Cancer Society (Great Lakes Division)	(800) 227-2345
Arthritis Self-Help Program	(248) 424-9001
Cancer Support Group (St. Paul's United Methodist Church)	(248) 651-9361
Grief Support Group (Pixley Funeral Home)	(248) 651-9641
Horizons (Potere-Modetz Funeral Home grief support group)	(248) 651-8137
Just Between Us (Crittenton Hospital breast cancer support group))	(248) 652-5269
National Stroke Association	(800) 787-6537
New Beginnings Stroke Club (stroke and heart attack recovery - meets at OPC)	(248) 608-0261
Ostomy Support Group (Crittenton Hospital)	(248) 652-5269
Our People Care (loss support group – OPC)	(248) 608-0261
Prostate Support Group (meets at Crittenton Hospital)	(248) 652-5269
Visually Impaired Club (OPC)	(248) 608-0249

TELEPHONE REASSURANCE

Hello Daily (Older Persons' Commission)	(248) 608-0270
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TRANSPORTATION

Give A Lift, Inc.	(248) 569-5010
Neighborhood House (care and outreach programs)	(248) 651-5836
North Oakland Senior Transport Services	(248) 651-5499

Older Persons' Commission (mini-bus with handicapped access)	(248) 652-4780
Orion Limo	(248) 814-8958
Reddi-Ride Transportation	(248) 559-2500
Secretary of State (handicapped parking permit)	(248) 852-7337
SMART Connector Bus Service	(313) 962-5515

UTILITIES

Consumers Power – Prime Timers	(800) 477-5050 then 0
Michigan Relay Center (TDD)	(800) 649-3777
Neighborhood House	(248) 651-5836
Project Warmth (OLHSA)	(248) 209-2686
SBC Special Needs Center	(800) 433-8505

VETERANS

American Red Cross (service to military families)	(800) 774-6066
Oakland County Veterans' Services	(248) 858-0785
U.S. Veterans' Administration (Detroit VA regional office)	(800) 827-1000

VOLUNTEERING/EMPLOYMENT

Alzheimer's Association (Detroit area volunteers)	(800) 337-3827
Catholic Social Services Foster Grandparent/Senior Companion Program	(248) 559-1147
Hospice of Michigan (volunteers)	(888) 466-5656
Karmanos Cancer Institute (volunteers)	(800) 527-6666
Mercy Cranbrook Hospice (volunteers)	(248) 334-6700
Oakland Livingston Senior Aide Program (OLHSA)	(248) 209-2600
Older Persons' Commission (volunteers)	(248) 608-0270
Operation ABLE (employment and training)	(800) 922-4473
Neighborhood House (volunteers)	(248) 651-5836

Rochester Hills Public LibraryFriends volunteersOutreach volunteers	(248) 650-7179 (248) 650-7150
Senior Companion Program of Oakland County (Catholic Social Services)	(248) 559-1147

[Outreach Services](#) | [RHPL Home Page](#) | *(Please send comments to [Karen Wiedman](#)).*

Appendix J: St. Andrew Communication Tools

St. Andrew Communication Tools

Available tools to share messages to targeted audiences

Not all media types apply to every event

Media	Description	Access/ Circulation	Submission Guidelines	Contact
Parish Bulletin	A weekly printed and electronic newsletter that provides Parish news and information. It is accessible on St. Andrew web site (www.standrewchurch.org)	<ul style="list-style-type: none"> • Hard copy distributed at Masses (circ: 1,200+) • Online version accessible to anyone with internet access 	<ul style="list-style-type: none"> • Limited content to 1 - 2 paragraphs plus photo • Copy due Monday prior to publication • Suggestion: Begin publicizing in bulletin 4 weeks prior to event 	Contact Sr. Rebecca for approval and to reserve space one week prior. Phone # 248-651-7486, email: srrebecca@standrewchurch.org
Projection Screen	PowerPoint slides shown before or after Mass	<ul style="list-style-type: none"> • Visible to church attendees 	<ul style="list-style-type: none"> • Very brief (one slide) • Copy due Monday prior • Used for near term events (within 4 weeks) 	Contact Joan Faoro to reserve space: jfaoro@aol.com
Bulletin Boards/ Information Center	Located in hallway adjacent to chapel	<ul style="list-style-type: none"> • Visible to passers by 	<ul style="list-style-type: none"> • Flyers can be posted and brochures left for parishioners to read 	Contact Joe Soncrant for restrictions. Phone # 248-651-9562, email: jsoncrant@standrewchurch.org
Pulpit Announcement (Very Rare)	Delivered by Mass Celebrant at the end of Mass	<ul style="list-style-type: none"> • Audible to church occupants • Information for current weekend only 	<ul style="list-style-type: none"> • There is a no announcement policy but for very important issues, contact pastor 	Contact Pastor for approval. Phone # 248-651-7486, email: tfs@standrewchurch.org

Pastoral Letter	Typically from pastor	<ul style="list-style-type: none"> • Sent to Parishioners 	<ul style="list-style-type: none"> • Used for special announcement 	Contact Pastor. Phone # 248-651-7486, email: tfs@standrewchurch.org
Web Site	St. Andrew web site on internet: www.standrewhchurch.org	<ul style="list-style-type: none"> • Accessible to anyone with internet access • Electronic repository for information 	<ul style="list-style-type: none"> • Provide copy to Sr. Rebecca via email by Monday. 	Contact Sr. Rebecca for approval. Phone # 248-651-7486, email: srrebecca@standrewchurch.org
E-mail (forthcoming)	An e-mail message from a ministry used to communicate a special announcement	<ul style="list-style-type: none"> • For parishioners who opt in • Instant delivery 	<ul style="list-style-type: none"> • More Info To Come 	More Info To Come
Community Newspapers	<p>#1 Newspapers distributed in Rochester and surrounding communities offer FREE Neighborhood News sections</p> <p>#2 Special interest stories submitted by parish</p>	<ul style="list-style-type: none"> • Newspaper readers 	<ul style="list-style-type: none"> • Of interest to community at large • Copy due one week prior to publication 	Contact Lifestyles, Rochester Post, Oakland Press, Eccentric, etc. directly
Vicariate News	One page news placed in bulletins throughout the Vicariate	<ul style="list-style-type: none"> • Will reach parishioners throughout the vicariate • Published infrequently 	<ul style="list-style-type: none"> • Of interest to greater Catholic community 	Contact St. John Fisher church for further assistance (248) 373-6457

Sandwich Board	Easel which is placed near the doors of the church	<ul style="list-style-type: none"> Visible to those entering/ exiting the church 	<ul style="list-style-type: none"> Time-sensitive (The week of event) 	Contact maintenance supervisor to acquire boards. Staple own poster board to easel
Michigan Catholic	Arch Diocese newspaper available to all subscribers.	<ul style="list-style-type: none"> Display ads \$56 (1cx4") Classifieds \$30+ Calendar listings 	<ul style="list-style-type: none"> Of interest to greater Catholic community Submit ad 10 days prior 	Contact Michigan Catholic directly: Kelly (313) 224-8003
Neighboring Churches Bulletins	Weekly printed publications by other Catholic churches in relative proximity to St. Andrew	<ul style="list-style-type: none"> Hard copy distributed to parishioners 	<ul style="list-style-type: none"> Of interest to Catholic community within close proximity to our parish Submit ad/copy one week prior 	Contact churches directly. Email ad/copy via email. (see separate list)
Ave Maria Radio AM 990	Community Calendar displayed on Ave Maria website. Some calendar events mentioned on air	<ul style="list-style-type: none"> Available for everyone accessing Ave Maria website 	<ul style="list-style-type: none"> There is no deadline for submissions 	Submit entry at avemariaradio.net – community calendar

Below is a list of neighboring churches that have been contacted in the past with regard to advertising a St. Andrew event in their church bulletin. Email a brief ad to address listed below along with a request to have the ad run in their bulletin if space permits.

Parish	Phone	email address
Saint Irenaeus	(248) 651-7486	irenaeus771@hotmail.com
St. John Fisher Parish	(248) 373-6457	sjfbulletin@ameritech.net
Saint Mary of the Hills	(248) 853-5390	jkrhoads@stmarysofthehills.org
Saint Kieran	(586) 781-4901	christine@stkieran.org
Saints John and Paul	(586) 781-9010	mlaraia@ssjohnandpaul.org

Sacred Heart	(248) 852-4170	bulletin@esacredheart.org
Saint Joseph - LO	(248) 693-0440	thevoice@stjosephlakeorion.org
Christ the Redeemer	(248) 391-1621	ctrbulletin@ameritech.net
Saint Lawrence	(586) 731-5347	parish_secretary@stlawrenceparish.com
St. Anastasia	(248) 689-8380	rgraves@stanastasia.org