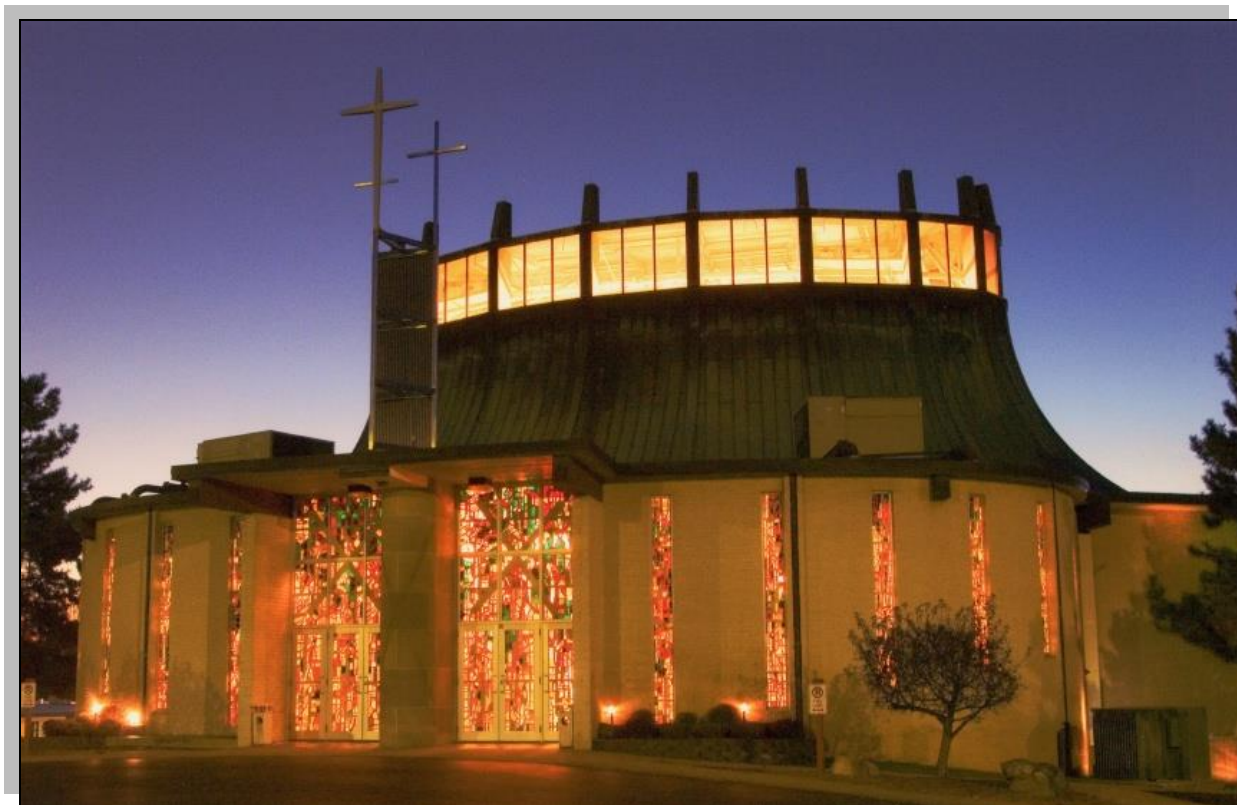


St. Andrew Catholic Church  
Parish Manual  
Policies, Procedures and Guidelines



## 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.

# Table of Contents

1.0 Parish Organization.....	
1.1 Pastoral Staff and Organization Leaders with Organizational Structure	
2.0 Parish Mission, Goals and Objectives .....	
2.1 Parish Mission Statement.....	
2.2 Parish Goals 2011-2015 .....	
2.3 Parish Strategies and Tactics .....	
3.0 Parish Pastoral Council, Commissions, Ministries and Finance Council.....	
3.1 Parish Pastoral Council .....	
3.2 Christian Service.....	
3.3 Faith Formation (Education).....	
3.4 Parish Life .....	
3.5 Stewardship.....	
3.6 Worship.....	
3.7 Parish Finance Council	
4.0 Sacraments – Scheduling, Preparation, Responsibility.....	
4.1 Baptism Infant and Older Children.....	
4.2 Reconciliation .....	
4.3 Eucharist (First Communion) .....	
4.4 Confirmation .....	
4.5 Marriage.....	
4.6 Anointing of the Sick.....	
4.7 Catholics and Divorce.....	
4.8 Declaration of Nullity (Annulment) Procedures.....	
6.0 Parish Participation .....	
6.1 Commitment Weekend .....	
6.2 Ministry Involvement.....	
6.3 New Parishioner Registration .....	
7.0 Planning and Budgets .....	
7.1 Mission and Goals Development Process.....	
7.2 Commission Strategies Development Process.....	
8.0 Miscellaneous .....	
8.1 Holy Family School .....	
8.2 Maintenance.....	
8.3 Criminal Background Check Requirements .....	
8.4 Hearing Impaired Assistance .....	
8.5 Marketing and Promotional Materials .....	
8.6 Emergency Support for Life Threatening Situations .....	
8.7 Electronic Funds Transfer	
Appendix A: Parish Finance Council Operational Procedures.....	
Appendix B: Parish Pastoral Council Operational Procedures.....	
Appendix C: Forms.....	
Appendix D: Tithing – Parish History .....	
Appendix E: St. Andrew Altar Server Manual .....	
Appendix F: Eucharistic Minister Requirements.....	

Appendix G: Lector Requirements .....  
Appendix H: Ushers Responsibilities & Guidelines.....  
Appendix I: Keep in Touch Directory .....  
Appendix J: St. Andrew Communication Tools.....

# 1.0 Parish Organization

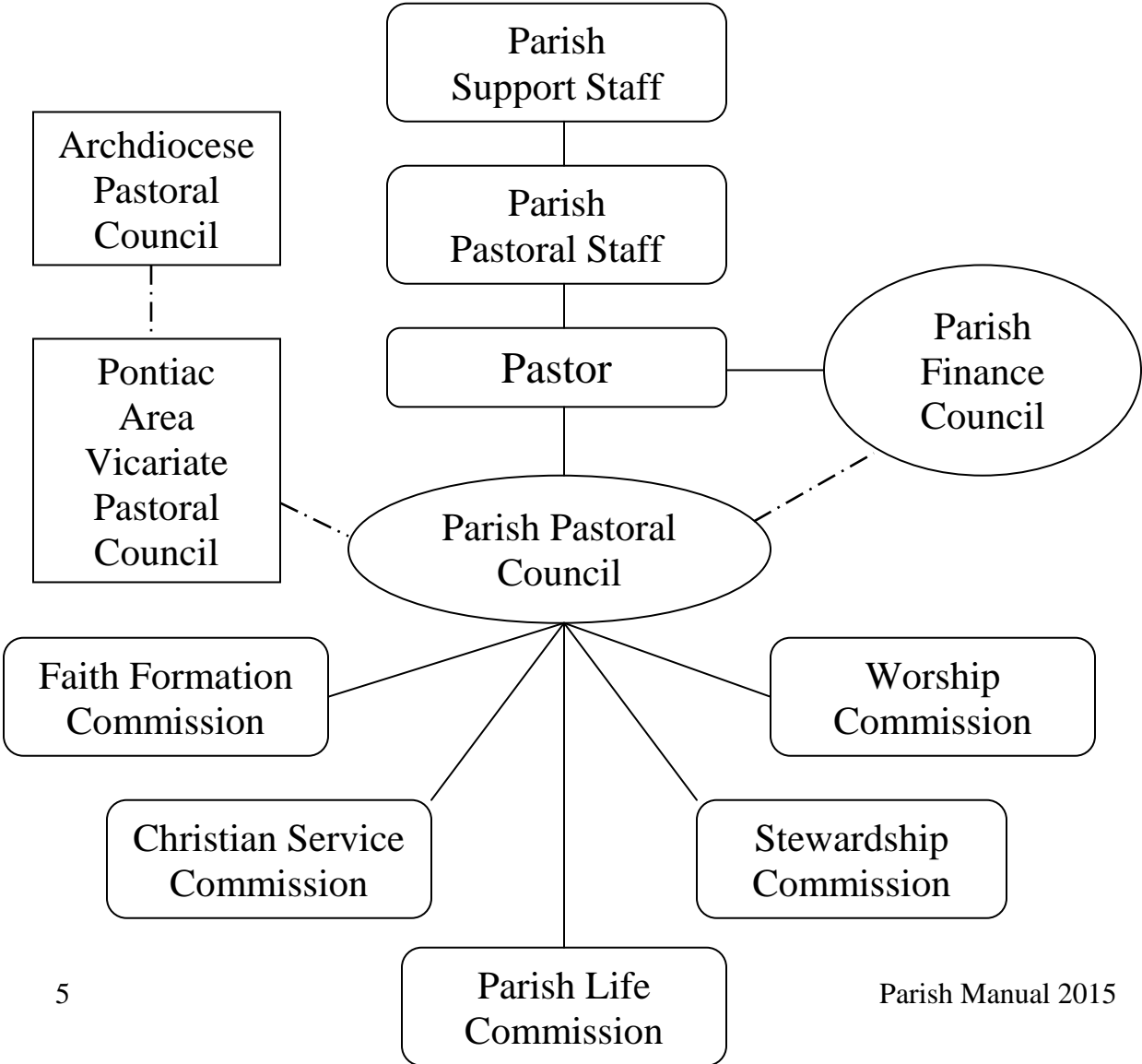
St. Andrew Church  
 1400 Inglewood  
 Rochester, MI 48307  
 Voice: 248-651-7486  
 Fax: 248-651-3950  
 Email: parishoffice@standrewchurch.org  
 Web Site: http://www.standrewchurch.org

## 1.1 Pastoral Staff and Organization Leaders

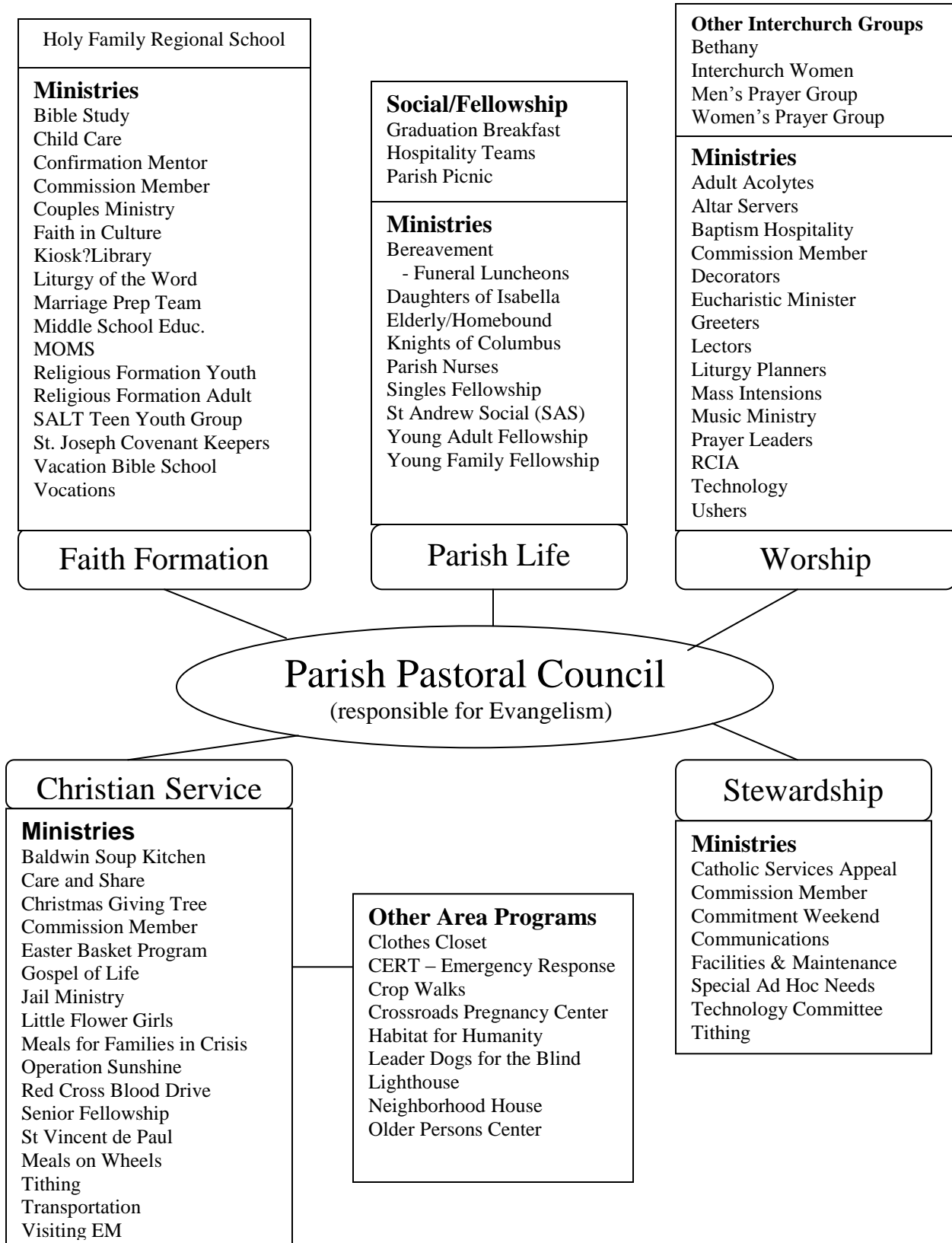
Current list is available in the Parish Bulletin which is available in the church or on the website.

### ST. ANDREW PARISH ORGANIZATIONAL STRUCTURE

#### Parish Structure and reporting relationships



# Commissions and their Ministries



## **2.0 Parish Mission, Goals and Objectives**

### **2.1 Parish Mission Statement**

St. Andrew Catholic Church promises to journey in faith with our parishioners by providing a welcoming community, offering opportunities for sharing faith and service within our Parish and beyond. St Andrew will proclaim the presence of Jesus Christ and the Kingdom of God on earth.

### **2.2 Parish Goals 2011-2015**

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

- Provide varied educational opportunities for the faith formation of all parishioners.
- Improve communication through a comprehensive use of technology and other available resources.
- Provide varied social activities to help build our community of faith.
- Be a welcoming Parish.

### **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 Organization**

### **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 and commission meetings, through their closer working relationship with the Pastor and the Pastoral Staff of the Parish, through prayer and through study, reflection and sharing.

Meetings of the Parish Pastoral Council and Commissions will consist of three parts: prayer (opening and closing), reflection (a study topic used also at commission meetings), and the business of the Parish.

The PPC, as a leadership group, must be open to the ideas and proposals of all parishioners both current and ideas for the future. The defining characteristic of leadership in a Christian community is service. The PPC serves to assist the growth and development of the Parish as a people of faith. It must be an open sounding board for everyone.

The PPC sets the Parish mission and goals and the Commissions carry out those goals through their strategies and actions. The PPC is also responsible that Evangelism is carried out through the goals of the Parish and brought to life through the strategies of the commissions. A yearly review of commission strategies and results will be conducted at the final meeting of the liturgical year normally in May.

The PPC is made up of the pastor, associate pastor, two representatives from each commission, two at-large representatives, a representative from the parish finance council and the two parish members of the Vicariate Pastoral Council. The at-large members will be selected by lot on Pentecost Sunday to start their term in September of that year.

Terms for PPC members are two years with one term (two years) renewable then the members will have to leave the PPC for at least one year before representing again. Exceptions to the term guide may be overridden by the pastor for specific needs.

The PPC is an open meeting where any parishioner may attend any meeting and participate in discussions. However only PPC members may participate in consensus/voting on issues that occur during the meeting.



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 of Catholic social teaching to enable the entire parish communion 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 under the mantle of evangelization by communally responding, in an organized way, to societal and individual needs. The commission creates and/or promotes programs that strive to address human needs and achieve justice whether locally or in the broader communities of vicariate, region, Archdiocese, state, nation and world. Christian Service at St. Andrew addresses needs beyond the Parish while Parish Life covers activities specifically for parishioners. For more information contact the Christian Service Coordinator.

The commission's educational responsibilities include:

- Educate the members of the commission regarding Catholic social teaching.
- Gather and share accurate information about human needs in the total community.
- Gather and share accurate information about service and service providers in the area.
- Evaluate and report on Christian service in response to changing communion needs.
- Bring the parish communion to an awareness of action needed to resolve human needs and achieve justice and human dignity.
- Provide information to the parish and staff concerning opportunities that address justice and life issues.

The commission's ministerial responsibilities include:

- Maintain effective communication and strong working relationships with the pastoral staff, Parish Pastoral Council commissions and the Archdiocesan Offices.
- Continually increase the number and variety of parishioners involved directly with Christian service.
- Work with the parish pastoral leadership in discerning how to respond to the needs of the poor and vulnerable throughout the area.
- Support existing social ministry programs that adequately meet the needs of the

community, linking with other parishes and/or community groups whenever possible.

- Develop and implement parish social ministry programs to address needs not met by parish or community programs.
- Develop and help implement, in concert with community service providers, necessary programs that are beyond the resources of the individual parish.
- Provide training for volunteers in social ministry activities as needed.
- Develop new social ministry leadership among lay people of the parish communion.

The commission's administrative responsibilities include:

- Maintain a close working relationship with, and coordinate the efforts of, all parish social ministry organizations to maintain the strength of individual organizations within the effectiveness of the whole.
- Engage Catholic Charities of Southeast Michigan and other Archdiocesan charities, organizations and institutions, as well as other local community resources when appropriate and, when necessary, after consultation with pastor/vicar.
- Coordinate parish response to national Catholic action for justice programs, e.g., Catholic Relief Services, Catholic Campaign for Human Development and others designated by the Archdiocesan Department of Parish Life and Services.
- Provide within the Christian service budget a model of good stewardship and, within the social ministry goals and objectives, a functional model that takes into account parish, community 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.

### **Little Flower Girls**

This new group is especially for girl's ages 5-10 who want to learn about their Catholic faith, meet new friends, make fun projects, and help others in the community. Meetings are twice a month on Sundays from 4-5pm in the Parish Center. For more information, call Katie Hart at (248) 495-0061.

### **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 1<sup>st</sup> 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

### **3.3 Faith Formation**

The Faith Formation (Education) Commission assists, promotes and supports parishioners in understanding that the entire parish community has responsibility for participating in the evangelization and teaching mission of Jesus entrusted to the Church. The commission's responsibilities include developing, promoting and evaluating programs that address all aspects of faith formation, education and evangelization, in cooperation with archdiocesan and parish staffs.

The functions of the commission are:

The Faith Formation (Education) Commission is responsible for seeing that the parish's teaching mission is addressed in ways that assist each individual to grow in faith throughout their life. Through the commission's committees, it determines programs that promote and support total parish education and formation. The commission supports the parish professional staff in working toward that goal.

The commission's educational responsibilities are to:

- Discern the parish's formational/educational needs at all levels.
- Assist in providing an array of informational and formational opportunities for people at every stage of life.
- Ensure compliance with educational directives, guidelines, norms, and policies of the parish, Archdiocese and universal Church.
- Provide printed and electronic materials on a regular basis to parishioners for personal enrichment.

The commission's formational responsibilities are to:

- Assist commission and committee members in their understanding of Church catechetical documents and best practices, emphasizing the lifelong aspects of Catholic formation in its broadest sense.
- Support the continuing education and formation of all educational ministers according to Archdiocesan directives, guidelines, norms and policies.

The commission's administrative responsibilities are to:

- Annually establish and recommend objectives to the Parish Pastoral Council. Objectives should flow from the parish mission statement and goals, and address the educational and formational needs in the areas of Adult Faith Formation, Catholic Schools, Family Ministry, Faith Formation/Catechetics, Vocations, Youth Ministry, and Campus Ministry/Young Adults.
- Regularly review and evaluate the progress of the commission's objectives.
- Promote and support the Archdiocesan policies of the Department of Evangelization, Catechesis and Schools, as they pertain to the parish.

### **Bible Study**

Several opportunities to study Scripture 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. 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.

### **Confirmation Mentor**

Our confirmation preparation process for 8<sup>th</sup>/9<sup>th</sup> graders includes regular meetings with a parish "mentor" – an adult in the parish who lives out intentional discipleship and is willing to take the time and work with our confirmation candidates. This ministry involves meeting with small groups of teens on a periodic basis between March and October. A Criminal Background check and the Protecting God's Children seminar are required for participation. Adults who are interested should contact the Religious Education Office.

### **Couples Ministry Committee**

Assist in the planning and hosting of various events which focus on support marriages in our parish. For more information contact the Religious Education office.

### **Faith in Culture Committee**

This subcommittee of the Faith Formation committee plans and execute periodic cultural events (both at the parish and outside) which have some intersection or significance for our lives as disciples. These events can include movies, theatre, music, art and other cultural expressions. For more information on how to get involved, contact the Religious Education office.

### **Kiosk/Library**

There is a small collection of donated theological and spiritual books housed in the Religious Education office intended for lending to adults for their personal reading and development. A selection of these books is made available for lending on a portable kiosk in Church, along with CD's and other media for purchase from Lighthouse Catholic Media. 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 contact the Coordinator of Youth Ministry.

### **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 1000 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 2<sup>nd</sup> grade.

Preparation for the celebration of Confirmation begins in 8<sup>th</sup> grade, and the celebration of Confirmation takes place in the fall of 9<sup>th</sup> 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.)

### **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 (SALT – St Andrew Life Teen)**

- 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.
- 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 2<sup>nd</sup> and 4<sup>th</sup> 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 Youth Ministry 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. Call the Religious Education Office for details.

#### **3.4 Parish Life**

The Parish Life Commission exists as a model and resource of Catholic social teaching to enable the entire parish communion to put the social teaching of the Church into action for its parishioners. The commission creates and/or promotes programs that strive to address human needs and achieve justice for parishioners. Parish Life at St. Andrew addresses needs of parishioners while Christian Service covers activities beyond the Parish. For more information contact the Parish Life Coordinator.

The commission's educational responsibilities include:

- Educate the members of the commission regarding Catholic social teaching.
- Gather and share accurate information about human needs of our parishioners.

The commission's ministerial responsibilities include:

- Continually increase the number and variety of parishioners involved directly with Parish Life service.
- Support existing social ministry programs that adequately meet the needs of our parishioners, linking with other parishes and/or community groups whenever feasible.
- Develop and implement parish social ministry programs to address needs not met by community programs.
- Provide training for volunteers in social ministry activities as needed.
- Develop new social ministry leadership among lay people of the parish community.

The commission's administrative responsibilities include:

- Provide within the Parish Life service budget a model of good stewardship taking into account parishioner needs.
- Report identified needs of parishioners to the Parish Council and other commissions that can help support the needs of Parish Life.
- Review parish needs brought up in Parish assemblies.

## **Bereavement**

The Bereavement Ministry will serve families who have surrendered a loved one to death through Saint Andrew Parish. The members of this 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 of parishioners 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 began locally in November of 2008.

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 assist local charities by preparing dinners for Ronald McDonald House, assisting Rochester Neighborhood House, Crossroads Pregnancy Center and Christ Child Society of Detroit.

Daughters of Isabella prepares the program and manages a highlight event within the parish ‘Advent by Candlelight’

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. Andrew parish. Our local circle consists of women of all ages and many special passions.

We meet monthly on the 1st Thursday of the month in the Multi-Purpose Room in the school north campus at 7 P.M.

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

For more information or to obtain a membership application, contact the Parish office.

### **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 ministry will also go into Assisted Living facilities and visit Christian residents. We do visit a church members or relatives of a church member when they request it that happens to reside in the senior residences.

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.

### **Parish Nurses Ministry**

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

### **Singles Fellowship Ministry**

This Singles group provides fellowship opportunities for the St. Andrew Parish singles, ages 35-55.

### **St. Andrew Social (S.A.S.), a ministry of Parish Life**

As a Catholic church we believe in the triune God whose very nature is communal and social. God reveals himself to us as one who is not alone, but one who is relational, one who is Trinity. Therefore, St. Andrew Social attempts to share in this communal and social nature, by reaching out and building relationships of love and justice within our community.

Through the St. Andrew Parish Assembly, lists of requests from the people are compiled. St. Andrew Social (S.A.S.) attempts to go forth and carry out the social

events that extend and build relationships. There are numerous one day activities for all ages, as well as large annual activities.

Some of the activities include:

Graduation Breakfast

Annual Wedding Anniversary Reception

Hospitality Teams for events and receptions

Parish Picnic

Easter Vigil Reception for new RCIA parish members

Young Family Fellowship

Christmas Party

Easter Party

Halloween Party

Individual activities as they arise

### **Young Adult Fellowship - AGAPE**

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 AGAPE. Contact St. John Fisher Parish at 248-373-6457 or 3665 Walton, Auburn Hills (across from Oakland University near Squirrel Road).

### **Young Family Fellowship**

The Young Family Fellowship seeks to bridge the gap between St Andrew Church and the young family members of the congregation by providing events where the families can grow in their Catholic faith while meeting other families who share their same beliefs, values and morals. Presently this group needs a leader, if you are interested please contact the office.

## **3.5 Stewardship**

The Stewardship Commission is concerned with the promotion of Christian stewardship as a way of life, and how living out our call to discipleship in service to the Church and her members provides a living example by which the spirit of evangelization is witnessed. It focuses on the three pillars of time, talent and treasure equally in fostering an evangelical mission for the Parish.

The commission's education responsibilities are to:

- Foster a parish environment in which Christian stewardship as a way of life is understood, accepted and practiced.

- Develop programs that allow parishioners to discern their God-given skills and talents and how they may be put to use in the ministries of the Church.
- Develop family finance study programs based on Scripture and The Catechism of the Catholic Church.
- Encourage parishioners' endowment gifts through distribution of planned giving newsletters, wills awareness seminars and other materials.

The commission's stewardship responsibilities are to:

- Coordinate the process for encouraging parishioners to share their time, talents and treasure in parish ministries, activities and support.
- Plan, recommend, and with Parish Pastoral Council and Parish Finance Council approval, implement actions for the most effective use of parish resources; these resources include parishioners' time, talent and treasure.

The commission's administrative responsibilities are to:

- Coordinate the annual parish Catholic Services Appeal (CSA) campaign following guidelines in the Archdiocese of Detroit manual, Catholic Services Appeal: Planning for Success.
- Coordinate all parish fundraising programs and activities in accordance with Pastoral Council

### **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 is responsible for guiding the continuing liturgical renewal of the parish, which is a communion centered on the Eucharist. It serves the parish by providing opportunities for liturgical education, by preparing the liturgical celebrations, and through reflection evaluating these celebrations. The Worship Commission participates in the call for evangelization by its witness of sharing Christ with others through liturgical worship. In addition, it serves as the liaison for relations with other Christian and non-Christian churches and religious bodies.

The function of the commission is:

Since the liturgy is the “source and summit” of Christian life, the Worship Commission needs to be actively and directly connected and concerned with all aspects of parish life, including ecumenism. The Worship Commission collaborates with the Parish Pastoral Council, other parish commissions, the Vicariate Worship Commission, and the Archdiocesan Office for Christian Worship. It develops and establishes objectives to realize and accomplish parish and Archdiocesan goals and ecclesiastical norms in the area of liturgy and parish worship. It proposes and submits its priorities and budget to the Parish Pastoral Council and develops and oversees a program of evaluation of its own work as well as that of parish liturgical life. The primary task of the Worship Commission

is in the areas of liturgy and ecumenism. This work includes educational, worship and administrative responsibilities.

The commission's education responsibilities are to:

- Update its members with the knowledge, understanding and expertise needed to function effectively.
- Oversee the continuing education and formation of the parish in liturgical matters.
- Support the continuing education and formation of all liturgical ministers according to Archdiocesan directives, guidelines, norms and policies.

The commission's worship responsibilities are to:

- Discern the parish's worship/liturgical/prayer needs.
- Assist in providing quality liturgical celebrations and prayer services through involvement in the preparation and evaluation of these.
- Plan and prepare liturgical events and celebrations.
- Ensure compliance with liturgical directives, guidelines, norms and policies of the parish, Archdiocese, and universal Church.
- Collaborate on liturgical aspects of the Rite of Christian Initiation of Adults (RCIA), infant baptism, sacramental preparation, marriage preparation, Eucharist to the hospitalized and homebound, funeral celebrations and ministry to the bereaved and with those parish ministries and other groups specifically charged with work in these and related areas.
- Foster an atmosphere of hospitality and harmony in all aspects of its work.

The commission's administrative responsibilities are to:

- Make recommendations to the Parish Pastoral Council regarding the priorities, policies, guidelines, and directives of the parish, Archdiocese and universal Church which should be considered in the planning and carrying out of the worship life of the parish.
- Coordinate the preparation of the liturgical celebrations for all seasonal and special feasts.
- Coordinate and oversee the preparation, functioning and evaluation of all liturgical ministries in the parish, i.e., lectors, extraordinary ministers of Holy Communion, musicians, servers, ushers, and/or ministers of hospitality, sacristans, artists, etc.
- Provide appropriate scheduling of celebrations and prayer services throughout the liturgical year.

The commission is made up of (2) representatives from the following Committees:

- Liturgical Ministers are the Coordinators for the following: Altar Servers, Adult Acolytes, Eucharistic Ministers and Mass Coordinators, Lectors and Readers, Greeters, Ushers, Music,
- Leaders of Prayer are people who lead or train parishioners to lead prayer: Lectio Divina, Centering Prayer, Wake Services, Taize
- Ecumenical Awareness are people who are looking at ways to educate the parish about the different Christian Denominations as well as non-Christian Religions, based on the Teachings of Vatican II.
- Devotion Committee are people who believe very strongly in Catholic Devotions and are seeking ways to implement devotions at St. Andrew.

The committees meet once a month to pray, study and plan and evaluate liturgical events.

### **Adult Acolytes**

This ministry is open to those who have been confirmed. The acolyte is the mass altar server outside of the normal mass schedule. It encompasses funerals, weddings, baptisms, etc. where a server is needed.

### **Altar Servers**

This ministry is open to persons age 8 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.

### **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.

### **Decorators**

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.

### **Music Ministry**

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.

Reflections of Grace

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 Director of Music for more information.

#### **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 or check the weekly Parish bulletin.

#### **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**

A 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.

### **3.7 Finance Council**

The Parish Finance Council is an essential consultative body of the parish that “assists the pastor in the administration of the goods” of St Andrew. The work of the Parish Finance Council is to be seen as a necessary element of the pastor’s responsibility to administer the material resources of the parish efficiently, transparently and productively.

The council will be made up of the pastor, associate pastor as non-voting members and three to five parish members who will be voting members of the Council.

These members will:

- be equipped with expertise or experience in the areas of finance, administration, civil law, budgeting, or property management.
- not related to the pastor, associate pastor, deacon, any staff member or any volunteer performing financial duties
- be a minimum of 18 years old
- be a registered member of St. Andrew Church
- meet monthly or a minimum of 8 times per church calendar year
- receive an agenda at least a week prior to a meeting
- report minutes of each meeting in a timely manner
- prepare and administrate an annual budget

- annually prepare a full, accurate, and clear inventory of immovable property, movable objects, with their description and estimated value. The inventory is to be archived in the parish office, and a copy provided to the Archdiocesan Office of Buildings (a video inventory with audio commentary is preferable).

See Appendix A Parish Finance Council Operational Procedures in this manual.

## **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 9<sup>th</sup> 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 request to reserve and set up the space for your specific event.

This policy applies to the following:

### **Church**

- Church proper
- Chapel

### **Parish Grounds - Outdoors**

Space 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 – To be used only for specific Parish activities. Contact the office for permission to use.

## **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. The normal schedule is fall of each year. We ask that each family get involved in at least one activity each year.

### **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 cannot 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 makeup 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. This will be accomplished through an assembly every five years, surveys of the Parish needs, Parish Council and Commission members talking to parishioners, a Town Hall meeting or other means.

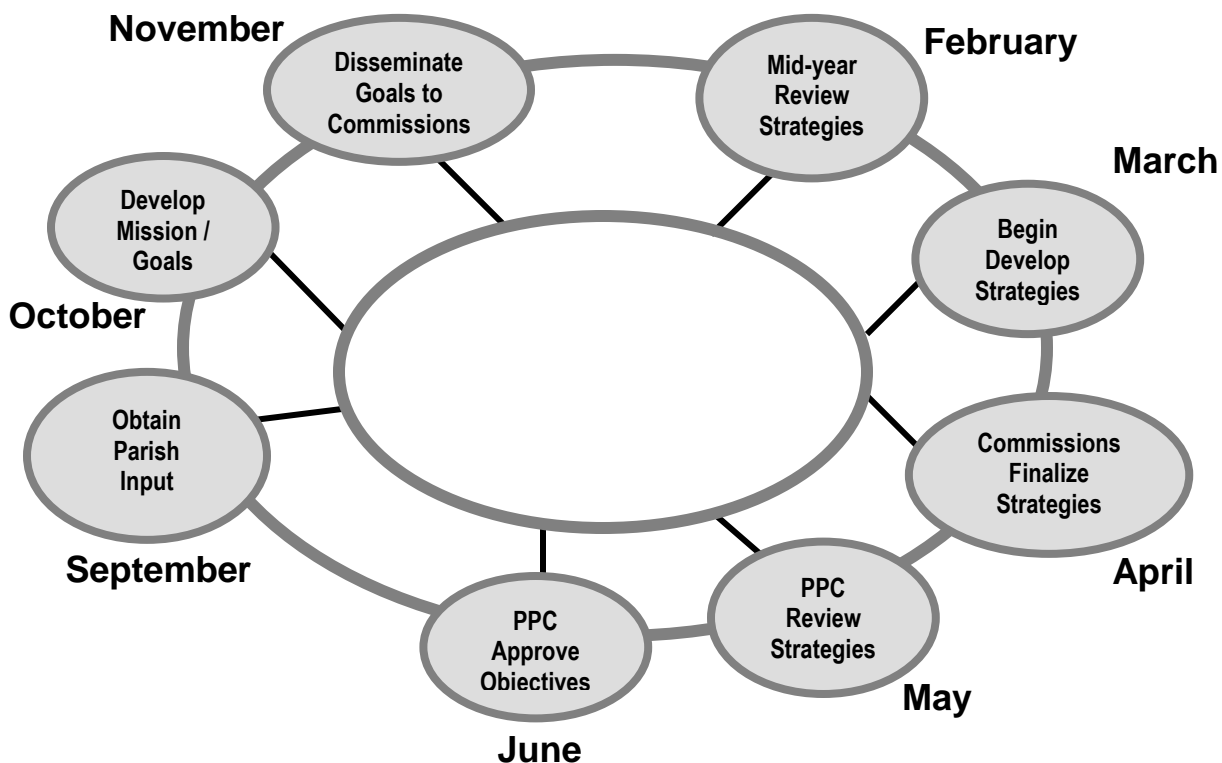
#### 7.1.2 Parish Pastoral Council

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 strategies. The strategies for each of the Commissions for the current year are reviewed by the Parish Council and must be measurable.

### 7.2 Commission Strategies 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.

### **8.7 Electronic Funds Transfer**

To make it easier for parishioners who want to schedule donations to the parish on a weekly, monthly, quarterly, semi-annual or annual basis electronically Electronic Funds Transfer is accommodated. Contact the Parish Office to set up your recurring donation.

## **Appendix A: Parish Finance Council Operational Procedures**

### **Introduction**

A Parish Finance Council is required in every parish and these statutes are issued pursuant to canon 1281 of the Code of Canon Law. Because there are certain actions that such a council must perform according to Canon law, the statutes that follow have more of a legal tone to them. An effective Parish Finance Council will find ways to always see its work and act in such a way that the pastoral good of the parish is furthered. For that reason, nothing that follows is in any way to lessen the necessity and importance of the work of the Parish Pastoral Council.

### **Preamble**

The Parish Finance Council is an essential consultative body of the parish that “assists the pastor in the administration of the goods” of [Parish Name] (Canon 537). In certain cases indicated in these statutes, the consultation or consent of the Parish Finance Council must be sought and received by the pastor before he can act validly. In all cases, the work of the Parish Finance Council is to be seen as a necessary element of the pastor’s responsibility to administer the material resources of the parish efficiently, transparently and productively.

## **Part I : The Constitution of the Parish Finance Council**

### **Article 1:**

The title of this parish consultative body is the Parish Finance Council of St. Andrew Catholic Church.

### **Article 2: Membership**

**Section 1:** The pastor and associate pastors serve as non-voting members.

A parish deacon may also serve as a non-voting member at the discretion of the pastor.

**Section 2:** The Parish Finance Council will have a minimum of three and maximum of nine voting members, reflective of the size and needs of the parish.

### **Section 3: Qualifications of Members**

--Fully initiated, active, practicing Catholic in good standing, and a member of the parish.

--Equipped with the expertise or experience in one or more of the areas of finance, civil law, accounting, budgeting, property management, and personnel management.\_

--Outstanding in integrity.

- Able to work in groups.
- Prayerful with an awareness of God being active in one's life.
- Open to the Spirit, to spiritual growth, and being formed in the evangelizing mission of the Church
- Capable of relating to people from varied social, economic and ethnic backgrounds with an ability to listen to the needs of the people.
- At least 18 years of age.
- Not related by blood or marriage to the pastor, associate pastor(s), assigned deacons, paid staff, or volunteers performing financial and/or administrative duties; specifically, parents, children, brothers, sisters, nephews, nieces, uncles, aunts and their spouses. Exceptions to this qualification may be made with agreement of the Regional Moderator.

**Section 4:** Paid parish staff and volunteers performing financial and/or administrative duties are ineligible for membership. They may serve, however, as consultants and resource people.

**Section 5:** Members of the Parish Finance Council are appointed in writing by the pastor for specific terms of two to four years, renewable up to two times at the pastor's discretion. Additional terms may be served upon the pastor's consultation with the Regional Moderator, and subsequent Parish Finance Council agreement, which shall be documented in the meeting minutes. It is highly recommended to coordinate terms such that members rotate out in different years.

**Section 6:** A member loses his or her seat on the Parish Finance Council in one of the following ways, after confirmation by the council at a meeting and written notification to the member by the pastor:

- By resignation in writing.
- Withdrawing from parish membership.
- By incurring an ecclesiastical censure or penalty.
- By absence from three regular meetings in a year.
- Upon conviction of a criminal offense other than a traffic ordinance violation. If the pastor judges the criminal offense would not impair the member's ability to serve objectively and effectively and pastor wishes to retain the member on the Parish Finance Council, he must first consult with the other members to obtain their agreement and then that of the Regional Moderator.
- Or in the case of behavior that results in circumstance, the pastor may remove a member or members, including the establishment of an entirely new council, with agreement of the Regional Moderator.

**Section 7:** If a vacancy occurs and the membership has fewer than three members (*not including non-voting members*), the pastor will appoint a new member to complete the term of the former member. The pastor may appoint or leave vacant a seat on the Parish Finance Council if the membership has at least three voting members.

**Section 8:** Upon appointment of a new pastor, he must maintain the existing membership of the Parish Finance Council, and allow membership terms to run their course, except as stated in Section 6 of this article, including the establishment of an entirely new council with the agreement of the Regional Moderator, and Part III of these statutes.

**Section 9:** Any officer of the Parish Pastoral Council may attend Parish Finance Council meetings.

### **Article 3: Officers**

**Section 1:** The officers of the Parish Finance Council shall be the chairperson, vice chairperson and secretary.

**Section 2:** The pastor is the president *ex officio*, and does not vote on matters put to the council.

**Section 3:** The chairperson, vice chairperson and secretary are elected by Parish Finance Council members for a term of one or two years, renewable once.

**Section 4:** The chairperson (*or his/her designated Parish Finance Council member*) will attend all Parish Pastoral Council meetings and provide written reports about Parish Finance Council activity. The Finance Council chairperson will make sure that the Pastoral Council has access to Finance Council minutes.

**Section 5:** The vice chairperson is responsible for fulfilling the chairperson's role if the chairperson is unable to fulfill his/her duties.

**Section 6:** The secretary is responsible for scheduling the meetings, notifying the members of the meetings, preparing and distributing the meeting materials to members, tracking attendance, producing and distributing the minutes to members, and archiving the minutes in the parish office.

### **Article 4: Meetings**



**Section 1:** It is recommended that the Parish Finance Council meet monthly, but must meet at least quarterly. If needed, special meetings may be called by the pastor or at the request of at least three members, one of whom is to be an officer of the council.

**Section 2:** All members must be notified of meetings at least 10 days in advance of the meeting, except for emergency meetings. A quorum is required for all meetings, including emergency meetings, that shall consist of the presence of a majority of the total voting members of the Parish Finance Council along with the pastor or, in his absence, an associate pastor.

**Section 3:** The pastor must be present when consultation or consent of the Parish Finance Council is required.

**Section 4:** For consultation, a consensus of the council is sufficient. The pastor or chairperson may choose to have a consultative vote as well. If so, the majority vote defines the disposition of the council, and a record of the vote is to be included in the meeting minutes.

**Section 5:** In order to express consent, a vote is required. The members vote individually, which, in the majority, defines the decision of the council. The vote is to take place by anonymous written ballot, in order to allow the members the freedom to vote without peer pressure or concern for reprisal. The ballots will be tallied by the secretary reading aloud the result of each ballot, and recorded in the minutes.

**Section 6:** A record of every meeting of the Parish Finance Council is kept in the minutes, which will include who was present and absent at the meeting, a synopsis of the major points of discussion of agenda items, and the details of any consensus or votes. More detailed minutes should be kept for agenda items which require the council's consultation or consent, because a copy of the minutes will have to be forwarded with requests when the Archbishop's approval is also required to carry out an act of administration. Copies of minutes are to be archived in the parish office.

## **Article 5: Committees**

**Section 1:** As needed and with the approval of the pastor, the Parish Finance Council may establish standing or ad hoc committees to advise the council on matters.

**Section 2:** The committee chairperson is chosen from among the members of the Parish Finance Council by the chairperson and with the approval of the pastor.

**Section 3:** Membership on a committee may include persons who are not on the Parish Finance Council but possess the gifts or skills necessary for the committee.

#### **Article 6: Vacancies**

During a vacancy in the office of pastor, the Parish Finance Council continues to exist and is to be convened by the administrator appointed by the Archbishop of Detroit. The administrator has the same responsibilities and prerogatives as the pastor in consulting, obtaining consent from, or changing the council membership.

#### **Article 7: Indemnification**

No member of the Parish Finance Council shall be personally liable to the parish or Archdiocese of Detroit for monetary damages for a breach of duty. However, this provision shall not eliminate or limit the liability of a member for any of the following:

- A breach of any civil law duty of loyalty of the member to the parish or Archdiocese of Detroit.
- Acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law.
- A transaction from which the member derived an improper personal benefit.
- An act or omission that is grossly negligent. The parish or Archdiocese of Detroit shall assume all liability for all acts or omissions of a Parish Finance Council member, if all of the following are met:
  - The member was acting or reasonably believed he or she was acting within the scope of his or her authority.
  - The member was acting in good faith.
  - The member's conduct did not amount to gross negligence or willful and wanton misconduct.
  - The member's conduct was not an intentional tort, and
  - The volunteer's conduct was not a tort arising out of the ownership, maintenance, or use of a motor vehicle for which tort liability may be imposed as provided in section 3135 of the Insurance Code of 1956, Act No. 218 of the Public Acts of 1956, being section 500.3135 of the Michigan Compiled Laws.

### **Part II. The Work of the Parish Finance Council**

#### **Article 1:**

The parish has the right to acquire, administer, and alienate (i.e. dispose of or change the purpose of) parish goods. The pastor is the administrator of the goods

belonging to the parish. Unless and to the extent that it is to its own advantage, the parish is not bound to acts invalidly placed by the pastor.

**Article 2:**

Three levels of administration must be observed in actions that affect the parish - acts of ordinary administration, acts of greater importance, and acts of extraordinary administration. Each level requires a different standard of consultation and/or the consent of the Parish Finance Council for an action of the pastor to be valid.

**Section 1: Acts of ordinary administration** - These acts include everything not specified as either acts of greater importance or acts of extraordinary administration in the articles below or given special qualification in any official Archdiocesan policy. Within the limits of ordinary administration, the pastor acts validly on his own initiative, although he is encouraged to consult regularly with the Parish Finance Council on any matters pertaining to finances, buildings, maintenance, personnel, and those responsibilities listed in Part II, Article 5. As a general rule spending or restricting parish funds in an amount up to \$10,000 (in the aggregate for a project) constitutes ordinary administration.

**Section 2: Acts of greater importance** - These are acts that require that the pastor consults the Parish Finance Council. As a general rule, spending or restricting parish funds between \$10,000.01 and \$100,000 (in the aggregate for a project) constitutes an act of greater importance.

**Subsection 1:** The following are acts of greater importance which only require consultation with the Parish Finance Council

--Review of the annual parish budget according to Archdiocesan requirements and format (see Article 3 below), to be submitted to the Archdiocesan Department of Finance and Administration by May 15 prior to the budget year.

--Annual inventory review of parish property (see Article 4 below).

--Review of the monthly financial report, according to Archdiocesan requirements and format.

--Review of the annual financial report according to Archdiocesan requirements and format, to be submitted to the Archdiocesan Department of Finance and Administration by August 15 after the end of the fiscal year.

--Review of any/all financial audits.

**Subsection 2:** The following are also acts of greater importance that require consultation with the Parish Finance Council and then written approval from the Archbishop (or his delegate) to act:

- Making repairs to parish structures when the cost is more than \$25,000 and less than \$100,000.
- Purchasing real estate, selling parish property that is not part of the stable patrimony of the parish, or building or tearing down a building when the market value is more than \$25,000 and less than \$100,000.
- Selling parish real estate or property that is part of the stable patrimony of the parish when the market value is less than \$25,000.
- Leasing parish real estate when the market value of property is less than \$100,000 and the lease is for less than one year.
- Seeking a loan from the Loan Deposit Program.
- Beginning a parish-based capital and/or debt reduction campaign.
- Accepting an offering made to the pastor or parish with an unusual condition attached.
- Making significant alterations to a church.
- Making unbudgeted charitable donations in excess of a cumulative amount of \$10,000 or more in 12 consecutive months.
- Closing the parish school (after prior consultation with the Office for Catholic Schools and the Parish Pastoral Council).

**Section 3: Acts of Extraordinary Administration** - These actions require that the pastor first receive the consent of the Parish Finance Council and then written approval from the Archbishop (or his delegate) to act. As a general rule spending or restricting parish funds over \$100,000 (in the aggregate for a project) constitutes an act of extraordinary administration.

**Subsection 1:** In addition, the following are also acts of extraordinary administration:

- Making repairs to parish structures when the cost is more than \$100,000.
- Purchasing parish real estate, selling parish property that is not part of the stable patrimony of the parish, or building, or tearing down a building when the market value is more than \$100,000.
- Leasing parish real estate or personal property when the market value of goods exceeds \$100,000 or the lease is for more than one year.
- Establishing or suppressing a parish or school establishment that involves commerce, partnerships, joint ventures or legal alliances with any entity or person.
- \_ Establishing endowments or foundations in the Loan Deposit Program with parish funds for the benefit of the parish, Archdiocese or other entity under the Archbishop's care.

**Subsection 2:** Alienation (i.e. disposal or changing the purpose) of parish goods that form the stable patrimony or acts that can worsen the condition of the parish are treated as acts of extraordinary administration as follows:

- Transferring title of parish property, when the market value exceeds \$25,000, as well as any act of preparation of such transfer (e.g., accepting a purchase offer).
- Spending parish money, investments, securities or its equivalent for purposes other than for what they were designated.
- Establishing endowments, foundations, or trusts with parish funds, when the beneficiary is not the parish, Archdiocese, or other entity under the Archbishop's care.
- Selling precious works of art or transferring notable relics.

### **Article 3. Preparing an Annual Budget**

#### **Section 1:**

The Parish Finance Council will assist the pastor in preparing an annual budget of receipts and expenditures for the parish, after receiving input from the Parish Pastoral Council concerning pastoral priorities and strategic planning. The Parish Finance Council is to take the preparation of a balanced annual budget as one of its chief priorities.

#### **Section 2:**

The budget is to be signed by the pastor and Parish Finance Council chairperson, and presented to and reviewed with the Parish Pastoral Council to aid in the understanding of the parish budget. Before submission to the Archdiocesan Department of Finance and Administration, the Parish Pastoral Council minutes will reflect the budget was reviewed and acknowledged as reflecting the pastoral initiatives and priorities of the parish.

#### **Section 3:**

If the Parish Finance Council does not participate in the preparation of a budget for a regional school in which the parish participates with a subsidy, the Parish Finance Council has the prerogative of reviewing and commenting on the school budget before it is submitted to the Department of Finance and Administration.

#### **Article 4:**

The Parish Finance Council will assist the pastor in preparing a full, accurate, and clear inventory of immovable property, movable objects, with their description and estimated value. The inventory is to be archived in the parish office, and a copy provided to the Archdiocesan Office of Buildings (a video inventory with audio commentary is preferable). This inventory is to be updated annually.

## **Article 5:**

The pastor has a number of administrative responsibilities and is responsible for making sure they are fulfilled. However, the Parish Finance Council can be of great help to the pastor in assisting him where possible with the following:

Offerings given to the pastor are given to the parish, unless the contrary intent of the donor is clearly established.

--No gifts are accepted from elected officials, candidates running for political office, or legal entities directly or indirectly controlled by them. \_

--Offerings given by the faithful for a certain purpose are accounted for in an accurate and timely manner and applied only for that same purpose.

--Monies raised in the name of the parish are never held by a private individual or other legal entity.

--The parish maintains a proper archive of financial documents and records.

--The parish ownership of ecclesiastical goods is protected by civilly valid means and all appropriate civil laws are observed, including those related to employment of workers.

--Bills and taxes are paid in a timely manner and well organized books of parish receipts and expenditures are kept.

--Interest due on mortgages and loans is paid on time and the principal of the debt is repaid in a timely manner.

--The parish checking account holds an amount to cover one to two months of expected expenses and monies in excess of this amount are to be deposited in the Loan Deposit Program.

--The Parish does not have investments, savings, or loans outside of the Loan Deposit Program.

--The Parish budget and Parish financial report are submitted annually to the Archdiocese and an annual financial summary of these results is reported to the people of the Parish.

--Participation in the annual Catholic Services Appeal and other Archdiocesan campaigns is in accord with Archdiocesan policy and procedure.

--The parish complies with Archdiocesan audits and recommendations on audit findings, for audits conducted by the Department of Finance and Administration Office of Audit Services.

--The parish follows the policies stated in all Parish and Archdiocesan financial and administrative policy manuals (e.g. "Financial Policies & Procedures for Parishes of the Archdiocese of Detroit", "Personnel Administration Manual and Parish Employee Handbook for Parishes and Schools in the Archdiocese of Detroit", "Policies and Procedures of the College of Consultors Archdiocese of Detroit", etc.).

## **Appendix B: Parish Pastoral Council Operational Procedures**

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 a Parish Mission Statement and goals.
- 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,
  - The Archdiocesan Pastoral Council

- Serve as the primary consultative body making recommendations to the Pastor about the faith life of the Parish and its pastoral ministry.
- Work within the Parish budget as established by the Parish Finance Council.
- 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, Vicariate Pastoral Council or general parishioners 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
- One representative of the Parish Finance Council
- Two at large members selected by lot on Pentecost Sunday

### **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 is two years and is renewable once for an additional two years. The at-large members will begin their term the September following their selection. Members are required to leave the PPC for at least one year concluding their term as described above. Exceptions to the term guide may be overridden by the pastor for specific needs.



**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.
- The PPC is an open meeting where any parishioner may attend any meeting and participate in discussions. However only PPC members may participate in consensus/voting on issues that occur during the meeting.

**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 should not serve in the same position for more than two consecutive years.
- An Agenda Committee consisting of the Pastor and the Council Chairperson or 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 monthly except in the summer.
- 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:

- Christian Service Commission
- Faith Formation (Education) 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 the Parish and make recommendations to the Parish Pastoral Council on meeting these needs.
- To develop strategies flowing from the Parish Mission Statement and Goals.
- To evaluate these strategies and the programs resulting from them and report the evaluation to the Parish Pastoral Council each spring.
- To propose a recommended budget to the Parish Pastoral Council and Parish Finance 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 as required for the Parish Pastoral Council's consideration.
- To oversee the work of its ministries.
- To review, once a year, the guidelines for that Commission in the Parish Manual.
- 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.

**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 \_\_\_\_\_ \_\_\_\_\_

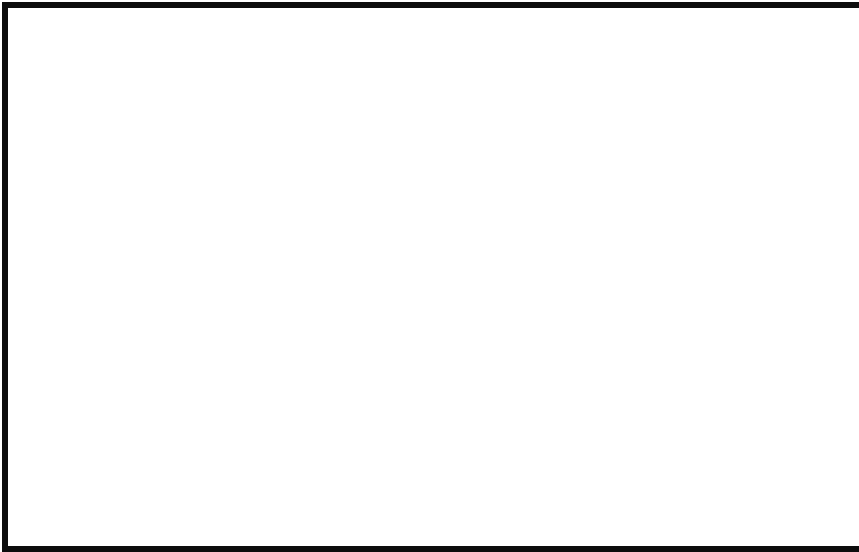
Pepper \_\_\_\_\_ \_\_\_\_\_

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](http://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  No   
Are there any felony charges pending against you? Yes  No

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	Time	Day / Date

## Contacts To Be Made (Check all that apply)

Funeral Luncheon ___	Contact Person	Acolyte ___ Name
Approx. # ___		Family Lector ___ Name
Musician ___	Contact Person	Sacristan ___ Name
Songs of Life Choir ___		Maintenance ___
Staff Call ___		Calendar ___
		Picture ___
		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****1<sup>st</sup> Reading**

**Responsorial Psalm:** Should be sung

**2<sup>nd</sup> 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. Special Need For Ushers:**

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

### **4. 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.

### **5. Special Instructions For The Day:**

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

### **6. 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.

### **7. 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.

### **8. 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.



**9. 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.

**10. 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.

**11. 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.

**12. Avoid Movement and Talking:**

After Mass begins, avoid unnecessary movement and talking.

**13. 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.

**14. 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.

## **15. Collection/Baskets:**

Normal Sunday Masses – the captain of each usher team is responsible for the collection box keys. He/she will distribute the keys to those ushers responsible for collecting the baskets. After the baskets are collected the keys will be returned to the usher captain who will put them away.

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.

## **16. 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 offertory gifts should be handed out in the following order: blue plates first, then pewter plates, then the cups. Each gift bearer should only carry a single plate or if necessary two plates. Gift bearers should not carry a plate and cup during 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.

**17. Closing of Tabernacle:**

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

**18. 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.

**19. 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.

**20. 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.

**21. 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.

**22. Dress Code:**

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

**23. 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
<a href="#">Poison Control Center</a>	(800) 222-1222
Police & Sheriff's Department	911
<a href="#">Suicide Prevention Center</a>	(800) 231-1127

## ADULT DAY CARE

Adult and A.D. Senior Care Center	(248) 681-7233
Adult Foster Care ( <a href="#">Department of Human Services in Lansing</a> )	(517) 241-2488
Cranberry House	(888) 956-0555
Friends House Adult Day Services ( <a href="#">Catholic Social Services of Macomb Co.</a> )	(586) 412-8494
Heart of the Hills Adult Day Care ( <a href="#">Older Persons' Commission</a> )	(248) 608-0261
Sheltering Arms ( <a href="#">Catholic Social Services of Oakland Co.</a> )	(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
<a href="#">Comfort Keepers</a>	(248) 840-5159
<a href="#">Family Independence Agency</a>	(248) 975-5566
Greti's Helping Hands	(248) 601-4623
<a href="#">Oakland Livingston Human Service Agency</a> Chore Services for Seniors	(248) 209-2626
<a href="#">Older Persons' Commission</a> Senior Resources Dept.	(248) 608-0249
Visiting Angels	(248) 693-6567

## CITY SERVICES

<a href="#">City of Rochester</a>	(248) 651-9061
<a href="#">City of Rochester Hills</a>	(248) 656-4600
<a href="#">Oakland Township</a>	(248) 651-4440

## CLUBS AND ORGANIZATIONS

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

## CRISIS ASSISTANCE

<a href="#">Adult Protective Services of Oakland County</a> (24 hour service)	(248) 975-5566
<a href="#">American Red Cross</a> (Disaster Preparedness for Seniors)	(800) 774-6066
<a href="#">Catholic Social Services of Oakland County</a>	(248) 334-3595
<a href="#">Center for Independent Living</a>	(248) 443-1306
<a href="#">Citizens for Better Care</a> (nursing home information)	(800) 833-9548
<a href="#">Common Ground</a> (crisis line)	(800) 231-1127
<a href="#">Crittenton Hospital</a> Social Work Department	(248) 652-5373
<a href="#">HAVEN</a> (domestic violence crisis line)	(248) 334-1274
<a href="#">Neighborhood House</a>	(248) 651-5836



<a href="#">Oakland County Health Department</a> Services to Aging	(248) 452-8667
Tel-Help ( <a href="#">United Way Community Service</a> )	(800) 552-1183

## EDUCATIONAL, RECREATIONAL, AND CULTURAL PROGRAMS

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

<a href="#">Rochester College</a>	(248) 218-2000
<a href="#">Rochester Community House</a>	(248) 651-0622
<a href="#">Rochester Community Schools</a> .....Adult Education	(248) 726-5950
.....Enrichment Department	(248) 726-3165
<a href="#">Rochester Hills Museum at Van Hoosen Farm</a>	(248) 656-4663
<a href="#">Rochester Hills Public Library Outreach Services</a>	(248) 650-7150
<a href="#">Rochester Symphony Orchestra</a>	(248) 651-4181
Senior Songsters ( <a href="#">Older Persons' Commission</a> )	(248) 608-0263

## FINANCIAL INFORMATION

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

## FOOD

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

## HEALTH AND MEDICAL EQUIPMENT

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

## HEALTH AND MEDICAL SERVICES

<a href="#">Alzheimer's Association</a> (Detroit area)	(800) 337-3827
<a href="#">Alzheimer's Disease Education and Referral Center</a>	(800) 438-4380
<a href="#">American Cancer Society</a>	(800) 227-2345
<a href="#">American Diabetes Association</a>	(888) 342-2383
<a href="#">American Heart Association</a> (Michigan affiliate)	(248) 827-4214
<a href="#">American Lung Association of Michigan</a>	(800) 543-5864
<a href="#">American Stroke Association</a>	(888) 478-7653
<a href="#">Arthritis Foundation</a>	(800) 968-3030
<a href="#">Beaumont Hospital</a> Older Adult Services	(800) 328-2241
<a href="#">Blue Cross/Blue Shield</a> Senior Help Line	(800) 327-9148
Boulevard Hills Nursing Center	(248) 852-7800
<a href="#">Crittenton Hospital</a> .....Community Health Education .....Lifeline (personal emergency response system) .....Physician's Referral .....Social 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
<a href="#">Family Independence Agency</a>	(248) 975-5400

<a href="#">Fraud Hotline</a> (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
<a href="#">Karmanos Cancer Institute</a>	(800) 527-6266
MediLodge of Rochester Hills	(248) 651-4422
Mercy Bellbrook Nursing Center	(248) 656-3239
<a href="#">Michigan Department of Community Health</a> (nursing home care complaints)	(800) 882-6006
Michigan Emergency Pharmacy Program for Seniors ( <a href="#">Older Persons' Commission</a> )	(248) 608-0249
<a href="#">National Eye Care Project</a> (medical eye care to disadvantaged seniors)	(800) 222-3937
<a href="#">National Stroke Association</a>	(800) 787-6537
<a href="#">Neighborhood House</a> Cancer Support Line	(248) 656-7360
<a href="#">Oakland County Health Department</a> Services to the Aging	(248) 858-1375
<a href="#">STD and AIDS Hotline</a>	(800) 342-2437
<a href="#">St. Joseph Mercy</a> 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
<a href="#">American Cancer Society</a>	(248) 557-5353
<a href="#">Area Agency on Aging</a> Community Care Management	(800) 852-7795
<a href="#">Arcadia Services</a> (private duty home care needs)	(248) 557-4600
Beaumont Home Care	(248) 743-9500
<a href="#">Center for Independent Living</a> (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
<a href="#">Hospice of Michigan</a>	(888) 466-5656
<a href="#">Karmanos Cancer Institute</a> (Detroit/Michigan)	(800) 527-6266
<a href="#">Lighthouse</a> Caregivers	(248) 920-6100
Mercy Amicare Home Health Care	(800) 852-3638
<a href="#">Mercy Cranbrook Hospice Care</a>	(248) 334-6700
<a href="#">Older Persons' Commission</a>	(248) 608-0249
<a href="#">Serving Seniors, Inc.</a>	(248) 375-9125
<a href="#">Visiting Nurse Association of Southeast Michigan</a>	(800) 852-1232
Visiting Physicians Association	(248) 352-2000

## HOUSING

Adult Foster Care Facilities ( <a href="#">Bureau of Family Services</a> 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
<a href="#">Sunrise Assisted Living</a>	(248) 601-9000

## INFORMATION AND REFERRAL

<a href="#">Area Agency on Aging</a>	(800) 852-7795
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<a href="#">Beaumont Hospital</a> Senior Resource Line	(800) 328-2241
<a href="#">Catholic Social Services of Oakland County</a>	(248) 334-3595
<a href="#">Center for Independent Living</a>	(248) 443-1306
<a href="#">Citizens for Better Care</a> (nursing home information)	(800) 833-9548
<a href="#">Crittenton Hospital</a> - .....Community Health Education	(248) 652-5269
.....Physicians Referral	(248) 652-5418
.....Social Work	(248) 652-5373
Elder Abuse Hotline ( <a href="#">Family Independence Agency</a> Adult Protective Services)	(800) 996-6228
<a href="#">Eldercare Locator</a> (national referral service)	(800) 677-1116
<a href="#">Family Independence Agency</a>	(248) 975-5054
First Call for Help ( <a href="#">United Way</a> )	(248) 456-8800
<a href="#">Fraud Hotline</a> (Report suspected fraud against Social Security, Medicare, Medicaid)	(800) 447-8477
<a href="#">Medicare</a> Information	(800) 633-4227
<a href="#">Michigan Department of Community Health</a> (nursing home care complaints)	(800) 882-6006
<a href="#">Michigan Osteopathic Association</a> (D.O.)	(800) 657-1556
<a href="#">Michigan, State of</a> - ..... <a href="#">Attorney Generals' Office</a> 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
<a href="#">Neighborhood House</a>	(248) 651-5836
<a href="#">Oakland County Bar Association</a>	(248) 338-2100
Oakland County Community Mental Health Access	(248) 858-0929
<a href="#">Oakland County Health Department</a> (Services for Older Adults)	(248) 424-7090
<a href="#">Oakland County Medical Society</a> (M.D.)	(248) 646-4700
<a href="#">Oakland Livingston Human Service Agency</a>	(248) 209-2600
<a href="#">Older Persons' Commission</a> (Senior Resources)	(248) 608-0249
<a href="#">Rochester Hills Public Library</a> ..... <a href="#">Outreach Services</a>	(248) 650-7150
.....Reference	(248) 650-7130

<a href="#">St. Joseph Mercy</a> Healthline (physician's referral)	(800) 372-6094
<a href="#">United Cerebral Palsy of Michigan</a> (mobility issues)	(800) 828-2714
<a href="#">United Way Community Services</a>	(800) 552-1183

## LEGAL AID

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

## NURSING HOMES AND INFORMATION

Boulevard Hills Nursing Center	(248) 852-7800
<a href="#">Citizens for Better Care</a>	(800) 833-9548
<a href="#">Crittenton Hospital</a> Social Work Department	(248) 652-5373
<a href="#">Family Independence Agency</a>	(248) 975-5400
The Golden Years	(248) 650-8849
MediLodge of Rochester Hills	(248) 651-4422
Mercy Bellbrook Nursing Center	(248) 656-3239
<a href="#">Mercy Cranbrook Hospice Care</a>	(248) 334-6700
<a href="#">Michigan Department of Community Health</a> (nursing home care complaints)	(800) 882-6006
<a href="#">Michigan, State of</a> - .....Medicaid bill problems .....Patient rights investigation	(800) 642-3195 (800) 882-6006
<a href="#">Oakland County Health Department</a>	(248) 424-7090

## RESPITE CARE

Adult & A.D. Senior Care Center	(248) 681-7233
All Valley Home Care & Nursing	(248) 601-0777
<a href="#">Alzheimer's Association</a> 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
<a href="#">Comfort Keepers</a>	(248) 840-5169
<a href="#">Friends House Adult Day Services (CSS of Macomb County)</a>	(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
<a href="#">Mercy Cranbrook Hospice Care</a> (in home)	(248) 334-6700
<a href="#">Oakland County Community Mental Health</a> (respite services)	(800) 810-3772
Visiting Angels	(248) 693-6567

## SERVICES TO PERSONS WITH DISABILITIES

<a href="#">Beaumont Hospital</a> Eye Institute (low vision services)	(248) 551-2020
<a href="#">Center for Independent Living</a>	(248) 443-1306
Deaf & Hearing Impaired Services, Inc .....TDD	(248) 473-1888 (248) 473-1875
<a href="#">Deaf C.A.N.</a> - Deaf Community Advocacy Network .....TDD	(248) 332-3331 (248) 332-3323
<a href="#">Deaf, Hearing, &amp; Sign Language Center</a> .....TDD	(313) 341-1353 (313) 861-4669



<a href="#">Descriptive Video Service</a> (Channel 56)	(800) 333-1203
<a href="#">Detroit Institute of Ophthalmology</a> Friends of Vision (loan and sell low vision aids)	(313) 824-4710
<a href="#">Detroit Radio Information Service for the Print-Impaired (DRIS)</a> (magazine and newspaper reading service)	(313) 577-4207
Hello Daily ( <a href="#">OPC</a> ) (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
<a href="#">Leader Dogs for the Blind</a>	(248) 651-9011
Low Vision Solutions	(877) 277-1127
<a href="#">Michigan Relay Center</a> (TDD)	711 or (800) 649-3777
<a href="#">Michigan, State of:</a> ..... <a href="#">Commission for the Blind</a> ..... <a href="#">Secretary of State</a>	(800) 292-4200 (248) 852-7337
<a href="#">Oakland County Library for the Visually and Physically Impaired</a>	(800) 774-4542
<a href="#">Older Persons' Commission</a> (mini-bus with handicapped access)	(248) 652-4780
<a href="#">Readings for the Blind</a>	(888) 766-1166
<a href="#">Recording for the Blind and Dyslexic</a> (textbooks)	(248) 879-0101
<a href="#">Rochester Hills Public Library Outreach Services</a> (low vision services, magnifiers, book holders, homebound service) .....TDD for persons with hearing loss	(248) 650-7150 (248) 650-7153
<a href="#">SBC</a> Special Needs Center	(800) 433-8505
<a href="#">United Cerebral Palsy of Michigan</a> (mobility issues)	(800) 828-2714
<a href="#">Upshaw Institute for the Blind</a>	(313) 272-3900

## SUPPORT GROUPS

<a href="#">Alcoholics Anonymous</a>	(248) 332-3521
Alzheimer's Support Group ( <a href="#">OPC</a> )	(248) 608-0260
<a href="#">American Cancer Society (Great Lakes</a>	(800) 227-2345

<a href="#">Division</a>	
<a href="#">Arthritis Self-Help Program</a>	(248) 424-9001
Cancer Support Group (St. Paul's United Methodist Church)	(248) 651-9361
Grief Support Group ( <a href="#">Pixley Funeral Home</a> )	(248) 651-9641
Horizons (Potere-Modetz Funeral Home grief support group)	(248) 651-8137
Just Between Us ( <a href="#">Crittenton Hospital</a> breast cancer support group))	(248) 652-5269
<a href="#">National Stroke Association</a>	(800) 787-6537
New Beginnings Stroke Club (stroke and heart attack recovery - meets at <a href="#">OPC</a> )	(248) 608-0261
Ostomy Support Group ( <a href="#">Crittenton Hospital</a> )	(248) 652-5269
Our People Care (loss support group – <a href="#">OPC</a> )	(248) 608-0261
Prostate Support Group (meets at <a href="#">Crittenton Hospital</a> )	(248) 652-5269
Visually Impaired Club ( <a href="#">OPC</a> )	(248) 608-0249

## TELEPHONE REASSURANCE

Hello Daily ( <a href="#">Older Persons' Commission</a> )	(248) 608-0270
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## TRANSPORTATION

Give A Lift, Inc.	(248) 569-5010
<a href="#">Neighborhood House</a> (care and outreach programs)	(248) 651-5836
North Oakland Senior Transport Services	(248) 651-5499
<a href="#">Older Persons' Commission</a> (mini-bus with handicapped access)	(248) 652-4780
Orion Limo	(248) 814-8958
Reddi-Ride Transportation	(248) 559-2500
<a href="#">Secretary of State</a> (handicapped parking permit)	(248) 852-7337
SMART Connector Bus Service	(313) 962-5515

## UTILITIES

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

## VETERANS

<a href="#">American Red Cross</a> (service to military families)	(800) 774-6066
<a href="#">Oakland County Veterans’ Services</a>	(248) 858-0785
<a href="#">U.S. Veterans’ Administration</a> (Detroit VA regional office)	(800) 827-1000

## VOLUNTEERING/EMPLOYMENT

<a href="#">Alzheimer’s Association</a> (Detroit area volunteers)	(800) 337-3827
<a href="#">Catholic Social Services</a> Foster Grandparent/Senior Companion Program	(248) 559-1147
<a href="#">Hospice of Michigan</a> (volunteers)	(888) 466-5656
<a href="#">Karmanos Cancer Institute</a> (volunteers)	(800) 527-6666
<a href="#">Mercy Cranbrook Hospice</a> (volunteers)	(248) 334-6700
Oakland Livingston Senior Aide Program ( <a href="#">OLHSA</a> )	(248) 209-2600
<a href="#">Older Persons’ Commission</a> (volunteers)	(248) 608-0270
<a href="#">Operation ABLE</a> (employment and training)	(800) 922-4473
<a href="#">Neighborhood House</a> (volunteers)	(248) 651-5836
<a href="#">Rochester Hills Public Library</a> .....Friends volunteers	(248) 650-7179
.....Outreach volunteers	(248) 650-7150
Senior Companion Program of Oakland County ( <a href="#">Catholic Social Services</a> )	(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
<b>Parish Bulletin</b>	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"> <li>• Hard copy distributed at Masses (circ: 1,200+)</li> <li>• Online version accessible to anyone with internet access</li> </ul>	<ul style="list-style-type: none"> <li>• Limited content to 1 - 2 paragraphs plus photo</li> <li>• Copy due Monday prior to publication</li> <li>• Suggestion: Begin publicizing in bulletin 4 weeks prior to event</li> </ul>	Contact the parish office for approval and to reserve space one week prior.
<b>Projection Screen</b>	PowerPoint slides shown before or after Mass	<ul style="list-style-type: none"> <li>• Visible to church attendees</li> </ul>	<ul style="list-style-type: none"> <li>• Very brief (one slide)</li> <li>• Copy due Monday prior</li> <li>• Used for near term events (within 4 weeks)</li> </ul>	Contact the parish office to reserve space
<b>Bulletin Boards/ Information Center</b>	Located in hallway adjacent to chapel	<ul style="list-style-type: none"> <li>• Visible to passers by</li> </ul>	<ul style="list-style-type: none"> <li>• Flyers can be posted and brochures left for parishioners to read</li> </ul>	Contact Joe Soncrant for restrictions. Phone # 248-651-9562, email: jsoncrant@standrewchurch.org
<b>Pulpit Announcement (Very Rare)</b>	Delivered by Mass Celebrant at the end of Mass	<ul style="list-style-type: none"> <li>• Audible to church occupants</li> <li>• Information for current weekend only</li> </ul>	<ul style="list-style-type: none"> <li>• There is a no announcement policy but for very important issues, contact pastor</li> </ul>	Contact Pastor for approval.

<b>Pastoral Letter</b>	Typically from pastor	<ul style="list-style-type: none"> <li>• Sent to Parishioners</li> </ul>	<ul style="list-style-type: none"> <li>• Used for special announcement</li> </ul>	Contact Pastor.
<b>Web Site</b>	St. Andrew web site on internet: www.standre wchurch.org	<ul style="list-style-type: none"> <li>• Accessible to anyone with internet access</li> <li>• Electronic repository for information</li> </ul>	<ul style="list-style-type: none"> <li>• Provide copy to Sr. Rebecca via email by Monday.</li> </ul>	Contact the parish office for approval.
<b>E-mail</b>	An e-mail message from a ministry used to communicate a special announcement	<ul style="list-style-type: none"> <li>• For parishioners who opt in</li> <li>• Instant delivery</li> </ul>	<ul style="list-style-type: none"> <li>• E-mail blast used weekly, sent on Wednesday, with highlights of week and readings for Sunday.</li> </ul>	Contact the parish office for approval.
<b>Community Newspapers</b>	#1 Newspapers distributed in Rochester and surrounding communities offer FREE Neighborhood News sections  #2 Special interest stories submitted by parish	<ul style="list-style-type: none"> <li>• Newspaper readers</li> </ul>	<ul style="list-style-type: none"> <li>• Of interest to community at large</li> <li>• Copy due one week prior to publication</li> </ul>	Contact Lifestyles, Rochester Post, Oakland Press, Eccentric, etc. directly
<b>Vicariate News</b>	One page news placed in bulletins throughout the Vicariate	<ul style="list-style-type: none"> <li>• Will reach parishioners throughout the vicariate</li> <li>• Published infrequently</li> </ul>	<ul style="list-style-type: none"> <li>• Of interest to greater Catholic community</li> </ul>	Contact Sacred Heart church for further assistance

<b>Sandwich Board</b>	Easel which is placed near the doors of the church	<ul style="list-style-type: none"> <li>• Visible to those entering/ exiting the church</li> </ul>	<ul style="list-style-type: none"> <li>• Time-sensitive (The week of event)</li> </ul>	Contact maintenance supervisor to acquire boards. Staple own poster board to easel
<b>Michigan Catholic</b>	Arch Diocese newspaper available to all subscribers.	<ul style="list-style-type: none"> <li>• Display ads \$56 (1cx4")</li> <li>• Classifieds \$30+</li> <li>• Calendar listings</li> </ul>	<ul style="list-style-type: none"> <li>• Of interest to greater Catholic community</li> <li>• Submit ad 10 days prior</li> </ul>	Contact Michigan Catholic directly: (313) 224-8003
<b>Neighboring Churches Bulletins</b>	Weekly printed publications by other Catholic churches in relative proximity to St. Andrew	<ul style="list-style-type: none"> <li>• Hard copy distributed to parishioners</li> </ul>	<ul style="list-style-type: none"> <li>• Of interest to Catholic community within close proximity to our parish</li> <li>• Submit ad/copy one week prior</li> </ul>	Contact churches directly. Email ad/copy via email. (see separate list)
<b>Ave Maria Radio AM 990</b>	Community Calendar displayed on Ave Maria website. Some calendar events mentioned on air	<ul style="list-style-type: none"> <li>• Available for everyone accessing Ave Maria website</li> </ul>	<ul style="list-style-type: none"> <li>• There is no deadline for submissions</li> </ul>	Submit entry at <a href="http://avemariaradio.net">avemariaradio.net</a> – 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	<a href="mailto:irenaeus771@hotmail.com">irenaeus771@hotmail.com</a>
St. John Fisher Parish	(248) 373-6457	<a href="mailto:sjfbulletin@ameritech.net">sjfbulletin@ameritech.net</a>
Saint Mary of the Hills	(248) 853-5390	<a href="mailto:jkrhoads@stmarysofthehills.org">jkrhoads@stmarysofthehills.org</a>
Saint Kieran	(586) 781-4901	<a href="mailto:christine@stkieran.org">christine@stkieran.org</a>

Saints John and Paul	(586) 781-9010	<a href="mailto:mlaraia@ssjohnandpaul.org">mlaraia@ssjohnandpaul.org</a>
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