



Parish Organization Structure

Holy Eucharist has an ongoing commitment to bolster the vitality of the parish. Through prayer, readings, education, discussions and evaluations, parish councils and teams, we continue to strengthen our vision of “Follow Christ, Love Others and Grow Disciples”.

The purpose of this guide is to explain the way in which our parish is organized to carry out our mission and ministry as a faith community. Our structures are designed to support the ongoing implementation of our parish vision while using the best use of our resources. Our parish is a community of faith that exists to minister to the spiritual and temporal needs of our members. We do not exist for our own sake, but are part of a larger community of faith, the Diocese of Trenton and the universal Church. Our pastor, Father Andrew Jamieson, is responsible for the sacramental ministry, preaching, and pastoral care of our parish.

It is important for us to remember that the best efforts around leadership, management, catechesis, study and operations of our parish are nothing compared to the realization that God is in charge and wants us to acknowledge His hand in what we’re doing. This seems so obvious, and yet, in the course of the details and procedures involved in running a parish day in and day out, it is often forgotten. In all that we do, in all the teams that meet, we include regular and intentional prayer for guidance and success of our parish, generally and specifically around individual programs and initiatives. We believe that God hears us, and wants to answer our prayers according to His will.

Advisory Teams

The **pastoral staff** is supervised by the pastor. The Pastoral staff carries out the daily administration of programs and services that are essential to the life and mission of the parish. Our present staff includes the administrative assistant (Justina Fenton), business manager (Mary Warner), communications coordinator (Dottie Connelly), music director (Regan Peiffer), faith formation coordinator (Donna Remaley), faith formation support (Dottie Connelly), facilities manager (Deacon Joseph DeLuca), maintenance manager (Jack Schell), maintenance assistant (Kelley Derricott), Protecting God’s Children coordinator (Barbara Sentner), Rectory Assistant (Anne Marie Kelly) and deacons (Deacon Joseph DeLuca, Deacon Kenneth Domzalski).

The Pastoral staff meets weekly on Mondays, beginning with prayer, to review the successes and challenges of the past week and plan for the next. Each member presents the individual accomplishments they hope to achieve for the coming week and review progress of those of the week prior. The staff may also discuss books, articles and other information as it relates to the parish vision. Periodically, members of staff attend continuing education programs including diocesan sponsored meetings, annual gatherings such as the Rebuilt Conference, Amazing Parish conference and Mid Atlantic Congress. These along with other educational opportunities strengthen not just our knowledge of parish operations, but provide venues for us to grow as a parish team.

- **Strategic Planning Team:** This team discusses and advises on all the elements of parish life and it's relation to the parish vision. The team sets goals and develops action plans and timelines for those goals. They assist the pastor with strategic and operational decisions and implementation. The team serves to look at all aspects of parish life and the groups within it - ministry, faith formation, finances, personnel, and facilities. They prioritize activities within these groups and the collective focus on the goals of the whole parish. This team meets weekly.

Members of the Parish Leadership Team for 2018: Father Andrew Jamieson, Deacon Joseph Deluca, Mary Warner, Dottie Connelly.

- **Pastoral Council:** The pastoral council is a consultative body, pastoral in nature, because it strives to discern the movement of the Holy Spirit among God's people in the parish. Canon Law provides for the formation of Parish Pastoral Councils. The council fulfills its consultative role to the pastor by investigating, pondering, reflecting upon, proposing and recommending. The council meets bimonthly.

- **Finance Council:** The Finance Council is a consultative body composed of parishioners who have expertise in finance and is designed to advise the Pastor in matters pertaining to the financial affairs of the parish. The council reviews parish finances, the financial statements, and establishes the budget for the upcoming year. The Finance Council is directed by the values of the Gospel in fulfilling its responsibilities, as well as by good business practices. Efficient and effective use and management of parish resources must be measured as much by their contribution to parish mission and ministry as by commonly accepted business standards.

Members of the Finance Council for 2018: Larry Lang, Natalie Casano, Mark Finelli, Richard Steele, Hugh Connelly, and Mary Warner. In addition, Robert Ragone, C.P.A. attends meetings as the parish CPA advisor to the Finance Council and Fr. Andrew.

- **Building Committee:** The building committee is a valuable advisory group to the pastor. The committee discusses issues and projects planned throughout the parish building. As a support to the Facilities manager, the members of the committee have organized and participated in a number of building projects. The committee meets bimonthly.

Members of the Building committee for 2018: Douglas Heiss, William Price, Deacon Joseph DeLuca, Thomas Purul, James Mullany, Robert Romano, Father Andrew Jamieson.

- **Liturgy Committee:** The liturgy committee is an umbrella team creating an environment appropriate to the liturgical season in accordance with the General Instruction of the Roman Missal (GIRM). Their role is to assist the pastor and serve our parish by planning

weekend liturgies, special feasts, and devotional services. Representatives from the deacons (Deacon Joseph DeLuca, Deacon Kenneth Domzalski) music ministry (Regan Peiffer), ushers (John DeLuca), art and environment (Betty Miller), readers (Ingrid Williams), Eucharistic Ministers (Barbara Sentner), Sacristans (Mary Warner), altar services (Anthony Elentrio) and Children's Word (Mary Boris) attend the meetings led by the pastor. The liturgy committee meets seasonally.

- **Faith Formation Core Team:** This team includes the Faith Formation coordinator, Sacrament Prep coordinator, faith formation support and the pastor. This team discusses and evaluates the family faith formation program, sacrament preparation and specifically prepares for upcoming sessions. Members of this team along with volunteer members of the Faith Formation program attend continuing education gatherings including diocesan certification programs, annual catechetical meetings, and the annual gathering of East Coast Catholic educators at the Mid Atlantic Congress.

Members of the Faith Formation Core team for 2018: Father Andrew Jamieson, Donna Remaley, Dottie Connelly

- **Trustees:** Parish Trustees are selected by the pastor. Trustees must have financial competence and serve on the finance council. Our current trustee is Natalie Casano.

Updates to changes in council and team members will be provided as they occur. This document and updates can be found on our website: www.holyeucharist.org