



**St. Patrick of Heatherdowns**

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*A Vibrant Catholic Community*

## **Committee and Ministry Information**

*St. Patrick of Heatherdowns is a vital part of the Catholic Church, united in one faith, one baptism, committed to the proclamation of the good news of Jesus Christ in word and sacrament. We worship together as the Body of Christ; we minister to one another in the spirit of the Gospel and we reach beyond ourselves to those in need of our time, talent, and treasure.*

*We become the living presence of God in love and service.*

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# DIVINE WORSHIP

## Adult Liturgical Choir

The St. Patrick Liturgical Choir leads the gathered assembly in song at the 9:30AM Sunday Mass during the months of September through May. They sing at additional services during Advent, Christmas, Lent, Triduum and Easter. The time commitment is 4 hours per week. Rehearsals are held on Thursday evenings from 7:25 to 9:00 PM. The choir meets on Sundays at 9:00 AM for a warm-up prior to the 9:30 AM Mass. This ministry is open to all parishioners high school age and above. The ability to read music is helpful but not necessary.

## Praise & Worship

A musical ensemble lead by youth ministers primarily during the 5:30 PM Sunday Mass and youth assemblies.

## Adult Handbell Choir

The Adult Handbell Choir plays about once per month from September through May primarily at the 9:30 am Mass. The time commitment is about 1-1/2 hours per week. Rehearsals are held on Thursday evenings from 6:00 to 7:00 pm. This ministry is open to all parishioners from 7<sup>th</sup> grade and above. The ability to read music or be committed to learning to read music is very helpful. A strong sense of rhythm is also most helpful.

## Children's Handbell Choir

The Joyful Noise Handbell Choir invites select students in grades 5-8 at St. Pat's to participate. The choir rings at special liturgies. The time commitment is 45 minutes per week. Rehearsals are held on Wednesday afternoons after school from 3-3:45 PM. The Joyful Noise Handbell Choir requires students to be able to read music at a basic level. Our top priority is helping ensure a more meaningful experience for students and parishioners at Mass by listening to our songs of meditation and praise.

## **Children's Liturgy of the Word**

Members are responsible for presenting the Children's Liturgy to the Kindergarten through 4<sup>th</sup> grade children during the 9:30 Sunday Mass. Members work in teams of two and the weekly preparation takes approximately one half hour at home, 15 minutes at church to set up the liturgy space (usually in the cafeteria), and then the 20 minute liturgy presentation during mass. Skills needed are patience, a willingness to teach and the ability to communicate well with children. A sense of humor helps tremendously! Members must be available for the 9:30 mass on Sunday. Catechists are provided with the materials to use for the class and they are very easy to use. Catechists usually teach once or twice per month.

## **Sunday Preschool**

The Sunday preschool program is offered during the 9:30 mass and runs mid September through mid May. Catechists arrive early for mass to set up the space. The preschool program is held in one of the preschool rooms of the school. A predetermined curriculum is followed with simple and easy to follow instructions. Class size typically runs about five to ten students. Supplies are provided by the church. A love of small children and the willingness to share your faith with them are the only qualifications necessary. The time commitment for this ministry is small. You must be available for the 9:30 mass. The number of catechists available for this ministry determines the number of Sundays each will serve. It is not an every Sunday commitment.

## **Altar Servers**

Altar Servers assist the priest and deacon at the weekend and daily liturgies. Duties include preparing the altar, lighting candles, carrying the processional cross, holding the Missal for the presider and leading the gift bearers to the altar. Altar Servers must be mature and have a willingness to serve our community. They also must possess a good attitude and be prompt and responsible. The commitment involves being available for daily and weekend liturgies. Liturgy assignments usually involve three masses per quarter. Altar servers must be at least in the fourth grade. Training is required and occurs during school hours. Training for children attending Family of Faith occurs on scheduled Wednesday evening during Faith Formation. The parents of an altar server also must attend a one hour orientation session. Parental support plays a critical role in a server's arrival to the church in a timely manner.

## **Extraordinary Ministers of Holy Communion**

Extraordinary Ministers of Holy Communion assist the priest and deacon in the distribution of Holy Communion during the scheduled daily and weekend liturgies. Also, ministers are needed to take Holy Communion to the homebound and those in hospitals and nursing homes. The skills needed include a prayerful attitude of service to the community, maturity and the ability to be in front of a large group of people. Eucharistic Ministers must attend a training course before beginning this ministry. The scheduling of ministers is done via the computer and the ministers do have the ability to control their scheduling preferences. Eucharistic Ministers must be at least sixteen years of age.

## **Lectors**

This ministry involves not only reading the word of God but proclaiming it! Those who are good at public speaking or who have a natural talent for engaging others should consider this ministry. The scheduling of lectors is done via the computer and the lectors do have the ability to control their scheduling preferences.

## **Ushers**

This ministry of hospitality involves welcoming people as they enter the church, assisting in the seating of parishioners and seeing to the needs of the congregation and the presider during the course of the mass. Training is provided. Both men and women are encouraged to become ushers. This ministry provides an opportunity to know fellow parishioners.

## **Greeters**

Greeters are responsible for welcoming parishioners at the doors to the Narthex during each mass. A friendly attitude and the ability to talk with people are all that is required. The scheduling of greeters is done via the computer and the greeters do have the ability to control their scheduling preferences. This ministry provides an opportunity to know fellow parishioners.

## **Sacristans**

Sacristans are often referred to as the “guardians of the church” as they are entrusted with the care of the sanctuary. Individuals that assist in this ministry help in the preparation for the liturgy and also assist in the cleanup following. Training is provided.

## **Laundress**

Laundresses wash and iron the purificators (the white cloths used to wipe the chalices at Communion). You must possess the ability to wash, dry and iron. The team is large so you will be called approximately two to three times annually. You must be able to pick up the purificators from the sacristy on Sunday or Monday and have them returned washed and ironed by Wednesday. You must attend a very brief training session with a current team member.

## **Worship & Environment**

Members assist on an ad hoc basis with decorating the church for special occasions throughout the liturgical year, but primarily at Christmas and Easter. Duties include carrying seasonally specific decorations from storage, some assembly and light cleaning.

## **Prayer Chain**

A team of volunteers are on call to pray for requests submitted by parishioners who are seeking intercessory prayers for loved ones or special intentions. Contact parish office with request for prayer.

## **Funeral Choir**

This is a beautiful ministry to provide consolation and comfort to the bereaved. Parishioners volunteer to sing in the choir during the Funeral Mass.

## **Funeral Lunch Committee**

This ministry provides a meal for family and friends of the deceased following funerals. Volunteers help to organize, provide hospitality, serve lunch and be a loving presence. Volunteer also prepare and provide vegetables, salads and desert for funeral lunches. Volunteers are always needed

# CHRISTIAN FORMATION

## MINISTRIES

### Baptism Preparation

The focus is to welcome and prepare parents to more fully understand the Sacrament of Baptism by explaining the ceremony and symbolism and to present guidance for choosing Godparents.

The Sacrament of Baptism is celebrated as a community at 1 PM on the third Sunday of the month. Upon request, Baptism can take place during the Weekend Liturgy. Before the Baptism of the first child, the parent(s) must attend one Baptism instruction class. Dates are posted weekly in the parish bulletin. When needed, arrangements are made on an individual basis. Contact parish office to register for the Baptism Instruction Class and for the Baptism.

### Marriage Preparation

Those wishing to be married at St. Patrick of Heatherdowns should contact the priest or deacon whom they wish to officiate at their marriage **AT LEAST SIX MONTHS PRIOR** to their anticipated wedding date. Because of the great number of weddings, the current Parish policy is to witness marriages of registered parishioners, those who have gone to school at St. Pat's, or whose parents are registered in the parish. Further arrangements may be made with the priest or deacon.

### Family Faith Formation

Volunteers for this ministry are catechists to children in grades kindergarten through sixth grade. The classes are held on Wednesday nights from 6:15 to 7:00 during the months of September through May. The volunteers prepare and teach weekly lessons, attend occasional meetings and participate with the children in Mass and prayer services held during the weekly classes. Volunteers for this ministry must have a genuine love of children and possess the ability to communicate their faith to them. Good organizational skills are helpful. St. Pats provides all of the materials needed for the program. A ministry to children with special needs is available on an individual basis. A catechist may teach alone or team teach. Contact Director of Family Faith Formation for further information or questions.

## **Children's R.C.I.C. (Rite of Christian Initiation of Children)**

The children' Rite of Christian Initiation is a process for children who are at least seven years of age and who have never been baptized. At least one of the child's parents must be Catholic. The child must be catechized either through St. Patrick of Heatherdowns school or through the Family Faith Formation Program. The child is expected to attend weekly Eucharistic liturgies from which they will be formally dismissed after the Liturgy of the Word to further break open the word with the guidance of an adult facilitator.

## **Adult Faith Formation**

This ministry aims to enable organized growth and development in the Catholic faith by providing multiple approaches to Adult Faith Formation – small group community focus, seeking out on-line opportunities. Adult education and faith formation opportunities are provided throughout the year. Examples: Lenten Series; Bible study opportunities; Formed.org on-line opportunity; Parish Mission; Faith Filled Women's small group, etc.

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

RCIA is a process through which adults become full, active, and participating members of the Catholic Church. RCIA is a ministry focusing on the journey of faith to encounter Christ, discover His teaching and way of life, and to explore our Catholic faith and values.

## **Engaged Couples Day**

Engaged Couples Conference Day focuses on the spiritual foundation of the Sacrament of Marriage, providing a basis for success in marriage because the wedding is a day but the marriage is a lifetime.

## **Christ Renews His Parish (CRHP)**

CRHP team members prepare and present an annual weekend long retreat for our parishioners, one weekend for the men and one weekend for the women. The team prepares for the retreat weekend by meeting for two hours every other week for approximately six months prior to the retreat. These meetings are a combination of team formation, faith building, and planning for the weekend. The commitment is for one season, or one retreat only. There are no special skills required to be a team member but you must have been a CRHP participant before you can be a CRHP team member.



## **That Man is You (TMIY)**

That Man is You is a program that provides faith- based fellowship and group discussions on different topics for the men of St. Patrick of Heatherdowns. The group meets on Sunday mornings 8:00 AM to 9:00 AM.

## **Vacation Bible School (VBS)**

St. Pat's offers a week long Catholic based Vacation Bible School that is specifically designed to teach and reflect our Catholic faith. VBS is held annually in July. Participants engage in crafts, skits, songs, games, and snacks. Each year, St. Pat's VBS has approximately fifty participants ranging in age from kindergarten to fourth grade. Adult volunteers are needed to facilitate the different activities. Also, student volunteers (6<sup>th</sup> grade or older) are needed to engage with the children and facilitate the activities. Volunteers are always welcomed and needed.

## **Set Afire**

Set Afire is an evening of praise, worship, speaker, Adoration of the Blessed Sacrament, Reconciliation prayer teams and fellowship. Set Afire is held monthly from 6:30 PM – 8:30 PM. Worship begins at 7:00 PM.

## **Youth Ministry**

St. Pats has a vibrant youth ministry program divided into middle school and high school groups. Youth ministers volunteer to serve either group by attending weekly youth groups and assisting the youth directors during the sessions. Volunteers for this ministry should possess a love of God and the ability to communicate well with adolescents and teenaged children. The Middle School Youth Group (Edge) meets on Wednesday nights during the school year from 6:15 PM to 7:45 PM. The High School Youth Group (Life Teen) meets on Sunday nights during the school year from 7:00 PM to 9:00 PM.

# ST PATRICK OF HEATHERDOWNS PARISH SCHOOL

## **Parish School Mission**

St. Patrick of Heatherdowns Elementary School, a Roman Catholic school community, is committed to assisting families in educating their children spiritually, intellectually, emotionally, physically, and socially in a Christian environment.

St. Patrick of Heatherdowns Elementary School – St. Patrick's provides a quality education for 450 students in Pre-School through 8<sup>th</sup> Grade. Our average class size is 21 students per classroom. There are two classrooms per grade. We offer a Before and After School Care Program, called EDP, for students in pre-K – 8. The class rooms are air conditioned.

In addition to meeting state standards for elementary schools, St. Patrick's provides the following personnel/programs to meet individual needs and special talents:

- A state-of-the-art computer lab and full time computer teacher
- Smartboard technology in classrooms
- A school library with over 13,000 volumes and a librarian
- Band instruction in brass, woodwinds and percussion conducted by Bowling Green State University Music Department for grades 5 – 8.
- Full-time teachers for art, music and gym
- Learning disabilities tutors
- Enrichment programs
- Numerous student clubs and organizations
- Spanish and German classes

## **Parish School Advisory Council**

The purpose of St. Patrick of Heatherdowns School Advisory Council is to advise the Pastor and school principal on matters concerning the school and assist in formulating and defining school policy and to serve as the liaison between the school and the parish community. Members serve a three year term. Meetings are normally held on the second Monday of every month during the school year from 7:00 PM to 8:30 PM.

## **P.S.O. (Parent/School Organization)**

The purpose of PSO is to give service to St. Patrick of Heatherdowns School. This is done by bringing about a solid understanding between faculty, administration and parents. PSO allows parents, administration and faculty to express their thoughts and concerns in a non formal atmosphere and to become informed of new events happening throughout the school. PSO strives to make all parents feel that they are an important part of the school. PSO also conducts several successful fundraisers to help buy supplies and equipment for the school. PSO sponsors several fun family activities throughout the school year such as movie nights, Ohio Skate nights, Santa Shop and many others! All are welcome to join this fun and energetic ministry!

**Peace Maker Project** is under the umbrella of the School Advisory Council. The purpose is to develop a sense of mission and service in our children by reaching out to those in need.

## **T.R.I.P. (Tuition Reimbursement Incentive Program)**

The TRIP program exists to help make Catholic education affordable for families. Gift certificates to area businesses are sold for the purpose of raising funds for tuition accounts as well as the parish endowment fund. Volunteers for this ministry should possess a good sense of organization and bookkeeping skills are helpful

# SOCIAL CONCERNS/OUTREACH MINISTRIES

## Outreach Committee

The focus of the Outreach Ministry is to call forth Servant Leaders to reach out by making the connection of living faith and loving action in our world today. There are many opportunities to minister here at St Pat's. Volunteers are needed to help with blood drives twice a year. St Vincent DePaul Society helps out those within the parish boundaries who find themselves in need. We have visitation teams who visit sick parishioners in their own homes and in area nursing homes.

- Blood Bank
- Bereavement
- Communion to shut-ins
- Divorced & Separated Catholics
- Hospital Visitation
- Outreach / Social Justice
- Project Rachel
- Wisdom Day
- St. Vincent DePaul
- Thanksgiving/Christmas Program
- Claver House
- Feed Your Neighbor
- Winter Gear Collection
- Rahab's Heart Outreach
- Champions In Action

## Nursing Home Communion Services And Visitation

St. Patrick of Heatherdowns provides Communion services at the following south Toledo care facilities: Concord Nursing Home, The Glendale, and Heatherdowns Nursing Home. Lay ministers conduct a communion service for the Catholic residents. They also make room visits for those unable to attend the service. You must be a Eucharistic Minister to serve. The services are held once per week on Monday mornings at the respective facility. Mass is celebrated at Genesis Village on the first (1<sup>st</sup>) Wednesday of the month

## **Shut In Ministry**

This ministry involves a commitment by a Eucharistic Minister. Volunteers for this rewarding service visit homebound members of the St. Patrick's community at a time that is mutually agreed upon by volunteer and homebound person.

## **Hospital Visitation**

When a parishioner is hospitalized or desires the Sacrament of the Anointing of the Sick, contact the parish office to make arrangement for hospital visitation.

## **Champions in Action**

This ministry provides meaningful service opportunities for students in grades 7 through 12 to help meet service hour requirements for Confirmation or academic requirements. Activities are generally held on Sunday afternoons during the school year but may vary with the project. Most activities are held on campus but assistance may be needed for car transportation to activity sites. Both youth and family involvement is encouraged. Adult volunteers are needed to help direct youth during service projects and activities. CIA sponsors an annual scholarship program based on participation, making an application and writing an essay.

## **Bereavement Ministry**

This is a parish ecumenical support group for those who have lost a loved one. The group gathers to engage in healing, prayer and reflection and to work through the grieving process with others on the same journey. The group meets on the first Tuesday of each month from 3:00 to 4:30 pm.

## **Beyond Grief**

Beyond Grief is a social group for widows and widowers to provide activity and fellowship. Events are posted in the parish bulletin.

## **Divorced and Separated Group**

St. Patrick of Heatherdowns offers hope through the ministry of healing to men and women who are separated, divorcing or divorced. This program addresses the concerns of divorced Catholics within the context of the teachings of the Catholic faith with an emphasis on prayer and scripture. This program is offered in collaboration with the parishes of St. Joan of Arc, Our Lady of Perpetual Help and St. Joseph, Maumee.

## **Blood Drive**

The Blood Drive Committee provides the setting for the American Red Cross to conduct blood drives twice per year. Volunteers staff the event and provide scheduling assistance, check in donors, staff snack tables and provide general assistance for the event. No special skills are necessary. Volunteers are needed.

## **Mary Queen of L.I.F.E.**

The title stands for Life Is For Everyone. This ministry promotes the Catholic position of a consistent ethic of life and service in the ongoing task of protecting and enhancing family life through education, advocacy and keeping the parish informed of current legislation concerning life and death issues.

## **Lunch Bunch/Over 55 Club**

Both the Lunch Bunch and the Over 55 Club are social groups that meet monthly to provide fellowship. Events are posted in the parish bulletin.

# FOOD, CLOTHING, AND SHELTER MINISTRIES

## St. Vincent de Paul Society

The Society of St. Vincent de Paul offers tangible assistance to those in need on a person-to-person basis. It is this personalized involvement that makes the work of the Society unique. This aid may take the form of intervention, consultation, or often through direct dollar or in-kind service. An essential precept of the Society's work is to provide help while conscientiously maintaining the confidentiality and dignity of those who are served. The Society recognizes that it must assume, also, a role of advocacy for those who are defenseless or voiceless. Some 12 million persons are helped annually by Vincentians in the United States. The St. Patrick of Heatherdowns Conference of the society assists by providing things such as nonperishable food, Thanksgiving Day baskets, and Christmas baskets to the needy in our parish.

## Feed Your Neighbor

Feed Your Neighbor collects nonperishable food items from parishioners for distribution to the needy in our community. Members serve the second weekend of every month during all of the masses for that weekend. Tasks involve greeting parishioners before and after mass and thanking them for their donations. Also, labels must be affixed to the items and then the items must be transported to the pantry from the Narthex. There are no special skills required for this ministry other than a willingness to help.

## Claver House

Claver House provides sit down meals for the poor in Toledo. St. Patrick of Heatherdowns provides casseroles to help feed those in need at Claver House and volunteers to serve the guests who come to Claver House Monday thru Friday from 8:00 AM – 11:00 AM. Claver House is located on the campus of St. Martin de Porres Parish.

## **Thanksgiving Basket Collection**

St. Patrick of Heatherdowns parishioners provide Thanksgiving food to those parish and school families in need. This ministry is a collaborative effort with St. Vincent de Paul Society.

## **Christmas Program**

The Outreach Committee offers holiday assistance to parish and school families in collaboration with the St. Vincent de Paul Society.

## **Winter Gear Collection**

A special collection is held in January to provide warm clothing and blankets to those in need.

## **Rahab's Heart**

Rehab's Heart is a loving and caring Outreach Ministry in the City of Toledo that helps young women and youth who are confused, hurting and caught in prostitution by extending a helping hand to rebuild dreams and find hope again. SPH provides "care kits" and a special collection to assist this ministry.



# STEWARDSHIP

## Pastoral Council

The Pastoral Council of St. Pat's is an advisory and recommending body for the pastoral leadership of the parish. The council assists the pastor in fostering the vision and mission of the parish through counsel, support and providing recommendations regarding planning. Council members serve for a three year term. Meetings are held on the fourth Monday of the month at 6:30PM and last approximately 2 hours. A member of pastoral council must be a full member of the Catholic Church and an active and contributing member of St. Patrick of Heatherdowns.

## Finance Council

The parish finance council is a consultative body of persons who advise the pastor in matters pertaining to financial affairs of the parish. Members serve for a three year term. Meetings are held the fourth Wednesday of each month at 7PM and last approximately two hours. Members of the finance council should be knowledgeable and skilled in financial areas.

## Fellowship Sunday

Fellowship Sunday Committee members provide donuts, coffee, and juice to our parishioners after the 7:30 AM and 9:30 AM Mass on the second Sunday of the month. This ministry serves to build a sense of fellowship and community among parishioners.

## Communications

**Website:** [www.toledospats.org](http://www.toledospats.org)

**Bulletin:** Deadline for written request for bulletin announcement to parish office is not later than **noon** on Monday.

**Membership:** Parishioners are asked to inform the parish office of address and telephone number changes to keep our records up to date. We welcome all new members! New families or singles (18 and older) are asked to come into the parish office to pick up a registration packet. Young adults previously registered with their parents and still living at home, should register on their own at age 18. Parishioners who winter in warmer climates should contact the parish office in order to make arrangements concerning a winter address.

## **Planned Giving Committee**

As part of St. Pat's parish faith community, the Planned Giving Committee exists to foster the culture of planned giving. As the Planned Giving Committee we build on the tradition of stewardship in our parish. We create an environment that promotes planned giving through communication, parish events, individual consultation, and the dissemination of resource materials. It is the goal of the Planned Giving Committee to encourage every parishioner to consider making a planned gift.

## **Hospitality Committee**

The hospitality committee is responsible for welcoming new parish members to the St. Pats community. Duties include making contact with the new parish members and welcoming them to St. Patrick of Heatherdowns. Each new member/family is then put in touch with a "mentor" from the committee. The mentor is a seasoned St. Pats parishioner who makes him or herself available to the new member to answer any questions or concerns that the new member may have about St. Pats. The only skills required are a familiarity with the workings of St. Patrick of Heatherdowns parish and a friendly disposition.

## **Festival Committee**

Members of the committee plan the Parish Festival, usually held in June, for families and children of all ages. Planning includes entertainment, food, beverages, games, rides, etc. Many volunteers are needed. Contact parish office.

## **White Elephant Sale Committee**

In a very short period of time, members of the White Elephant Committee collect, sort and price contributions by parishioners of resalable household items: tools, athletic equipment, books etc. from parishioners as a fund raiser. To complete this task they rely on many volunteers and ongoing support from parishioners. The sale event usually coincides with the date of the June festival. Details will appear in the bulletin.

# GROUP ORGANIZATIONS

## Athletic Board

This ministry serves the children of our parish by providing parish children with fun, competitive and faith filled athletic events and programs. An athletic background, while not mandatory, is certainly helpful. In addition to providing and overseeing the sports programs at St. Pat's, the Athletic Board hosts events and games throughout the year including tournaments, pep rallies and fund raisers. The term of service is for three years. The Athletic Board meets once a month for approximately two hours.

## Knights of Columbus

The K of C is a service organization that promotes ministries of the church by providing physical assistance to different groups as well as financial assistance when appropriate. K of C members also participate in fundraising efforts and use the monies raised to fund scholarships and other programs. The Knights of Columbus ministry is open to the men of our parish who are 18 years of age or older. No special skill set is required.

The Knights of Columbus has a Women's Auxiliary at St. Pat's that offers care, concern and outreach to those in need.

## Scouting

St. Patrick of Heatherdowns has very vibrant and active scouting groups for both boys and girls. Adult volunteers are always needed to assist the children in the weekly activities and service projects. Each different group meets according to grade level.

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