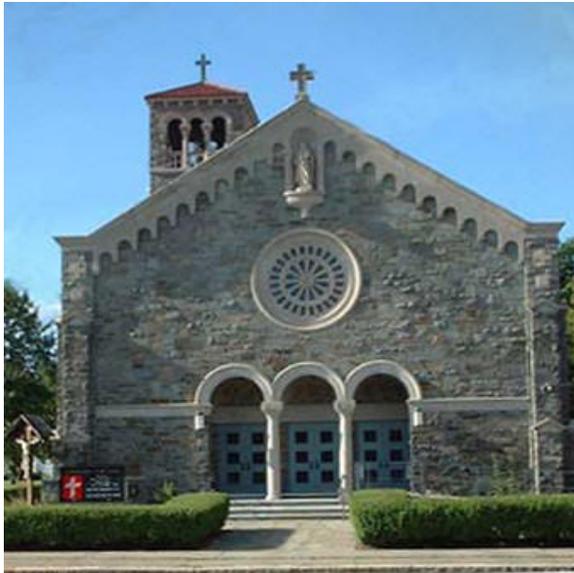


# The Church of St. Bartholomew



Vision for the Future

Parish Information Booklet

## Mission Statement

**“We, the parishioners of  
The Church of St. Bartholomew,  
are unique family, we call the Church.**

### The Mission of the Church is:

- ◆ To Announce the Good News
- ◆ To Foster Christian Growth
- ◆ To be a Community
- ◆ To Pray
- ◆ To Serve those in Need
- ◆ To Teach the Truth
- ◆ To Provide Leadership

## **I PASTOR'S ADVISORY COMMITTEES**

### **A. Buildings and Grounds Committee**

Building and Grounds is an ad hoc committee appointed by the Pastor. The purpose is to periodically review the buildings and grounds and make recommendations for repairs/improvements, keeping in mind the safety of the parishioners.

### **B. Finance Committee**

The Finance Committee serves in an advisory capacity to the Pastor and reports to the Parish Council on all financial matters. The Pastor appoints the membership of this committee, which includes the two trustees as required by the Diocese of Syracuse.

### **C. Parish Council**

Parish Council is an organization whose purpose is to discuss issues facing our parish and act as an advisory committee to our Pastor. Any registered member of the parish who would like to become a member of the Parish Council should call the parish office at 337-2215. Terms of service are for three years. The Council meets bi-monthly from September to June.

### **D. Historian**

The historian (and committee) keeps the historical records up-to-date and provides for the preservation of the local church records and historical materials no longer in current use. The history's real importance is that it helps us understand who we are. Our church's location, architecture, worship style, organization, ministries, and outreach are all rooted in the history of our congregation.

### **E. Sacristan**

This person must have knowledge of the liturgical cycle and what needs to be done during the special seasons. Duties include setting up before masses, assuring that lectors, servers, announcers and Eucharistic ministers are present and informed, and cleaning up after masses. Housekeeping details such as candle and server vestment care, opening and closing the church at appropriate times and miscellaneous tasks as directed by the Pastor are also required. This position is appointed by the Pastor.

## **II. PARISH MINISTRIES**

### **A. Faith Formation**

#### **1. Sacramental Preparation**

##### **a. Baptism**

Parishioners who wish to have their child Baptized should call the parish office at 337-2215 regarding preparations. In addition, the Pastor or the designee may request a meeting to discuss the meaning and purpose of the sacrament.\*

Children who attend Holy Family School are also required to attend religious instructions along with those students in public schools to prepare for First Penance and First Eucharist. Classes are usually held Sundays from 9:30—10:45a.m. at Holy Family School. **Children are expected to have participated in either parish or Catholic school religious education for one year before beginning formal preparation for the sacraments of Penance and Eucharist in the second grade.**

**b. First Penance/Rite of Reconciliation**

Preparation for First Penance begins in the first grade. The sacrament is celebrated in second grade during December.\*

**c. First Eucharist/First Holy communion**

First Eucharist preparation begins in second grade in January after the reception of Penance and continues through April when the children receive their First Eucharist\*

**\*These require Virtus Certification**

**d. Confirmation Preparation (Grades 9-10)**

Grade 9 and Grade 10: Attend between 21-24 classes depending on school year calendar. Class is for 1 hr. 15 min. in preparation for their Confirmation commitment in 10th grade.

All students are required to participate in a total of twenty service hours. 10 each year. In addition, Confirmation students are required to attend one retreat.\*

**\*This requires Virtus Certification**

**e. Marriage Preparation (Sacramental Program for Adults)**

The Syracuse Diocese requires a six-month waiting time between when a couple formally announces their intention to marry and the celebration of the sacrament.

In addition, couples must take a church sponsored marriage preparation course. Pre-Cana programs are offered in various locations in the diocese.

**f. Rite of Christian Initiation for Adults**

RCIA is the process by which a person becomes a full member of the Church. Participants meet each week, usually from the beginning of September to Pentecost. Candidates choose a practicing Catholic as a Sponsor, who serves as a friend and guide throughout the process. Interested persons should call the Religious Education Office any time at 337-2201

**2. Religious Education (K-10)**

Our formal religious education program supplements the education that takes place in the home since parents are the primary religious educators of their children. Dedicated volunteer catechists staff our program. Students study the basics of Catholicism in all grades at levels appropriate to their level of understanding. Grades, K through 10 usually meet weekly on Sundays from 9:30am to 10:45A.M. at Holy Family School. Registration begins in August and classes generally follow the school calendar.\*

**\*This requires Virtus Certifications**

**3. Adult Faith Formation**

**a. Parish Programs**

During Advent, Lent and Ordinary Time, various programs will be offered. Check the parish bulletin for details. All parishioners are invited to attend.

## **b. Formation for Ministry**

Formation for Ministry is a two-year program of education, ministerial training, field experience and spiritual preparation of adult Catholics leading to commissioning by the Bishop and a Diocesan Certification in a specialized area of ministry.

Commissioned lay ministers then usually volunteer three years of service in the Diocese. It is for women and men who are mature people of faith and willing to accept responsibility for ministry in the Church\*

**\*Each candidate must be recommended and sponsored by their Pastor or a director of a Diocesan institution. Interested parishioners should talk with the Pastor.**

## **4. Youth Group**

The Youth Group is committed to Jesus Christ, the Roman Catholic Church and to minister to youth and their families. It provides an opportunity for young people to become involved in parish activities. Its goals are to foster the growth, both personally and spiritually, of all youth by giving the young people of our community the power and opportunity to live as Disciples of Christ. Members are also given the opportunity to participate in community, diocesan, and national events.\*

**\*Requires Virtus Certification**

## **B. Liturgy Ministries**

### **1. Altar Servers**

Altar Servers assist the Priest and Deacons at Masses and special services such as weddings, funerals and

Holy Week. Girls and boys from the public school Or Holy Family School who have made First Holy Communion should tell the Pastor they are interested or call the parish office. Training is offered at various times during the year.

### **2. Eucharistic Ministers**

Eucharistic Ministers assist the Celebrant in the distribution of the Holy Eucharist at Mass and also assist Lay Presiders at Communion Services. They may also bring communion to those parishioners who are home bound in the hospital at nursing homes or otherwise unable to attend mass.\*

**\*At invitation at Pastor**

### **3. Lectors**

The Lector's purpose is to proclaim the word of God at Mass and other liturgies. Training will be provided as needed. Lectors must have received the Rite of Confirmation. Renewal sessions are held periodically.

### **4. Gift Bearers**

Gift bearers generally are close family members or friends of the deceased for whom the Mass is being offered. They present the gifts to the priest at the offertory.

### **5. Ushers**

The role of the ushers is to assist with seating people, when necessary and take up the collections.

## **6. Lay Presiders**

Lay Presiders offer communion Services at Various locations throughout the area. A Lay Presider should already be trained and working in the parish as both a Lector and as a Eucharistic Minister for several years. Communion Services For groups are offered at Preston Manor, the Chenango Valley Home, Norwich Rehabilitation and Nursing Center, Valley View Manor Nursing Home and the Hospital, when Mass cannot be celebrated. Interested parishioners should contact the parish office

## **Music Ministry**

### **1. Senior Choir**

To paraphrase St. Augustine, “Those who sing, pray twice.” Our church is comprised of talented and dedicated Music Ministers who freely give their time to spread the Word of God through song. Their purpose is to add beauty and solemnity to the Liturgy and to assist and encourage singing by the congregation. All choir members are expected to attend a weekly rehearsal and arrive at least 30 minutes before Mass for warm-ups.

The choir organization is comprised of two performing groups. The Church of St. Bartholomew’s and of St. Paul choirs, both of whom perform in their own Churches on Sunday morning. These two groups practice together and perform as combined choir during the Christmas and Easter seasons and at Confirmation.

**\*Persons interested in Senior Choir should interview with choir director/organist.**

## **D. Church-care Ministry**

### **1. Flower Care**

Volunteers provide flower care on altars for daily mass. Take care of plants and tend flowers during the Christmas and Easter seasons.

### **2. Altar Flower Coordinator**

Volunteer contacts parishioners to contribute altar flowers for each weekend/season of the year in the name of a loved one. The person ordering the flowers pays for them.

### **3. Altar Care**

Volunteers pick up, launder, press and deliver the small altar linens used during the Mass. This is a one month commitment if enough volunteers.

Others perform light housekeeping dusting window sills, statues and filling Holy Water font on a weekly basis.

### **4. Altar Server Vestment Care**

Vestments are cleaned and pressed by the volunteers

## **E. Pastoral Care ministry**

Pastoral Care Ministry volunteer serve the home-bound, those in hospitals and parishioners confined to residential health care facilities. Ministries may include bringing Communion, personal visits just to talk or contacting people by phone.

## **F. Evangelization Committee**

This committee will reach out to inactive Catholics in our community and invite them to “return home” and resume active practice of the faith. It will also seek opportunities to welcome potential new members of the faith.

### **G. Parish and family Life Ministry**

The Parish and Family Life Ministry is responsible for planning and coordinating various social events taking place in the parish including dinners and Receptions.

### **H. Parish Outreach**

The Health/Outreach Ministry will concentrate on providing parishioner with health education in the form of presentations, educational materials available in the church, health events and tips in the bulletin. This ministry will also assist parishioners with health/human service needs to access appropriate resources.

### **I. Social Justice**

#### **1. Food Pantry**

The Church has a collection box to receive donation of non-perishable goods for the needy in the community usually on the first weekend of the month. Donated food items are given to the local food pantry.

#### **2. Holiday Food Baskets**

Food baskets are provided for the needy during the Thanksgiving and Christmas holidays. A volunteer committee coordinates assembly, packaging/distribution of food baskets. Everyone in the parish can share the “gift of giving” at these special times of year.

#### **3. Respect Life**

This committee supports pro-life causes and may provide educational material to the parish about protecting all life from conception to natural death.

## **III. ORGANIZATIONS AND SOCIETIES**

### **A. Catholic Golden Agers**

Parishioners of The Church of St. Paul and The Church of St. Bartholomew, 55 and older are welcome. Meetings are held September through June on the first Monday of the month in the basement of The Church of St. Paul. Meetings include a covered dish luncheon and bingo.

### **B. Scholarship Committee**

The committee awards scholarship monies to worthy students for the purpose of furthering their education.

### **C. Ladies of Charity**

This group is an organization of Catholic Charities of Chenango County which is open to all women. Members volunteer time and resources to help provide for the poor thorough various local organizations.

### **D. Ave Maria Guild**

The purpose of this organization is to promote in its members an ardent devotion and love towards the Blessed Virgin Mary. Functions are sponsored each year for the benefit of the parish. These events are Rummage Sales (Spring and Fall), and Baking Italian Cookies (Before Easter and Thanksgiving).

The members work together, pray together and respect one another; coming together socially and spiritually. Meetings are held in the Parish Center September-December—March-May. The first meeting only is held the 2nd week in September. The rest of the meetings are held on the 1st Thursday of the month. Membership is open to all women.

### **E. Rosary Society**

The Rosary Society is a group of active women in our Parish, praying, working & sharing with members of our parish as well as our community. The Rosary Society promotes devotion of the Rosary. The Rosary Society has one fundraiser per year, usually held in late fall-where members sell gently used items and delicious Italian baked goods from Utica. Members are asked to recite one Rosary every day.

This Society is a good way for women of our parish to come together, socially and spiritually. Meetings are held September– May on the (1st) Tuesday of every month in the Parish Center, membership open to all women.

### **F. Knights of Columbus**

The Knights of Columbus is a fraternal organization of Catholic men, ages 18 and older, whose mission is to promote charity, unity, fraternity and patriotism.

## **IV. DEVOTIONS**

### **A. Benediction**

The Blessed Sacrament is exposed for Benediction following. The recitation of the rosary is recited during May and October.

**Novena recited**, every Monday after 7:00am morning services.

**Rosary is recited** every morning before morning services and before 4:00 pm Saturday Mass. The group also provides a person to lead the Rosary.

## **V. Yearly Events-**

**A. St. Bartholomew Feast Day Celebration**– Held during August. In order to keep the traditions of our past, the annual Feast of Bartholomew is celebrated with a three day course of events. Homemade Italian food is offered for sale along with games of chance, entertainment and genuine good fun. Our devotion to St. Bartholomew ends with 9 a.m. Mass followed by a procession honoring the Saint through the streets of Norwich. A good will breakfast ends the celebration with friends, family and community.

All parishioners and their families are welcome to come together and share these joyful days. Look for details in the bulletin.

**B. Spaghetti Supper**— Fundraiser for the Church. This event is scheduled in October

## **VI. MISCELLANEOUS ACTIVITIES**

### **A. Hospitality Luncheons**

As a special service to bereaved family members, the Church offers a simple meal after a funeral Mass. This service extends compassion to a grieving family of our Parish Community in their time of sorrow.

The family pays for the luncheon meat/cheese tray and any extra entrees not offered on the menu and are encouraged to make a donation to our church. The rest of the menu is provided by Our Church and Volunteers.

### **B. Wedding Rehearsals**

Volunteers assist couples at their wedding rehearsal and wedding day, answering questions and preparing for their ceremony

**C. Coffee Committee**

Sunday coffees are held monthly on the third Sunday after the 9:00 a.m. Mass. This provides an excellent opportunity to meet and socialize with other parishioners. Volunteers are needed to prepare the tables and serve.

**D. Norwich Catholic Community Kitchen**

Volunteers for the Community- A dinner is prepared and serve to the community on Tuesdays-one seating at 5:30 pm.

Official Website: <http://stbartsnorwichny.com>

For additional information,  
Call the Parish Office at 337-2215.



*In Your Light, We See Light*

- ◆ Parishioners of St. Bartholomew Church would like to thank the Hayes Office Products for printing our booklet.