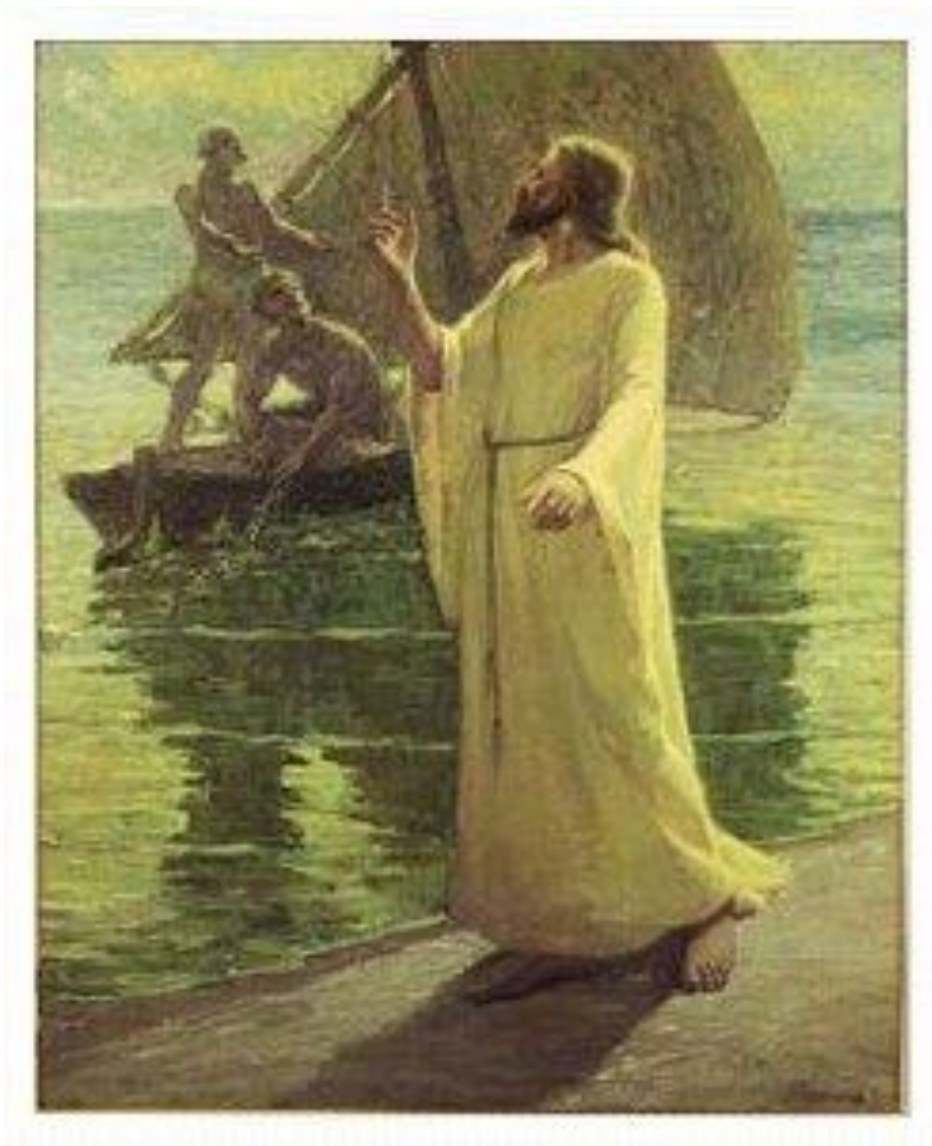


St. Andrew the Apostle Parish Profile



"Let no debt remain outstanding except the continuing debt to
love one another,
for the one who loves another has fulfilled the Law."
Romans 13:8

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St Andrew the Apostle Parish

Vision Statement

We, the people of St. Andrew the Apostle Parish, are a Christian community rooted in faith according to the Roman Catholic tradition. We accept our dependence on God and our interdependence on one another.

Though our community is diverse in many ways, we are united through our baptism in Christ. We journey as a people of prayer, called to discover God's will in our lives as we deepen our relationship with God and one another. We are challenged to proclaim the Gospel and to live it through our service of God and in relationships of mutual love and respect.

Principles Upholding the Vision

Prayer:

We believe in being open to the various expressions of individual and communal PRAYER, particularly our celebration of the Eucharist.

Spiritual Growth:

We believe in striving for SPIRITUAL GROWTH seeking wholeness and holiness as we deepen our faith and relationship with God through personal prayer and the sacramental life of the church.

Service:

We believe in the commitment to SERVICE by being sensitive and responsive to those in need both in our local community and in the world, as we live out the Gospel in our lives.

Love and Acceptance:

We believe and strive to meet the challenges of the Gospel which call us to LOVE AND ACCEPT all peoples unconditionally.

Gospel Values:

We believe and embrace the VALUES revealed in the Gospel and teachings of the Church as it seeks to proclaim the Good News. We accept our mission to evangelize, especially the Gospel's message of social justice and salvation for all.

Education:

We believe in providing opportunities for growing in KNOWLEDGE of our faith, in calling forth people's gifts and creativity and in enabling personal growth and leadership.

Forgiveness and Compassion:

We believe that when we are broken and alienated, only God's grace enables us to be COMPASSIONATE AND FORGIVING of ourselves and others in bringing us to reconciliation.

Celebration:

We believe that CELEBRATION is at the heart of our faith community, be it worship or parish activities. From our celebration comes a sense of belonging and commitment to each other's struggles and joys.

Hospitality:

We believe that community is born of HOSPITALITY which reaches out to welcome and gather the scattered people of God. Like Jesus, we want to be indiscriminate hosts, freeing people to belong and contribute their gifts for all.

Parish Pastoral Council Constitution

Parish Pastoral Council Mandate

Through shared responsibility with the pastoral leadership team (Pastor, Deacons and D.O.S.'s), Parish Pastoral Council, with its committees is a prayerful enabling body to assist the community of St. Andrew the Apostle Parish in fulfilling the parish vision.

The Parish Pastoral Council;

is representative of the parish community,

bridges the gap between the Gospel proclaimed and the actual Christian life in the world,

builds and nourishes a community of faith, hospitality, worship and growth,

provides a collaborative mechanism for parishioners to voice their concerns and recommendations/suggestions and

provides a link with the greater regional and diocesan community.

Parish Pastoral Council Code of Conduct

Members of the Parish Pastoral Council operate in an environment of mutual respect, deferring to speaking order and refraining from personal attacks on those present or absent.

Members should arrive on time for scheduled meetings.

Members are prepared for the meeting, having prepared and submitted their reports in advance and pre-read reports, minutes, and agendas.

Decisions are made in a spirit of concern for others. After information is presented with prayerful reflection, the decision making process is completed by consensus.

Council members are open to hearing all the issues and providing constructive criticism whenever appropriate without sarcasm to bring closure to each item before council.

Each member speaks as a representative of the community with no hidden agenda.

Confidentiality is respected where warranted. Parish Pastoral Council speaks with one voice.

Composition of the Parish Pastoral Council

Eligibility

Any registered member of the Parish is eligible to be a representative on the Parish Pastoral Council.

The Pastor/Administrator is an ex-officio member as are the ordained Ministers and mandated D.O.S.'s.

Number of Members on the Parish Pastoral Council

Parish Priest, Deacons, and D.O.S.'s are ex-officio members.

One representative from the CWL and the K of C.

One youth representative.

One representative from Social Justice, Finance, Building, Liturgy, Community Life, Sacramental Preparation, and Aftercare Committees.

Minimum of three representatives from the Parish at large

One chairperson from the Parish at large

Nominations and Appointments

Three Representative Members of the Parish at large shall be nominated by the parishioners and then asked if they would like to let their name stand. Those who are interested will have their names written on paper and at a Mass and after a special prayer, the Pastor will select one person from the parish to draw three papers out of the container and those persons will be appointed by the Pastor as the Parish Representatives at Large for a one year term, renewable once. If there are only 3 nominations from the parish at large, they will simply be asked if they accept the position of Parish Representative on the Parish Pastoral Council for a one year term, renewable once.

Persons for the role of chairperson shall be nominated by the Parish at large. Of those who accept the nomination, one name shall be drawn from a container during Mass, and that person shall be appointed by the Pastor as the new Parish Pastoral Council Chairperson for a term of two years, renewable once.

Commitment

Parish Representative makes a commitment for a one year term renewable once.

The CWL Representative is appointed by the CWL President.

The K of C Representative is appointed by the K of C Grand Knight.

The Social Justice, Finance, Building, Liturgy, Community Life, Sacramental Preparation and Aftercare Committees shall be chosen by their committee chairpersons in January of each year.

Vacancies

In the case of a vacancy occurring during the year, the Pastor shall appoint another suitable candidate in consultation with the Parish Pastoral Council members for the balance of the term.

Role of Chairperson of the Parish Pastoral Council

The chairperson shall:

- Draw up the agenda for each meeting in consultation with the Pastor
- Chair each and every meeting of the Parish Pastoral Council. He/ she may ask another to chair the meeting if unable to attend.
- Be an ex-officio member, with voting rights, of any ad hoc committees of the Parish Pastoral Council.

Recording Secretary

A Recording Secretary shall be selected from among the Parish Pastoral Council members to record the minutes of each meeting of the Council, to prepare and circulate minutes of meetings and coordinate any agenda items for the meeting.

The secretary shall notify the Parish Pastoral Council of meetings by giving them at least 2 weeks notice by either telephone, e-mail, or bulletin.

Meeting of the Parish Pastoral Council

All members of the Parish Pastoral Council will have full voting privileges, including ex-officio members.

The Parish Pastoral council will meet a minimum of four (4) times a year.

There must be a simple quorum (50% plus 1) of Parish Pastoral Council members present for a meeting to be held.

Special Meetings of the Parish Pastoral Council may be called by the Pastor/Administrator or any Council member with four other Council members in agreement.

An annual meeting of the whole Parish should take place to present to the Parish, a Parish Pastoral Council report outlining its goals, current priorities and programs in place.

Amendments and By-laws

This Constitution is a guide for proper functioning of the Parish Pastoral Council. Any Constitution changes should be made by majority consensus from the membership of the Council.

Finance and Administration

Finance Committee

The Parish Finance Committee, being separate from the Parish Pastoral Council, is directly responsible to the Pastor or Parish Administrator. To maintain proper liaison one member of the Parish Finance Committee will have a seat on the Parish Pastoral Council.

Membership

The Finance Committee shall consist of the Pastor and a suitable number of parishioners approved by the Pastor. Members must be consistent in their attendance. A member who misses two consecutive regular meetings shall be contacted by the Chairperson to discuss the reasons for his/her absence.

Members will elect a Chairperson annually in November of each year.

Duties

The Finance Committee meets between 4 and 6 times a year and is responsible for:

Preparation of the parish budget

Monitoring the budget on a monthly basis and establishing budgetary control when necessary.

Consideration and approval of the recommendation made by its Human Resources Sub-committee regarding the hiring and compensation of Parish staff.

Approving unbudgeted expenses that occur throughout the year.

Careful consideration and approval of large capital expenditures.

Approval of fundraising activities and allocation of funds derived from fundraising activities.

Financial Planning Process

Budget submissions shall be made on the St. Andrew the Apostle Parish Preliminary Budget form (appendix A).

The finance Committee shall provide the previous year's budget for guidance in estimating available funds.

3rd week of Committees shall return budgets to the Parish Office no later than the third Tuesday in October.

1st or 2nd week Finance committee will meet to finalize the budget.
of November

Quarterly Finance Committee shall meet quarterly to review revenue/expenditure targets and issue any holds on expenditures as necessary.

Note: From time to time, committees will be requested to place a hold on projects as a result of a quarterly review. Projects may be approved pending confirmation of available revenues.

Human Resources Sub-committee

- Mandate:** To oversee the staffing of all Parish lay positions ensuring a proper hiring procedure.
To ensure each position has a proper Job Description.
To assist the Pastor in the proper performance management of the staff.
- Membership:** Pastor and Human Resources Liaison Person(s) from the Finance Council.
- Meeting Times:** Quarterly
- Hiring Procedures:** Receipt of each resume will be acknowledged. Interview panel prepares the selection criteria for the position, arranges the job ad and develops the interview questions, and scores from the job description. Chair of the interview panel invites selected candidates to the interview. Candidates are questioned and their references are checked. Panel reviews findings and selects a successful candidate. All unsuccessful candidates may be called and offered post interview reviews.
- Interview Panel:** Consists of Pastor and Chair of respective committee doing the hiring and the Human Resources Liaison Person.
- Job Description:** Shall include: purpose of the position, duties, skills and knowledge required hours of work, salary range, and accountability personnel.
- Performance Management Process:**
- Each employee will be involved in an annual performance management cycle regardless of how many hours a week they work. The cycle will include a performance agreement outlining objectives and performance standards, negotiated at the beginning of each year. The agreement will be followed by a training plan (if necessary) and ongoing day to day assessment. At the end of each year, each employee will receive a performance review for feedback on years performance. This review may be used to support a salary review.
- Probation Period:** Each employee will receive a six month probation period during which time they may be released from employment without cause. Each new employee will be notified of this probation period at the time of hiring.

Fund Raising Sub-committee

- Mandate:** The Fund Raising Committee is a sub-committee of the Finance Committee. Its purpose is to co-ordinate all and initiate some fund raising activities for special and general use in the Parish. Each fund raising event must be focused on building community spirit and fit within the vision and values of the Catholic faith and St. Andrew the Apostle Parish.
- Structure:** This sub-committee will be made up of Parish volunteers who will elect a chairperson to represent the sub-committee at all Finance Committee meetings.
- Process:** This sub-committee will work with all committees of council in determining annual goals. These goals will be incorporated in the annual financial planning process.

Liturgy Committee

- Mandate:** To facilitate full, conscious and active participation of the assembly in all parish liturgical celebrations and to enhance the worship life of the parish by providing quality liturgical experiences which celebrate and strengthen the community's faith journey.
- Structure:** The Liturgy Committee is composed of a co-ordinator, who is appointed by the Pastor and is a member of Parish Pastoral Council. In the absence of a Co-ordinator, the pastor is the Chairperson of the Liturgy Committee. It is also made up of representatives from the following groups:
1. Music (maximum of 2)
 2. Lectors (Co-ordinator)
 3. Altar Servers
 4. Environment (Co-ordinator)
 5. Ministers of Welcome-including ushers
 6. Children's Liturgy
 7. Eucharistic Ministers
- Process:** Being a member of the Liturgy Committee involves learning about liturgy, planning for liturgical events and seasons during the year, improving the Sunday celebration and promoting good prayer both at home and at church.
- In working for meaningful celebration, members of the liturgy committee must be familiar with the norms which govern the rites with respect to worship in the Roman Catholic Church, and must encourage all members of the assembly to participate more fully and consciously.
- Committee members are required to grow in their own knowledge of liturgy, and are encouraged to find ways of sharing this knowledge with the parish. Committee members are encouraged to read liturgical publications and take part in conferences and workshops whenever possible.
- Much of the Liturgy Committee's efforts go into making Sunday Eucharist a true, reverent and prayerful celebration.
- The Liturgy Committee meets several times during the year, specifically twice before and once after each major celebration (Advent, Christmas, Lent, Holy Week), at the beginning of September, and in the spring.
- The Liturgy Committee, via committee chair persons, oversees the training of lectors, Extraordinary Ministers of Holy Communion, altar servers, hospitality ministers, and cantors/leaders of song.

An appropriate member of the Liturgy Committee arranges schedules for various ministers serving in the parish.

The Liturgy Committee (via the Environment ministers) creates a space of solemnity and beauty for the liturgies.

The Liturgy Committee (via the Music Committee) provides for music to enhance the various liturgies and will encourage as well as facilitate the participation of the assembly in liturgical celebrations.

The Liturgy Committee provides alternative liturgies which enable parishioners to share in the rich traditions of our Catholic faith, ie: novenas, penitential services, morning and evening prayer services, Stations of the Cross, benedictions,

The Liturgy Committee plans for parish events such as penitential services and missions and supports other committees in planning liturgies (i.e.: Pastoral care, Sacramental Preparation, etc.).

The Liturgy Committee works with the RCIA team to enhance the liturgies built around the rites of the RCIA process.

The Liturgy Committee strives to educate the assembly on liturgical matters.

The Liturgy Committee ensures that all liturgical accessories are in place for liturgical celebrations.

Lectors

- Mandate:** To proclaim the word of God effectively and reverently and to ensure that the faithful will continue to hear God's love spoken anew each time the sacred book is opened.
- Structure:** This ministry is composed of both adults and youth.
- Process:** When possible lectors go through a training process before they read at Sunday Mass. Readers begin by first reading at a weekday Mass and then move on to the Sunday Mass. Each lector is taught how to prepare to proclaim the Word on Sunday liturgies. Workshops are offered once or twice a year to provide scriptural and practical education for lectors. Lector meetings are held when necessary. Training resources such as books and videos are available.

Music Ministry

- Mandate:** To enhance the worship of the community, to support the singing of the

assembly, as well as to enhance the assembly's sung prayer with good liturgical music.

To lead and support the assembly through music to a greater awareness of God's presence and love in all liturgical celebrations.

Structure: Instrumentalists
Cantors
Choirs

Environment Committee

Mandate: To collaborate with the Liturgy Committee in preparing the worship environment in keeping with the liturgical season of the calendar.

Structure: This committee is composed of parishioners who wish to share their creative and artistic talents.

Extraordinary Ministers of Holy Communion(EMHC)

Mandate: To share the Body and Blood of Christ and to share themselves with the people they visit and the assembly gathered for Eucharist.

Structure: EMHC are acknowledged by the bishop at the request of the Pastor to assist the presider and other Ordinary Ministers during the liturgy in sharing the Eucharistic body and blood of Christ. Previous experience is not necessary. Eucharistic Ministers must be fully initiated Roman Catholics. This is a ministry in which members must be initiated every two years, with permission from the Bishop of the Diocese.

EMHC may take communion to Pioneer Manor, Extencicare Falconbridge and Westmount Retirement Home as well as people in homes who are sick, or shut-in or elderly. EMHC distribute Holy Communion at Sunday Masses and at daily Masses if necessary. EMHC meet at least once a year and training is provided for new EMHC when required.

Altar Servers

Mandate: To assist the presider and assembly during the celebration of the Eucharist through tasks such as carrying cross and candles in the entrance and recessional processions, holding the sacramentary for the opening and

closing prayers, holding candles, ringing the altar bell, setting up the altar and/or credence table for the liturgy of the Eucharist, presenting or arranging vessels and other items used in liturgical celebrations as directed by the presider.

Structure: Men and women, boys and girls of the parish who have been baptized. Children are invited to participate in this ministry once they are in Grade 3. Training is provided to those who express an interest in this ministry.

Ministers of Welcome/Ushers

Mandate: To provide a warm and caring welcome to parishioners and visitors entering church for Eucharistic celebrations. Ushers greet people, take up the collections, provide people with copies of the weekly bulletins, and help keep the worship space neat and tidy. If the need arises, they will seat the overflow of people and provide a comfortable environment (open and close windows, turn the fans off and on ...). During high profile funerals, church members can help the overflow with seating. Through a warm smile and friendly greetings, these volunteers always try to do what God has called them to do: serve the people of God and welcome all who come to worship.

Structure: Men and women of the parish, families with children, anyone who wishes to offer their time and presence to this ministry is welcome. Training is provided to those who wish to be part of this ministry.

CHILDREN'S LITURGY

Mandate: To lead the children, ages 4 to 10, to a full, conscious and active participation in the Mass. Children's Liturgy strives to speak to children at their level of comprehension of the Biblical narrative. Songs, dialogues, stories, images and craftwork are the creative means used to communicate and make the Gospel message come alive.

Structure: Parents help the leader prepare the children to explore the Gospel message. The children in turn become evangelizers to their parents.

Sacramental Preparation

Mandate:

To prepare the enrolled children to understand, participate, and grow in their appreciation of the sacramental life of the church and at the end of the program of formation, to receive the sacraments of reconciliation, eucharist and/or confirmation.

Structure:

Length of Each Sacramental Formation Program: six, one hour per week sessions or three, two hour sessions over a period of six weeks, with an additional retreat day (at the discretion of the Program Facilitator). Participants may change from the one hour to the two hour sessions as best fits his/her schedule for the particular week(s). If a session is missed, it is the responsibility of the participant and/or his parents to make alternate arrangements to make-up the class with one of the instructors or by himself/herself.

Process:

A letter announcing the registration meeting date will be sent out through the Catholic school(s) affiliated with the parish. A member of the sacramental preparation team will bring the appropriate amount of letters to each school and ensure that announcements are made in the church bulletin at least one month prior to the meeting date. The meeting will be led by the team of instructors for each sacrament.

First Reconciliation and First Eucharist:

Diocesan policy requires that this program be offered to children in grades 3 and 4. A book for each sacrament is used and group discussion and completion of the book is facilitated by the instructor. Older children can meet on an individual basis with the pastor and/or the Sacramental Program Coordinator or one of the additional instructors using materials relevant to that person's age. Problems or exceptional circumstances can be addressed to the Sacramental Program Coordinator and if deemed necessary, to the pastor.

Confirmation:

Diocesan policy requires that this program be offered to children grade 7 or higher. The programme consists of small group discussions based on confirmation materials deemed age-appropriate by the program coordinator, who may or may not be the pastor. Older grades may meet with the pastor or one of the instructors on an individual basis to better tailor the program to the candidate's personal needs, age, and educational level.

Aftercare Ministry

Mandate: To spiritually walk with persons who are having a difficult time adjusting to the loss of a loved one or who are dealing with a personal tragedy and need spiritual companionship.

Structure: The chairperson with a committee of other members will set up a time to come together with a person seeking ministerial care and will determine the best time and place to talk; the committee will also determine which member(s) would be the best fit to help the individual, assist them in learning coping skills, empathically listen to the individual who is dealing with some difficulty in life, and help the individual to move forward through spiritual care and prayer. A representative of the family of a person who has had a funeral at the parish will automatically be contacted within two weeks of the death to assess whether anyone in their family needs aftercare.

Process: The designated member(s) of the aftercare ministry will begin by contacting the individual and making them feel at ease. After selecting an appropriate venue and time to meet, they will get to know the individual and his/her struggles at this particular moment in time. Suggestions of ways to cope may be given at any time. A peaceful, receptive presence of God will be created with a chosen selection from the sacred scriptures, music and/or prayer if appropriate at the venue. Moments of silence may also be appropriate. The members of the aftercare ministry team will also remember the individuals to whom they minister in prayer on a daily basis and seek the guidance of the Holy Spirit to lead them out of darkness and into the light. It may be appropriate to encourage frequent reception of Eucharist at this time and to invite the individual to sit next to you at Eucharist during the weekend mass if they are coming alone. Confidentiality is to be paramount. If the individual requests the presence or guidance of the pastor, a referral will be made to him, after getting the approval of the individual to disclose aspects of the problem(s) to him. Aftercare of an individual should last no longer than six months.

Social Justice/ Development & Peace

Mandate: To raise awareness of social justice issues around the globe, in particular, those promoted by the Development & Peace campaign each year to the parish and the community at large.

Structure: The chairperson with a committee of other members to assist on an as-needed basis. The chairperson is expected to submit a report to each Parish Pastoral Council meeting, to attend the Sault Ste Marie D&P Diocesan Council meeting in June (submitting a report of the parish's activities and contributions), and to attend the Social Justice Retreat in October, paid for by the parish.

Process: The chairperson or his/her delegate shall order promotional materials for the campaign and make a presentation at the masses on a designated weekend. Promotional information brochures will also be distributed at a weekend agreed upon with the pastor through the parish bulletin. Symbols of the campaign may be placed as decoration for that designated weekend. Envelopes will be distributed beforehand and the Development & Peace collection will be taken up at the Good Friday service. A summary of the parish's financial support for the campaign will be made public in the bulletin.

Community Life

Mandate: To build up the parish community and strengthen relationships among the People of God by hosting various socials after Sunday Mass once per month and at other special dates and times during the calendar year. The special dates and times must be approved by the pastor or parish pastoral council.

Structure: Two co-chairpersons with a committee of other members to assist on an as-needed basis.

Process: Purchase and/or bake food items, submit bills to the parish office for reimbursement, and present food and beverages for the event. Organize kitchen area where hospitality items are stored. Prepare hall tables for the event. Decorations and tablecloths are stored in the hospitality area of the locked storage room area. Parochial kitchen and hall clean-up procedures are followed. Various raffles may be utilized to encourage persons to come to the event.