



MINISTRY & RESOURCES BOOKLET

2018



WELCOME TO OUR COMMUNITY

We are a community of Faith in Action.
We invite you to share your gifts and
celebrate your faith.

Saint Clare of Assisi Catholic Church
Surprise, Arizona

TABLE OF CONTENTS: Ministries Booklet

| | |
|-------------------------|----|
| Welcome Letter | |
| Directory | 1 |
| Our Church History | 2 |
| Church Etiquette | 4 |
| Schedule & Hours | 5 |
| Safe Environment | 6 |
| Liturgical Ministries | 7 |
| Faith Formation | 10 |
| Sacramental Preparation | 12 |
| Prayer Time | 13 |
| Parish Ministries | 14 |
| Committees | 18 |
| Stewardship | 19 |

GENERAL COMMUNICATION SOURCES

Telephone: 623-546-3444
Fax: 623-975-5615
Website: www.saintcofa.com
Facebook Page: www.facebook.com/saintcofa
Twitter Page: @stclarechurchaz
Instagram: www.instagram.com/stclareofassisicommunity/
Youth Ministry www.scayouth.com
Flocknote ID: <https://app.flocknote.com/StClareSurpriseAZ/my>
Emergency Assistance St. Vincent de Paul Hotline for the Poor & Needy: 623-974-5617

Welcome to Saint Clare of Assisi Parish

Our community of Faith in Action

Whether you are new to our parish, a current parishioner, a Catholic from another parish thinking about joining us, curious about becoming a Catholic, or just interested in learning more about the Catholic faith, we welcome you to St. Clare! It is our hope that you will find our parish a place of hospitality as well as a spiritual home for you and your family.

Thank you for taking the time to “Come and See” what our parish has to offer and using this opportunity to discern how you and your family can get involved as fully active participating members. This packet you have been given contains some basic information about our parish. It is a tool to assist you in orienting yourself to the life of the parish. We are a large parish but we strive to create small community environments. God has been enriching many lives through our worship, charitable works, Catholic formation programs for children and adults, and social activities. We offer opportunities for people of all ages to grow spiritually and to find friendships that support our faith life—our **faith in action**.

We are committed to stewardship and discipleship. In other words, we are committed to receiving God’s gifts gratefully, cultivating those gifts responsibly, sharing those gifts lovingly, and returning those gifts with increase to the Lord. Everything we receive is a gift from God, so we strive to discern how our life can exemplify that of a generous giver of time, talent and treasure—our **faith in action**.

We live our stewardship by praying, serving, and giving. As you become more acquainted with us, I hope you will find an area in which to share your time and talent with our parish family. We function most efficiently when all our members involve themselves in parish life. In serving one another, we are serving Christ. There are ways for all of us to contribute to the life of the parish and to share the mission of Christ. We just need to discover what gifts we would like to use as a way of expressing our gratitude to God for his blessings to us.

I hope you will soon become active community members. I offer my gratitude for all that you do for God. I hope you make many friends here and grow with us in the love of the Lord!

Sincerely yours in Christ,

Fr. Hans Ruygt
Pastor



Fr. Nicholas Koro, A.J.
Parochial Vicar





St. Clare of Assisi Roman Catholic Church Surprise, AZ

Our Church History

Our parish history began when our area was still part of Santa Teresita Parish in El Mirage, St. Anthony of Padua Parish in Wickenburg and of Our Lady of Lourdes Parish in Sun City West whose pastor, Fr. Moynihan, arranged for the first Masses at Happy Trails Resort in 1988 on Saturdays at 4:00pm. A Sunday Mass was later added at 9:00am in Sun Village, and in 1990 a third Mass at 11:00am in Arizona Traditions. Retired priests took care of the spiritual needs as the three communities started to build the local Catholic Community and raise money for a new parish.

Religious education programs for the children began under the leadership of Mr. and Mrs. Michael and Margaret Planeta, in their home, with guidance from Fr. David Kelash, pastor of Santa Teresita Parish.

Most Reverend Thomas J. O'Brien, bishop of Phoenix, chose the name, St. Clare of Assisi for the new parish which he established on July 1, 2000. He appointed Fr. John Coleman as the founding pastor who brought the community under one roof. For ten months three weekend Masses were held at the Kingswood Parke Elementary School in Surprise and daily Masses were held in the pastor's home. Later, in the summer of 2001, the diocese placed two modular buildings on 12 acres which they owned at the southwest corner of Bell Road and Cotton Lane. The larger building seated 480 people for Mass and the smaller building served as offices and two conference rooms. All community activities happened in these two buildings and a small paved parking lot along Bell Road. Every week the hall had to be set up for weekend Masses and totally rearranged for other events such as the religious education classes and group meetings.

Bishop O'Brien appointed Fr. Hans P. Ruygt to lead the parish on July 1, 2002 and to carry out a building program. Thousands of parishioners rallied together to raise funds and to assess the needs of the parish. They determined that the first need was for a permanent church, and they conducted several capital campaigns.

On Saturday, August 12, 2006, a day after the feast of our patroness, St. Clare of Assisi, Most Reverend Thomas J. Olmsted, Bishop of Phoenix, gathered the parishioners, with Fr. Coleman, Fr. Ruygt, and several other priests and deacons and civic leaders for the Blessing and Groundbreaking for the new church. Site work and grading were completed in 2007, and the parking lot was greatly expanded, though not to its final planned size. Construction on the church began in January 2008.

Meanwhile, the parish membership grew rapidly reaching 2600 parish families and over 500 children and teens in the religious Education programs. Hundreds of people had to sit outside under the Ramada listening to ground speakers for Saturday and Sunday Masses on many weekends because they didn't fit inside the parish hall.

It was a glorious day when parishioners moved into the new church and celebrated the first Mass on Christmas Eve 2008 at 4:00 pm. We had no permanent furnishings and a bare concrete floor and clear glass window, but we finally had a roof over our heads and were able to accommodate the large crowds which often reached 1000+ people for the main Masses. The city limited us to seating 1400 people because the parking lot had not been built to its fully designed capacity. This is one of the factors in our decision to not add permanent seating with pews and kneelers until we have the money and the permit to add all the pews at one time.

GENERAL SCHEDULE & HOURS

Mass Schedule

| | |
|-----------------------------|----------------------------|
| Monday through Friday | 8 am |
| Saturday..... | 4 pm |
| Sunday..... | 7 am, 9 am, 11 am and 5 pm |

Confessions

| | |
|---------------|--------------------------------------|
| Monday..... | 5 pm to 6 pm (not on holidays) |
| Saturday..... | 2:30 pm to 4:00 pm or by appointment |

Adoration of the Holy Eucharist concluding with Benediction

| | |
|---------------------------|------------------|
| Friday | 1:00pm to 5:00pm |
| Divine Mercy Chaplet..... | 3:00pm |

Parish Office Hours – (Sept.-May) Day after Labor Day through Memorial Day

| | |
|-----------------------------|---------------------|
| Monday through Friday | 9am – 12n and 1-5pm |
| Friday | 9am – 12n and 1-3pm |
| Lunch 12 -1pm (daily) | CLOSED |
| Saturday and Sunday..... | CLOSED |

Parish Office Hours – (June – Sept) Day after Memorial Day through Labor Day

| | |
|-----------------------------|---------------------|
| Monday through Friday | 9am – 12n and 1-5pm |
| Friday | 9am – 12n |
| Lunch 12 -1pm (daily) | CLOSED |
| Saturday and Sunday..... | CLOSED |

Sacraments

| | |
|---------------------------------|---|
| Anointing of the Sick..... | Call the office to arrange for a priest to do the anointing after weekday Mass or in a private home, assisted living or hospital. |
| Communion for the Sick..... | Call the office to arrange for a Communion Visitor to bring Holy Communion to a home, assisted living or hospital. |
| Infant Baptism..... | Call office 3 months prior to schedule for one parent and godparent preparation class and to set a date for the baptism. |
| Rite of Christian Initiation... | Call the office if you wish to learn more about our Catholic faith, teachings and practice and the possibility of becoming Catholic or of completing your initiation if you are missing sacraments of Confession, Confirmation and Communion. |
| Marriage..... | Call office 9 months prior to prepare. See the Diocese of Phoenix website regarding marriage. At www.dphx.org |

Parish Registration and Orientation, “Come and See”

Second Sunday of the month – in the hall after the 11am Mass
(Approximately 12:15pm, 30 – 45 minutes)

Phone the office to speak to the receptionist if the above time does not work for you.

Personnel and Volunteer Directory

(Some phones and email removed from web version for privacy, may be available to parishioners through our office.)

| | | | | |
|--|---------------|--------------------|--------------|--------------------------------|
| Adoration Sacristan | Coordinator | Betty Unverzagt | 623-975-5614 | bunverzagt@diocesephoenix.org |
| Adult Bible Study – (Tues) | Presenter | Michelle Templeton | | |
| Adult Faith Formation –Seeker (Thurs) | Presenter | Dee Gray | | |
| Altar Servers | Coordinator | Bernadette Wagner | 623-975-5602 | bwagner2@diocesephoenix.org |
| Altar Servers | Trainer | Fr. Nicholas Koro | | |
| Altar Servers | Asst. Trainer | Deacon Dave Opsahl | | |
| Altar Society | Coordinator | Jo Frese | | |
| Asociación de Nuestra Señora de Guadalupe | Coordinator | Graciela Doak | | wdoak@cox.net |
| Association of Our Lady of Guadalupe | Coordinator | Graciela Doak | | wdoak@cox.net |
| Baptism of Infants | Coordinator | Ginnie Hebert | 623-975-5600 | |
| Baptism of Infants Class / Interviews | Coordinator | Deacon Dave Opsahl | | |
| Boy/Cub Scouts | Coordinator | Toni Smolinski | | saintclaresa@gmail.com |
| Catechists | Coordinator | Brian Guillot | 623-975-5606 | stcbguillot@outlook.com |
| Catholic Daughters of the Americas | Coordinator | Madeline Marcoux | | |
| Catholic Men’s Fellowship | Coordinator | Manny Hernandez | | |
| Celebration of Life | Coordinator | Bea Koppinger | | |
| Charismatic Prayer Group – English | Coordinator | Jerianne Bender | | |
| Charismatic Prayer Group – Spanish | Coordinator | Betty Rivadeneira | 623214-6102 | No email |
| Choir, Adult & Children | Coordinator | Bernadette Wagner | 623-975-5602 | bwagner2@diocesephoenix.org |
| Choir, Youth / Teen | Coordinator | Jay Soto | | |
| Communion Visitors | Coordinator | Joe Lukaszewski | 623-546-3444 | JLukaszewski@stcpaz.com |
| Counters | Coordinator | Pat Conlan | | |
| Divine Mercy Chaplet | Coordinator | Sharon Frazier | | |
| Edge 6-9 th Grade | Coordinator | Chris Platt | 623-975-5607 | Platt.christopher.ym@gmail.com |
| English as a second language | Coordinator | Graciela Doak | | |
| Extraordinary Ministers | Coordinator | Betty Unverzagt | 623-975-5614 | bunverzagt@diocesephoenix.org |
| Finance Council | Coordinator | Mary Maloney | | |
| Forming Catholic Disciples(FCD) (K-5th) | Coordinator | Brian Guillot | 623-975-5606 | stcdbguillot@outlook.com |
| Funeral Planning | Coordinator | Ginnie Hebert | 623-546-3444 | ghebert2@diocesephoenix.org |
| Hospitality Ushers/Greeters | Coordinator | Bernadette Wagner | 623-975-5602 | Bwagner2@diocesephoenix.org |
| Junior Catholic Daughters of the Americas | Coordinator | Lorrie Holland | | |
| Knights of Columbus Council 12851 | Grand Knight | Joe D’Andrea | | |
| Lectors | Coordinator | Bernadette Wagner | 623-975-5602 | bwagner2@diocesephoenix.org |
| Legion of Mary – Adult Legion | President | Carla Wrublik | | |
| Legion of Mary – Junior Legion | President | Carla Wrublik | | |
| Life Teen 10 th -12 th Grade | Coordinator | Chris Platt | 623-975-5607 | Platt.christopher.ym@gmail.com |
| Liturgy Environment | Coordinator | Bernadette Wagner | 623-975-5602 | bwagner2@diocesephoenix.org |
| Liturgy of the Word for Children 1-3 | Coordinator | Brian Guillot | 623-975-5606 | stcbguillot@outlook.com |
| Marriage Prep | Coordinator | Joe Lukaszewski | 623-546-3444 | JLukaszewski@stcpaz.com |
| Newcomers / Come and See Sunday | Coordinator | Lorrie Holland | | |
| Nullity of Marriage | Coordinator | Joe Lukaszewski | 623-546-3444 | JLukaszewski@stcpaz.com |
| Pastoral Council | Coordinator | Tom Luchetti | 815-494-3203 | tdlpc@aol.com |
| Prayer Shawl Ministry | Coordinator | Nancy Giovanini | | |
| Prayer Shawl Ministry | Co-chair | Simonne Barthell | | |
| Prison Ministry | Coordinator | Jean Quarelli | | |
| RCIA – Christian Initiation of Adults | Coordinator | Brian Guillot | 623-975-5606 | |
| RCIA - Sponsors | Coordinator | Brian Guillot | 623-975-5606 | |
| Sacristans | Coordinator | Betty Unverzagt | 623-975-5614 | |
| Safe Environment Training | Coordinator | Stephanie Bews | 623-546-3444 | sbews@diocesephoenix.org |
| Sanctity of Life | Coordinator | Eileen Ricci | | |
| Seekers Bible Study | Coordinator | Dee Gray | | |
| Sing Language Interpreters | Coordinator | Call the office | 623-546-3444 | |
| Small Christian Communities | Coordinator | Sandi Hollenbeck | | |
| Solo Group | Coordinator | Patricia Roessler | | |
| Sound Technicians | Coordinator | Bernadette Wagner | 623-975-5602 | bwagner2@diocesephoenix.org |
| Stewardship Team | Coordinator | Giovanna De La Paz | | |
| St. Vincent de Paul Society | Coordinator | Richard Jessen | | |
| Vestments/Linens | Coordinator | Barb Grattan | | |
| Women’s Guild | President | Barb Grattan | | |
| Youth Ministry Core Team | Coordinator | Chris Platt | 623-975-5607 | Platt.christopher.ym@gmail.com |

CHURCH ETIQUETTE

The following gentle reminders are intended to provide a place for reverence and worship for the Sacred Liturgy recognizing the need to respect those who are praying and those who are in motion arriving or leaving.

COMMUNICATION DEVICES:

Please silence all cell phones, tablets and other electronic devices before entering church. We recommend you power down or turn off even the vibration option so that you can focus completely on worship. Emergency Responders can of course use their vibration alerts. Some people like to use their tablets or smart phones for the readings and prayers of Mass, but this can feed the temptation to respond to pop-up messages so be careful. Our red hymnals are best because they have all the readings and prayers for Mass.

SILENCE BEFORE AND AFTER MASS

We are in the house of God and as such should show respect for God and one another. Some people come early to prayerfully prepare for the Holy Sacrifice of the Mass while others stay after Mass to give thanksgiving after receiving Our Savior Jesus Christ in the Sacrament of Holy Communion. Please whisper in Church if you must speak or hold all your interactions with others for the lobby or outside.

ARRIVING ON TIME AND RESPECT DURING MASS

Please arrive for Mass 5-10 minutes early to allow time for us to settle into quiet before Mass. Remember in winter season to allow extra time to park. When Mass is in progress, please be discreet as possible when taking your seat or if you must use the restroom. Avoid walking in or out during the readings or during the Consecration of the Body and Blood of Christ.

LEAVING BEFORE THE FINAL BLESSING:

Mass ends when we have been dismissed by the deacon after receiving the final blessing by the Priest. Please wait until the priest leaves the altar. Please do not block the center aisle as the procession of priest, deacon and servers leave the church.

HYMNALS

Please return these to the book racks after Mass. Do not leave them in the seats because they make the church look untidy and you never know where the next group of worshippers will want to sit. It is best for people to pick them up when arriving and return them to the racks when leaving.

CLOTHING:

There is a time a place for different types of clothing for casual social events, the beach, the gym and more formal events. The Holy Eucharist deserves our greatest respect. The Lord loves us no matter what we wear, but what we wear should be honorable, clean, modest and appropriate for a house of worship. Our desire should not be to show off to others, but at the same time, our clothing should not contribute to the possibility of distractions during worship. Long pants, dresses, covered shoulders, higher necklines, veils and even dress shorts instead of gym shorts can foster attitudes of reverence and respect for God and each other. They can provide a healthy example to our young people who are used to living in a very casual world.

TIDY ENVIRONMENT:

On your way out of church please look around your seat and return all hymnals, song sheets, paper missals, prayer cards, bulletins, envelopes, water bottles, hats and glasses to their proper place in the back of the church or in the lobby. Leaving a clean church for the next Mass provides a spiritual welcome to all who enter.

SAFE ENVIRONMENT TRAINING

MANDATORY TRAINING FOR ALL VOLUNTEERS IN THE DIOCESE OF PHOENIX

The Diocese of Phoenix is committed to protecting all children and youth by offering several abuse prevention educational sessions.

We can all be part of the solution--- together we can prevent child abuse. All priests, deacons and employees, are required to take Safe Environment Training annually. In addition, all volunteers serving minors, working in food pantries or meal service, providing ministerial service in private homes and/or administering service in an after-school program must be trained annually. All other volunteers must complete Safe Environment training every other year (unless the pastor requires annual training for all volunteers).

In the Diocese of Phoenix all volunteers must complete a safe environment training foundation class. The current foundation training program is “Protecting God’s Children for Adults.” This is a 3-hour program which teaches steps that each one of us can take to prevent child sexual abuse. As a component of the training, all volunteers are required to complete a Volunteer Application and Code of Ethics. After taking the Safe Environment foundation course, a renewal training (approximately 45 minutes) is offered for all subsequent years. This training is offered through in-class sessions or through computer online training.

Please visit www.safeenvironmenttraining.org to learn more about the Diocese of Phoenix Safe Environment Training, to register for a training class or to complete the online training.

Please continue to pray for the end of all abuse and a greater respect of the human person.

LITURGICAL STEWARDSHIP

LITURGY

Why do Catholics attend Mass every Sunday? In the Third Commandment, God tells us to “Remember to keep holy the Sabbath day.” For the Jews, the Sabbath was Saturday; Christians, however, transferred the Sabbath to Sunday, the day of Jesus Christ’s resurrection from the dead. The church tells us that we have an obligation to fulfill the Third Commandment by refraining from unnecessary work on Sunday and by participating in the Mass, our chief form of worship as Christians. From the earliest days of the Church, Christians have understood that being a Christian isn’t a private matter. We are called to be Christians together; while we can and should engage in the private worship of God throughout the week, our primary form of worship is public and communal, which is why Sunday Mass is so important.

ALTAR SERVERS

We are lay men and women, girls and boys, who assist the priest and deacon at Mass. Formation is both technical and spiritual. Our goal is to be attentive when not exercising our ministry, and reverent when performing our duties on the altar of our Lord. We know the order of the Mass, and are responsible for the processional cross and candles, incense, holding the book for the priest, assisting the priest during the preparation of gifts, and other various duties during the Mass. Formation is provided through training that is offered quarterly.

COMMUNION VISITORS

MINISTRY OF CARE TO HOSPITALS, HOMES & PRISONS

We are made up of Extraordinary Ministers of Holy Communion from St. Clare of Assisi and Our Lady of Lourdes Parishes. We take Holy Communion daily to sick patients in private homes, group homes, Assisted Living, independent living, rehab centers, memory care facilities, hospice, nursing homes, and prisons. We have a deep reverence for the Blessed Sacrament and use reverent care when handling the Holy Eucharist. We participate in the life of the parish through visitation of families and the sick, both in their homes and in hospitals and through collaboration in every apostolic and missionary undertaking sponsored by the parish. We welcome those who have a desire to become Extraordinary Ministers of Holy Communion to the sick.

LITURGICAL STEWARDSHIP

EXTRAORDINARY MINISTERS OF HOLY COMMUNION

Bishops, Priests and Deacons are ordained to the Sacrament of Holy Orders and as such are “ordinary” ministers of Holy Communion. “Extraordinary” ministers of Holy Communion are lay persons who are trained and authorized to carry out this sacred ministry whenever there are insufficient numbers of ordinary ministers to distribute Holy Communion with reverence and in a timely way. Willingness to serve as an Extraordinary Minister of Holy Communion, reflects not only a response to your Baptismal call to service, but a commitment to Christ as you share in feeding the spiritually hungry. Reverence for the Most Blessed Sacrament is essential in this ministry and every effort must be made to avoid scandalizing others. You must be at least 16 years old and have received the sacraments of initiation (Baptism, Confirmation and Holy Communion) and regularly attend Mass and the sacrament of Penance, as well as actively give financial support to your parish (i.e. follow the precepts of the Catholic Church). If you are married, the marriage must be a legitimate Catholic Marriage.

HOSPITALITY/ USHERS AND GREETERS

Ushers and greeters offer a warm, friendly greeting to those arriving for Mass. Greeters extend the Christian community’s hospitality to welcome all parishioners, visitors, and new-comers. Ushers assist in seating the parishioners, gathering the weekly offering, facilitating the Procession of Gifts to the Priest, assisting with the Communion procession, the disabled, and other needs of the members of the congregation as they arise. Formation is provided.

LECTORS

“Faith comes from what is heard, and what is heard comes through the word of Christ.” (Romans 10:17, RSV-CE). Lectors proclaim the living and effective word of God. Christ is present in the word, since it is He who speaks when the Holy Scriptures are read. We proclaim scripture to experience Christ present now in our midst and to make present the past events of salvation history. Liturgy allows us to participate in those events, to experience their power, and their ability to transform us into the image of Christ. Lectors proclaim the Word of God to the assembled community at all liturgies. By prayerful preparation for this ministry, they strive to engage the assembled in a living experience of the Word of God and of the presence of Christ in each celebration. We are formed and commissioned by the Diocese to become proclaimers of the Word through an ongoing program of formation and practice. Lectors attire and careful and extensive preparation maintain the dignity of this ministry. Formation is required as well as fidelity to the teachings of the Church.

LITURGY ENVIRONMENT

This team creates an atmosphere of beauty that supports prayerful worship. Their work clarifies the differences in liturgical season. Talents and experience in the following fields are helpful with this ministry; carpentry, art, crafts, and sewing, interior design, color theory. These team members often call upon additional volunteers to carry out major seasonal decorating projects.

MUSIC MINISTRY

It is our mission to give glory to God by leading the assembly of believers in sung prayer with beautiful music that lifts our hearts and minds to the heavens to honor God and guide our complete conversion to God’s plan for our lives. This ministry is comprised of both volunteers and professional musicians dedicated to this ministry.

ADULT, CHILDREN TEEN CHOIRS

The role of the choir in the Sacred Liturgy is one of the Church’s greatest treasures and participating in the choir is a sacred responsibility. The role of the choir is to lead and augment the assembly in sung prayer. The choir adds a beauty and depth of solemnity to the worship experience, enabling those in attendance to reflect more deeply. We have 3 different choirs here at St. Clare's: Adult (Sunday mornings), Children (Sunday morning) and Teen (Sunday 5pm). The Adult Choir rehearses every Tuesday from 6:00 - 8:00 pm. The Teen Choir rehearses every Thursday from 7:40 - 9:00pm. All rehearsals take place in the church.

LITURGICAL STEWARDSHIP

SACRISTANS

Sacristans are seasoned Liturgical Ministers, familiar with functions and practices of the sacred liturgy. Their service includes setting up the sacred vessels, hosts, and wine needed for each Mass as well as cleaning and putting vessels away. In addition, the sacristan oversees the sign-in process for all ministers and fills any last minute ministerial vacancies at each Mass. This service assures the dignity and completeness of each liturgical celebration. Our volunteer sacristans are both men and women. There is separate training for this volunteer position.

ADORATION SACRISTANS

We prepare the worship space for the Exposition of the Blessed Sacrament and Benediction. This includes lighting candles, placement of the Monstrance and assisting the presider during the service. After service we help clean and put things away. When scheduled to serve on Friday Adoration, the sacristan needs to be present at 11:30 am or 4:30 pm.

SIGN LANGUAGE INTERPRETERS

Interpreters provide assistance to deaf members of the community by signing at the 4pm Saturday Mass or 9 am Sunday Mass (It changes from 4 to 9 in summer) They sign the prayers, scripture, homily, music, and announcements

SOUND TECHNICIANS

The audio-technicians sit at the sound mixer console during the weekend Masses and, when necessary, make adjustments as needed during services so that the best quality of sound is achieved for the speaking and sung parts of the Mass. Training is provided to volunteers, but basic understanding of sound systems as well as good personal hearing is important.

VESTMENTS AND LINENS/ ALTAR SOCIETY

Alb's, chasubles, amices, purificators, corporals, altar cloths, server robes

This ministry services the linens used on the altar and during the consecration of the Mass. Linens are collected after each Mass and are laundered on scheduled days. The volunteers rotate the schedule so more than one person is doing the work. Basic need for this ministry is someone willing to do the washing and ironing as required.

PASTORAL CARE TO THE POOR, THE SICK, THE DYING, THE BEREAVED

FUNERAL PLANNING

The Order of Christian Funerals is a three-part ritual, with Vigil (Wake), Funeral Mass and the Rite of Committal (interment). It is encouraged that the Funeral Rites be conducted in the presence of the body of the deceased. This practice is most in accord with the sacred principles and ritual of the Christian Faith. However, the Mass of Christian Burial may also be celebrated with the cremains present in the church. The Catholic Church expects the cremains to be given a permanent place of honor in a cemetery. If you have recently experienced the death of a loved one, please know that the Church shares your grief and wishes to convey hope. The death of a loved one gives rise to many questions. For many of us, we have never had to plan a funeral, and we become overwhelmed. St. Clare's has a ministry to assist you with many of the questions and guide you through the process of planning and celebrating the Funeral Liturgy at Mass.

BEREAVEMENT SESSIONS

Each session will be on a different topic relating to the death of a spouse, family member or loved one. A parishioner may attend one session or many. The sessions last approximately one hour. Coordinator: Ginnie Hebert 623-546-3444
ghebert@diocesephoenix.org

GRIEFSHARE

Help and Encouragement After the Death of a Spouse, Child, Family Member, or Friend

PRISON MINISTRY

See Communion Visitors under Liturgical Stewardship

FAITH FORMATION MINISTRIES

CATECHISTS

The word “catechist” has its roots in a Greek word that means “to sound” or to echo, which came to mean “teaching by word of mouth,” and implies dialoging and sharing with others. Anyone who believes in the Creed, is faithful to Catholic teaching and has a reasonable understanding of and belief in the Catholic faith can train to become a Catechist. A catechist is trained, certified, and commissioned by the parish community to directly empower others with the truths of the Catholic faith. Contact the office for more information.

CHILDREN

1-3 LITURGY OF THE WORD FOR CHILDREN – children in grades 1-3 are dismissed at the 11AM Mass for a teaching on the day’s Sunday readings at their level. This occurs most Sundays during the academic months.

1-5 FORMING CATHOLIC DISCIPLES (FCD) This faith formation program prepares our children in the elementary grades to be faithful disciples of Jesus.

6-9 EDGE (Middle School)

The mission of St. Clare’s Edge program is to help middle school youth to know, love and serve our Lord. Wednesday evening Edge Nights replace the traditional religious ed classroom style of teaching and passes on the faith in a youth ministry setting. This style allows the youth to explore the faith in a deeper way, offering them ownership of it and challenging them to live it daily. This ministry will help your son or daughter to continue developing their identity in Christ while making their faith their own during a very crucial time in their adolescence. The program runs on a school year schedule (September - May) and registration is required. We meet in our Parish Hall Wednesday evenings 6:15 - 7:30 pm. Please contact:

10-12 LIFE TEEN (High School)

The mission of St. Clare’s Life Teen program is to lead teens closer to Christ. This dynamic ministry helps teens to encounter Christ in a deeper, fuller way. Through Mass, Adoration and confession the teens find Him in the sacraments. At Sunday evening Life Nights and weekend retreats, they learn about their faith and what it means to answer His call to discipleship. Social events help the teens to form strong Christian friendships. Service projects allow them to put their faith and love for God into action by serving others. In this ministry, through prayer and witness, teens will continue developing their relationship with Christ while maturing to a more adult like faith. The program runs on a school year schedule (August - May) and registration is encouraged, but not required. Please contact:

YOUTH MINISTRY CORE TEAM

Our Core Team Ministry is made up of passionate, faithful adults who volunteer their time to help evangelize and minister to the youth of the parish within our youth ministry programs. They take seriously Christ’s call to “Go...and make disciples of all nations, baptizing them in the name of the Father, Son and of the Holy Spirit, teaching them to observe all that I have commanded you...” (Matthew 28:19). Through their witness and dedication (and the grace of God and power of the Holy Spirit) they teach the young church to seek Christ, stand firm in faith and strive for holiness. There are various options for involvement. Please contact:

SACRAMENTAL PREPARATION

INFANT BAPTISM

To have your child baptized at St. Clare of Assisi Parish you need to be a registered, participating parishioner of St. Clare's for a minimum of 3 months. You will need to fulfill the requirements of the Diocese of Phoenix and St. Clare Parish. Call the office as soon as possible to make arrangements for your child's baptism. Baptisms are held the 1st and 3rd Sundays of the month, except during Lent.

CHRISTIAN INITIATION OF ADULTS (RCIA)

The Rite of Christian Initiation of Adults is a liturgical and catechetical rite of the Roman Catholic Church. The rite calls for a process that offers individuals who may wish to enter into the Catholic Church an opportunity to examine the faith in a friendly, relaxed atmosphere. RCIA is not a course or class in Catholicism. Rather, it is a gradual, guided process of formation and conversion leading participants towards initiation into the Catholic Church. Initiation into the Church is marked by the celebration of three sacraments as needed: Baptism, Confirmation, and Holy Eucharist. An individual must first meet the coordinator of the RCIA program prior to taking the classes, which usually begin in September of each year. Classes are held Saturday mornings in the Parish Hall from 9:30 am – 12:00 pm.

SACRAMENTAL PREPARATION

RCIA SPONSORS

Being a Sponsor is like being a trusted friend. You share what you can about your own faith journey. You offer counsel and support as you are able and to the extent that it is needed or desired. You serve as a bridge to the larger St. Clare of Assisi community. You listen and pray. Each relationship between a Sponsor and a Candidate or Catechumen is unique. As a Sponsor, you walk with a Candidate or Catechumen through a formation process that culminates with initiation into the Catholic Church. Many prospective Sponsors ask themselves whether they are worthy or qualified. The role of Sponsor is not that of catechist. You are not expected to know every aspect of the Church's teaching, but rather simply to be a guide, an example of a Catholic living your faith as best as you can. Sponsors are supported by the parish's RCIA Team, members of which can be called upon to help answer a Candidate's or Catechumen's questions.

MARRIAGE PREPARATION

Requiring marriage preparation flows from the Church's deep respect for the dignity and mission of the laity in marriage. Because the Church values marriage so highly, she asks those entering marriage to understand what they are entering and to prepare for it. Our diocesan marriage preparation program will provide you with the spiritual resources and practical tools you need for a strong and healthy marriage, not only as newlyweds, but for a lifetime. Call the Parish Office to set up an appointment.

MARRIAGE NULLITY REQUESTS

Unfortunately, life can get messy and spouses sometimes part ways. The Church has programs for strengthening marriages, but when that doesn't resolve the issues, you might find yourself wondering what to do about a remarriage that did not take place with the necessary permissions of the Church, or you are still single but wish to see if you can ever be free to remarry. This is where we want to help you with the annulment process which is not guaranteed to end with an official decree of nullity and the decree of freedom to remarry.

FAITH FORMATION MINISTRIES

College and Beyond: ADULT FAITH FORMATION

Tuesday ADULT BIBLE STUDY

This is NOT RCIA (i.e. not sacrament preparation) As mature disciples, we are called to a personal relationship with Jesus Christ and to a participation in His mission to the world. Adult faith formation facilitates continuing spiritual and catechetical growth for parish adults. The faithful need academic and spiritual formation if they are to live their lives beyond the pew on Sunday morning. Adult faith formation supports growth in holiness, virtue, knowledge of the Faith, and a strong sense of the sacramental and communal nature of the Church. A variety of adult faith formation opportunities are offered at St. Clare and nearly all classes are offered at no charge. We welcome you to join us, even if you have never attended a class to enhance and deepen your understanding of your Catholic faith. We meet every Thursday, 9:00-11:00 am in the Parish Hall.

Thursday SEEKERS BIBLE STUDY

Most people, despite their strong faith, do not grasp the "big picture" of the Bible. Though they know selected stories, they are not able to connect them into a full narrative of understanding. The Great Adventure is a uniquely Catholic Bible study that follows the principles prescribed in the Catechism of the Catholic Church. It provides background and commentary that lays the groundwork for an informed reading and understanding of the Bible. Thought-provoking questions draw the readers into the text and help them discover the literal sense of the reading for themselves and consider it in light of the greater context and the teachings of the Catholic Church. Following this, small group discussion brings in different perspectives, reinforces what people have learned, and gives them a fuller sense of what they have read. Together, the home preparation and discussion time prepare people for the lecture, which wraps up the lesson and takes

people a step further into the spiritual senses of Scripture and shows them how it applies in their lives. We meet in the Parish Hall every Tuesday from 9:00 - 11:00 am.

FAITH FORMATION MINISTRIES

CATHOLIC MEN'S FELLOWSHIP

We provide an opportunity for the men of our parish to grow in our relationship with God and families. Our meetings promote fellowship, spiritual enrichment, faith education and formation in Catholic traditions and values. We are currently participating in the "That Man Is You" (2 Samuel: 12) series which better enables us to put our faith to work in the world. We meet on Saturday mornings 7am – 8:30am in the Parish Hall. We begin our meetings over coffee & donuts followed by a DVD presentation and discussion. We feed you physically and spiritually – there is no better place to be on Saturday mornings!! Look for our meeting announcements in the Sunday bulletin.

SMALL CHRISTIAN COMMUNITIES (Adults and Teens, English and Spanish)

We offer members of St. Clare of Assisi the opportunity to gather together in small groups for prayer, sharing, learning, and mutual support. These small groups promote a sense of community and belonging. They nurture growth in faith as members reflect and share on the scriptures – the holy and living Word of God. Small groups consist of 8 – 12 members and meet in neighborhood homes. Watch the bulletin for time and place.

PRAYER TIME

THE LIFE OF A CHRISTIAN DISCIPLE

MAKE PRAYER YOUR PRIORITY

Prayer is the beginning of stewardship, only when we spend time with God in prayer, are we spiritually prepared to offer ourselves to others. As it says in the Catechism of the Catholic Church, "Prayer and Christian life are inseparable." For Catholics, Stewardship of Time should include setting aside periods for personal and family prayer, for the reading of scripture, for visits to the Blessed Sacrament and for participation at daily Mass whenever possible. Prayer can be of a formal devotional type or one on one of a simple conversation with God. No one would go through a day without some type of communication with those they love. Whatever the format, the important thing is to make a conscious effort to spend time with our God whom we love most.

CONFESSION

Sacramental confession is a response to our Lord's great love and mercy for us, and it's for us to return back to full communion with Him when we have lost that communion through mortal sin, but it is not only for returning to Holy Communion after a mortal sin. It's a sacrament of love. Confessing one's sins is also a way to deal with venial sins and the ordinary struggles of day-to-day life. Preparing for reconciliation, the faithful are faced with the eye-opening task of taking an inventory of their lives. The Catholic Church proposes monthly confession, but minimally every Catholic is required to go to confession and Holy Communion at least once a year between the first Sunday of Lent and Trinity Sunday. Most parishes, like our own, also provide communal Penance/Reconciliation services during the penitential seasons of Advent and Lent at which several additional priests are available to serve the crowd of parishioners for their individual confessions. Additional times are provided during Holy Week.

ADORATION OF THE BLESSED SACRAMENT

The Holy Hour made in the presence of Jesus in the Most Blessed Sacrament is a devotion in which we call to mind the Life, Passion, Death and Resurrection of Our Lord. During this hour, we seek, through prayer and meditation, the mercy of God, the conversion of sinners, and the sanctification of souls. The Consecrated Eucharist is placed in a monstrance fashioned after the one used by St. Clare of Assisi with Our Lord in the center where people worship Jesus Christ Present in the Holy Eucharist.

Adoration of the Blessed Sacrament is every Friday and begins with Exposition at 1:00pm and concludes with Benediction at 5:00 pm.

PRAYER TIME

THE LIFE OF A CHRISTIAN DISCIPLE

HOLY MASS

The Eucharistic Celebration of Holy Mass is the core of Catholic life. Without it, we cannot be fully Catholic. It is the summit of Catholic life and the font from which Catholic life flows. It is steeped in Sacred Scripture and is a living expression of Catholic teaching as the fully liturgical year with all its feasts brings to our hearts and minds all the highlights of the life Our Savior and his teachings to his disciples.

DIVINE MERCY CHAPLET

This devotion honors the greatest attribute of God, His Divine Mercy. Jesus told St. Faustina, “The greater the sinner, the greater the right he has to My Mercy.” During this hour of Adoration of our Lord in the Blessed Sacrament, the Eucharist (the Real Presence of Christ) is placed in a special holder called a monstrance, for public Adoration by the faithful. Along with the priest or deacon, we offer special prayers (prayer book provided), which include the Divine Mercy Chaplet (prayed on Rosary beads), we sing, meditate, sit in silent Adoration of our Lord. The hour ends with Bene-diction. During the winter season it is held on Friday’s and Benediction is the last 15 minutes of the Holy Hour. During the summer months Benediction will be the last 15 minutes of Divine Mercy hour. We meet in the church the 2nd Friday of every month at 3 pm.

DIVINE MERCY CENACLE

This is a group of people committed to weekly Divine Mercy devotions, reflections and sharing.

HOLY ROSARY OF OUR BLESSED MOTHER QUEEN OF ALL SAINTS

We pray this before every Mass starting 30 minutes before the scheduled Mass time. Our Lady leads us to her Son. Every dogma about Mary is a teaching about the power and love of Christ. Every decade of the rosary is a scriptural reflection from the Joyful, Luminous, Sorrowful or Glorious Mysteries.

CHARISMATIC PRAYER GROUP - ENGLISH

Our mission is to pray, praise and share in the power of the Holy Spirit, to build up the kingdom of God. We lift up our needs and the people we’re asking prayers for. We praise and worship God in word and song. We pray in a group, prayer as inspired by the Holy Spirit using the Charismatic gifts of praying in tongues, prophecy, inspired scripture and exhortation. We welcome new members to experience the power of the Holy Spirit. On every fourth Thursday, we will pray with people of our community for healing and their needs. We are part of Catholic Renewal Ministries of the Diocese of Phoenix. We meet in the church every Thursday at 6:30 pm.

CHARISMATIC PRAYER GROUP – SPANISH

This group uses the name “El Buen Pastor” (=The Good Shepherd) They meet every Friday evening in the parish hall for prayer, praise music and study.

LEGION OF MARY

The Legion of Mary is a worldwide Catholic organization that began in 1921. It is open to all practicing Catholic (men, women and children). Its main purpose is the holiness of its members and the community. Members become instruments of the Holy Spirit through a balanced program of prayer and service. Works can include door to door evangelization, parishioner visitation, prison ministry, visitation of the sick or aged, crowd contact, religious education, visiting the newly baptized, Pilgrim Virgin Statue rotations, and meeting the other spiritual needs of the parish community. Legionaries are under the guidance of a spiritual director named by the pastor. **THE LEGION IS, IN ESSENCE, AN EXTENSION OF THE HEART AND HANDS OF THE PASTOR.** Pope John XXIII to the Legion - “The Legion of Mary presents the true face of the Catholic Church”. We also have a rich heritage of members whose causes are up for sainthood. We have one meeting for those over 18 - every Tuesday at 7:00pm and our Junior Legion of Mary is for those under 18 and their

parents/grandparents/guardian who desire to work with their child, meet every Sunday following the 9:00am Mass. Three of our works are open to the Parish Community which includes Family Matinee on the third Sunday following the 11:00am. Mass, Patricians which is a Catholic Discussion on the last Sunday following the 11am Mass and the Pilgrim Virgin/Sacred Heart Enthronement - call to set up time.

For further information see: <http://www.legionofmarydioceseofphoenix.org/>

STEWARDSHIP OF TIME

ASOCIACIÓN DE NUESTRA SEÑORA DE GUADALUPE

Nuestro grupo comparte la devoción a Nuestra Señora de Guadalupe, Madre de Dios y Reina de las Américas. Esta devoción la fomentamos por medio de Rosarios semanales en los hogares de nuestros miembros, en donde la estatua peregrina de Nuestra Señora de Guadalupe es albergada. Ella visita diferentes hogares alrededor del área de Surprise, El Mirage, Waddell, Buckeye, Wittman y hasta Tonopah. Nuestra Señora de Guadalupe también visita a residentes que están confinados a sus hogares en donde rezamos por su intercesión. Una vez al mes, en jueves por la tarde nos reunimos en la Iglesia para rezar un Rosario en Inglés y Español. Este se anuncia en el boletín de la Iglesia la semana anterior. Nuestro grupo es también responsable de organizar en nuestra parroquia la festividad anual de la Virgen de Guadalupe en el mes de diciembre.

ASSOCIATION OF OUR LADY OF GUADALUPE

Our group shares a devotion to our Blessed Mother, Our Lady of Guadalupe, Mother of God and Queen of the Americas. We foster this devotion by having weekly rosaries in the homes of our members where our pilgrim statue of our Lady of Guadalupe is displayed. She travels to different homes in the surrounding areas which include Surprise, El Mirage, Waddell, Buckeye, Wittman and even Tonopah. Our Lady of Guadalupe also visits home bound residents, where we pray the Rosary with the family members. The time and place to pray the weekly rosary varies according to the convenience of the host families.

STEWARDSHIP OF TIME

CATHOLIC DAUGHTERS OF THE AMERICAS – Court #2677

Founded in 1903 embraces a program entitled The Circle of Love. It consists of seven spokes, YOUTH, EDUCATION, LIFE, LEADERSHIP, LEGISLATION, SPIRITUALITY AND FAMILY. CDA is a lay ministry of the Roman Catholic Church. Members dedicate themselves to the work of the organization while fostering unity and charity among all men and women through the love of God. Meetings are 4th Saturday at 12:30 pm from September thru May. Website: www.cdasurepriseaz.org

JUNIOR CATHOLIC DAUGHTERS OF AMERICA Court #2677 are Juniores aged 6-10 and Juniors 11 - 18. This 88-year-old organization's goal is to foster God's gifts in young girls, to build a culture of Catholic faith through service for others, in their parish community and the world.

PRAYER SHAWL MINISTRY

This ministry is open to anyone who likes to knit and/or crochet and would be interested in donating a little of their time to create shawls or lap blankets for those in need. If you do not knit or crochet and would like to learn, we can teach you. We have women in the ministry from beginners to very experienced. We would love for you to join us in this prayerful ministry to help others in need by donating a little of your time to wrap someone in the comfort of your prayers and love. Everyone can benefit from wrapping themselves in a symbol of God's love. All the shawls and lap blankets are blessed by a priest or deacon before being presented to the recipient. We meet in the Parish Hall every Friday from 1:00 – 4:00 pm.

ST. VINCENT DE PAUL SOCIETY St. Clare of Assisi Conference

We serve the greater community by making home visits to families who are struggling to meet their financial obligations. We distribute food to needy families from the pantry of Santa Teresita in El Mirage as well as helping to operate a dining room for the hungry. Our group also sponsors the Angel Tree at Christmas, provides and delivers Thanksgiving dinner groceries to the needy families. We also have a job referral program for clients. We meet every Tuesday at 6:30 pm in the Parish Hall.

SOLO GROUP

For those who have spent their whole lives single or most of their adult lives married. We are alone at a point in our lives where friendship is very important. We do not represent our-selves as a "Singles Club", but as a social and spiritual support group. At our gatherings we do not dwell on problems or air complaints about life, nor are we a bereavement or therapy group. At our monthly meeting, we share interests, activities, friendships, travels, and give suggestions on what activities to plan. We meet at the AM Trust Bank on 14543 W. Grand Avenue every Thursday at 4:00 pm.

NEWCOMERS/ COME AND SEE SUNDAY

This is a personal meet and greet event held on the second Sunday of every month to welcome new parishioners. All parishioners who want to be better informed and become more connected to our parish are invited as well. At Come and See Sunday we display story boards of many of the ministries in our parish and talk about the opportunities we all have to become better stewards of the gifts God has given us. We feature one or two ministries each month. We register new parishioners and each family is given a folder containing contact information about the parish and every ministry and service available at St. Clare of Assisi.

BOY SCOUTS

We have Cub Scouts and Boy Scouts for boys ages 9-17. We practice stewardship in support of St. Clare's and our local community while we instill traditional Scout values and help develop each boy's faith in God. Scout participation develops a boy's discipline, teamwork, confidence, and leadership abilities. We also seek volunteers to support annual and monthly events as your schedule allows regardless of whether or not you have children in our group. This would be an ideal group for retirees with skills or time to share! Help us build the next generation of fine young men! Weekly Scout meetings are 6:00pm on Thursdays under the Ramada.

CELEBRATION OF LIFE

Is an outreach of the Women's Guild. our committee provides a luncheon for families and their guests after the funeral service of their loved one. Some of our volunteers prepare the meal while others deliver homemade baked goods for the "sweet table." Contact the Parish Office to make arrangements.

SANCTITY OF LIFE

In a January 13, 1984 proclamation, President Regan designated January 22, 1984 as the first National Sanctity of Human Life Day. The date chosed to coincide with the 11th Anniversary of the Roe v. Wade Supreme Court case in the United States. The bishops have declared this date to be a day of pray and penance. Each year as parishioners we are asked to choose a name for an unborn baby who we will pray for during the next nine months. In October, Respect Life Month, we have a baby shower and bring gifts which are then given to the Crisis Pregnancy Center.

KNIGHTS OF COLUMBUS

The Knights of Columbus is the world's largest Catholic fraternal organization with almost 2 million members. The Order's principles of Charity, Unity, Fraternity and Patriotism guide the good works performed by the Knights ranging from prayer and unwavering support of the unborn to anti-drug youth poster contests in local schools and fostering vocations to the priesthood and supporting seminarians. The Knights charity work supports the Society of St. Vincent de Paul and takes on special projects like funding the St. Francis of Assisi statue for our parish. The Knights also run the Sunday morning coffee and donuts in the Parish Hall for parishioners to meet and socialize after each Mass. The Knights help set up the Christmas displays at the Church, run a program for the intellectually challenged by collecting funds

annually with a Tootsie Roll drive., handle special materials, literature and work details as requested by our Pastor and hold events where parishioners as well as Knights may join together in a social setting for fellowship and community togetherness. Fr. Hans, Deacon Joe and Deacon Dave are members. We meet on the third Thursday of the month at 7:30 pm in the Parish Hall. Consider this: “whoever sows sparingly will also reap sparingly, and whoever sows bountifully will also reap bountifully”. Each must do as already determined, without sadness or compulsion, for God loves a cheerful giver.” - 2 Corinthians 9:6-7

WOMEN’S GUILD

The Women’s Guild provides an opportunity for all women in the parish to become acquainted with each other, to foster spiritual growth and to share our time and talent for the benefit of the parish and for the greater honor and glory of God. Every woman is welcome and encouraged to join us in one of our many projects and activities. Our Guild has a ‘spiritual adoption’ near the Supreme Court anniversary of the Roe v. Wade decision to encourage prayer for babies in danger of being aborted. Nine months later, a baby shower is held with all the gifts going to the Crisis Pregnancy Center. We partner with the St. Vincent de Paul Society for our annual Angel Tree program to provide gifts and food for those in need. Our outreach ministries include Celebration of Life and the Prayer Shawl Ministry. Major fund raisers are a Christmas Boutique and a spring Rummage Sale. Other events include our High Tea, Advent by Candlelight and a monthly Lunch Bunch. We meet in the parish hall every first Thursday of the month at 7:00 pm and we look forward to meeting all new parishioners.

PARISH ADMINISTRATION

Management and Mission Development

PRIESTS, DEACONS AND LAY STAFF form a team of disciples with lay leaders and all the parishioners who have been baptized into the Christian community for their salvation and for service to others.

FINANCE COUNCIL

We are an advisory panel to the Pastor in all financial matters of the Parish. In cooperation with the parish staff, we are responsible for the preparation of the annual Parish budget. The finance council must approve the final budget. We review monthly income, expenses and capital projects as well as the bank account reconciliation. We establish financial strategy for the parish. The Finance Council is responsible for overseeing the preparation of the annual financial report to the Bishop and the preparation of the financial section of the annual Stewardship Report to the faithful. We follow finance council norms set forth by the Diocese of Phoenix. We normally meet at the church on the 4th Thurs-day of the month in early afternoon.

COUNTERS

This group meets to count and process all collections.

PASTORAL COUNCIL

Our primary mission is to advise the Pastor on matters of parish policy, short and long-range planning, fostering effective communications with our Parish community, the development and updating of a 5-Year Pastoral Plan, review fund-raising requests and other items as requested by the Pastor. We meet in the church Vestry the first Wednesday of the month, 6:30pm – 8:00pm. Members are selected to serve 3-yr. term. There are nine members on the Pastoral Council.

STEWARDSHIP TEAM

This group has been appointed by the pastor to pray, study, and develop effective ways to foster sharing of Time, Talent and Treasure in the Parish. We sponsor “Come and See Sunday” for new parishioners and will be developing additional programs to make our parish a more spiritual and welcoming experience. We meet the second Monday of the month - in the Parish Hall at 9:00am.

PARISH ADMINISTRATION

Management and Mission Development

BENEFACTORS/FINANCIAL SUPPORT

In thanksgiving for God's gifts to each of us, please prayerfully consider what your financial contribution to your parish is now and will be to ensure our current financial security and future growth.

Though everyone's contribution will be different, responsible stewardship through giving includes a financial commitment supporting your church. At St. Clare's this includes paying the \$373,000 annual loan payment on our \$2.7 million loan. The Church needs all registered members, as well as those who attend Mass regularly, to donate to support parish expenses. We all have responsibility, as practicing faithful Catholics, to financially support our Church by making it a key part of every family's budget planning process. This is vital to sharing in the ongoing mission of Christ to the world.

At St. Clare's we ask parishioners to donate to both plate collections (normal weekend and Holy Day collections) and loan repayment. We collect loan repayment donations and count them separately from plate collections simply because the Diocese assesses only our plate income, not our loan repayment income. This year our assessment averages out to be 13% of last year's plate income. But while 13% is the average, the fee is 18% for every dollar from plate income over \$1 million. This is a legitimate and necessary fee that the Diocese collects in order to run the Diocese. The Diocese does not collect a fee on our loan repayment income since this is considered a restricted donation. Because it is restricted, loan repayment income can ONLY be used to pay down the debt. It cannot be used to pay general operating expenses or save for future repairs. So, 100% of donations made to loan repayment go directly to helping our parish pay off the debt. Ideally, each parishioner will donate to both plate income and loan repayment with about 75% of your total donation to plate income and 25% of your total donation to loan repayment.

Financial contribution to your parish can be done either via the parish envelopes or automatically deducted from either your checking account, savings account, or from a credit card if you enroll in E-Giving. E-Giving is beneficial to the parish because donations are automatically credited and don't have to be manually counted and manually entered into the record system. E-Giving is also beneficial to parishioners who want to budget their donations.

If you would like to give beyond supporting parish operations through plate and loan donations, please also consider: Donations of "memorials" for the completion and beautification of the church which can be made in memory or in honor of someone (e.g. statues, stained glass windows, etc.). Making an "Everlasting Gift" by remembering your parish in your will and estate planning

E-GIVING Enrollment

You can register for online giving by completing an enrollment authorization form, which is published in the bulletin each week, or by going to www.saintcofa.com and selecting the finance tab at the left of the homepage and select the donate button from the dropdown list. Once the E-Giving page is shown, select the "Online Giving" icon at the top of the page and it will take you to the Online Giving website to sign up. It is quick, easy and totally secure.

"How shall I make a return to the Lord for all the good he has done for me?" Psalm 116

SPIRITUALITY OF STEWARDSHIP

Stewardship is not just another committee with its own agenda; rather it is a “thread” in the fabric of parish life... a set of principles and a mindset that underlies all parish ministries and activities.

Stewardship is a form of spirituality. It is a way of responding to the invitation and challenge we have received from the Lord to follow him without counting the cost. “As each one has received a gift, use it to serve one another as good stewards of God’s varied grace” (1 Peter 4:10). Webster’s Dictionary Definition of Steward (noun) = manager, over-seer, custodian, caretaker

Stewardship is...

Not a program It is a way of life
Not an activity It is an attitude
Not the latest fad It is biblically based
Not a way to raise money –it is a way to attain holiness
Not just a decision of the head --it requires a conversion of the heart
Not an option –it is an integral part of our Catholic faith
Not just another thing to do –It is why and how we do what we do
Not about our generosity --it is about our response to God’s generosity
It is what you do after you say, “I believe”
Gratitude is the cornerstone of Stewardship.

Who Is a Christian Steward?

In their 1992 pastoral letter, *Stewardship: A Disciple’s Response*, the United States Conference of Catholic Bishops eloquently defined a Christian steward as “one who receives God’s gifts gratefully, cherishes and tends them in a responsible and accountable manner, shares them in justice

What Does Stewardship Involve?

1. A conscious, firm decision, carried out by becoming an intentional disciple of Jesus.
2. Conversion, change of heart, expressed not as a single action, but in an entire way of life.
3. Recognition of God as the origin of life, the giver of freedom and the source of all that we have and are and will be.

Where Does Stewardship Take Place?

Stewardship begins in the domestic church (the family) and extends to the parish, the workplace, the local community, the diocese, the universal church and the entire global community. Christian stewards cherish and serve a broad range of interests and concerns: life and health, spiritual and intellectual wellbeing, material goods and resources, the natural environment, and the cultural heritage of humankind and love for others, and returns them with increase to the Lord.” ~ Faith in Action

What is the Role of the Parish?

The parish community facilitates the individual’s spiritual process of conversion by supplying a fertile environment for gifts discernment and stewardship formation. It is the responsibility of parish leaders to create an “environment of stewardship” through the “four pillars” of parish stewardship — prayer, hospitality, formation and service.

Thank you very much for taking the time to read this booklet and to prayerfully reflect on how you are or will be expressing your gratitude to God through sharing yourself in the STEWARDSHIP of God’s gifts.

INDEX

Ministries Booklet - Faith in Action

| | | | |
|--|----|---|----|
| ADORATION OF THE BLESSED SACRAMENT | 13 | LECTORS | 8 |
| ADORATION SACRISTANS | 9 | LEGION OF MARY | 16 |
| ADULT BIBLE STUDY (Tuesday) | | LIFE TEEN HIGH SCHOOL MINISTRY | 10 |
| ADULT FAITH FORMATION – SEEKERS (Thursday) | 11 | LITURGICAL STEWARDSHIP | 7 |
| ALTAR SERVERS | 8 | LITURGY DÉCOR | 7 |
| ALTAR SOCIETY | 17 | MARRIAGE PREPARATION | 12 |
| ASSOC. DE NUESTRA SEÑORA DE GUADALUPE | 14 | MASS SCHEDULE | 5 |
| ASSOCIATION OF OUR LADY OF GUADALUPE | 14 | | |
| AUDIO TECHNICANS | 9 | | |
| GriefShare | | MUSIC, SACRED | 9 |
| | | OUR CHURCH HISTORY | 2 |
| CATECHISTS | 10 | PARISH OFFICE HOURS | 5 |
| CATHOLIC DAUGHTERS OF THE AMERICAS | 15 | PASTORAL COUNCIL | 18 |
| CATHOLIC MEN’S FELLOWSHIP | 11 | PRAYER FOR THE CHURCH – INSIDE BACK COVER | |
| CELEBRATION OF LIFE | 17 | PRAYER SHAWL MINISTRY | 15 |
| CHARISMATIC PRAYER GROUP – ENGLISH | 15 | PRAYER TIME | 13 |
| CHOIRS | 9 | RCIA | 12 |
| CHURCH ETIQUETTE | 4 | RCIA SPONSORS | 12 |
| COME & SEE SUNDAY | 17 | SACRAMENTAL PREPARATION | 12 |
| COMMUNION VISITORS TO HOSPITALS & HOMES | 15 | SACRED MUSIC | 9 |
| CONFESSIONS | 13 | SACRISTANS | 7 |
| COUNTERS | 7 | SAFE ENVIRONMENT TRAINING | 6 |
| CUB SCOUTS/BOY SCOUTS | 17 | SANCTITY OF LIFE | 17 |
| DIVINE MERCY DEVOTIONS | 14 | SEEKERS – BIBLE STUDY | 11 |
| EDGE MIDDLE SCHOOL MINISTRY | 10 | SIGN LANGUAGE INTERPRETERS | 7 |
| E-GIVING | 19 | SMALL CHRISTIAN COMMUNITIES | 11 |
| EL BUEN PASTOR | 13 | SOLO GROUP | 17 |
| EXTRAORDINARY MIN OF HOLY COMMUNION | 7 | SPIRITUALITY OF STEWARDSHIP | 20 |
| FAITH FORMATION | 9 | ST. VINCENT DE PAUL | 16 |
| FINANCE COUNCIL | 18 | STEWARDSHIP THROUGH FINANCIAL SUPPORT | 19 |
| FUNERAL PLANNING | 8 | STEWARDSHIP TEAM | 19 |
| GENERAL INFORMATION - INSIDE FRONT COVER | | STEWARDSHIP OF TIME | 14 |
| GENERAL SCHEDULE & HOURS | 3 | TABLE OF CONTENTS – INSIDE FRONT COVER | 3 |
| GRIEFSHARE | | USHERS / GREETERS | 8 |
| INFANT BAPTISM | 12 | WELCOME LETTER | 1 |
| JUNIOR CATHOLIC DAUGHTERS OF AMERICA | 15 | WOMEN’S GUILD | 18 |
| KNIGHTS OF COLUMBUS | 18 | YOUTH MINISTRY CORE TEAM | 10 |



PRAYER FOR THE CHURCH

Almighty God,
My parish family is composed of people like me.
I help make it what it is.
It will be friendly, if I am friendly.
Its pews will be filled, if I help fill them.
It will do great work, if I work.
It will make generous gifts to many causes,
if I am a cheerful and generous giver.
It will bring other people into its worship and fellowship,
if I invite and bring them.
It will be a parish family of loyalty and love,
of fearlessness and faith,
and a parish with a noble spirit,
if I who - make it what it is -
am filled with these same qualities.

Therefore, with the help of God,
I will dedicate myself to the task of being all the things
that I want my parish family to be.

Bless my journey, Lord God,
that I might build the Church
through Jesus Christ, Our Lord.

Amen