

Serving God and One Another



MINISTRY HANDBOOK

Ministry Opportunities at the Church of the Assumption Bellingham, Washington

Assumption Parish Stewardship of Time and Talent

Mission Statement

Mary's Assumption into Heaven is our hope. We, the Church of the Assumption, are called to follow Jesus according to Mary's example as a beacon of hope and light for all.

Vision Statement

By engaging in formation, sacraments, outreach and stewardship, we will glorify the Lord with our lives.

All are called and gifted. By virtue of our baptism, we are called to the mission of the church as servants of one another. We can bury our talents, or we can develop, nurture, and share them. We are happiest when we are using our gifts! The Assumption Parish Community needs your gifts of time and talent.

We encourage you to read over this Ministry Booklet and pray about where God might be calling you to serve. If you see an area of parish life that interests you, please sign up on the talent card and turn it in to the Parish Office. Someone will contact you. You can also call the Parish Office at 733-1380 to inquire about any of the ministries listed and be connected with the contact person for that ministry.

God Bless you,



*Fr. K. Scott Connolly
Pastor*

Church of the Assumption

**2116 Cornwall Avenue
Bellingham, Washington 98225
360-133-1380**

Email: Parishoffice@assumption.org

Website: www.assumption.org

Pastoral Staff

Grace Bandolon	Youth Ministry
Taryn Cardwell	Facilities Coordinator
Dr. Mary Ehle	Music & Liturgy
Rev. K. Scott Connolly	Pastor
Gina DePalma	Faith Formation
Bill Attebery	Principal
Dr. Kathy Ernst	Pastoral Associate
Adriana Estrada	Hispanic Ministry
Deacon Larry Kheriaty	Deacon
Claudia Maeda	Administrative Assistant
Karen Zuther	Administrator

Administration and Facilities

Bulletin Stuffing: On Friday mornings, help is needed for an hour or two to stuff the bulletins, getting them ready for the weekend distribution at all the masses.

Bulk Mail Help: When the parish has a mailing to all registered parishioners, help is needed to address, stuff, and seal all the envelopes. Volunteers are called before the mailing to see if they are available.

Church Cleaning: Before Christmas and Easter and on other occasions as necessary, the Church receives a major cleaning. Help is always required for this big project. Lunch is served for the Christmas and Holy Week cleaning events to all who come to help.

Garden Party: In the spring or fall a Saturday is set aside to clean up the parish grounds, spread bark, and beautify the church campus.

General Maintenance Needs: Occasionally, help is needed for painting and other maintenance projects. Having volunteers to help or give professional advice is welcomed.

Money Counters: Trusted parishioners selected by the Pastor and Parish Administrator to help count the envelope donations.

Office Receptionist: These volunteers work three hour shifts answering the phones and greeting guests who come to the Parish Office.

Snow Removal Crew: When we have a snowfall over the weekend, help is needed to clean the sidewalks around the church so worshippers can make it safely into and out of the building.

Advisory Bodies

Buildings and Grounds Committee: These dedicated volunteers help beautify and maintain our parish home in a way that is ecologically sound.

Comité de Asuntos Hispanos: The Hispanic Affairs committee provides leadership and advice regarding the Spanish-speaking community and works to integrate the community into the life of the parish.

Faith Formation Commission: The Commission prayerfully and thoughtfully studies and reflects, envisions and evaluates ministries within its purview in order that all parishioners have opportunities for spiritual growth through a variety of faith formation activities.

Finance Council: The Finance Council oversees the financial activities of the parish and school, and advises the pastor regarding economic and budgetary decisions.

Life, Justice and Peace Commission: Seeks to advocate, educate and facilitate activities that support the dignity of the human person, and the intrinsic value of human life from conception through natural death. We encourage peace rooted in justice with a special concern for the most vulnerable and needy of society.

Parish Life and Socials: Strives to organize and offer events that build up the body of Christ as a community of believers who know, love and enjoy one another within the parish family.

Pastoral Care Commission: As the Pastoral Care Commission of the Church of the Assumption, we envision the possibilities, evaluate the processes, and support the ministries that pray for, care for, and lift up those in physical, emotional, and spiritual need by being an example of Christ's Love with our heart and hands.

Pastoral Council: A representative body of twelve parishioners who advise the Pastor on issues dealing with every aspect of parish life.

School Commission: The school commission is an advisory board to the principal and to the pastor made up of parents and parishioners that helps the school reach its mission.

Spiritual Life and Worship Commission: To enrich all parishioners' experience of Christ and the Church, we support and nourish the spiritual life, worship and ministries of the parish.

Stewardship and Engaged Church Commission: Guided by the Holy Spirit, we are a catalyst helping all parishioners to actively engage in our parish and community, deepen their own spirituality and share it with others.

Assumption Catholic School

Classroom Help: Assisting students with reading, writing, and math during class time.

Foundation Board: The Foundation seeks to sustain the school financially into the future through an annual fund drive, endowment, and investments.

Library Help: Restocking shelves, helping with checkout, and other tasks which support literacy at the school.

Parent / Teacher Club: Every parent with a student attending Assumption Catholic School is a member of the Parent / Teacher Club. This group is the fund and "fun" raising arm of the school. After the School Commission sets the vision and mission of the School, the Parent / Teacher Club raises the funds necessary to achieve those goals. At times, guest speakers will be called upon to speak at a General PTC meeting. If you have an area of expertise that would be of interest to Catholic parents, let us know.

School Building & Grounds Work: Those skilled in electrical work, plumbing, carpentry, gardening, and custodial maintenance are appreciated as volunteers.

Other: Chaperones, Coaches, Finance Committee, Office help.

Faith Formation and Sacramental Preparation

Adult Faith Formation: We offer Bible studies, small group faith sharing communities as well as bi-monthly videos and discussion groups. We have guest speakers on a semi-annual basis to help adults grow in their faith. Catechetical certification is available through the Archdiocese.

Baptism: We ask that parents be registered and active at Assumption no less than three months prior to the date of baptism. Classes are offered throughout the year in English and Spanish to prepare parents for infant baptisms.

Confirmation: Preparation is a two-year process for youth aged 16 and over. We ask that you are registered and active in the Faith Formation Program at least one year before the year you wish to be confirmed. Adults are welcome to be a part of the process as well.

Cub and Boy Scouts for boys and Brownies and Girl Scouts for girls: Groups for boys and girls of different ages offer fun, friendship, faith and the opportunity to develop leadership skills that will last a lifetime.

EDGE: For Middle School Youth meets on Monday evenings during the school year to provide faith development, service opportunities, and fun experiences.

First Reconciliation and First Eucharist: Preparation is a two-year process for children who typically receive these sacraments in grade 2. Register your child at our School or Faith Formation program (Sunday School) before second grade.

K – 5 Faith Formation: On Sundays following the 10:30 am mass children follow an approved program of study under the direction of volunteer catechists. Catechists and assistants are needed and training is provided.

Lenten Small Groups: Each year our Faith Formation Commission chooses a program centered on Scripture and designed to be used by groups of 8 – 12 adults during Lent. We usually have about 100 people who participate and training for Small Group Leaders is offered before Lent each year.

LifeTeen: Youth Ministry for High School Youth begins with 5pm Sunday Evening Mass followed by an evening of events, education and fun.

Marriage Encounter: A weekend experience designed to give married couples the opportunity to examine their lives together and to deepen and renew their relationship.

Marriage Preparation: Please contact the parish at least six months prior to your intended wedding date for details. We offer a six week course for people getting married at Assumption (and elsewhere) called “Evenings for the Engaged.”

Movimiento Familiar: Emphasizes the importance of communication in marriage and with their children as a family.

Quinceañera: The liturgical celebration of a young woman’s fifteenth birthday takes place during the 12:30pm Misa on the third Sunday of the month. Liturgies are scheduled at least six months in advance and preparation classes are required.

Rite of Christian Initiation for Adults (RCIA): An ongoing process offered for adults which prepares them for Baptism, Confirmation, and Full Communion at the Easter Vigil.

Rite of Christian Initiation for Children (RCIA/C): A process similar to the RCIA for children 7 years of age and older who have not yet been baptized.

Scripture Study Groups: There is a regular Women’s Bible Study as well as a variety of studies which take place during the year.

Tribunal Advocacy: In preparation for a second marriage an individual might need to seek an annulment. Trained advocates are available in the parish to assist with this process.

Life, Justice and Peace

Assumption Parish Financial Aid: A parish ministry (housed at Hope House) providing emergency financial assistance to those in need.

Community Meal: Once a month in Assumption Gym, volunteers provide a hot meal and welcoming surroundings for our guests.

Engaging Spirituality: Focuses on the practical challenges of following Jesus in our fragmented world.

Hope House: A joint effort of Assumption Parish and Catholic Community Services to provide aid to the needy.

Interfaith Coalition: Over 40 congregations minister together to address housing and health care in our community.

JustFaith: This 30-week program is an extended justice education and formation in the remarkable social justice tradition of the Church.

Mission Work: On occasion members (especially our youth) go on mission (locally & internationally) to aid people in improving their lives.

Natural Family Planning: Classes available to help couples learn about their fertility to achieve or avoid pregnancy.

Pax Christi: Pax Christi studies nonviolence and Catholic Social Teaching. Meetings include study, prayer and action.

Pro-Life Education: During the month of October we pray in a special way for the end of abortion and the healing of our community.

Pro-Life Prayer Vigil: On the third Sunday of each month from 2 – 3 pm an hour of silent and vocal prayer to end abortion is held in front of the Planned Parenthood Abortion Clinic.

Project Rachel: A confidential weekend retreat that offers hope and healing for women and men whose lives have been touched by abortion. For more information please call 1-800-822-HOPE (4673)

Welcome Baby: Homemade newborn layettes are provided to new and expecting parents.

Parish Life and Socials

Catholic Daughters of America: Our local CDA is part of the larger state and nationwide organization focusing on praying for an end to violence and for peace and justice.

Coffee Hour: From September to June Coffee Hour is held in the Gym following the 8:30am and 10:30am masses. Coffee, tea, and donuts are offered.

Dinner Club: Every other month during the academic school year, parishioners gather at one another's homes to socialize and get to know one another over dinner.

Events Planning Committee: This group helps plan and implement various social activities and receptions throughout the year.

Feast of the Assumption Social: On August 15th the parish gathers for mass to celebrate our Feast Day followed by a time of community food and fun.

Harvest Festival: A two-day fun-filled event held in the fall for the whole parish. The Harvest Festival includes food, arts and craft vendors, games for children and entertainment for all.

Knights of Columbus: The KC's are an international organization of Catholic men 18 and older who serve their parish communities through prayer, service and fraternity.

Newcomer's Reception: Every six months we have a Newcomer's Reception to welcome newly registered parishioners. This group helps plan these receptions.

Purple Readers Group: For mature parishioners that focuses on select reading material for discussion.

Young Adult Group (Frassati Society): Young adults, single and married, gather on a regular basis for fun, faith sharing, and prayer.

Pastoral Care

Anointing of the Sick: Offered once or twice a year at a special mass for those who feel they need this healing sacrament. Call the Office for individual anointing.

Faith and Light: A caring ministry for people with disabilities and their families that meets monthly.

Funeral Reception Committee: Volunteers provide food and help serve a meal for families and friends following a funeral.

Grief Support Group: A group that meets weekly to support those who are grieving.

Homebound Ministry: Eucharistic ministers bring communion to those who are unable to attend Mass.

Light Weigh / Women of Grace: This 12-week, scripture-based program meets weekly (Monday evening) to offer support for individuals seeking moderation in relationship to food.

Mothers and Children Group: This is a gathering for parents and young children who meet from September through May from 11am to 1pm to focus on support in raising Catholic families.

Parents of Troubled Adults: This monthly group offers confidential support for parents of adult children who struggle with difficult issues such as addiction, mental illness, etc. It is not about "fixing" troubled adult child, but supporting parents.

Shoulder to Shoulder: A fund established to help our fellow parishioners shoulder the emergency financial burdens they sometimes face.

Spiritual Life and Worship

Adoration of the Blessed Sacrament: Tuesday evening thru Benediction on Wednesday before the beginning of the 6pm Mass. Sign up for a specific time or drop in to pray any time.

Altar Server: Assisting at mass for those in grades four and up.

Art and Environment Committee: Attends to all details of Art and Environment for the Church.

Candle Ministers: Help maintain votive candles at the various side altars as well as those used at the liturgy.

Cantor: Leads the assembly in song as part of the choir or at times individually.

Children's Liturgy of the Word (CLOW): Adult Leaders of Prayer provide age-appropriate Liturgy of the Word for children Preschool through grade 5. Dismissal is available at the 10:30am and 12:30pm (Spanish) masses.

Devotions & Retreats: Oversees the regularly scheduled, special devotions that occur at Assumption Parish. They also work in conjunction with other parish ministries to plan, develop, and implement Retreat opportunities for the parish.

Eucharistic Minister: Extraordinary Ministers of the Eucharist assist the priest with the distribution of Communion at Mass.

Floral Committee: Works to create floral arrangements for each weekend and wedding liturgies if asked. Work with the Art & Environment Committee to assure appropriate color, texture and design for the seasons and celebrations during the Liturgical Year.

Hospitality Minister: People who greet fellow parishioners and who help with the Collection, distribute the bulletin at the end of mass, and provide other assistance as needed during mass.

Lay President: Under the direct supervision of the pastor, these commissioned ministers lead various liturgies such as Word and Communion Services, Funeral Vigils and Graveside Services.

Lector: Proclaim God's Word during the Liturgy.

Linen Ministers: Help maintain linens, altar cloths and vestments used at the liturgy.

Liturgy Planning Team: A small group of people who help plan the more intricate liturgies of the Liturgical Year.

Music Minister: Lead and support the assembly in musical prayer. Choir practice takes place weekly. Some groups practice in the evening and others before Mass.

Prayer Line: This ministry was established to offer prayer for the needs of our parishioners and friends. Please call the parish office if you have a particular prayer request or would like to be part of this ministry.

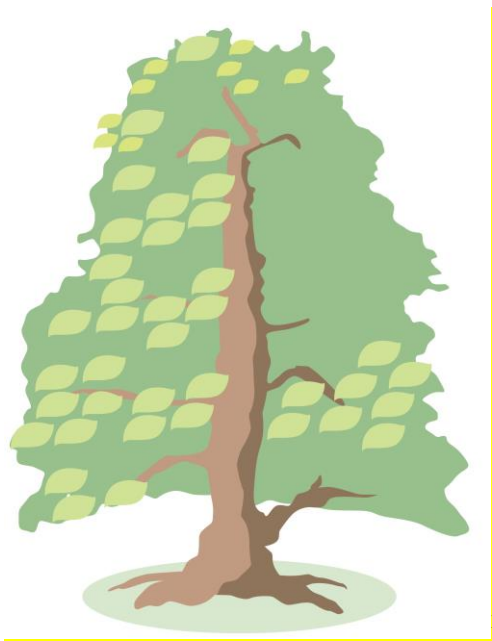
Prayer Ministry: Meets every Wednesday evening to support and assist anyone in need of individual prayer.

Rosary Makers: This group gathers weekly to make rosaries which are sent to missionaries, hospitals, prisons and other places. Their goal is to promote the praying of the Rosary.

Sacristan: Prepares the sacred vessels for use during mass, coordinates the efforts of the various ministers and takes care of the cleaning up and closing down of the Church.

Servants of the Lord Prayer Group: Join us for prayer in the charismatic tradition every Monday from 6:30-9:00 pm.

Parish Organizational Structure



**Assumption Catholic Church
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Bellingham, WA. 98225
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