

St. Michael Parish Handbook



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Mission Statement

St. Michael Parish, a diverse Catholic community, welcomes all people to celebrate and give thanks for God's unconditional love. As Disciples of Christ, we are committed to proclaim the Gospel message of faith through worship, sacraments, prayer, services and hospitality.

We are called through our Baptism to minister to the spiritual, educational and social needs of our parish family, through our gifts and talents. Guided by the Holy Spirit, we strive to bring about the Kingdom of God.

Dear Parishioners,

Welcome to St. Michael's Parish!

This handbook was designed to provide you with an overview of our parish ministries and organizations. I hope that you will find it useful for becoming involved in the life of the parish.

If you have any questions or special needs, please feel free to address them with any member of the parish staff or to me personally.

God bless you.

Fr. Ray Sacca
Pastor

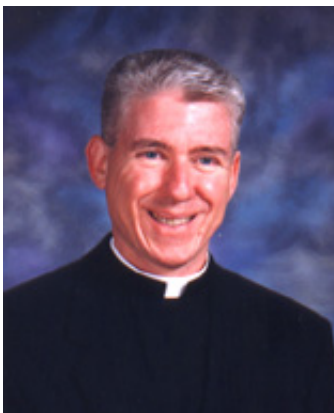


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Guidelines While Attending Mass

Welcome to St. Michael Parish. The following suggestions are designed to help us to worship together in a meaningful and respectful manner.

Attire

The Church is a sacred space. Appropriate attire is what you would wear to meet an honored host. We ask that your attire be clean and neat.

Behavior

Please observe the following guidelines:

- Refrain from unnecessary talking during the liturgy.
- Please attend to crying children.
- Do not bring food or drink.
- Do not chew gum.
- Minimize the use of perfume and cologne.
- Turn off all electronic devices prior to the beginning of the Service.

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Guidelines for Receiving Communion

In order to be properly disposed to receive communion, participants should not be conscious of grave sin and normally should have fasted for one hour.

All Catholics receiving communion are expected to do so *devoutly*. The word "Amen" is to be said immediately after the words "Body of Christ" are said and the receipt of the host Jesus. The host Jesus is to be placed in the mouth immediately, if not already administered there by the minister. Also, the word "Amen" is to be said immediately after the words "Blood of Christ" are said. The person receiving communion is requested to spend at least a few minutes in church honoring the lord Jesus before leaving the house of God.

Non-Catholics are not ordinarily admitted to Holy Communion without permission of the diocesan bishop.

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St. Michael Pastoral Council

The Pastoral Council, consisting of laity and clergy, has several functions:

- To study the life and activity of the Parish.
- To review issues concerning the parish.
- To advise the pastor in setting and monitoring goals and objectives.
- To channel parishioner concerns to appropriate clergy or church organizations.

The council meets monthly.

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St. Michael Staff

Laity, Religious and Clergy meet monthly to implement proposed policies and suggestions. The staff discusses religious education, liturgy, music, environment, finance, and youth activities - always keeping the growth and well-being of the parish as its priority.

[list of staff](#)

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Parish Finance Committee

Canon law mandates that every parish have a Finance Committee. This committee aids the pastor in the administration of financial resources and related concerns, such as authoring the financial section of the annual report to the Parish and the Chancery Office.

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Sacraments

The Sacrament of Baptism

Baptism services are offered on the second, third, or fourth Sundays of the month at 2:30 p.m., by appointment only.

The Sacrament of Anointing the Sick

This sacrament is available to those who are seriously ill due to sickness, injury or old age. A prudent or probable judgment about the seriousness of the sickness is sufficient; there does not need to be an immediate danger of death.

Communal Anointing of the Sick

Offered annually at the principal Sunday Masses.

The Holy Eucharistic

See the Ministries section.

The Sacrament of Matrimony

Couples planning to marry must make an appointment with the clergy *at least* six months in advance.

The Sacrament of Reconciliation

Consult the current bulletin for dates, times and places.

Vocations

All parishioners are encouraged to pray for vocations to the Priesthood, Deaconate, and Religious life. May each person be inspired by the Holy Spirit to recognize his or her true vocation in life. Contact the clergy for guidance in pursuing a vocation.

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Youth and Adult Education

St. Michael Parish School

Kindergarten and Grades 1 through 8. Staff consists of Laity and Religious instructors.

Admission to the St. Michael School is based on:

- Active membership in St. Michael Parish.
- Practical Catholicity of Catholic members of the family.
- Length of time in Parish and Parish participation.
- Former school evaluation of children.
- Faithful financial support of the Parish, through use of the Sunday envelopes or other means.
- Number of children presently registered in school.

St. Michael School Board

Composed of Laity, the Pastor, and the Principal. Policy making is a specific purpose of the School Board. It may also act in an advisory capacity to the Pastor and Principal regarding finances, curriculum, personnel, acceptance policies, and school maintenance. The Board meets on the second Tuesday of the month at 7:15 p.m. in the Rectory. Open meeting.

Confirmation

This is a two-year process. Call Youth Minister.

Faith Formation (FF)

Religious education, liturgy and sacraments for children ages 4 years old through 10th grade. Call the FF office for days and times.

Rite of Christian Initiation of Children (RCIC)

For children 8 years old and above, call the Director of Religious Education (DRE) for information.

Youth Ministry

Lifeteen Mass at 6 p.m. on Sunday followed by Life Night for all high school students.

Adult Confirmation

This is the process for Roman Catholics over the age of 18 who wish to complete their full initiation into the Catholic Church. Classes are offered yearly.

Returning Catholics

This process offers an opportunity to explore and return to full participation in the Catholic Church community and includes information on current Church practices and beliefs. The process will answer participants' questions in an informal setting and will provide tools for reflecting on an individual's spirituality and life experience. Sessions meet weekly. Classes are open to those who attend masses regularly.

Rite of Christian Initiation of Adults (RCIA)

The rite of Christian Initiation of Adults allows people to become members of the Roman Catholic Church. It focuses on the total formation of the person and culminates in the celebration of the initiation sacraments of Baptism, Confirmation and Eucharist. Those invited are:

- The un-baptized.
- Those baptized in another faith.
- Those baptized Catholic with little or no formal religious education. Ongoing sessions meet weekly.

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Ministries

Altar Society

A group of volunteers who help maintain the beauty and needs of the Church Sanctuary and its furnishings. They also care for the Blessed Sacrament Chapel.

Choirs

St. Michael Parish sponsors four choirs:

- 9:30 a.m. Mass
- 11:00 a.m. Mass
- 6:00 p.m. Youth Mass
- 12:30 p.m. Spanish Mass

Singers and musicians are needed throughout the year for all choirs and anyone may apply.

Eucharistic Ministers

Trained lay persons who have the privilege of administering the Eucharist at Mass. Initial training is provided.

Family to Family Ministry

This Ministry provides an opportunity for St. Michael parishioners to live out their Christianity. There are many ways to serve God through prayer, service, and fellowship with others: bring a meal to a family in time of joy or sorrow; volunteer time with an elderly parishioner; or visit a member to see if they have any need. "Good works are links that form a chain of love." - Mother Teresa

Grief Care Ministry and Support Group

Members of this Ministry and Support Group attempt to reach out to the bereaved persons of the parish to support them through their grieving process. Monthly meetings and Masses of Remembrance are offered. Initial training is provided.

Home Visit Ministry

St. Michael parish sponsors a Home Visit Ministry for all ill and elderly parishioners. Eucharistic Ministers bring Holy Communion to those who are recuperating or who are homebound. Initial training is provided.

Hospitality Ministry

This group serves coffee, juice and donuts in the courtyard after Mass on Sundays. This Ministry provides opportunities to greet fellow parishioners.

Lectors

A Lay Minister of the Church, trained to proclaim the Word of God during Mass and other Services. Initial training is provided.

St. Vincent De Paul Society

A group of volunteer men and women assist the needy and help in emergencies. They conduct a food storage and distribution center in the Church parking lot. They depend upon monetary and food donations throughout the year to meet the needs of hundreds of needy and poor adults and children.

Ushers

A ministry for Church service, for men, women and teens.

Welcoming Committee

The St. Michael's Welcoming Committee welcomes new parishioners. The members call and visit the new members of the parish and host potluck dinners for new parishioners several times a year. The dinner is an excellent way to meet other parishioners and to learn about the organizations and activities of the parish.

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Organizations and Services

Note: Where phone numbers or names are not shown, contact the Rectory for information.

Backpack Project

Annual drive in conjunction with other Livermore churches to provide a backpack filled with school supplies and a shoe certificate to the less fortunate children in the Livermore area only.

Birthright

A pregnancy support service providing pregnancy testing; maternity and baby clothing; and referrals and counseling for medical information, adoption and housing. All services are free and confidential. For information, call 925-449-5887 or 800-550-4900.

Blue Army of Mary (World Apostolate of Fatima)

An organization dedicated to Prayer and Spirituality. The group conducts a Holy Hour in the Chapel on Thursdays at 11:00 a.m.

Catholic Counseling

Offers professional counseling for families and individual parishioners to assist with the problems of today's stresses on family and life.

Children's Church Corner

A traditional Sunday School for parishioners' children from ages 3 through 5. It runs from September through May. Their mission statement is "We plant the seeds of faith to last a lifetime."

Catholic Youth Organization (CYO)

Currently, there are active basketball and track programs for both boys and girls in second through eighth grade.

Filipino Catholic Community

Contact the Rectory for information.

Golden Friends

Any Parishioner over 50 is invited to be a "Golden Friend." There are no dues. Activities include a monthly Mass in the Parish Hall, followed by a catered luncheon with entertainment and occasional day/overnight trips.

Hispanic Guadalupanos

Meets in the Rectory Conference Room on the first Friday of each month at 7:30 p.m.

Italian Catholic Federation (ICF)

Contact the Rectory for information.

Knights of Columbus (K of C)

A fraternal organization for Catholic men. They conduct several Parish activities.

Legion of Mary

An organization dedicated to personal sanctity and apostolic activities in the Parish. The Legion meets in the Rectory Conference Room on Mondays at 7:30 p.m.

Medjugorje Prayer Group

With the permission of our Pastor, the Medjugorje Prayer Group began on February 13, 1991. They meet every Monday at 7:30 p.m. in the chapel. They

pray fifteen decades of the rosary. Pray for priests and the Petitions offered by the Group. All are invited to attend.

Portuguese Community (IDES) and (UPEC)

Contact the Rectory office for information about Irmandade Divino Espirito Santo (IDES) and Uniao Portuguesa Estado California (UPEC)

Respect for Life

Promotes and advocates respect and sanctity for human life in all its forms. Encourages the adherence to the precepts of our Catholic faith.

Santa's Secret Service

This secret organization is dedicated to witnessing Jesus Christ's call to service and charity. It is dedicated to bring joy, love, and the spirit of Christmas to those they visit. This organization delivers over 2,500 gifts to people of all faiths in hospitals, rest homes, care facilities, youth homes, shelters, homeless, shut-ins, and retired nuns in three separate convents. Parishioners donate the gifts that are distributed.

Scouting

The Parish sponsors scouting programs for Boy Scouts, Cub Scouts, Explorer Scouts, and Girl Scouts.

Self Help And Resource Exchange (SHARE)

A non-profit food and community service project that provides nutritional food for everyone. All are welcome. The project provides fresh fruit, vegetables and meats with co-op buying power and special pricing in exchange for service hours.

Survivors of Suicide (SOS)

A support group for families and friends experiencing loss through suicide. Meets monthly.

Young Ladies Institute (YLI) No. 44

A fraternal organization for Catholic women. Regular meetings are held in the convent on the second Monday of the month at 2:00 p.m. Special events are held in the small hall at 7:30 p.m.

Young Men's Institute (YMI) No. 75

A fraternal organization for Catholic men. Meetings are held in the small hall on the first Tuesday of the month at 6:30 p.m.

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Telephone Extensions

Main phone number 925-447-1585

0..... Receptionist

5.....Mass Schedule

6.....Holy Days Mass Schedule

7.....Directions to St. Michael Church

8.....Directory of Personnel

12.....Deacon Bill Archer.....Business Administrator

13.....Fr. Sergio Lopez.....Parochial Vicar

15.....Jane Archer.....Infant Baptism

16Fr. Ray Sacca.....Pastor

20.....Lupita Hernandez.....Bookkeeping

- 23.....Fr. Augustine Koilparampil.....In Residence
- 24.....Fr. Walter Mayer.....In Residence
- 32.....Deacon Dave Rezendes.....Parish Ministry
- 33.....Kathleen Kennedy.....Director of Religious Education
- 34.....Youth Ministry
- 35.....Hispanic Ministry
- 36.....Pat Mueller.....Music Director
- 37.....Debbie Pizzato.....Liturgy Coordinator
- 38.....Louise Ridsdale.....RCIA
- 39.....Deacon Gustavo Arteaga.....Hispanic Baptism

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