

## **Introduction to the Ministries and Activities Booklet**

In his Encyclical *Deus Caritas Est (God is Love)* Our Holy Father of happy memory, Pope Benedict XVI wrote on why the Church exists. “*The Church’s deepest nature is expressed in her three-fold responsibility: of proclaiming the word of God (Kerygma-martyria), celebrating the sacraments (leitourgia), and exercising the ministry of charity(diakonia). These duties presuppose each other and are inseparable.*” The following are ways in which the parishioners of St. Mary live out this three-fold ministry.

The celebration of the Sacraments and the worship of God at Sunday Mass is the core practice of the Church. To Evangelize is to proclaim the Gospel, the good news of God’s love made manifest in Christ’s death and resurrection. Care for the poor encompasses acts of charity and social justice, which brings direct aid to those in need, and which advocates for their well-being.

The three reasons for the existence of the Church find their source in the Sacrament of Baptism, in which a Baptized person is incorporated into the Body Christ, sharing His three-fold ministry of Priest, Prophet, and King.

All Christians share in the priesthood of Jesus Christ. Therefore, it is their duty to offer God a Sacrifice of Praise by participating in Holy Mass on the Lord’s Day. The Father sent His Son into the world to be the Prophet of Truth and likewise the Son sends his disciples into the world to proclaim the Good News. As a member of the Church each Christian is an evangelist and shares in Christ’s prophetic mission to go into the entire world and make disciples of all the nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit. Christ is the Universal King. A monarch, be they a king or queen, is empowered to care, guide, and provide for their people. The baptized are an instrument of the charity of Christ, who showed a particular loving preference for the poor and marginalized.

To live out our baptismal vocation can seem a bit daunting, but our God provides us with three gifts to assist us, the Theological Virtues of Faith, Hope, and Love. The Apostle Paul often referred to these virtues in his letters and St. Thomas Aquinas explained that they are called the theological virtues because they are infused into those who are baptized and are directed back to God.

The virtue of faith enables us to believe in God and to enter into a right relationship with Him through worship. The virtue of hope is not a mere wish, but a confidence Christians have that the will of God, will be accomplished and that good will triumph over evil. It is this hope that we share with others when we evangelize. The virtue of love is the greatest of the Theological Virtues and consists not only that we have loved God, but that He has loved us. As hope is not a mere wish, love is not a mere emotional attachment, but a sincere desire for the good of others. It moves us into action, caring for those in need, as the Good Samaritan cared for the man who was robbed and beaten.

This booklet lists and describes how we the people of St. Mary Parish are living out our faith by exercising the threefold ministry we received at our baptism. It also contains two other aspects of Parish life; the governance of the parish, such as Parish Pastoral Council, School Cabinet, Finance Committee, and the social activities that bring us together in holy fun and relaxation. Please take

the time to read this booklet, you will be amazed at all we are doing as a parish and will want to become involved by committing your Time, Talent, and Treasure to one or more of these ministries. By doing so our parish will reflect the transcendental attributes of God, beauty in our worship, truth in our evangelization efforts, and goodness in our care of the poor

Very Rev. Msgr. Craig R. Eilerman  
Rector

## **The Basilica of St. Mary of the Assumption**

### **Care For The Poor, Evangelization, Worship and Devotional Life, Hospitality, and Governance**

#### **Care for the Poor and Others in Need**

*The works of mercy are charitable actions by which we come to the aid of our neighbor in their spiritual and bodily necessities. Instructing, advising, consoling, comforting are spiritual works of mercy, as are forgiving and bearing wrongs patiently. The corporal works of mercy consist especially in feeding the hungry, sheltering the homeless, clothing the naked, visiting the sick and imprisoned, and burying the dead.*

**Bereavement – Funeral Meals/Lazarus Committee** - Be part of a team that prepares food for Funeral Luncheons and/or be part of the kitchen help that receives the food and sets up/cleans up before/during/after the funeral and/or be a part of the team that helps usher for funeral masses:

Contact: Dawn Burley / Phone: 740-653-0997 / Email: [dburley@stmarylancaster.org](mailto:dburley@stmarylancaster.org)

**Bridges (formerly Bridges of St. Mark)** - This Ministry focuses on international projects serving people in need of clean water, food, shelter, and education. Members of this ministry use direct personal contact with local religious leaders to build relationships, identify projects, determine financial needs, and raise the funds. If you are interested in researching new projects and/or organizing events to raise funds for projects:

Contact: Randy Tipple / Phone: 614-506-0044 / Email: [Randy.Tipple@gmail.com](mailto:Randy.Tipple@gmail.com) / Website: [www.stmarylancasterministry.org](http://www.stmarylancasterministry.org)

#### **Community Outreach**

##### **Homeless/Financially in Need**

**St. Mary Food Pantry – Emerald Campus** - The Food Pantry located at the lower level of the Evangelization and Faith Formation Center serves families needing food. Be a part of the team of volunteers who receive food donations, stock shelves, and assist families using the food pantry. Pantry Hours are Tuesdays 2 – 4:00 pm and Saturdays 9 am – Noon.

Contact: Cynthia Pearsall / Phone: 740-215-4361 / Email: [cpearsall228@gmail.com](mailto:cpearsall228@gmail.com)

**Sandwich Saturday** – Monthly on a Saturday, in the St. Mary Campus Spirit Center, sandwiches are made for the homeless and disadvantaged for distribution by St. Vincent de Paul, Foundation Dinners, and Maple Street Church (St. Mary Food Pantry if there are enough sandwiches available). The time commitment is less than an hour. Participants are encouraged but not obliged to bring bologna, individually wrapped cheese, bread and sandwich baggies. Volunteers are needed to donate food for the sandwiches, make, and/or deliver sandwiches to distribution locations.

Contact: Alisha Snoke / Phone: 740-407-5870 / Email: [aleshiasnoke@yahoo.com](mailto:aleshiasnoke@yahoo.com)

Crisis Assistance Fund - The fund provides financial assistance and/or other resources to individuals or families living in Fairfield County needing help with expenses such as rent, electricity, medicine, and utilities. Crisis assistance is also given to community members through a cooperative referral program run by the Fairfield County Information and Referral Program (211). Be a part of the team of volunteers who work with “211”, the St. Vincent de Paul Lancaster Conference, and other area churches to process requests for financial assistance.

*Contact: Danyelle Pompeo / Phone: 740-653-1229 /*

*Email: [dpompeo@stmarylancaster.org](mailto:dpompeo@stmarylancaster.org)*

### Homebound/Shut-In

Ministry to the Homebound/Nursing Homes - The purpose of this ministry is to share the Eucharist with those people who are residing in nursing homes, assisted living facilities or their own homes unable to attend Mass. Parishioners interested in becoming Eucharistic Ministers of Holy Communion must be approved by the parish and attend required training prior to starting this rewarding ministry. *Contact: Julie*

*Ogilvie / Phone: 740-653-0997 / Email: [jogilvie@stmarylancaster.org](mailto:jogilvie@stmarylancaster.org)*

Thinking of You Ministry (renamed the former - Prayer Card Outreach) - Cards are mailed several times per year to individuals whose name appears in the Prayer List section of the bulletin as well as Christmas and birthday cards to our shut-in parishioners. If you are interested in purchasing cards and writing a cheerful note to a fellow parishioner: *Contact: Beth Forquer / Phone: 740-215-4541 / Email:*

*[jbforquer@hotmail.com](mailto:jbforquer@hotmail.com)*

Giving Tree - Each Christmas season a tree containing ornaments with gift wishes from parishioners living in health care facilities or are shut-ins, and children who are clients of Fairfield County Job and Family Services, are set up in the main and south entrances of the Basilica. Gift wish ornaments are selected, gifts purchased and returned to the church for distribution to the intended recipients. Be a part of the team that sets up Christmas trees, prepares gift ornaments, shops for presents, and/or delivers presents to health care facilities (for the homebound) or the Job and Family Services building (for children).

*Contact: Mary Neighbor (Gifts for homebound) / Phone: 740-503-0734*

*Contact: Chris Hurdley (Gifts for children) / Phone: 740-243-0737 /Email:*

*[chrisoh0613@gmail.com](mailto:chrisoh0613@gmail.com)*

## Physical and Emotional Health

Health and Wellness - This committee consists of women who meet most Saturday mornings to walk, pray, and discuss faith-based topics. The group also volunteers in several ministries of the church, such as serving breakfast to the homeless and disadvantaged at Connexion West, working at Bottoms Up Diaper Drive, and St. Mary Food Panty.

Contact: Sue Christian / Phone: 740-359-6332 / Email: [sue.christian72@gmail.com](mailto:sue.christian72@gmail.com)

Surviving Divorce - This ministry (from Ascension Press and based on the teaching of the Catholic Church), brings hope and healing to men and women who have experienced the pain and loneliness of a broken marriage. The 12- week program held annually during the winter months is for the newly separated and divorced, and those still struggling with issues many years later.

Contact: Kristen Garrabrant / Phone: 740-475-9145 / Email: [kcgarrabrant@gmail.com](mailto:kcgarrabrant@gmail.com)

Contact: Rebecca Hubert / Phone: 740-804-1494 / Email: [Rebecca.hubert@yahoo.com](mailto:Rebecca.hubert@yahoo.com)

Helping Hands Medical Equipment Ministry - Helping Hands (Peace United Methodist Church-Pickerington) partners with Knights of Columbus Council 15447 at the Emerald Campus to deliver or pick up medical equipment for those in need in Lancaster. Be a part of the team of volunteers who pick up and deliver medical equipment.

Contact: Paul Sullivan / Phone: 614-833-0474 / Email: [a7d191@aol.com](mailto:a7d191@aol.com)

Prison Ministry/Kairos Retreat Support - Individuals interested in ministering to those inside the jail or prison have several opportunities. They can assist with inmate OCIA efforts, bible studies, or worship services. In addition, they can apply to be on a Kairos Prison Team. For those who do not wish to enter a jail or prison, they can still help by: baking cookies, or making prayer chains, table placemats and posters for Kairos weekends; drafting newsletters regarding jail or prison ministry happenings, or raising funds for jail/prison ministry needs (e.g., purchasing rosaries, Catholic Study Bibles, Catechisms of the Catholic Church, DVDs, etc.).

Contact: Deacon Jeff Hurdley / Phone: 740-653-0997 /

Email: [jhurdley@stmarylancaster.org](mailto:jhurdley@stmarylancaster.org)

Pro Vita – is a pro-life ministry encompassing St. Bernadette, The Basilica of St. Mary of the Assumption and St. Joseph parishioners supporting pro-life activities from womb to tomb.

Contact for St. Bernadette and St. Joseph: Cindy Aiello or Daphne Stewart /

Email: [wcaa23@live.com](mailto:wcaa23@live.com)

Contact for The Basilica of St. Mary of the Assumption Parish: Jennifer Fullin /

Phone: 614-619-4084 / Email: [jenniferfullin@gmail.com](mailto:jenniferfullin@gmail.com)

The Pro-Vita Ministry offers the participation opportunities listed below:

Spiritual Adoption - The Spiritual Adoption program begins each January on the Roe vs. Wade weekend and concludes in October – Respect For Life Month. People are asked to pray daily for the life of their spiritually adopted child and their parents for 9 months. In October, baby items are collected to celebrate the birth of our adopted babies and given to PDHC for distribution.

*Contact: Mary Ann Berry / Phone: 740-503-9122 /*

*Email: [berryfamilyfarm@gmail.com](mailto:berryfamilyfarm@gmail.com)*

*Contact: Patty Griffith / Phone: 740-243-7714 /*

*Email: [pattygriffith58@icloud.com](mailto:pattygriffith58@icloud.com)*

Life Chain - The “Life Chain,” is a peaceful, prayerful public witness to life held every October on Respect Life Sunday. Participants stand along Memorial Drive in Lancaster for one hour, to witness the dignity and sanctity of life and our commitment to life at every stage.

*Contact: Mary Ann Berry / Phone: 740-503-9122 /*

*Email: [berryfamilyfarm@gmail.com](mailto:berryfamilyfarm@gmail.com)*

Marigold Ministry (Walking With Moms) - Answering Bishop Fernandez’s call to “walk in the shoes” of local mothers, this ministry seeks to accompany mothers through direct assistance or mediated referrals to services to help them through their pregnancies and into their children’s toddler years. A key strategy is to involve parishioners with resources or skills that can help support moms and their families. One way to get involved is to volunteer and/or contribute to one of our Marigold Ministry baby showers for local moms challenged by an unplanned pregnancy.

*Contact: Jennifer Fullin / Phone: 614-619-4084 /*

*Email: [jenniferfullin@gmail.com](mailto:jenniferfullin@gmail.com)*

*Contact: Kristin Garrabrant / Phone: 740-495-9145 /*

*Email: [kcgarrabrant@gmail.com](mailto:kcgarrabrant@gmail.com)*

## Volunteering Opportunities and Partnerships

Foundation Dinners - Each month volunteers are needed to help prep and serve dinner at Foundation Dinners and clean up afterwards.

*Contact: Patty Griffith (January, March, May, July, September, and November) / Phone: 740-243-7714 / Email: [pattygriffith58@icloud.com](mailto:pattygriffith58@icloud.com)*

*Contact: Allen Joos - Knights of Columbus #15447 (February, April, June, August, October, and December) / Phone: 740-304-1119 / Email: [allen.joos@gmail.com](mailto:allen.joos@gmail.com)*

Connexion West - Parishioners volunteer to cook and serve breakfast two Saturdays a month to approximately seventy homeless or disadvantaged individuals at Connexion West (formerly West Elementary School).

*Contact: Jeff Faulkner / Phone: 740- 243-2517 / Email: [jeffreyflk@aol.com](mailto:jeffreyflk@aol.com)*

Habitat for Humanity - Habitat for Humanity's mission is to transform the lives of individuals and families in need in Southeast Ohio. Volunteers are needed to assist in the building of homes.

*Contact: Sheila Heath / Phone: 740-973-0500 / Email: [sheilaheath54@hotmail.com](mailto:sheilaheath54@hotmail.com)*

St. Vincent de Paul Society - The Lancaster conference, located at 424 E. Locust Ave., was founded by Msgr. Winel in 1958, to address the needs of the Lancaster community. The members of the society seek spiritual growth through service to those in need, by engaging in any of the following: Immediate Aid, Food Box Program, and supporting local charities. Volunteers founded this conference, and volunteers continue to serve. If you are interested in volunteering are always welcome.

*Frank Fullin, President - St. Vincent de Paul Board of Directors / Phone: 740-953-0370 / Email: [svdlancasteroh.com](mailto:svdlancasteroh.com)*

*Contact:  
Phone:*

*Contact: Joe Barrows – Volunteers / Phone: 740-974-3437 / Email: [jbarrows@columbus.rr.com](mailto:jbarrows@columbus.rr.com)*

### Knights of Columbus –

Council 15447: -

*Contact: Allen Joos – Grand Knight / Phone: 740-304-1119 / Email: [Allen.joos@gmail.com](mailto:Allen.joos@gmail.com) / Email: [KofC15447@gmail.com](mailto:KofC15447@gmail.com) / Website: [KofC15447.org](http://KofC15447.org)*

Council 1016:

*Contact: Adam “Ben” Peters – Grand Knight / Phone: 740-407-5652 / Email: [benpeters1080@gmail.com](mailto:benpeters1080@gmail.com)*

*Contact: Joe Wilhelm – Membership / Phone: 916-705-3745 / Email: [Joe\\_Wilhelm@hotmail.com](mailto:Joe_Wilhelm@hotmail.com)*

Pregnancy Decision Health Center (PDHC) – PDHC serves families experiencing a crisis or unexpected pregnancy. It provides pregnancy tests, consultations, ultrasounds, and other resources with a loving and compassionate approach. Services are free and confidential. Our parish supports PDHC ministry by providing material aid for the center's baby boutique and by

participating in the annual baby bottle campaign during Respect LIFE month each October.  
*Contact: Kristin Garrabrant / Phone: 740-495-9146 / Email: [kristing@pdhc.org](mailto:kristing@pdhc.org)*

Bottoms Up and Diaper Drive - Bottoms Up is a non-profit organization with a mission to provide diapers to families in need in Central Ohio. Be a part of the team that helps organize events and/or raise funds for this ministry.

*Contact: Jo Welsh / Phone: 740-808-6131 / Email: [jo@bottomsup.life](mailto:jo@bottomsup.life)*

Community Outreach - The focus of this outreach is to assist underserved individuals in our community. The ministry manages the annual Rocky Boot Project, providing new shoes to members of the homeless community. The ministry is open to new projects and individuals interested in serving this population.

*Contact: Jeff Faulkner / Phone: 740-243-2517 / Email: [jeffreyflk@aol.com](mailto:jeffreyflk@aol.com)*

#### Hosting

- a. Alcoholics Anonymous
- b. American Red Cross Blood Drives

## **Worship and Devotional Life**

Worship and Devotional Life Committee: The Worship and Devotional Life Committee meets 5 – 6 times yearly on the first Tuesday evening of the month to review, plan, implement, and inform the parish on various liturgical and devotional needs.

Contact: Deacon Frank Sullivan / Phone: 740-653-0997 / Email: [fsullivan@stmarylancaster.org](mailto:fsullivan@stmarylancaster.org)

## **Liturgical Ministers**

### **Choirs:**

Adult Choir - Our liturgical choir sings for all 10:30 AM Masses and feast days. This mixed choir is comprised of singers as young as high school-age and beyond. Rehearsals are on Wednesday evenings from 7:00-8:30 PM in the church choir loft.

Funeral Choir - Our funeral choir sings for all funerals at the Basilica. Singers are typically notified by email 4-6 days before the funeral. Singers arrive at the choir loft 30 minutes before the funeral to organize and rehearse the music needed for the funeral Mass. Funerals are usually at 10:00 or 10:30 AM.

Children's Choir – During the school year, the children of the parish sing once a month at 8:30 AM Mass, and during one of the Christmas and Easter Masses. Students in grades 3 - 5 rehearse at the school with Mrs. Albert. Students in grades 6 through 8 rehearse with Mrs. Silleck in the church choir loft. Rehearsals are held simultaneously on Wednesdays from 2:45-3:45 PM. The middle school singers also have the opportunity to cantor at Masses.

If you are interested in joining the adult, funeral, or children's choir:

Contact: Sharon Silleck, Director of Sacred Music / Phone: 614-419-5768

Email: [ssilleck@stmarylancaster.org](mailto:ssilleck@stmarylancaster.org)

Extraordinary Ministers of Holy Communion - Extraordinary Ministers of Holy Communion are trained and commissioned to assist in distributing Holy Communion at Mass and to the homebound, nursing homes, and hospitals. An invitation letter and approval by the Rector are required. If you are interested in becoming an Extraordinary Ministers of Holy Communion:

Contact: Deacon Frank Sullivan / Phone: 740-653-0997/

Email: [fsullivan@stmarylancaster.org](mailto:fsullivan@stmarylancaster.org)

Liturgical Reader - Readers proclaims the specified readings in the Lectionary, assisting fellow parishioners attending the Mass to hear the word of God clearly and prayerfully. If you are interested in becoming a Reader:

Contact: Deacon Frank Sullivan / Phone: 740-653-0997 / Email:

[fsullivan@stmarylancaster.org](mailto:fsullivan@stmarylancaster.org)

Altar Server - Altar Servers assist the Presider during Masses and prayer services. Servers must be a parishioner between 11 and 18 years of age or fifth grade to a senior in high school.

*Contact: Deacon Frank Sullivan / Phone: 740-653-0997*

*Email: [fsullivan@stmarylancaster.org](mailto:fsullivan@stmarylancaster.org)*

Ushers – Ushers assist in the flow of the Mass by welcoming parishioners and visitors, distributing worship aids, selecting gift bearers, and taking the collection. After Mass, ushers ensure the Church is tidy and ready for the next worship. If you are interested in becoming an usher:

*Contact: Ben Boyden / Phone: 614-496-0272 / Email: [benedictboyden@gmail.com](mailto:benedictboyden@gmail.com)*

Sacristan Helpers—This behind-the-scenes ministry contributes to the overall worship experience for each one of us. The preparation of our worship space varies from week to week based on the time of the liturgical year and events held at the Basilica. If you are interested in assisting the Sacristan:

*Contact: Therese (Terri) Kremer / Phone: 740-653-0997 /*

*Email: [tkremer@stmarylancaster.org](mailto:tkremer@stmarylancaster.org)*

Hospitality for Funeral Masses - Members of this ministry greet mourners, distribute worship aids, answer questions about the Basilica, and provide directions to the bereavement meal. Hospitality ministers would also ensure that the Basilica is tidy and ready for the next worship service. If you are interested in serving this ministry:

*Contact: Marylee Uhl / Phone: 740-689-5555 / Email: [mlee3@live.com](mailto:mlee3@live.com)*

## **Sacraments**

### **Sacraments of Initiation**

Baptism - Baptisms are usually scheduled on the second Sunday and fourth Sunday of the month. If you are seeking baptism for your child:

*Contact: Rectory Office / Phone: 740-653-0997*

Holy Communion/First Eucharist - Reception of First Holy Communion - Sacramental Preparation for Holy Communion is in addition to the parochial school curriculum or in our PSR Program and is celebrated in the second grade after receiving Penance or whenever the child is properly educated. If you are interested in having your child receive the First Holy Communion:

*Contact: Shana Leonard, Director of Evangelization and Faith Formation*

*Phone: 740-653-0997 / Email: [sleonard@stmarylancaster.org](mailto:sleonard@stmarylancaster.org)*

Confirmation - Sacramental Preparation for Confirmation is in addition to the religious education received in our parish elementary/middle school or in our PSR program and is typically celebrated during the eighth-grade year or when the child is properly educated. If you are interested in having your child confirmed:

*Contact: Shana Leonard, Director of Evangelization and Faith Formation*

*Phone: 740-653-0997 / Email: [sleonard@stmarylancaster.org](mailto:sleonard@stmarylancaster.org)*

## **Sacraments of Healing**

Anointing of the Sick – The Sacrament of the Anointing of the Sick is for those about to undergo a serious operation, are suffering from a life-threatening illness, or who are advanced in age. It may also be celebrated with those who suffer from a serious mental illness. To request the Sacrament for yourself or a loved one, please contact the Parish Office.

*Contact: Msgr. Eilerman / Phone: 740-653-0997*

Last Rites – Catholics who are terminally ill and/or when death seems to be imminent should request the Last Rites. The Last Rites include, if possible, making a good Confession and receiving the Apostolic Pardon, Anointing of the Sick, the reception of Holy Communion as Viaticum, and the prayers of commendation. While Last Rites are celebrated with those whose death seems close at hand, it does not have to wait until the last moments before their passing. Please call the Rectory day or night if in need of Last Rites.

*Contact: Dawn Burley or Msgr. Eilerman / Phone: 740-653-0997*

Penance/Reconciliation/Confession - The Sacrament of Reconciliation is celebrated every Saturday between 3:00 and 4:00 PM and Wednesday between 5:15 and 5:45 PM, at Communal Reconciliation Services during the seasons of Advent and Lent, or an individual can contact a priest to set up an appointment.

*Contact: Parish Office / Phone: 740-653-0997*

## **Sacraments of Vocation/Service to the Community**

Matrimony - Contact the Rectory Office to speak to a priest or deacon at least 6 months prior to the intended marriage date to begin sacramental preparation.

Pre-Cana – Marriage and Family Life. Building a marriage is a lifelong mission, but you are not alone! The Church desires to help you renew and deepen your love for each other through encountering Christ. Marriage and Family Life provide Life provide opportunities for couples and families to come together to grow in their faith and build a Christ centered community of support.

*Contact: Parish Office / Phone: 740-653-0997*

Holy Orders - The Diocese of Columbus has a program for Vocations called Seek Holiness. If you feel called to the priesthood or religious life, contact Msgr. Eilerman.

*Contact: Parish Office/ Phone: 740-653-0997*

## **EVANGELIZATION AND FAITH FORMATION**

### **Adult Evangelization and Faith Formation**

Men's Group – The adult Catholic Men's group fosters bonds of friendship and fellowship in Christ that strengthens the parish community. The group meets every

Saturday between 7 – 8:30 AM in the Spirit Center. Adult Catholic men of all ages are welcome.

Contact: Randy Miller /Phone: 740-304-1201 / Email: [rmille29@columbus.rr.com](mailto:rmille29@columbus.rr.com)

Women's Group - Women's Faith Sharing is an opportunity for women to gather to share their faith journeys, strengthen their relationships with God, and build community. Through small group discussions on passages from the Bible, the virtues, and the tenets of our faith, we get to know one another and cultivate friendships while becoming more knowledgeable and assured in discussing our faith with others. We meet once a week in-person but also offer a virtual option for those who need it. Contact:

Shana Leonard, Director of Evangelization and Faith Formation

Phone: 740-653-0997 / Email: [sleonard@stmarylancaster.org](mailto:sleonard@stmarylancaster.org)

Adult Faith Formation – Provides opportunities for adults of all ages and stages of life to come together to go deeper in their faith and build community always with Christ and His Church at the center. This can be in small faith groups learning about a theological topic or Bible study, large thematic group presentations like a Parish Mission, or a speaker series.

Opportunities to become more involved:

Small Group Facilitators – The expectation of a small group facilitator: Faithful practicing Catholic who desires to help others grow in their faith through small faith group study. Encourage and joyfully support the small group members as you guide the discussions. Let members know you hear and see them and value their input. Be a good listener.

Hospitality - Help provide a welcoming atmosphere. This may include setting up or cleaning up refreshments for the group, making, or providing a food or drink item to share with the group, or helping to organize and remind those who volunteer to help with hospitality.

Contact: Shana Leonard, Director of Evangelization and Faith Formation

Phone: 740-653-0997 / Email: [sleonard@stmarylancaster.org](mailto:sleonard@stmarylancaster.org)

## **Youth Evangelization and Faith Formation**

St. Mary School - At Saint Mary School, our mission is to be Christ-centered to all, to share the traditions of Catholicism through faithful service to our parish and local communities, and to build enduring academic foundations that foster growth-mindset and critical thinking in our students in an uplifting and nurturing environment. Our innovative and rigorous academic programs for preschool through eighth grade students help to form not only critical thinkers, but also responsible citizens. Our teachers use a variety of methods to help each student achieve his/her full potential.

Contact: Kayla Elrich, Principal / Phone: 740-654-1632 /

Email: [kelrich@cducation.org](mailto:kelrich@cducation.org)

Volunteering Information – Below are some of the many areas using volunteer positions at St. Mary School:

- i. Athletics (coaching, concessions, etc.)
- ii. Cafeteria/Kitchen
- iii. Clinic Substitute/RN
- iv. Holiday Happening Auction
- v. Library
- vi. Lunchroom Monitor
- vii. Recess Duty
- viii. Tutoring/Enrichment

SMS Cabinet – The duties and functions of the St. Mary School Advisory Cabinet include establishing yearly goals and objectives for itself, acting as a liaison body with various parishes and stakeholders participating in St. Mary School, and promoting wider support for Catholic education within the community.

Nominations for membership are accepted annually in March, and candidates can either be self-nominated or nominated by a current cabinet member. Members serve for a three-year term and are current parents, community members, parishioners, alumni, etc.

*For more information about the above opportunities, email: [info@stmarylancaster.org](mailto:info@stmarylancaster.org)*

Parish School of Religion (P.S.R.) – The Parish School of Religion (P.S.R.) program collaborates with the parents, to help their children deepen their understanding of the Catholic faith and foster a personal relationship with the triune God and the Church. Our PSR program seeks to give your child a base of knowledge about their faith to build and grow upon for the rest of their lives. We also hope to instill in them the value of continuing education and faith formation. PSR includes Catechesis of the Good Shepard (CGS), a Montessori – inspired spiritual formation where children encounter Jesus developing a personal relationship with him assisted by certified catechists. CGS is grounded in Scripture and Liturgy, orienting the child participation in the life of the Church.

Opportunities to become more involved:

Catechesis of the Good Shepard (CGS) Catechist – is a trained and certified catechist is the Montessori based method of faith formation for children, Catechesis of the Good Shepard. Looking for already trained catechist and anyone interested in getting trained or learning more.

Catechist – a practicing, fully initiated Catholic who loves God and His Church and wants to teach and hand on the Catholic faith to our children.

Catechist Aid – Aids the catechist in handing on the faith to our children and helps with providing a safe and engaging environment for the children to learn.

Safety/Hall Monitor – aids the volunteers and children in monitoring the building to help ensure a safe environment.

*Contact: Shana Leonard, Director of Evangelization and Faith Formation /*

Phone: 740.653.0997 / Email: [sleonard@stmarylancaster.org](mailto:sleonard@stmarylancaster.org)

Youth Ministry - The goal of youth ministry is to provide our youth with an environment of encounter with the person of Jesus. We aim to be a place where our middle and high school youth can dive deeper into their relationship with Him and gain the tools to be lifelong faithful Catholics. Middle School (grades 6-8) meets the second and fourth Sundays of each month from 5:00- 6:30 p.m. High School (grades 9-12) meets every Sunday from 7:30-9:00 p.m. All meetings are at the Emerald Campus.

Contact: Audrey Neumeier, Youth Minister / Phone: 740.653.0997 /

Email: [abennett@stmarylancaster.org](mailto:abennett@stmarylancaster.org)

Opportunities to become more involved: Our youth group program needs volunteers willing and able to minister to the youth in our community. The commitment is in the range of 3 – 5 hours on a given Sunday. We need volunteers for small group leaders, safety monitors and general youth group supervision and participation. If you or someone you know is interested in pursuing a volunteer opportunity, please contact Audrey Neumeier to schedule a meeting with her and Val Ely of St. Bernadette.

### **Sacramental Preparation and Formation**

Order of Christian Initiation of Adults – The Order of Christian Initiation of Adults (O.C.I.A.) is an educational and spiritual program developed to engage and instruct non-Catholics who may want to join the Catholic Church AND Catholics who have not completed their initiation with the Sacraments of Confirmation and Holy Communion. O.C.I.A. acts as the compass for individuals who would like to explore the idea of coming into full communion with the Catholic Church.

Contact: Shana Leonard – Director of Evangelization and Faith Formation /

Phone: 740-653-0997 /Email: [sleonard@stmarylancaster.org](mailto:sleonard@stmarylancaster.org)

Opportunities to become more involved:

Sponsor/Godparent – accompanies the individual who is in O.C.I.A. along their journey into full communion with the Catholic Church. The sponsor/godparent will also invite the individual in O.C.I.A. into opportunities of worship and service offered by the Parish. Requirements of being a Sponsor/Godparent for O.C.I.A. are being at least 18 years old, and graduated high school; has received the Sacrament of Initiation (Baptism, Eucharist, and Confirmation) in the Catholic Church; if married, is validly married according to the norms of the Church; faithfully attends Holy Mass each Sunday and is able to receive the Eucharist; actively witnesses to his/her life of faith in Jesus Christ by the way he/she lives in love of God and neighbor and frequents the Sacraments; and is not the individual's mother nor father.

Hospitality – Help provide welcoming atmosphere for those who are interested in becoming Catholic. This may include setting up or cleaning up refreshments for the group, making, or providing a food or drink item to share with the group, or helping to organize and remind those who volunteer to help with hospitality.

Contact: Shana Leonard – Director of Evangelization and Faith Formation /

*Phone: 740-653-0997 / Email: [sleonard@stmarylancaster.org](mailto:sleonard@stmarylancaster.org)*

### **SOCIAL ACTIVITIES/HOSPITALITY/FUN**

Hospitality refers to the friendly and generous reception and entertainment of guests, visitors, or strangers. Throughout the year recurring annual events as well as new events are hosted by the Basilica of St. Mary of the Assumption parish. Events have included the Bicentennial Celebration, Installation of the Basilica Insignia, Transitional Diaconate Mass, and ice cream socials after the Feast of the Assumption

This committee will also plan celebrations for various feasts, seasonal celebrations, and other commemorative events.

*Contact: Cathy Barrows / Phone: 740-974-3431 / Email: [cbarrows@columbus.rr.com](mailto:cbarrows@columbus.rr.com)*

## **GOVERNANCE AND ADMINISTRATION**

The management (oversight) of the parish and school the responsibility of the Rector. Several committees and staff assist in the ongoing operation of the St. Mary Campus which includes the Basilica, Rectory, St. Mary School, and the surrounding grounds and St. Mary Cemetery; and the Emerald Campus which includes the St. Mary Evangelization and Faith Formation Center, the Aranda Center, the former rectory, an office building, and a large outdoor area. The parish staff and committees responsible for daily operations are:

Clergy – Msgr. Eilerman, Deacon Frank Sullivan, and Deacon Jeff Hurdley.

St. Mary School - Principal Kayla Elrich and Assistant Principal Michelle Van Dyke.

St. Mary Maintenance and Administration Committees:

Administration and Maintenance Committee – The committee advises the Pastor on the maintenance and upkeep of the parish buildings, grounds, and cemetery. They work closely with the Parish Administrator. Members are chosen from parishioners that have expertise in maintenance, construction, and/or the skilled trades.

*Contact: Dawn Burley / Phone: 740-653-0997 / Email: [dburley@stmarylancaster.org](mailto:dburley@stmarylancaster.org)*

Grounds Keeping – Emerald Campus – the Grounds Keeping team of volunteers assures the grounds are mowed, the woodland trails are cleared and mulched, snow is plowed, and campus signage is visible and in good repair.

*Contact: Paul Sullivan / Phone: 740-653-0997 / Email: [a7d191@aol.com](mailto:a7d191@aol.com)*

Landscaping – Emerald Campus – the Landscaping team of volunteers assures the flower beds and surrounding landscape on the campus are maintained and attractive.

*Contact: Paul Sullivan / Phone: 740-653-0997 / Email: [a7d191@aol.com](mailto:a7d191@aol.com)*

Safety Committee: Oversees the parish's safety needs. Members are chosen from parishioners that have expertise in law enforcement, fire prevention, and emergency medical care. The head usher is a permanent member.

*Contact: Dawn Burley, Parish Administrator / Phone: 740-653-0997 /*

*Email: [dburley@stmarylancaster.org](mailto:dburley@stmarylancaster.org)*

The following committees act in an advisory role to the parish and school in a strategic and fiscal perspective/capacity. Their knowledge of parish finances and goals/objectives review, discuss, and guide the decisions made for St. Mary of the Assumption Parish.

Parish Finance Council: In accordance with Can. 537 in the Code of Canon Law, each parish is to have a finance council to aid the pastor in the administration of parish goods. Members who have an aptitude in finance, business, and law are appointed by the pastor to serve on the council.

*Contact: Mike Hankinson, Financial Manager / Phone: 740-653-0997 /*

*Email: [mhankinson@stmarylancaster.org](mailto:mhankinson@stmarylancaster.org)*

Parish Pastoral Committee: An advisory council offering various perspectives and insight from the parish community, assisting the pastor in making balanced and informed decisions. They are also charged with envisioning new ways of parish growth and development. Members are appointed on the recommendation of the current council members and serve a 3-year term.

*Contact: Dawn Burley / Phone: 740-653-0997 / Email: [dburley@stmarylancaster.org](mailto:dburley@stmarylancaster.org)*

St. Mary Foundation – Because of the farsightedness and generosity of parishioners, The St. Mary Foundation was established to help fund the ministries and capital needs of the parish. Members are recommended by the current directors and confirmed by the pastor. The directors oversee foundation assets, seek new funding, and allocate grants to St. Mary Parish, School, and Cemetery.

*Contact: Mike Hankinson, Financial Manager / Phone: 740-653-0997*

*Email: [mhankinson@stmarylancaster.org](mailto:mhankinson@stmarylancaster.org)*

## **REVISION TO VERSION 9-7-2025 EDITION**