

ST. MATTHEW *Catholic Church*

...a community of faith and love dedicated to our Lord Jesus Christ



2021 Guide Book & Directory

2700 SE Virginia Ave · Topeka, KS 66605 · 785-232-5012 · www.SaintMatthews.org

ST. MATTHEW CATHOLIC CHURCH

2700 SE Virginia Avenue · Topeka, Kansas 66605 · 785-232-5012
www.SaintMatthews.org

MISSION STATEMENT

We at St. Matthew Catholic Church
are a community of faith and love
dedicated to our Lord Jesus Christ.

We are committed to spiritual growth
through active worship, education and ministry.

We provide an environment to support
a Christ-centered way of life.

Through our actions others will be drawn to Christ.

ST. MATTHEW PASTORAL MINISTRY TEAM

Parish Office/Parish Conference Center

2700 SE Virginia Avenue - Topeka, Kansas 66605

(785) 232-5012 / FAX: (785) 232-0028

ONLINE: www.SaintMatthews.org

Office Hours: Monday - Thursday, 8:00am - 3:00pm; Closed Friday

Fr. John Torrez Pastor..... ext.204
jtorrez@archkck.org
Bob Broxterman Parish Administrator..... ext.201
rjbrox@saintmatthews.org
Maureen Leiker Parish Secretary/Volunteer Coordinator..... ext.200
mleiker@saintmatthews.org
Alice Landers Parish Secretary..... ext.217
alanders@saintmatthews.org
Linette Lopez Parish Accountant..... ext.202
llopez@saintmatthews.org
Barb McCauley Coordinator of Ministries
.....to the Homebound/Hospitals/Nursing Homes..... 267-3913
mccauley.barbara@yahoo.com
Sue Carson Advocate for Annulments.....
scarson@saintmatthews.org
Steve Robinson Maintenance

Office of Religious Formation: (785) 232-5012

Sonya Sparks

Director of Faith Formation (School of Religion,

.....RCIA, RCIC, & Adult Formation)..... ext.210

ssparks@saintmatthews.org

PARISH EDUCATION CENTER

1000 SE 28th Street - Topeka, Kansas 66605

St. Matthew Catholic School Office: (785) 235-2188

Theresa Lein School Principal..... ext.216
leint@saintmatthews.org

Debra O'Shea Assistant Principal..... ext.218
oshead@saintmatthews.org

Jamie Rodriguez School Secretary..... ext.215
rodriguezj@saintmatthews.org

Arleen Randles Director/Hot Lunch Program..... ext.212

St. Matthew Early Learning Center: (785) 233-1220

Melissa Meinhardt..... Director of Early Learning Center..... ext.234
elc@saintmatthews.org

Adoration Chapel/Church

(785) 232-5012 ext. 243

STEWARDSHIP

Stewardship is a way of life for us individually and collectively as a parish. We receive God's gifts gratefully, cultivate them responsibly, share them lovingly in justice with others, and return them with increase to the Lord. As a central theme throughout the Bible, stewardship teaches us that we are all accountable to God for the many gifts that God entrusts to us for our lifetime. The emphasis is on the personal need of each and every one of us to return to God a truly grateful portion of our time, talent, and treasure, in thanksgiving for all the good things God has given us.

THE FOUR PILLARS OF STEWARDSHIP

Hospitality - Christian Kindness

- Extend a warm, hospitable, and loving welcome to all who join us whether in worship, service, study, social time or in times of personal need.
- Present a visible sign of Christ's loving kindness in all we do.

Prayer - Growing in our Relationship with God

- Make prayer a part of our lives through individual and communal prayer, public and private prayer.
- Through prayer we are invited to draw closer to Jesus and to imitate Him in our daily lives.
- While Eucharist is central in our spiritual life, other prayer opportunities are made available.

Formation - Continuous Conversion

- Educate, form and sustain the faith formation of all ages in the parish, school and school of religion.
- Teach by example as we participate in parish life ministries and on parish leadership teams.
- Continue conversion to a life of stewardship - sharing what we have with a loving, generous and grateful heart.

Service - Love in Action

- Strive to be servant ministers to the needs of our parish members, the wider community and the Church.
- Serve compassionately those who are hurting or in need, lost or alone, or suffering in any way.
- Gift thanks to God for all the gifts we have received.

We are spiritually motivated to live out our stewardship of Time, Talents and Treasure, based on these principles:

- We each have unique talents and special gifts with which God has blessed us.
- We are called, through Baptism, to share our gifts with others.
- As true stewards, our treasure reaches far beyond our “financial treasures.” We are called to likewise treasure the world in which we live, the environment and natural resources that God has placed in our safe-keeping; to practice stewardship of the environment. We are called to use wisely these resources, to reduce waste and recycle when possible, and conserve energy however we can.
- Sometimes sharing our God-given gifts and talents requires sacrifice or inconvenience, but the good we do far outmeasures the sacrifice.
- In gratitude to God, we return a first portion of our income, a portion of all God has given, whether it’s a paycheck, a dividend payment, an unexpected windfall, a Social Security check, or a weekly allowance.
- Our financial gift should be a **sacrifice**, commensurate of a family’s overall income, given as the “first fruits” of our gifts back to God, not the “leftovers.” It should also be **achievable** in that it should be financially feasible under present financial conditions; an offering which you should have the resources to accomplish on a planned basis in regular intervals, using envelopes.
- The Biblical norm of tithing is 10% of total income - 5% to support the work of the Church in your home parish, 1% to Archdiocesan collections, and 4% to other worthwhile charities.

Note: Financial Support for Catholic Education is considered part of the 4% to other charities, whether in the form of a tithe or tuition. We encourage you to keep this in mind as you discern those charities to which you will make donations (especially if you have students in our parish school and/or at Hayden High School).

St. Matthew is a Stewardship Parish, meaning that not only as individuals do we practice good stewardship, but as a parish we strive to live the stewardship way of life. Our Sunday collection, along with other gifts and donations that the parish receives, provides the major portion of the funds necessary for most of the ministries and services that the parish provides, and a portion of the parish resources helps to support ministries outside of our parish. Parish programs, offices, ministries and services are funded for the most part through your generosity. We all share in the work and ministry of the church and it is through that shared support and involvement in the life of the parish that we are able to provide for the needs of today and tomorrow. Your gift to the parish is important; it does make a difference.

We encourage all our parishioners to make stewardship “a way of life.” As Christian stewards, our primary motivation is something greater than just responding to the needs of the church. In the spirit of gratitude, we give our hearts to Christ, and let Christ direct our lives. God’s love and generosity can never be outdone.

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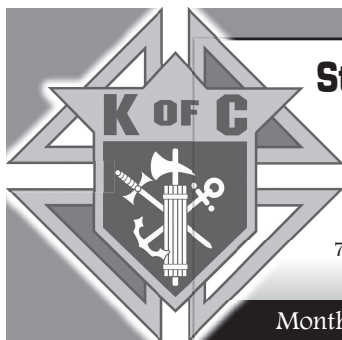
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WORSHIP

Weekdays:

Monday 5:30pm..... Celebration of the Mass*
Tuesday, Wednesday & Thursday 8:05am..... Celebration of the Mass*
First Friday..... 5:30pm Celebration of the Mass*

Weekends:

Saturday 5:00pm..... Celebration of the Mass
Sunday..... 8:00am & 10:30am... Celebration of the Mass

Holy Days:

Holy Day 8:05am & 6:00pm ... Celebration of the Mass
**any exceptions to this schedule will be published in the weekly bulletin*

Christmas & Easter:

Mass times will be published in the weekly bulletin

Reconciliation:

Saturday 4:00pm-4:45pm (private confession)*
Wednesday..... 6:00pm-7:00pm (private confession)*
Advent, Lent, & other..... times as announced
..... Communal Reconciliation Services*

Baptisms: contact Parish Office for dates and times

ADDITIONAL SACRAMENTAL INFORMATION:

Baptism: Church Law (#867) states that infant baptisms should take place within the first few weeks after birth. The Sacrament of Baptism is celebrated by appointment with the pastor. First time parents/guardians (or those who have not attended a class or met with Fr. John within the last three years) are required to meet with the pastor prior to scheduling the baptism of their child. Expectant parents are encouraged to plan ahead and meet with the pastor prior to the birth of their child. At least one of the Godparents (the Church teaches that each child to be baptized must have a Godmother and a Godfather) must be a Catholic who has received the Sacrament of Confirmation. To start the registration process for baptism, go to the parish website (www.SaintMatthews.org) and click on Parish Documents, Sacraments; Baptism Registration Form. Once the registration form has been completed, submit it to Fr. John (cc to Parish Secretary). Once you meet with Fr. John, then a date can be set. For additional information and to set up a meeting time with Fr. John, contact the Parish Office (232-5012).

Funeral: In case of a death in your family, assistance is available to you and your family in arranging and planning the wake service, funeral liturgy and burial. The parish should be contacted first before setting a date and time for services. Arrangements can also be made for the parish to provide a luncheon or meal following the funeral. Contact the Parish Office (232-5012).

Mass Intentions: “A priest may offer only a limited number of Masses within a year; at the same time he may retain only as many requests for Masses as he can offer within a year. Therefore, it may become necessary that some requests for Masses be sent to other parishes, to the Society for the Propagation of the Faith or to a Religious Community where the Masses can be celebrated at an early date.” (from Archdiocesan Handbook for Priests of the Archdiocese of Kansas City in Kansas).

Mass requests are limited to 12 per year per intention (half on Sunday, half at Mass during the week). Any requests beyond that will be directed to other churches/parishes/religious communities where there is a shortage of Mass intentions or where those liturgies can be celebrated in a more timely manner. For those Mass intentions that need to be sent elsewhere, those making the request, with the assistance of the parish, will be presented with options so that they may help decide where they would like their intentions sent. This allows the parish to be more responsive to the immediate needs of our parishioners, especially in times of illness and sorrow, in a manner that is equitable and fair to all who wish to request Mass intentions. To schedule a Mass intention, contact the Parish Office (232-5012).

Weddings: Couples must contact the pastor at least six (6) months before the anticipated wedding date, prior to making any other arrangements or reserving a reception hall, etc., and to enroll in the Marriage Preparation Program. To begin the process, go to the parish website (www.SaintMatthews.org) and click on Parish Documents, Sacraments; Marriage Registration Form. Once the registration form has been completed, submit it to Fr. John (cc to Parish Secretary). To contact Fr. John call the Parish Office (232-5012), or jtorrez@archkck.org.

Homebound: When conditions are such that you are confined to your home because of sickness or injury, you or a member of your family may receive Holy Communion, the Sacrament of Reconciliation and/or the Sacrament of the Sick in your home. The weekly bulletin can also be mailed to your home. Call the Parish Office (232-5012) or contact the Coordinator of Ministries to the Homebound/Hospitals/Nursing Homes (Barb McCauley, 267-3913).

First Eucharist, Reconciliation and Confirmation: Generally speaking, children receive the Sacraments of First Reconciliation and First Eucharist when they are in 2nd Grade, and the Sacrament of Confirmation during their 8th Grade year. The catechists in the School of Religion and at St. Matthew Catholic School, the Director of Faith Formation, and the pastor, along with the parents/guardians of the students, share the responsibility of properly preparing the children of St. Matthew to receive these Sacraments. (Sonya Sparks, 232-5012).

Anointing of the Sick: If you would like to receive the Sacrament of the Sick, please see Fr. John after Mass. The sacrament is available to all those who are ailing physically, mentally or spiritually.

EDUCATION

ST. MATTHEW CATHOLIC SCHOOL:

We at St. Matthew's provide a Catholic atmosphere integrating academic knowledge and moral values that will lead the student to an active life of faith and social responsibility. We provide a pleasant atmosphere in which the faith community can grow and creative learning can take place. All children are accepted in their uniqueness in order to enhance their self-worth and realize their full potential. We encourage physical, social, emotional, spiritual, and intellectual development of the whole person at his/her own level. We also aim to develop self-discipline, the appreciation of beauty, and responsible leadership. We cooperate with the parents/guardians, who are the primary educators of their children, to serve the needs of the students in order that they may achieve a successful life. Grades K-5 are self-contained; grades 6-8 are departmental.

Before and After School Care is available through our St. Matthew Early Learning Center for those families who need care and supervision for their students before and after regular school hours, as is Break Day Care when the School is not in session during the school year.

In keeping with its commitment to stewardship, St. Matthew Parish embraces its responsibility to pass on our Catholic Faith by providing a significant portion of the cost of educating each child in our school. St. Matthew Catholic School is funded primarily through the generosity and support of our parishioners. Registered parish families who choose to send their children to our school pay fees/tuition to help cover a portion of the actual cost of education (total per pupil cost is approximately \$5126/yr). For one child attending St. Matthew Catholic School, the enrollment application fee is \$225 (if paid on or before the end of March; otherwise the fee increases to \$250 if paid after that date) and tuition is \$2300. Tuition is prorated based on the number of children attending our school per family. Families can lower this cost by taking advantage of the Family Volunteer Scholarship which provides a credit of \$250 for families who complete twenty-five (25) volunteer hours at the school or parish. Assistance based on need is also available through the *Catholic Education Foundation (cef)*.

In addition, there are special fees for those students involved in sports or band.

The sacrifice we as Catholics make to provide a Catholic education for our children is a responsibility shared by all members of our parish. However, it is particularly important for the families who have children in our school to take a leadership role in helping us maintain the quality of education provided by our school through their support and active stewardship. Catholic families attending St. Matthew Catholic School are expected to embrace stewardship by financially supporting their parish, whether it is St. Matthew or another Catholic parish, and by sharing their time and talents with the school and parish.

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For Catholics from other parishes, their home parishes assist with paying for their child's Catholic education, and these arrangements must be approved by their respective pastors.

For non-Catholic students, the per student tuition is \$4525 (this is in addition to the enrollment application fee and any other fees that may apply). This represents approximately 80% of the actual cost per student.

(The parish also assists those families who choose to send their students to Hayden High School by paying a significant portion of the cost of education.)

ST. MATTHEW EARLY LEARNING CENTER:

Responding to the need for quality Catholic childcare and early education, the Parish operates the Early Learning Center, located in the lower level of our Parish Education Center/School. The Center is designed to not only meet the childcare needs of our parishioners with children age 3 and older who need that kind of service, but to offer a solid, faith-filled curriculum to assist families in preparing their children for elementary school. Based on availability, we offer both full-time and part-time positions. Our students are greatly incorporated into the life of our parish school, where they take part in music classes and programs, computer classes, Mass, school assemblies, prayer, etc. The Early Learning Center is self-supportive, and as such, parishioners pay to send their children to the Center, but every effort is made to hold down the cost of operating the Center and make the cost as reasonable and as affordable as possible. *Please note: Placement in the Parish Early Learning Center does not constitute automatic enrollment in St. Matthew Catholic Grade School for kindergarten. Please refer to the Admissions Policy of our Grade School.*

Early Learning Center Director: Melissa Meinhardt, 233-1220.

ST. MATTHEW SCHOOL OF RELIGION (SOR):

School-Age Children: Our parish School of Religion offers classes for students in Grades 1-8. Classes are held on Sunday mornings (9:00am-10:15am) or Wednesday evenings (6:30pm-7:45pm) in the Parish Education Center. Classes begin in September and continue through the first part of May. SOR families are required to be active members of the parish, practicing the principles of stewardship by sharing their time, talent and treasure and by participating in the life of the parish.

Catechesis of the Good Shepherd: For children 3-6 yrs. of age and 6-9 yrs. of age, Catechesis of the Good Shepherd is a hands-on approach to religious education and a great way to learn about our Catholic beliefs/teachings at a very basic level. This program, as part of our School of Religion, is offered in conjunction with our Sunday morning classes at 9:00am. Among the requirements, SOR families are required to be active members of the parish, practicing the principles of stewardship by sharing their time, talent, and treasure, and by participating in the life of the parish.

Sacramental Preparation for Eucharist, Reconciliation and

Confirmation: Sacraments are celebrated within the faith community and immediate preparation is a cooperative effort. The pastor, the Director of Faith Formation, the catechists in the SOR and St. Matthew Catholic School share the responsibility along with the parents in preparing children to receive these sacraments. The parish recognizes that parents are the first and foremost teachers of their children, so opportunities for faith formation with the parents are part of the preparation program. Parents are required to attend meetings to provide them with the insight and materials necessary to help them prepare their child. It is the policy of St. Matthew parish that children are required to have satisfactory attendance within the SOR program or St. Matthew Catholic School the year they plan to receive the sacrament and the year prior to receiving the sacrament. Sacramental preparation is a two-year process, culminating with the reception of the sacrament.

Director of Faith Formation: Sonya Sparks, 232-5012

RCIA (Rite of Christian Initiation for Adults):

The RCIA is a program of prayer, study, and formation in Christian values according to the teachings of the Church. It is tailored for those who know little about the Catholic Church and have a desire to learn; it is also for those Catholics who wish to share their faith with others, while deepening their own spiritual life, as sponsors and/or companions, on this journey of faith. The catechumenate class meets once a week, beginning in September. The catechumens who begin their instruction in the Fall are received into the Church on Holy Saturday, at the Easter Vigil.

Director of Faith Formation: Sonya Sparks, 232-5012

RCIC (Rite of Christian Initiation for Children):

Children seeking membership in the Catholic Church and who are between the ages of 7-16 enter into the same Rite of Christian Initiation process as do the adults, only on their level. This is a time of faith formation, catechesis, and community building. Children are received into the Church at the Easter Vigil, through the Sacraments of Initiation. St. Matthew's families are invited to become sponsors and companions to these children.

Director of Faith Formation: Sonya Sparks, 232-5012

ADULT FAITH FORMATION:

Programs are offered throughout the year which present to the adult (18+) members of our parish a unique opportunity to build community, increase their knowledge of their Catholic Faith, and grow in their relationship with God. These opportunities include periodic presentations and classes offered throughout the year that focus on various aspects of our Catholic faith, and Catholic scripture study. For information, contact the Parish Office and watch the Sunday bulletin for dates and details.

Director of Faith Formation: Sonya Sparks, 232-5012

A PLAN TO PROTECT GOD'S CHILDREN

Step 1: Know the Warning Signs

Knowing the warning signs means that we can recognize the early signs of an inappropriate relationship between an adult and a child. If we know the warning signs, then we can identify potential abuse before it happens and avoid having to rely on a child to report an incident after it has already taken place.

Step 2: Control Access

Controlling access means that we are careful about whom we allow to work with our children. It also sends a message to potential child molesters that we are alert about child sexual abuse.

Step 3: Monitor All Programs

Child molesters look for ways to spend time with children. If they know someone is watching, they have more trouble finding opportunities to abuse without getting caught.

Step 4: Be Aware

Being aware means that parents should know what is going on in the lives of their own children and pay attention to subtle signs of a problem. Parents should talk to their children, listen to them, and observe them. When we observe and communicate with our children, we are more likely to detect the signs if they are in danger. We can notice a sudden change in behavior, if they get moody or aggressive, lose interest in school, or stop taking care of their personal hygiene.

Step 5: Communicate Your Concerns

Communicating concerns means telling someone when you are uncomfortable with a situation or if you suspect abuse. It means paying attention to your own feelings and not waiting until it is too late. Only by communicating concerns can we use our knowledge to protect children. Even if abuse is not occurring, it is still important to let others know when you have concerns.



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What should I do if I suspect abuse or neglect of a child in Kansas?

While persons in authority are required by law to report suspected abuse (priests, teachers, school administrators, etc.), any person who has reason to believe that a child is being abused or neglected can make a confidential report to the Kansas Department of Social and Rehabilitation Services. The state provides a toll-free child abuse hotline: 800-922-5330

Who is considered a child?

A “child” is considered to be any person who has not reached his or her eighteenth (18) birthday. An “abused child” is any child who has been neglected, or sexually, physically, or psychologically injured.

What should I do if I suspect abuse by church or school personnel?

In addition to making a report to the proper civil authorities, please make a report to the Archdiocese. The Archdiocese confidential report line is: 913-647-3051

For additional information or to submit a report online, go to <https://www.archkck.org/reportabuse>

What should I do if I need to talk to someone?

In addition to a wide variety of mental health organizations, Catholic Charities offers crisis and stabilization counseling in the Kansas City metro area, Topeka, Leavenworth, and Emporia. You can reach Catholic Charities by calling 913-433-2100.

Are there special requirements for those who have contact with children at our parish?

Yes, all adults and young adults (age 16 and older) within the parish who are in a position where they have contact with children, whether they are volunteers or paid staff, are required according to the policies of the Archdiocese of Kansas City in Kansas and St. Matthew Catholic Church, to attend a VIRTUS “Protecting God’s Children” Training Workshop before they can become active in that particular role. *(Note: Young people who are 16 years of age and older, but have not yet reached their 18th birthday, must have written parental permission to attend the training workshop.)*

These three-hour workshops are conducted periodically throughout the Archdiocese, and are designed, along with the continuing education materials that are also part of the program, to assist those who work with children in recognizing the warning signs of possible abuse, educate them as to how to report their concerns, and help them to see that they are the front-line defense for the safety of our children.

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