

2016
GUIDE BOOK
& DIRECTORY



SAINT
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CATHOLIC
CHURCH

MONROE, MICHIGAN

ST. MICHAEL THE ARCHANGEL PARISH

502 West Front Street, Monroe, MI 48161

(734) 241-8645

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Dear Parishioners,

“A new commandment I give to you, that you love one another; even as I have loved you, that you also love one another. By this all men will know that you are my disciples, if you have love for one another” (Jn 13:34-35).

The Church founded by Jesus Christ is a community of love.

God, who is Love, seeks to perpetuate that love in His Church.

Love is made known through what we do – the visible signs of our care for one another. In life, we’ve been given various opportunities to demonstrate this love – at home, in our responsibilities with work, with schooling, time spent with friends, etc. Another opportunity is available to us right here – with our family of faith! Love includes service, in giving back to the Father what we have already received in abundance: His grace, the sacraments, and salvation through Jesus Christ!

What you hold in your hands here are opportunities for you to be a part of our faith community. Areas that could use generous individuals who want to respond to this invitation to show charity to their brothers and sisters in Christ. Do you have a particular love for the Sacred Liturgy and would like to offer assistance in helping the faithful become immersed in this aspect? Perhaps you should consider joining the Worship Commission! Have you much successful experience when it comes to dealing with financial matters? Maybe your talents would be best suited for our Finance Council. Are you someone who enjoys entertaining guests and wants to make people feel welcome? Try applying for the position of an usher!

There are other areas too that I would like in our parish, but we need gifted and talented individuals in these fields to make it happen, for example: Do you enjoy networking and incorporating social media in what you do? Would you consider lending those talents to be a part of the communications division? Do you have a passion for the faith? Consider the formation of an evangelization group! Interested in the development of a youth group? Let us know where your talents lie and what you may be able to do!

“Give, and it will be given to you; good measure, pressed down, shaken together, running over, will be put into your lap. For the measure you give will be the measure you get back” (Lk 6:38).

God bless you and thank you to those who have already committed themselves to the service of Jesus’ mission in our parish!

In Jesus through Mary,

Fr. Phil Ching, Administrator

PARISH AND SCHOOL STAFF

Saint Michael the Archangel Church
502 West Front Street, Monroe Michigan 48161
www.stmichaelmonroe.com
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Susan Lyke	Pastoral Associate	241-8645 (x35)
DeeDee Perkins	Administrative Assistant	241-8645 (x14)
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Mary Quick	Faith Formation Director	241-6097
Julie Dull	Finance Director	241-7622 (x226)
Alicia Marting	MCES Executive Director	241-6335
Amanda Welton	Early Childhood Director	241-3923(x33)
Christen McMillan.....	MCES Principal (PreK-4th)	241-3923 (x19)
Julie White.....	St. Michael Campus Assistant	241-3923 (x10)
Fax		241-7314
St. Joseph Cemetery.....		241-1411

OUR MISSION STATEMENT

We, the parish of St. Michael the Archangel in Monroe, Archdiocese of Detroit, are called to faith in Christ. As a worshipping people, we are dedicated to proclaiming the love and hospitality of Christ Jesus in the Holy Spirit by ministering to God's people.

MINISTRY OPPORTUNITIES

The Mission Statement becomes real and comes to life as parishioners accept responsibility for our parish and school. Endless opportunities exist for parishioners to become involved in parish life. Without the hundreds of dedicated volunteers and staff, St. Michael would not be the active, vibrant parish it is today. However, more volunteers are always needed. No experience is necessary-training is provided! Call the office at 241-8645 for more information about a specific ministry, or fill out the Ministry Inquiry Form at the end of this section of the booklet and return it to the parish office.

SAFE ENVIRONMENTS

Please review the following summary of the parish policy regarding criminal history background checks and required attendance at a Protecting God's Children workshop. The policy has been adopted to comply with the mandate issued by the Archdiocese of Detroit as explained below. We must let people know we will not let ourselves be a place where people can be abused. The most important issue is the safety of our children, elderly and disabled. For any questions regarding the policy or procedures, please contact Fr. Phil or the Background Check Administrator through the parish office.

SUMMARY OF ST. MICHAEL THE ARCHANGEL PARISH CRIMINAL BACKGROUND CHECK POLICY

The Archdiocese of Detroit, in following the mandate from the United States Conference of Catholic Bishops, requires all parishes to perform criminal background checks on all parish and school staff and volunteers who may be in a position to have unsupervised contact with children, the elderly or the disabled. The purpose is to ensure all personnel working with the at-risk groups have no misdemeanor or felony convictions that impact the safety of at-risk individuals: children, elderly, handicapped, etc.

All staff and volunteers will receive a copy of the Archdiocesan Background Check Policy and an Authorization Form. The completed form is to be returned to the Background Check Administrator through the parish office. All information remains strictly confidential. The pastor is notified of any background check indicating a misdemeanor or felony conviction. He will personally review the information and work privately with the individual involved. The parish is not looking for convictions unrelated to the role in the school or parish.

The parish is required to repeat background checks every seven (7) years and is required to submit compliance information to the Archdiocese. All current and new staff and volunteers will be required to have the screening whenever the possibility exists for unsupervised contact. The mandatory screening is a condition of employment or volunteer assignment. The background check policy applies to parishioners and non-parishioners who meet the screening criteria. It is the responsibility of the head of each group to ensure volunteers and staff are provided with the Archdiocesan Policy and the Authorization Form prior to start of employment or volunteer assignment. The school principal will be provided with a list of staff and volunteers who have submitted an Authorization Form.

Volunteers whose assignments do not present the possibility for unsupervised contact with the at-risk groups are not required to submit to the background check. Specific questions may be directed to the pastor or background check administrator.

All staff and volunteers who may be in a position to have unsupervised contact with children are also required to attend a workshop entitled "Protecting God's Children." Attendance is required at only one workshop, but the work must be completed by 31st of May of the current school year.

The complete Background Check Policy and workshop requirements for St. Michael the Archangel Parish is available from the Pastor, School Principal, or the Criminal Background Check Administrator.



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SERVING THE PARISH

Parish Council

The Parish Council serves as a consultative body to the pastor. The council is comprised of selected parishioners, as well as representatives from the Finance Council, Vicariate Parish Council, and Worship, Christian Service, and Faith Formation commissions who meet every month, September through May. The Council works with the pastor to identify goals and objectives for the parish that will be executed through the various commissions. The Council reviews activities and recommendations to ensure they are consistent and aligned to the parish goals. The primary function of the Parish Council is evangelization, inviting parish members to a full and active life of faith within the parish and sharing in the mission of the Church.

The Parish Council members are also part of the Joint Parish Council with our cluster parish partner, St. Mary. Members of the Parish Council are randomly selected on Pentecost Sunday from interested candidates. Three-year terms begin in September.

Christian Service Commission

The Christian Service Commission exists as a model and resource of Catholic Social Teaching to enable the entire Parish to put the social teaching of the Church into action. The Commission empowers the members of the Parish to fulfill the Church's mission of love, justice, freedom and peace by communally responding, in an organized way, to societal and individual needs. The Commission creates and/or promotes, at the Parish level, programs which strive to address human needs and achieve justice whether locally or in the broader communities of Vicariate, Archdiocese, state, nation and world.

Faith Formation Commission

The Faith Formation Commission seeks to help all parishioners understand that the entire Parish community has responsibility for promoting the teaching mission of the church. The Commission has the responsibility and goal to develop, promote, and evaluate programs in cooperation with the Archdiocesan and parish staff. The Commission addresses educational and formational needs in the areas of Adult Faith Formation, Catholic Schools, Family Life, Catechetics, Vocations, and Youth Ministry. This group is comprised of interested parishioners and appropriate pastoral staff. No experience is necessary-only a commitment to grow in faith and help provide growth opportunities for the parish. New members are selected from among interested parishioners. Anyone interested in learning more about this Commission or how to be of service to it should contact the Director of Faith Formation at 241-6097.

Finance Council

The Finance Council members serve at the behest of the Pastor. They have a strong background in finance and business. They also possess a great deal of common sense. The council helps guide the projects and undertakings of the parish, for example: painting the Church. They provide the Pastor valuable counsel with regard to the business side of the parish. They also oversee the campaigns of the Parish like the recent Changing Lives Together (CLT) and Catholic Services Appeal (CSA) drives.

Worship Commission

The Worship Commission promotes and strengthens the program of continuing liturgical renewal. Serving the Parish in areas of liturgy and Christian unity, the Worship Commission also provides programs of education, planning and evaluation and acts as liaison for relations with other Christian and non-Christian churches and religious bodies. Specifically, the Commission discerns the parish's worship and liturgical prayer needs, plans and assists with liturgical events and celebrations, insures compliance with the Archdiocese and the Church of Rome and collaborates with parish organizations for sacraments and ceremonies. The group meets monthly on Wednesdays, from September to June.

Vicariate Pastoral Council

St. Michael Parish has an appointed representative to the Monroe County Vicariate Pastoral Council (VPC). The representative and an alternate attend the monthly VPC meetings and are involved in developing the direction of the Monroe Vicariate for the coming years. The liaison reports to the Parish Council and facilitates communication between our Parish Council and the VPC.

Altar Servers

The Ministry of Altar Servers is a wonderful opportunity for the younger members of Saint Michael the Archangel parish to serve God and His people. Altar Servers assist the Priest during Mass. For example, servers lead the procession carrying the cross or candles, hold the Roman Missal (book) as the Priest leads the assembly in prayer, prepare the altar for the Eucharist, assist in presenting the gifts and the "washing of hands" ritual, and assist the Celebrant as needed. Any boy or girl, 4th grade and older, who belongs to the parish can be an Altar Server. Servers are usually assigned one Mass per month and may be offered the opportunity to serve other liturgical celebrations (such as weddings, funerals and Holy Days). Training for new servers is provided yearly. This is a way to get involved in a ministry at a young age. Many of our servers have gone on to serve in other ministries such as Extraordinary Ministers of Holy Communion, Lectors, and Ushers. We welcome you to join us.

Altar Society

Altar Society members take responsibility for general maintenance of the parish church, cleaning the sanctuary, making baptismal gowns, and providing fresh altar linens. Other activities include the Craft Show, Advent Tea, Marriage Reception, and assisting with hospitality-related events in the parish. Ladies from the Altar Society arrange funeral luncheons. General meetings are held monthly. Women of all ages are welcome!

Altar Cleaning

Volunteers assist the parish with weekly cleaning of the Altar and during special Liturgical Celebrations. In addition, members wash and iron all altar linens and vestments.

Bereavement Ministry

Volunteers assist families preparing for the funeral liturgy of a loved one, as well as presiding over vigil prayers at the funeral home and/or committal service at the cemetery when needed. These compassionate volunteers work with the office staff to provide the family with contact information for the funeral luncheon as well as assist the family with services in the community that may be needed.

Choir and Music Ministry

Among the many signs and symbols used by the Church to celebrate its faith, music is of preeminent importance. As sacred song united with sacred words, music forms an integral part of the liturgy. We believe music should assist the assembled believers to express and share the gift of faith that is with them and to nourish and strengthen their commitment of faith.

Music is an important part of Catholic worship. The parish choir is comprised of talented adults and high school teens who lead the congregational singing and provide reflective music during weekend, holy day and funeral liturgies. For most other services, even when the full choir is not present, an individual member of the choir acts as cantor and leads the congregation in song, in the responsorial psalms, and other parts of the Mass. The parish choir is directed and accompanied by Dr. Ray McLellan, a graduate of the University of Michigan School of Music and accomplished professional musician. The choir practices on Wednesday evenings at 7:30 pm in the church, September through May. Other instrumentalists join in the celebration of the Mass from time to time, particularly during the Christmas and Easter liturgical seasons.

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Environment Ministry

The Environment Ministry oversees the preparation and decorating of the church to reflect the liturgical seasons. The mission of this ministry is to bring to greater awareness the mystery of Christ's Incarnation, birth, passion, death and resurrection through the traditional decorating or, in some instances, the "un-trimming" of the church throughout the year. We welcome all who are eager to lend their talents, skills, hearts and hands to prepare this wonderful house of worship for the various liturgical seasons.

Extraordinary Ministers of Holy Communion

The Extraordinary Ministers of Holy Communion assist the priest by distributing Holy Communion during daily and weekend Masses and by traveling to homes, hospitals, nursing centers and other facilities to minister to the elderly, sick and homebound the Holy Eucharist. Each of our many Lay Ministers is dedicated to proclaiming the love and hospitality of Christ Jesus. The Bishop, through the Pastor, appoints men and women to assist priests and deacons as Extraordinary Ministers of Holy Communion. Qualities for this ministry include maturity, strength of faith and devotion to the Holy Eucharist. Training sessions are held and Ministers are installed according to the Rite of Commissioning. Ministers are encouraged to participate in an annual enrichment or renewal session. Extraordinary Ministers of Holy Communion are usually scheduled once or twice each month for a specific Mass.

Lectors (Readers and Commentators)

The lector ministry provides lectors (and commentators) the opportunity to bring their listeners closer to God through reading his Word, and in preparing for their ministry, brings the lector closer to God as well. Lectors are an integral part of the Mass and must be carefully prepared. Some key characteristics of a good lector are a clear, strong voice, ability to read and speak in front of an audience, and humility. They must be registered parishioners, fully initiated into the Catholic Church, and faithful to the teachings of Christ. A good lector serves as a "hollow reed" through which God communicates to His people. Training and formation workshops are available.

Ushers/Ministers of Hospitality

Ushers greet and welcome those who enter the church at the entrances. They serve as representatives of the church and reflect her hospitality, while fully participating in the Mass. Ushers assist with finding seats, as needed, paying particular attention to those with special needs. They are responsible for collecting the offertory, guiding the reception of Holy Communion, and distributing the weekly bulletin. Ushers also check pews after Mass: collecting trash, putting hymnals in their proper places, picking up articles left behind, and raising kneelers. Plan to serve once per month and meet quarterly for renewal and friendship. Traditionally, ushers have been men, but women, as well as teenagers (16+) are also encouraged to participate. All are welcome to join!

Volunteer Project Team and General Volunteers

The Volunteer Project Team consists of parishioners who desire to use their talents and gifts in plumbing, carpentry, electrical, and general handy-man skills to assist the parish maintenance staff with general repairs and upkeep of the church and rectory. This group does not currently have any standing meetings and their involvement is solely at the discretion and request of the maintenance manager.

Similar to the Project Team, general volunteers offer their time and talents to the benefit of the church. Stuffing envelopes to prepare mailings is a good example. Members are contacted on an as needed basis.

St. Joseph Cemetery

St. Joseph Cemetery at 909 North Monroe Street is a Catholic cemetery. It has faithfully served the burial needs of local Catholics for more than 200 years.

SERVING THE COMMUNITY CHRISTIAN SERVICE

Extraordinary Ministers of Holy Communion for the Homebound

Extraordinary Ministers of Holy Communion for the Hospitalized

Extraordinary Ministers of Holy Communion for Magnum Health and Rehabilitation Center



Extraordinary Ministers of Holy Communion for the Homebound, Hospitalized and Magnum travel to homes, hospitals, nursing centers and other facilities to minister to the elderly, sick and homebound the Holy Eucharist. These Lay Ministers are especially dedicated to proclaiming the love and hospitality of Christ Jesus by ministering to those less fortunate in our parish (and any other Catholic in need). The Bishop, through the Pastor, appoints men and women to assist priests and deacons as Extraordinary Ministers of the Eucharist. Qualities for this ministry include maturity, strength of faith and devotion to the Holy

Eucharist. Training sessions are held and Ministers are installed according to the Rite of Commissioning. Ministers are encouraged to participate in an annual enrichment or renewal session. The commitment is usually to make visits once a month to homes, hospitals, or Magnum.

Funeral Luncheon

Our parish is blessed in that we have been able to provide families with a luncheon after the burial of their loved ones. The committee arranges for purchase of hot foods by the family and solicits volunteers for desserts. Opportunities to participate in the funeral luncheon ministry include setup, cleanup, serving the meal, and providing a dish.

Food/Baking Support

On occasion, a call is put out to the parish for food and/or baked goods for funerals or special events. Volunteers are called from a rotating list to provide food or desserts for funerals, and requests for other events are announced in church or in the bulletin.

Food Donations

St. Michael and St. Vincent de Paul maintain a “food closet,” which is stocked by donations of non-perishable food from parishioners and school students. Donations are accepted year round. A bag of food may seem small, but it goes a long way for someone in need.

Giving Tree

This group coordinates and delivers gifts to needy families and children at Christmas time.

GodWorks! Community Meals

Volunteers work together providing the serving of meals and clean up to our community in need. St. Michael provides volunteers to help five to six times throughout the year.

Health Ministry

This ministry hosts the Red Cross Blood Drive every year. In addition, this ministry provides educational health-related information through newsletters and the church bulletin. In the past, they have sponsored a flu clinic for the community.

Natural Family Planning

Classes for the Ovulation Method and the Sympto-Thermal Method of Natural Family Planning are offered throughout the Archdiocese of Detroit. There is no fee for the series of four classes, during which couples are taught to recognize signs of fertility and infertility. With some NFP methods couples are also taught to read, record and interpret temperatures. NFP allows a woman to understand her body’s physical signals telling her when she is most likely to become pregnant. Knowing this, she and her spouse can effectively avoid or achieve a pregnancy. Mrs. Wendy Kennedy is a certified NFP instructor. She may be contacted at 734-587-2061.

Prayer Shawl Ministry

While sharing in fellowship, these members create knitted or crocheted prayer shawls and quilts, for groups or individuals in need. These shawls go beyond our extended parish family to as far away as India. Another project is bandages for lepers in Vietnam. Members will be happy to teach anyone who wants to learn.

Respect Life

This group helps to raise awareness through “community walks,” bulletin articles, and co-hosting the Heartbeat Baby Bundle Drive in October with St. Mary Parish.

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St. Vincent de Paul Society

In 1833, a handful of students in Paris under the leadership of Frederic Ozanam formed the St. Vincent de Paul Society. Since then, following the inspiration and model of St. Vincent de Paul, members have constantly sought ways to meet the needs of the day among the less fortunate. The Society's singular aim is to help people in time of need, often by providing emergency assistance. Today there are nearly one million members in 132 countries. The Society came to the Detroit Diocese in 1884, and our local Society of St. Vincent is affiliated with the Downriver Conference, located at St. Aloysius in Romulus. Members of the St. Vincent de Paul Society describe the likely new member as follows: "If you are willing to give of yourself whenever called, for God and neighbor, then you are a prime candidate for membership in the Society of St. Vincent de Paul." If you are motivated by personal satisfaction and want to give thanks for blessings received in your own life, please consider joining today.

Special Event Setup and Cleanup Support

Help is often required to setup and/or cleanup for special events and programs. Signup sheets are posted in church or announced in the bulletin or website asking for help. Feel free to just pitch in!

FAITH EDUCATION

RCIA (Rite of Christian Initiation for Adults)

The Rite of Christian Initiation for Adults (RCIA) is the process of preparation for adults or children over the age of seven who desire full initiation into the Roman Catholic Church. Through prayer, faith formation and discernment with catechists and sponsors, Catechumens and Candidates celebrate various liturgical rites in preparation for the celebration of the sacraments of Baptism, Confirmation and Eucharist at Easter. Those already baptized in another faith tradition recognized by the Church make a Solemn Profession of Faith and are fully initiated through the sacraments of Confirmation and Eucharist. Catechumens (those not baptized) and Candidates meet for catechetical formation. People from the parish serve as catechists and sponsors. After the Rite of Acceptance or Welcome, the catechumens and candidates will also meet for the Liturgy of the Word.

Parishioners who are interested in sharing their Catholic Faith and helping to bring others closer to Christ by being actively involved with this Rite of Christian Initiation by serving as a catechist, sponsor, or a team member are asked to contact the parish office at 241-8645.

Those persons interested in exploring the Roman Catholic faith with the intention of possibly becoming a committed disciple of Christ can contact the parish office at 241-8645.

Faith Formation Catechists (1st to 8th grade)

The Faith Formation program provides religious instruction for parish children who attend public schools or are homeschooled. The program recognizes the primary responsibility of parents for their child's faith formation and is designed to assist parents in the child's religious education and formation. Catechists teach classes throughout the school year and assist in sacramental preparation of children. Teaching the Catholic faith to the children of the parish is a vital and satisfying educational ministry. Catechists receive training prescribed by the Archdiocese of Detroit to become certified. Once certified, catechists continue faith enrichment programs to retain certification.

In addition to catechists, other types of volunteers are needed such as aides, hall monitors, and office helpers. Anyone interested in participating in this program in any way should contact the Director of Faith Formation at 241-6097.

COMMUNICATION/ADMINISTRATION

Bulletin Committee

Each week our dedicated bulletin staff meets at the Parish office to plan and prepare the following week's parish bulletin. The bulletin is a weekly newsletter - the central (written) repository of information for the parish. Typically seven pages in length, the bulletin contains everything from weekly notes about church events and wedding announcements to sports schedules and Diocesan and Vicariate happenings. Volunteers produce the bulletin by calling upon their writing, artistic, and technical skills.

Money Counters

Money counters are men and women who count the money collected from weekend offerings and special masses. This process is detailed with an order to how the money is counted and recorded. So if you are or were a bank teller, cashier, or just like to count money, this may be a great position for you to help your Church. There are two teams and they alternate weekly.

Websites and Email

The address of the Saint Michael parish web site is www.stmichaelmonroe.com. www.mcesmonroe.com is the website address for the Monroe Catholic Elementary Schools.

Volunteers maintain the sites by adding new features, updating material, and so forth. The parish email address is stmichaelmonroe@yahoo.com.

SACRAMENTAL ASSISTANCE

Baptism Preparation Committee

Parents and Godparents of children to be baptized attend a baptism preparation class prior to administration of the Sacrament. A small committee conducts the class, which is usually held every other month.

Marriage Rehearsal/Ceremony Assistance

One or two people on a rotating basis offer rehearsal and wedding ceremony assistance. This ministry involves instructing the wedding party in the policies and procedures for the wedding and/or Mass, and assisting the participants on the day of the ceremony.

SCHOOL

As part of the collaborative effort named Monroe Catholic Elementary Schools (MCES), the former St. Michael School, which originally opened with a dedication ceremony on September 7, 1919, became the St. Michael the Archangel Early Elementary Campus. In August of 2012, St. Michael began to serve infant, toddler, preschool, kindergarten, and grade 1 before, during, and after school hours.



For more information regarding daycare, preschool, kindergarten, first grade, or latchkey services, please contact 734-241-3923.

The MCES Parent Teacher Organization (PTO) is the volunteer organization associated with MCES Schools. Their mission is to strengthen our school community through the coordination of student, parent, and family-centered events, which foster healthy relationships and contribute to the academic and spiritual success of all students.

For more information regarding involvement with the school programs and the MCES PTO, contact 734-241-6335.

YOUTH PROGRAMS

Boy Scouts Troop 547, Girl Scouts, Blue Birds

Scouting programs for the youth of the parish and community have long been a part of Saint Michael parish. There are opportunities to participate in Boy Scouts, Girl Scouts and Blue Birds.

Saint Michael Athletic Club

The purpose of this group is to promote, supervise, and help fund the Catholic Youth Organization (CYO) athletic program of Saint Michael parish, with the intent of furthering spiritual, as well as physical development. The Membership consists of volunteer parents and parishioners. The program is funded separately from the parish budget, and is supported through fees and fundraising. The board members are charged with assuring that the program fulfills the expectations and requirements of the parish and the Archdiocese of Detroit. New members are selected on Pentecost Sunday.

SAINT MICHAEL THE ARCHANGEL PARISH PRAYER

Lord, God, We glorify Your holy name and thank You for calling us, the people of Saint Michael the Archangel Parish, to be one in the faith of Christ.

Bless our Pastor, the priests who serve us, and our parish leaders with wisdom, strength and courage as they enable us to grow in holiness.

Bless our teachers and catechists. Give them understanding, patience and wisdom as they share their faith and knowledge with our children. Bless our parish community. Protect our families and keep our children safe.

Fill us with Your Divine Spirit and help us to be generous to others. Forgive us when we sin. We pray that the Mass sustains us and keeps us faithful to Your teachings. We ask this through Christ our Lord. Amen.

PRAYER TO SAINT MICHAEL THE ARCHANGEL

Saint Michael the Archangel, defend us in battle; be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray: and do thou, O Prince of the heavenly hosts, by the power of God, thrust into hell Satan and the other evil spirits who prowl about the world seeking the ruin of souls. Amen.