

## Administrative Ministries

**Pastoral Council** ~ The Pastoral Council serves the parish as the principal advisory group to our Pastor. The council explores the spiritual needs of the parish and communicates those needs and interests along with assisting our Priest in accomplishing the parish mission through their knowledge, experience and involvement in the community.

**Finance Council** ~ This consultative body is composed of those appointed parishioners who have demonstrated an expertise in finance. The body consults and advises our Pastor with respect to items such as: the annual budget, financial reporting, long-term financial planning, debt and debt management, high-level expenditures, fundraising, personnel administration and governmental regulatory matters.

**Prayer & Worship Committee** ~ This committee is comprised of individuals from both the Church of Annunciation and Our Lady Queen of Apostles Parishes, including our Pastor, the Coordinator of Religious Education, and both music ministry coordinators. Their mission is to plan, schedule and coordinate the liturgical services within the parishes. The group works with the decorating committees and other liturgical ministry groups to enhance the spiritual aspects of our Masses and services.

**Office Volunteers** ~ This dedicated group of volunteers is of daily assistance to our administrative staff. Volunteers man the "front desk", answer the phone, take messages, and respond to those who come to our parish offices for a variety of reasons.

**Collection/Counters** ~ To be appointed to this group it is vital that one is proficient with figures and counting money. Working as part of a team is an absolute must. Honesty, integrity and confidentiality are non-negotiable qualities for counters.

**Cemetery Committee** ~ The cemetery team works as a liaison between the deceased individual's family, the parish and the Diocese of Albany. Each parish keeps their own records. Graves are prepared for funeral services, and maintained and groomed afterwards in order to preserve the general appearance of the cemetery.

**Buildings & Grounds Committee** ~ The role of this committee is to regularly inspect the church and all of its properties, including the rectories, cemeteries, parking lots and other secondary buildings. The teams canvas both the interiors and exteriors of these facilities looking for routine maintenance issues or areas which may be in need of improvement. They present their findings with recommendations to the Pastor and the Finance Council and work with them on obtaining quotes for work needed. The group will follow up by supervising and inspecting the work. This committee may work with, but is not involved in the routine day to day operations of, the parish Maintenance Staff.

**Parish Archivists** ~ The archivists collect, research and maintain parish records, including births, marriages and deaths dating back to the beginning of each parish. The records are stored at the respective rectories. Parish Council minutes, scrapbooks and photographs are just some of the memorabilia on file. Any additional collections are always welcome.

#### **Technical Support**

- **Schedule Coordinators**
- **Website Design and Maintenance**
- **Facebook Manager**

### **Liturgical Ministries**

**Lectors** ~ These individuals proclaim the Word of God at Mass, which is a very serious undertaking. The role of lector is open to any individual who has received all of the sacraments through Confirmation. A lector should be a good reader, have a fairly strong tone and be confident in speaking in front of people. The parish provides a workbook to help the Lectors with pronunciation.

**Extraordinary Ministers of Holy Communion** ~ A lay minister of the Eucharist is an individual who assists the priest and deacon in the distribution of the body and blood of Christ during Mass. A minister of the Eucharist is commissioned by the priest of the parish.

**Altar Servers** ~ This ministry is open to all children who have received the Sacraments of Reconciliation and the Eucharist. The primary role of the altar server is to assist the priest and deacon in the celebration of the Mass. While performing their varied duties these young people learn responsibility and commitment, along with experiencing a deeper understanding of the liturgical celebration.

**Masters of Ceremonies (MC)** ~ Just as the sacristan who prepares the "things" needed for Mass, the Master of Ceremonies takes care of the "people" needed for Mass. The MC prepares the people to ensure the Mass flows smoothly and reverently.

**Sacristans** ~ The sacristan prepares the church for Mass or a service. These volunteers arrive an hour before and organize all of the materials the celebrant needs for the celebration about to take place. Such events include a weekday or Sunday Mass, a funeral service, a wedding, a baptism, holidays or Confirmation.

**Greeters** ~ Greeters act as the "welcoming face" and "open arms" of our parish. It is their mission to present a warm and inviting environment to those entering the church for weekly Mass or for the very first time.

**Ushers** ~ The "ushers" are a group of faithful and dependable parishioners who take up the collection at Mass and at various services. They also may be asked to help parishioners or visitors to find a seat when necessary.

**Music** ~ This ministry shares its gift from God by elevating the beauty of the Mass and other services with the addition of music. We have a love of music and singing. It is a privilege to be used as His instrument in leading the congregation in worship through song. "When we sing, we pray twice." If God has blessed you with an "angelic" voice, please consider sharing with everyone.

**Altar Rosary Society** ~ The main focus of this organization at Our Lady Queen of Apostles is to generously support the needs of the church and its parishioners. In addition to helping maintain the sacristy linens, the Altar Rosary Society takes on the hospitality duties of the parish.

**Liturgical Environment (Decorating)** ~ This is the group of volunteers who decorate the church building for special occasions, namely Advent/Christmas, Lent/Easter, First Eucharist, Confirmation and any other event that may require special décor. Volunteers are always welcome, especially those who prefer to work behind the scenes.

**Sacristy Linens** ~ Every Sunday after the last Mass, volunteers pick up and take the linens home to wash and iron the smaller items used on the altar. They are then returned to the church during the week or the next Sunday. This is a simple, yet important task. In Frankfort, members of the Altar Rosary Society traditionally handle this task, but membership is not necessary.

## **Religious Education Ministries**

**Baptism Preparation** ~ All couples planning on having their first child baptized at Annunciation or Our Lady Queen of Apostles are required to attend a Baptism Prep Class. Instruction will include the meaning of baptism in the life of the child, the child's parents, the Godparents and the parish family.

**Religious Education Program** ~ This program focuses on the youth of our parishes. Being a catechist (teacher) involves sharing your faith in Jesus and His church in such a way that a child comes to know God, to believe in Him, and to love Him. A way of living, as well as learning, catechizing helps us to grow in faith and to grow closer to God throughout our lives. There is no better way to celebrate the Lord and grow closer to Him than seeing Him through the eyes of a child.

**Marriage Preparation Coordinators** ~ This is a group of married couples that help prepare the engaged couples for their upcoming weddings. A variety of topics is covered. They also coordinate the actual wedding with the couple and the priest. Training will be provided for this ministry by Deacon Michael Carbone.

**Rite of Christian Initiation of Adults (RCIA)** ~ The RCIA program is for those who are interested in becoming full members of the Catholic Church. They may be unbaptized persons, baptized in another Christian tradition, or even baptized Catholics who have yet to complete the sacraments of Holy Eucharist and Confirmation. The group meets once a week from September until Easter. It's a perfect way to continue to learn about the Catholic Church and strengthen our faith in God by developing a closer relationship with Jesus Christ.

**Bible Study** ~ Different Gospels are studied every year. We meet weekly at different times during the year at the Annunciation Parish Center. All are welcome. Please bring your Bible.

**Multi-Media Center** ~ A variety of religious books, CDs, and DVDs is available for purchase in the vestibule of the church. There is also a lending library available at Annunciation near the chapel. Please feel free to browse and enjoy.

## **Prayer Ministries**

**Eucharistic Adoration** ~ People from our parishes spend time before the Blessed Sacrament solemnly exposed and pray for the needs of our parish, our priests, our Church, and our world. This is a wonderful opportunity to reflect and experience some much needed "quiet time".

Wednesday 9:30 am through Thursday 8:30 am ~ Annunciation

Tuesday and Thursday 1:00 -3:00 pm ~ Friary at Our Lady Queen of Apostles (building to the right of the Church).

**Novena, Rosary and Divine Mercy Prayer Group** ~ Our mission is to honor Our Blessed Mother and her Son, Jesus, through the Rosary and the Divine Mercy Chaplet. New members are always warmly welcomed. We meet every Monday night at 7:00 in the Annunciation Parish Center, Room 4.

**Sacred Heart Prayer Group** ~ The mission of the Sacred Heart Prayer Group is to draw us closer to the Father through the virtues of the most Sacred Heart of His Son. It also gives each of us an opportunity to give thanks and praise to the Heart that loves us so much, and bestows on us all that is good. We meet on the first Friday of the month after 9:00 am Mass at the Church of the Annunciation.

**Our Lady of Fatima Rosary Group** ~ We gather at the statue of Our Lady of Fatima on the 4<sup>th</sup> Avenue side of Our Lady Queen of Apostles Church on the 13<sup>th</sup> of each month to pray the Holy Rosary in honor of Our Lady of Fatima. All of our intentions are lifted up during the special time of prayer to Our Lady. The beginning of this ministry in May 2013 was in response to a favor received. Our group continues to grow in faith and number.

**Rosary Prayer Group** ~ Every Monday morning at 10:00 am we pray the Rosary with the residents at John Guy Prindle Apartments (80 East North Street, Ilion). All are welcome. This is a small way for us to touch those who once worshiped with us each week and may now be unable to get to church to pray on a regular basis.

**Holy Hour for Vocations** ~ We begin the hour with Exposition of the Blessed Sacrament, followed by the Novena to Our Lady of the Miraculous Medal, and prayers to St. Anne, St. Jude, and St. Terese of the Child Jesus. Time is given for private prayer. During this hour, we also pray the Holy Rosary. All the prayers during this hour are for an increase in vocations to the Priesthood and Religious Life. Wednesday 6:30 pm at Our Lady Queen of Apostles Church.

**Divine Mercy** ~ The words, "Jesus, I trust in you." explain this form of prayer. Given to St. Faustina, the Divine Mercy Chaplet enables us to pray to our Blessed Lord for His Mercy upon us and upon the whole world. Tuesday and Thursday 3:00 pm at Friary at Our Lady Queen of Apostles (building to the right of the Church).

**Hour of Mercy** ~ During this hour we pray the Divine Mercy Chaplet to ask Jesus for His mercy upon us and the entire world. Following the Chaplet, we pray the Most Holy Rosary of the Blessed Virgin Mary. In praying the Rosary, we ask Mary's intercession for all our prayers and requests. Friday 3:00 pm at Friary at Our Lady Queen of Apostles (building to the right of the Church).

**Morning Prayer** ~ This form of prayer is the universal prayer of the Church, also known as the Liturgy of the Hours. Morning Prayer consists of praying the Psalms, Scripture Reading, and Intercessions. It's a beautiful way to begin your day. Tuesday through Friday 7:30 am ~ Friary at Our Lady Queen of Apostles (building to the right of the Church) and Saturday 9:00 am ~ Friary at Our Lady Queen of Apostles (building to the right of the Church).

## **Outreach Ministries**

**Gabriel's Angels** ~ Whether they are called "Prayer Shawls", "Peace Shawls" or "Mantles" these shawls are symbolic of an inclusive, unconditionally loving God. They wrap, enfold, comfort, give solace, mother, hug, shelter, and beautify. Many prayers and blessings are knitted into every shawl. Thus, the blessings are rippled from person to person. These gifts of love are presented to our babies at Baptism, our newly baptized RCIA members, and those searching for peace after the death of a loved one in conjunction with the Bereavement Committee. We meet on Monday at 9:30 am in the Annunciation Parish Center in Room 4.

**Ministers to the Sick and Homebound** ~ These volunteers are extraordinary ministers of Holy Communion who bring the Blessed Sacrament to those in our parish who cannot easily attend Mass because of sickness, frailty, or other reasons. This reinforces the fact that they are still part of our parish community and they have not been forgotten. Training is available for this ministry.

**Bereavement Committee** ~ This joint committee of Annunciation and Our Lady Queen of Apostles sends cards to members of our parishes who have suffered the loss of a loved one. This group strives to represent our parish family by carrying a simple message of sympathy, love and caring to those in mourning. In conjunction with Gabriel's Angels, handmade prayer shawls are included in all mailings. We meet monthly at Our Lady Queen of Apostles Parish Office.

**Giving Tree** ~ As a way to give back during the holy Christmas season and lift the spirits of others it has been our practice to recognize those in our community that may benefit most by providing wrapped Christmas gifts.

**Basic Needs Closet** ~ There are drop boxes at the entrances of Annunciation Church where you may place new/gently used items, such as linens, housewares, toiletries. Cash donations are also accepted. Recipients of these items are designated through referrals from Catholic Charities.

**Outreach Committee** ~ This ministry is an evangelization group of the Church of the Annunciation and Our Lady Queen of Apostles committed to providing for the spiritual and material needs of the community. They work to bring God's people to church and God to his people.

## **Community Ministries**

**Catholic Charities** ~ Our purpose is to maintain the dignity and improve the quality of life of families and individuals in Herkimer County. By our actions and visible presence, we seek to influence others to become more aware of and responsive to human needs. Catholic Charities provides our county with numerous services, some of which include **Domestic Violence Services** (hotline ~ 866.0458), **Runaway & Homeless Youth Services** (hotline ~ 866.1112), **Emergency Assistance**, and the **Retired Seniors Volunteer Program**.

In addition, Catholic Charities collaborates with the Church of the Annunciation to provide an annual **Thanksgiving Dinner** for many in our community. The **Basic Needs Closet** is another example of the close working relationship between the Church of

the Annunciation and Catholic Charities. Together, the Church of the Annunciation, Our Lady Queen of Apostles and Catholic Charities also support the **Ilion/Frankfort Food Pantry**, which is a blessing to our area and helps so many people. Volunteers and donations are certainly appreciated and always welcome!  
Deanna Charles ~ 894.9917

**Catholic Daughters of the Americas Court St. Bridget #265** ~ Catholic Daughters of the Americas is one of the largest national organizations of Catholic women in the world. It is a group dedicated to strengthening its spiritual life through Christ and His Church. Interestingly, the group was founded in 1903 by the Knights of Columbus in Utica, New York, only 7 miles from Ilion/Frankfort. Our mission is to strive to embrace the principle of faith working through love in the promotion of justice, equality and the advancement of human rights and human dignity for all. We meet on the third Tuesday of each month at the Annunciation Parish Center in Room 4.  
Fran Retzloff ~ 895.7663

**St. Francis Society** ~ Our society is the oldest St. Francis de Paola Society in the world, outside of Italy. This is a non-profit society that was established in 1927 in honor of St. Francis de Paola, the patron saint of Calabria, Italy. This group takes its role of giving to charitable causes as a reflection of the actions of St. Francis. We are dedicated to helping the community through donating to worthy causes and allowing other organizations to use our grounds and hall for fundraising activities. For more information please visit

[www.stfrancissociety.org](http://www.stfrancissociety.org)

Don Roberts ~ President

For information on joining or reserving the hall/grounds, please call the St. Francis Club at 894.4741

Ladies' Auxiliary Contact ~ Aggie Wilk ~ 895.7232

**Knights of Columbus** ~ We are a fraternal benefit society which promotes among its members fellowship, charity, and family based on our catholic faith. The Ilion Knights of Columbus consists of 240 Catholic members along with an active ladies' auxiliary.

Membership Contact ~ Tim Day ~ 894.4325 or [tday@dayscarafileread.com](mailto:tday@dayscarafileread.com)

Ladies' Auxiliary Contact ~ Mary Day ~ 868.6786



**Addolorata Society** ~ The Sanctissima Maria Addolorata Society is a religious organization founded in Frankfort in 1917 to honor the Blessed Mother under the title of Our Lady of Sorrows. The society has constructed a Prayer garden on Sheldon Avenue in Frankfort which is open to the community. In addition to holding an annual outdoor Mass each July, the members gather every Thursday at 6:00 pm at the Prayer Garden to pray the Rosary. All are invited to attend.  
Angie Caiola ~ 894.3423 or [caiolaa@yahoo.com](mailto:caiolaa@yahoo.com)

**Salvation Army Café** ~ Teams have been cooking and providing hot, nutritious and well-balanced meals, plus desserts, for the Salvation Army community on particular days each month for about 10 years. We generally serve between 35 and 50 meals. While team members have changed over time, the mission has not - to serve the Salvation Army community with kindness and a smile!  
Bill & MaryAlice Farrell ~ 894.4685 / Liz & Jim Skinner ~ 866.2630

**Ilion Council of Churches** ~ This group sees to it that Ecumenical Prayer Services for parishioners of all churches in our surrounding communities take place and welcome everyone. Lenten Lunches and Baccalaureate services are examples of such events.  
Brother Edward Bick ~ 895.0055

**Boy Scouts** ~ The Boy Scouts of America is one of the nation's largest and most prominent values-based youth development organizations. The BSA provides a program for young people that builds character, teaches responsibility, encourages citizenship and promotes personal fitness. For over a century, the BSA has helped build the future of our country by combining educational activities and lifelong values with fun. The Boy Scouts of America believes that helping our youth is the key in creating a more conscientious, productive and caring society.  
John Forbes ~ 717.2997 (I) / Louie Licari ~ 894.4157 (F)

**Herkimer County Habitat for Humanity** ~ This is an affiliate of the larger international organization. Habitat is a not-for-profit group which is registered with the state of New York. This ministry seeks to eliminate poverty housing. Volunteers work in partnership with families in need of this mission. Like all Habitat for Humanity local affiliates, the Herkimer County Habitat for Humanity relies heavily on local support in the form of volunteers and donations. Habitat for Humanity brings about their vision of a world where everyone has a decent place to live.  
Patricia Miller ~ 866.4909 or [herkimerhabitat@gmail.com](mailto:herkimerhabitat@gmail.com)