



***“As each one has received a gift, use it to serve one another as good stewards of God’s varied grace.”***

***1 Peter 4:10***

At the Parish Communities of Immaculate Conception & Our Lady of Perpetual Help, we embrace stewardship year round... not as a one-time event, but rather learning that giving back to God is a way of life.

With an abundance of blessings comes responsibility. We are richly blessed with two parishes alive with a myriad of liturgical and non-liturgical ministries, programs and opportunities for all ages. It takes the work of many hands to ensure the continued growth and success of our vibrant parishes! The efforts of every volunteer are essential to fulfilling the mission of Immaculate Conception & Our Lady of Perpetual Help parishes.

This booklet contains a list of parish ministries and activities; We invite you to review the opportunities and select the ministries to which you can devote some of your time and talent to serve your fellow parishioners and larger community.

We are deeply grateful for the generous sacrifices that you make on behalf of the Church. With the many obligations in our busy lives, your time is very valuable; yet we are confident that you will discover that your service in ministry will be blessed and multiplied and bring you the joy that comes from serving others.

**The Parish Communities of Immaculate  
Conception and Our Lady of Perpetual Help.  
2011 - 2012 Parish Ministry Handbook**

**Pastor: Fr. Bryan Hersey**

[fatherhersey@ic-olph.org](mailto:fatherhersey@ic-olph.org)

**Parochial Vicar: Fr. Sylvain Cibangu**

[fscib@ic-olph.org](mailto:fscib@ic-olph.org)

**Parish Offices:**

2619 Cedar Street  
Everett, WA 98201  
425-349-7014

**Immaculate Conception Church**

2501 Hoyt Avenue  
Everett, WA 98201

**Our Lady of Perpetual Help Church**

2617 Cedar Street  
Everett, WA 98201

**Parish Website**

[www.ic-olph.org](http://www.ic-olph.org)

## **DAILY MASS SCHEDULE**

Monday 8:00am - Our Lady of Perpetual Help Church  
Tuesday 8:00am - Our Lady of Perpetual Help Church  
Wednesday 6:15pm - Our Lady of Perpetual Help Church  
Thursday 8:00am - Immaculate Conception Church  
Friday 12:15pm - Immaculate Conception Church  
Saturday 9:00am - Immaculate Conception Church

## **WEEKEND MASS SCHEDULE**

Saturday 5:00pm - Immaculate Conception Church  
Sunday 8:30am - Our Lady of Perpetual Help Church  
10:00am - Immaculate Conception Church  
11:30am - Our Lady of Perpetual Help Church  
12:30pm - Spanish Mass - Immaculate Conception  
3:00pm - Vietnamese Mass - Immaculate Conception  
5:00pm - Our Lady of Perpetual Help Church

## **CONFESSIONS**

1st, 2nd & 4th Saturday 9:30am - Immaculate Conception Church  
1st Saturday 3:00pm - Immaculate Conception Church  
3rd Saturday 3:00pm - Our Lady of Perpetual Help Church

## **PASTORAL STAFF**

Pastor	Fr. Bryan Hersey
Parochial Vicar	Fr. Sylvain Cibangu
Priest for Vietnamese Community	Fr. Phuong Nguyen
Deacon	Matt Zuanich
Business Administrator	Kathy Fry
Director of Vietnamese Community	Sr. Tessey Nguyen
Director of Faith Formation	Casey Ross
Director of Hispanic Ministry	Celina Ruiz Dzilenski
Director of Outreach Ministries	John Sullivan
Bookkeeper	Shellie French
Office Assistant	Laurie Bayne
Receptionist	Charlotte McCoy

**IMMACULATE CONCEPTION &  
OUR LADY OF PERPETUAL HELP  
SCHOOL**

2508 Hoyt Avenue  
Everett, WA 98201  
425-349-7777/ Fax 425-349-7048  
Website - [www.icolphschool.org](http://www.icolphschool.org)

Principal	Donna Ramos
Administrative Assistant	Pat Klarich
Office Staff	Elisa Whitehouse

**VOLUNTEER INFORMATION**

**Safe Environment Training**

The Archdiocese of Seattle requires that all volunteers, who have ongoing unsupervised contact with minors or vulnerable adults, complete the Called to Protect for Ministries training class and must complete one online safe environment training update in the Armatus program every year they wish to continue in their ministry.

The Armatus program is an online training system which allows participants to take the class at their convenience, from any computer with internet access.

**Background Checks**

All volunteers with ongoing unsupervised contact with minors or vulnerable adults are required to successfully undergo a criminal background check as a condition of volunteer work. Background checks will be conducted by the Archdiocese of Seattle and renewed every three years.

Background checks are also required from any volunteer with access to cash, securities or other financial instruments and any volunteer driving in the course of their volunteer work.



## LITURGY & MUSIC

### **Our Lady of Perpetual Help Spiritual Life and Liturgy Commission and Immaculate Conception Liturgy**

**Commission:** Our liturgy commissions share responsibility with the pastor for preparing guidelines for the planning and implementation of parish worship services and oversee the evaluation of those liturgies. It is made up of coordinators of the various liturgical ministries and representatives of the parish at large.

### **Eucharistic Minister at Mass:**

These ministers are instituted to serve at our Eucharistic celebrations. They are trained and assigned to their respective services by a coordinator. They are expected to attend all training sessions.

**Greeter:** The greeter welcomes the assembly as they enter the church and gives special attention

to those who are visiting or are new to the parish. These ministers of hospitality are assigned and trained



by a ministry coordinator.

**Lector:** The lector is instituted to proclaim the scripture readings (with the exception of the Gospel), announce the intentions of the General Intercessions and, in the absence of a cantor, read the psalms between readings. They are trained and assigned by a ministry coordinator and are expected to attend all training sessions.

**Usher:** It is the duty of the ushers to make certain the worship area is prepared for the arrival of the assembly, lead them to their places, direct processions and take up collections in the church. They are trained and assigned by a ministry coordinator and are expected to attend all training sessions.

### **Children's Liturgy of the Word:**

These instructors share the Liturgy of the Word during the 11:30 a.m. Masses with children in grades Kindergarten through 5th grade.

**Traditional Choir:** The traditional choir sings at the 8:30am Mass every Sunday as well as Christmas and Holy Week. Membership is open to men and women as well as mature youth.

**Praises Choir:** This is a group of singers and instrumentalists who sing at the 11:30am Mass with contemporary style of music.

Rehearsals are weekly and members arrive one hour before Mass for set-up, practice and prayer

**Contemporary Choir:** This choir leads our parish family in song every Sunday at the 10am Mass. Men, women and children in the 6th grade and up are welcome to join us. This is a very fulfilling ministry, and we have a lot of fun learning new songs and encouraging the people of our parish to sing praise to God.



**Instrumentalist:** Whether you play the piano, organ, guitar or any other instrument, both traditional and contemporary choirs use instrumentalists in the liturgies.

**Altar Servers:** Our "Knights of the Altar" serve at all liturgical celebrations. Open to boys and girls in grades 5 - 8. Training provided.

### **Art and Environment**

**Committee:** These persons work with the parish Liturgy Coordinator to design and install decorations for the various seasons and special liturgies. Included are persons adept at floral arranging, banner construction and overall preparation of the environment. They gather to plan church decorating for each of the Christmas, Easter and Ordinary Time seasons.

**Sacristan:** Sacristans prepare the church for Mass -- set up all items for the Mass (hosts, wine, chalice, etc.), unlock doors, turn on lights. Requires approximately one hour prior to Mass.

**Seamstress:** Those who can sew by hand or machine the linens, vestments and banners used at the liturgy.

## FAITH FORMATION

### **Faith Formation Commission:**

This commission works in conjunction with the Directors of Religious Education & Youth Ministry. The commission's responsibility is to determine the formational and educational needs of people of all ages in the parish and to recommend strategic plans and policies to the pastor and pastoral Staff..



### **RCIA (Rite of Christian**

### **Initiation of Adults) Team**

**Member:** Shares faith with adults seeking full union with the church. Training provided.

### **St. Anne's Family Library**

The parish library makes available quality religious material for loan to parishioners.



### **Vacation Bible**

**School:** VBS is offered "one week" in the summer for

children from preschool through 6th grade. Many volunteers, teens and adults, are needed as team leaders and assistants, as well as behind the scenes with crafts, games, snacks, storytelling, childcare, decorating, set-up and clean-up.

### **High School Adult Core Team:**

A team of adult leaders who plan and lead our Youth Nights: for high school students. Activities include community building games, faith exploration, small group discussion, skits, music, prayer and liturgy. Investing in life-giving relationships with our young Church.

**"Jr Hi Core" Team:** A group of adults who plan and lead Jr. High Youth programs of community-building, faith formation, contemporary issues and social justice education for 6th - 8th graders. Small group facilitation training provided.

### **Retreats, Conventions and**

#### **Rallies:** Chaperone/Drivers

Adult leaders are needed to assist with planning, logistics and chaperoning our parish participation in a number of events sponsored

each year by the Snohomish Deanery and the Archdiocese of Seattle. Desire and ability to participate in weekend-long events is necessary.

### **Preschool, Elementary:**

#### **Religious Education :**

Catechists are trained to conduct the classes for these age levels on Sunday mornings and Wednesday evenings (Elementary). Topics appropriate to each grade are taught from textbooks approved by the Archdiocesan Office of Catechesis. Training provided.

**Mission and Service :** Youth Service & Social Justice adults needed to help coordinate & chaperone ongoing service opportunities for our youth in our own community. (Interfaith shelter, food banks, pregnancy aid)

## **OUTREACH** **MINISTRIES**

**Grief Ministry:** Parishioners reach out to the families of the deceased of our parish. Two 6 (one evening per week) grief seminars are offered each year and are open to everyone. One-on-one grief ministry is also available.



**Hospital Ministry:** Eucharistic ministers assist in responding to the spiritual needs at Providence Hospital.

**Ministry to the Sick and the Homebound:** Eucharistic Ministers who bring Communion to the homebound.

**Prayer for Healing Ministry:** Trained prayer teams are available every Sunday and at other times during the week by appointment to pray with parishioners of both parishes for physical, spiritual and relational healing.



**Parish Prayer Line:** The prayer line is a network of parishioners united in prayer for the needs of the parish and individuals.

**St. Jude Home Visitation Group:** Parishioners visiting homebound parishioners.

**St. Vincent De Paul:** This is an independent lay organization of parishioners who have accepted the responsibility of giving aid to the less fortunate under the guidelines established by the National SVdP Society. They operate a weekly food bank.



## PARISH ORGANIZATIONS & ACTIVITIES

**Pastoral Councils:** Each parish receives direction, support and evaluation from their individual Pastoral Council. Working with the pastor, the council makes decisions, plans and sets goals for the parish in all its activities. The Pastoral Council meets at 7:00 p.m. on the first Thursday of each month. Members are selected from the parish at large as well as appointed by the pastor. Anyone interested in serving is encouraged to do so.

**24-Hour Prayer:** To help parishioners respond to Jesus' call to share prayer with Him, a program of 24-hour prayer has been established at Immaculate Conception Church. You are invited to spend one hour a week praying in the Adoration Chapel..

**Baby-sitting at Immaculate Conception Church:** We would like to provide baby-sitting during Immaculate Conception Masses and at various parish functions. The more people involved the less often the rotation.

**Parish Life:** This commission is concerned with promoting the social growth of all parishioners by organizing parish activities, which encourage fellowship.

## **Finance**

### **Commissions:**

These commissions are separate from the Pastoral Councils and work with their individual parish. The committee members are appointed by the pastor to work together with the Pastoral Council concerning advice on financial matters, including the parish budget.



### **Funeral Reception Committees:**

These groups assist the family and friends of deceased members of Immaculate Conception and Our Lady of Perpetual Help parishes by providing food, cookies and beverages and a place to gather after the funeral or memorial service.

**School Commission:** The School Commission is an advisory committee to the pastor and principal. They provide leadership and direction to Immaculate Conception/Our Lady of Perpetual Help School.

**Stewardship Commission:** This commission promotes the carrying out of our God-given gifts of time, talent and treasure as a way of life.

**Welcome Committee:** This committee personally welcomes new parishioners. It is an easy way to reach out to new parishioners.

### **Social Concerns Committee:**

This newly formed committee will reach out to our parish, our community and the world on issues concerning social justice.

### **Young Adults/Corner Stone (Over 18, married or single):**

A group of young adults, single or married (over 18) who gather for fellowship.

**Altar Society:** A group of women who are dedicated to taking care of the inside of the church. They sponsor two breakfasts a year and several bake sales. All women of the parish are members.

### **Coffee and Donuts:**

Individuals or families hosting coffee and donuts after the 8:30 am, 10am and 11:30am Masses on Sunday morning.



### **Cookies and Lemonade:**

Individuals or families providing cookies and lemonade after the Saturday 5pm Mass during the spring and summer months.

## MISCELLANEOUS

### VOLUNTEER SERVICE

**Bulk Mailing:** Job includes preparing parish mailings -- folding letters/flyers, stuffing envelopes, placing labels on envelopes and sealing envelopes. Usually this job for one parish takes 2-3 hours with a team of 5-6 people.



**Maintenance:** Jobs are certainly varied and include painting, carpentry work, plumbing, electrical work, janitorial work, etc. No meetings are involved.

**Facilities Commission:** This commission is a group of experienced professionals who are committed to improve and maintain our parish buildings and facilities .

**Online Newsletter:** Parishioners who publish a quarterly newsletter for both Immaculate Conception and Our Lady of Perpetual Help Parishes.

**Parish Photographer:** Parishioners who would be called on to take photographs of parish events for the newsletter and website.

**Office Assistant:** Jobs are varied and include answering the phone, greeting people as they come into the office -- filling in for our receptionist.

**Parish Bus Driver:** Drivers are occasionally needed. Drivers need to

possess a special bus driver license.

**Running Errands:** Occasionally we need parishioners to run errands such as taking a mailing to the bulk mailing facility.

**Transportation:** A group of parishioners willing to transport parishioners with special needs to and from Mass on the weekends. An occasional meeting may be necessary.

## STEWARDSHIP

### PRAYER

Generous God,  
I give thanks to you for the gifts you have given me -my life, my family, my friends - time, talents, and material possessions. All that I have comes from you. Help me to remember this and rejoice in your goodness.

Walk with me, my God. Help me on my spiritual journey, so that I may constantly renew my relationship with you and all the good people in our parish and throughout Everett.



Renew in me your Spirit. Give me the strength and courage to become a better follower of Jesus, to be a disciple. Help me hear the call to "Come, Follow Me."

I give glory to you, my God, as I make stewardship a way of life.

Amen.

