



# Our Lady of Mt Carmel Mt Pritchard

## Parish Ministries Booklet 2020



### **Clergy**

Fr Anthony Fregolent, CS, PP  
Fr John Mello, CS  
Fr Syrilus Madin, CS

### **Chaplains**

Fr Francis Xavier Tuyet Van Nguyen - Vietnamese  
Fr Tomas Ruiz - Spanish  
Fr Vittorio Basso - Italian

### **Parish School Principal**

Mr John Barton  
Office Tel: 9610 2371  
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### **Parish Secretary**

9:00am to 3:00pm  
Mimma Pavone - Mon & Tuesday  
Alina Clemente - Wed to Friday

### **Catholic Presbytery**

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Tel: 9610 1025 Fax: 9610 0555  
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## Ministries of the Catholic Church

Christian stewardship is the recognition that all we have - our relationships, our talents, our resources, and our entire lives - have been given to us by our loving Father. It is our responsibility and our delight as His children, to administer those gifts according to His will and for His glory.

The Church calls people to the responsible stewardship of their time and talent in support of the Church. This often takes the form of volunteering for a specific lay ministry, most of which are liturgical, catechetical, or are involved in the pastoral care and social justice area.

Liturgical lay ministries include lectors (Ministers of the Word) who proclaim scriptural (the Bible) passages during the Mass, altar servers and acolytes who assist the priest at the altar, cantors and music ministers who lead the singing, extraordinary ministers of Holy Communion who serve during Mass and/or who take Holy Communion to the sick and homebound within the Parish boundaries.

The various ministries and groups at Our Lady of Mt Carmel Parish provide you with a wide variety of ways of connecting with the community. Through these ministries and groups, you can learn and grow as an individual, meet others who share your values, and reach out to serve and meet the needs of the community.

**“As faithful servants of the Lord we share the gifts we have received in the service of our church community”.**

We hope there's something for everyone here. As a parishioner of Our Lady of Mt Carmel, you are invited to support your parish in one or more of the following Ministries or Group.

## Working with Children Check

A “Working with Children Check” is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of findings of workplace misconduct. Children under the age of 18 are exempted

The result of a Working with Children Check is either a clearance to work with children for five years, or a bar against working with children. (unless a new record appears during this time which leads to the clearance being revoked).

To obtain a Working with Children Check, applicants must:

1. Go to <http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/apply/-apply>.
2. Under the heading for *individuals*, select **Apply**.
3. An online form will appear. Complete the required fields and follow the prompts. Applicants will be provided with a Working with Children Check application number.
4. Take the application number and proof of identity to a Transport, Roads and Maritime (RMS) registry (formerly known as the RTA) or Government Access Centre.  
**Note: Your notification letter or email is NOT evidence of a clearance;** clearance is given to the organisation i.e. church. They require your Working with Children Check number, surname and date of birth for the online verification process.
5. Working with Children Check is free for volunteers. (\$80 if applicant in paid employment)

## Parish Ministries

### Liturgical

#### Liturgical Group

A group that comes together to assist with the planning and preparation of our major Liturgical Celebrations.

The Group:

- Prepares liturgies for the season of Lent and Advent based on themes and information from the Archdiocese and The Liturgical Commission.
- Prepares liturgies for other major celebrations including the Feast of Our Lady of Mt Carmel etc.
- Prepares the church environment (decorate church).
- Selects the music for these liturgies.
- Prepares liturgies that encourage full and active participation.

The Liturgical group includes our Priests, our Pastoral Co-ordinator, a representative from the Music Ministry, a representative from our school and up to two other interested and suitably skilled Parishioners or Parish Councillors. (Group of 8)

***Requirements:***

Membership by nomination by the Parish Priest.

***Meeting/Roster Information:***

As required.

***For More Information:***

Contact the Parish Office.

#### Acolyte

Acolytes assist on the sanctuary in the celebration of the Mass. Acolytes perform similar tasks to an altar server but acolytes are an official and permanent “order” of the Church: what is called a Minor Order of the Church.

The Church only allows males to be acolytes and they must be at least 18 years of age. They are permanent ministers of Holy Communion and may lead a church Holy Communion Service in the absence of a priest when no Mass can be celebrated. Acolytes may also take Holy Communion to the sick and elderly in their homes.

Acolytes are formally instituted into their ministry with the approval of the bishop and must undertake a short training course offered by the Archdiocese of Sydney.

***Requirements:***

Must have certified recognition of completion and eligibility for institution to the Ministry of Acolyte by completing all 5 sessions of a 2 day “Serving the Lord with Gladness” Program run by the Catholic Archdiocese of Sydney Liturgy Office. Eligible candidates are instituted into the Ministry by the

Archbishop of Sydney and must have applied and be able to produce a current “Working with Children Check Number”.

Prospective and presently serving lay ministers are invited to this program of training and formation which will provide guidelines for the ministry and practical training in the following areas:

1. Lay Ministry: History, Theology & Spirituality
2. The Mass: A Deeper Appreciation
3. Service at the Altar: Ministry Done Well
4. An Extraordinary Ministry: Practical Pointers
5. Companions on the Journey: The Instituted Acolyte

The program is conducted over two FULL days and attendance at the requisite number of sessions is required for certified recognition of completion and eligibility in particular for institution to the ministry of acolyte.

***Meeting/Roster Information:***

Rostered for your nominated Mass 1 in every 2 or 3 weeks. One Acolyte rostered per Mass.

***For More Information:***

Contact the Parish Office.

### **Bereavement Group**

Parishioners of Our Lady of Mt Carmel, Mt Pritchard who would like to reach out to you with acts of kindness and support, as you mourn the death of your loved one.

***For More Information:***

Contact the Parish Office.

### **Minister of Communion**

The Extraordinary Ministers of Holy Communion assist in distributing Holy Communion to our parishioners at Mass. When required, they also administer Holy Communion to the sick at home or in hospitals. Extraordinary Ministers of Holy Communion receive sufficient spiritual, theological, and practical preparation to fulfil their role with knowledge and reverence.

***Requirements:***

Must have certified recognition of completion and eligibility for institution to the ministry of Extra Ordinary Ministers of Communion by completing the 1<sup>st</sup> 4 sessions of a 2 day “Serving The Lord with Gladness” Program run by the Catholic Archdiocese of Sydney Liturgy Office.

***Meeting/Roster Information:***

Rostered for your nominated Mass 1 in every 4 or 5 weeks. Two Ministers rostered per Mass, four at the 10.30am Mass.

***For More Information:***

Contact the Parish Office.

## Altar Servers

Altar servers play an important part in the Church's Liturgy. Good servers enable us all, bishops, priests and laity to celebrate the Mass and the other sacraments with a spirit of prayer. Young people from the parish who have received the Sacraments of Baptism, Reconciliation and First Eucharist can be trained to serve on the altar during the week and at weekends.

They are usually of school age. Following a decision in the 1990s, the Catholic Church now allows female altar servers, as well as males.

During the Mass, altar servers carry out duties such as setting the altar for the Liturgy of the Eucharist, bringing up water and wine for the priest to transform into the Body and Blood of Christ, washing the chief celebrant's hands and assistance with other such rituals.

Altar serving is regarded as a good way to get young people more interested and involved in their religion and their parish. They wear a long white vestment called an alb or a cassock.

### ***Requirements:***

Must complete a Training Program currently run by a Senior Parish Acolyte. Must have a signed agreement from parent/s.

### ***Meeting/Roster Information:***

Altar Servers are not rostered. Present yourself to the Acolyte prior to commencement of the Mass you attend and wish to serve at.

### ***For More Information:***

Contact the Parish Office.

## Sacristan

The Ministry of Sacristan, under the general direction of the clergy, undertakes the overall preparation for liturgical celebrations, including all that is needed for special days such as Ash Wednesday and Palm Sunday.

The sacristan arranges the books needed for the celebration, marking all of the divisions. He or she lays out the vestments and anything else needed for the celebration, such as cruets, chalices, ciboria, linens, oils, processional crosses, candles and torches.

The sacristan in harmony with the priest also makes sure that the vestments, church furnishings, liturgical vessels and decorative objects are kept in good condition and, if necessary, sent for gilding or repair.

Other practical indications apart from these official recommendations are that the sacristan ensures that the things necessary for worship are always available. There should be a ready supply of fresh hosts and of duly authorised wine, sufficient clean purificators, corporals, hand towels, incense and coals.

He or she is also responsible for making sure that those who wash the altar linen do so according to the indications of the missal and that the water for the first wash is poured down the sacrarium or to

the earth. The sacristan also takes care of burning old linens and other objects that are no longer suitable for liturgical use.

He or she makes sure that the sanctuary lamp has sufficient oil, that the altar cloths are changed regularly, and that the holy water containers are clean and replenished frequently.

The priest may also decide to entrust other responsibilities to the sacristan. This may include coordinating others who help with the general decor of the church, such as cleaners and flower arrangers. The sacristan might also maintain the practical dealings with external agents such as funeral directors and photographers so that proper decorum is maintained at all times.

In order to carry out these duties, the sacristan needs to have been formed in norms of the church by the Liturgy Office of Sydney and been properly commissioned by the Archbishop of Sydney.

***Requirements:***

Complete a Formation Training Program as required by the Archdiocese.

***Meeting/Roster Information:***

As required.

***For More Information:***

Contact the Parish Office.

## **Lector/Reader**

Lectors proclaim the Word of God in the Scripture Readings at Mass. They also announce the Intentions in the Prayers of the Faithful and proclaim the psalm between the readings.

This is an important ministry in the parish. Lectors should have pre-read the readings beforehand so that God's Word is proclaimed clearly and in an engaging way.

***Requirements:***

Training with a currently rostered Reader for 2 -3 weeks. Pick up copy of "Notes for Readers".

***Meeting/Roster Information:***

Rostered for your nominated Mass 1 in every 4 weeks. Two readers rostered per Mass.

***For More Information:***

Contact the Parish Office.

## **Music**

Music Ministry includes choirs/singers and musicians. The Choir leads the congregation in singing at Mass so as to encourage full and active participation of the entire assembly of the faithful. Singing is an important part of the Church's liturgy and makes worship a more beautiful and prayerful experience.

Musicians provide musical accompaniment for the choir.

Some of the choirs have grouped themselves according to their regional communities and languages. E.g. Italian Choir, Vietnamese Choir.

***Requirements:***

Must be able to sing or play a musical instrument.

***Meeting/Roster Information:***

Rostered weekly, fortnightly or monthly as per your individual commitment.

***For More Information:***

Contact the Parish Office.

**Communion to the Sick**

A dedicated team of Extraordinary Ministers of Communion distribute communion on a regular basis to those who are hospitalized, homebound, or reside in assisted living or skilled nursing facilities.

In bringing Communion to the sick and homebound, the minister represents Christ and manifests faith and charity on behalf of the whole community toward those who cannot be present at Sunday Mass.

This ministry is a sign of support and concern shown by the community for its absent members, the minister becomes a vital link between the parish community and those who are sick or homebound.

Extraordinary Ministers of Communion do not replace the priest to the people, but rather extend and expand it so that all will have more regular contact with Christ in Holy Communion.

***Requirements:***

As per Extra Ordinary Ministers of Communion.

***Meeting/Roster Information:***

Communion taken to nominated sick Parishioners that have requested it on a weekly or monthly basis.

***For More Information:***

Contact the Parish Office.

**Altar Linen**

Volunteers wash and iron (and starch as required) all necessary linen items used for the Liturgy in the church including laundering of altar table cloths, corporal and purificator.

***Requirements:***

Training with a currently rostered member of the group. Must be able to wash & Iron all Altar Linen items as required.

***Meeting/Roster Information:***

Rostered 1 in every 8 weeks.

***For More Information:***

Contact the Parish Office.

**Church Flowers**

A group of volunteers that ensure fresh flowers are placed in fresh water at the required/nominated positions on the sanctuary of the church each week, and in Our Lady's Chapel amongst the statues.

## Church Cleaning

The Church Cleaning group is made up of volunteers arranged in groups who come together on a rostered basis to clean the pews, floors & windows, vacuum, dust, etc., and care for the interior of the Church and Sacristy to keep it in good order.

### ***Requirements:***

Training with a currently rostered Cleaning Group. We currently have 6 groups.

### ***Meeting/Roster Information:***

Rostered as part of a Group - 1 in every 6 weeks for a 2-3 hour cleaning session. Cleaning is done on a Thursday, Friday or Saturday.

### ***For More Information:***

Contact the Parish Office.

## Faith Formation

### R.C.I.A.

R.C.I.A. - The Rite of Christian Initiation of Adults. The R.C.I.A. is the process by which adults who wish to become Catholic are introduced to the life of the Catholic Church through catechesis and liturgy.

R.C.I.A. encompasses adults who have not yet been baptised and wish to be, and those that are converting from other Christian religions to the Catholic faith who have already been validly baptised, and also adults who have been baptised Catholic but have not received any other sacraments.

The process at OLMC Parish begins in August or September each year where participants journey through for 10 months to become a fully Initiated Catholic and Reception into the Church at the Easter Vigil. Adequate catechesis and preparation must precede these sacraments.

### ***Requirements:***

Training by Parish Pastoral Worker or Priest as required.

### ***Meeting/Roster Information:***

R.C.I.A. is a weekly Mass attendance

### ***For More Information:***

Contact Parish Office.

## Sacrament of Baptism

The word '*Baptism*' comes from a Greek word that means to '*plunge*' or '*immerse*'. To '*plunge*' someone in water represents the person dying, being buried and resurrecting with Christ as a '*new creature*'.

The Sacrament of Baptism is the first of the seven sacraments in the church and as such is needed before the reception of any of the other sacraments. Baptism results in a new birth of water and the Spirit, without it, no one can enter the Kingdom of God.



**Requirements:**

Parents are to attend a Baptism Preparation Evening in the Church prior to their infant receiving the Sacrament of Baptism. Group baptisms occur on the third Saturday of the month at 11am and on the second and fourth Sundays at 12 noon. Attendance at the Preparation Evening is essential.

**Meeting/Roster Information:**

Meetings on first Wednesday of each month at 7:00pm in the Church.

**For More Information:**

Contact the Parish Office.

**Sacrament of Reconciliation**

Also known as “Confession or Penance”. Because of human weakness the Lord instituted a special sacrament of penance for the pardon of sins committed after baptism (John 20:21-23) and the Church has faithfully celebrated the sacrament throughout the centuries in varying ways, but retaining its essential elements. Adequate catechesis and preparation must precede this sacrament.

**Requirements:**

Children who have reached the age of reason can begin preparation, usually when the child is in Year 2.

**Meeting/Roster Information:**

First Reconciliation is normally held as part of the Sacramental Program in Year 2. Normal Reconciliation each Saturday 4:30pm to 5:00pm or by prior arrangement.

**For More Information:**

Contact the Parish Office.

**Sacrament of First Holy Communion**

First Communion is considered one of the holiest and most important occasions in a Catholic Christians life. It means that person has received the Sacrament of the Eucharist, the body and blood of Jesus Christ.

**Requirements:**

Most Catholic children receive their First Holy Communion the year after First Reconciliation, i.e. when the child is in Year 3. To share in communion for the first time children must have “sufficient knowledge and careful preparation so as to understand the mystery of Christ according to their “capacity”. They must also be able to receive communion “with faith and devotion”.

**Meeting/Roster Information:**

First Holy Communion is normally held as part of the Sacramental Program in Year 3.

**For More Information:**

Contact the Parish Office.

**Sacrament of Confirmation**

In the sacrament of confirmation, the apostles and the bishops, who are the successors, hand on to the baptised the special gift of the Holy Spirit, promised by Christ the Lord and poured out upon the apostles at Pentecost. Thus the initiation in the Christian life is completed so that believers are

strengthened by power from heaven, made true witnesses of Christ in word and deed, and bound more closely to the Church.

***Requirements:***

Children who have received their First Reconciliation and their First Communion are able to receive the Sacrament of Confirmation. They are usually in Year 6.

Adults may receive The Sacrament of Confirmation at St Mary's Cathedral in Sydney on two Sundays of the year, Pentecost Sunday and a date TBC in October.

Preparation at the Parish is essential and registration must be made in advance. Please call the Parish Co-coordinator for more information. Adequate catechesis and preparation must precede this sacrament.

***Meeting/Roster Information:***

Children normally receive the Sacrament of Confirmation as part of the Sacramental Program in Year 6. Adults may receive The Sacrament of Confirmation at St Mary's Cathedral in Sydney on two Sundays of the year, Pentecost Sunday and a date TBC in October.

***For More Information:***

Contact the Parish Office.

### **Baptism for School Age Children**

Please call the presbytery if you have a child who attends School and is not yet baptised but you wish them to receive the Sacrament of Baptism.

***Requirements:***

It is preferable that the child be attending SRE Scripture classes in their school if they are available, and they will also need to attend two preparation classes which will be age appropriate for them. Like any sacrament received in the church, adequate catechesis and preparation must precede the reception of it. Please call the Parish Co-coordinator for more information.

Note however, that anyone who wants to join the Catholic Church whether they are adults or teenagers may prepare for these Sacraments through the RCIA Program that has age appropriate resources.

**Note:** At least one parent must be a Catholic.

***Meeting/Roster Information:***

As required.

***For More Information:***

Contact the Parish Office.

### **Liturgy of "The Word with Children"**

The term 'Children's Liturgy of the Word' refers to the practice of children leaving the Mass during the Liturgy of the Word and gathering in a special area (next door in the OLMC Parish Hall) to celebrate a separate Liturgy of the Word that is more appropriate to their level of understanding. The approved book of readings for Children's Liturgy of the Word is the '*Lectionary for Masses with Children*'.

The participants are usually children of primary school age. Children younger than this are generally unable to participate consciously and actively in liturgical celebrations. Note it is not a child minding or care facility.

It takes place during the Liturgy of the Word at the 10.30am Mass each Sunday (except during school holidays). The group is run by a team of volunteers and parents.

The children spend about 20 minutes reviewing the Sunday Gospel with the use of pictures, colouring in sheets, play, song, Etc. To help them to understand the meaning of the days Gospel.

Additional/new volunteers are always welcome.

***Requirements:***

Training with a currently rostered member for 2 -3 weeks. Must have applied and be able to produce a current "Working with Children Check Number". Children must be over 5 years of age or the parent/s must also attend.

***Meeting/Roster Information:***

Currently only offered to children attending 10:30am Mass. Rostered for 1 in 4 or 5 weeks as a Leader or Helper.

***For More Information:***

Contact the Parish Office.

**Catechist/Scripture Teacher**

The role of the Catechist is to provide religious education and pastoral care to Catholic students attending local government schools within the parish area.

Catechists and catechist helpers teach the children the Catholic faith/belief in our local State Primary Schools on a weekday morning Tuesday, Wednesday or Thursday depending on the school. All schools are unfortunately not catered for as there are not enough volunteers.

Training is provided by the Archdiocesan Confraternity of Christian Doctrine (CCD), at the parish.

The class lasts about 30 minutes and has a prescribed structure and catechists' lesson book with lesson plans and teaching ideas for each class.

Some of the catechists also prepare the children from the State Schools for their First Reconciliation, First Communion and Confirmation through the parish program.

***Requirements:***

Must complete a "Level I Basic Accreditation" Training Program for Catechists run over 2 sessions. Must be authorised by the Parish Priest & complete a Prohibited Employment Declaration form and must have applied and be able to produce a current "Working with Children Check Number".

***Meeting/Roster Information:***

Conduct SRE lesson for your nominated weekly class during School Terms. Attend information meetings when required.

***For More Information:***

Contact the Parish Office.

## **OLMC Youth Group**

The **Youth Ministry** helps to foster the personal and spiritual growth of teenagers and young adults of our parish. Faith based programmes empower young people to live as Disciples of Christ in our world today.

### ***Requirements:***

Those over 18 must have applied and be able to produce a current “Working with Children Check Number”. Willingness and dedication required and a desire to be part of a Parish based Youth Group.

### ***For More Information:***

Contact the Parish Office.

## **Prayer Groups**

### **1<sup>st</sup> Saturday of the Month**

This is a devotion of reparation to the Immaculate Heart of Mary, done to honour Our Lady's sorrows as suggested by Our Lord in an apparition to Sister Lucia a visionary from Fatima in 1925 and as requested by Our Lady.

The First Saturday Devotion to the Immaculate Heart of Mary was first mentioned by Our Lady of Fatima on July 13, 1917.

This devotion is celebrated at 7.30am on the first Saturday of the month and followed by 8am morning Mass.

### ***Requirements:***

Willingness & dedication required and a desire to pray.

### ***Meeting/Roster Information:***

Adoration at 7:30am followed by 8:00am Mass on the 1<sup>st</sup> Sat of month.

### ***For More Information:***

***Simply attend - All*** welcome.

## **Stewardship – Administration**

### **Parish Pastoral Council**

The Pastoral Council consists of the Priests together with a group of parishioners chosen by the parish community. The Pastoral Council's role is to promote the Church's mission to live and communicate the love and values of Christ in our world. The Pastoral Council shares in the responsibility for the ongoing life and development of the faith community, working together with parishioners to provide support for their efforts to live as followers of Christ.

The council consists of 6 elected members and 6 ex-officio members (being the clergy and those who by virtue of their office are engaged in the pastoral care in the parish) the Parish Priest, assistant Priests, Pastoral Coordinator, School Principal, and a Finance Committee Member. Please refer to the notice board for current members.

The Term of Office is for 2 years. Parishioners' are asked to nominate and select the 6 elected Parish Council Members every 2 years

Parish Council currently meets on the First Tuesday of every month or second month at 7.30pm.

***Requirements:***

Be nominated & elected by our Parishioners (elections held every 2 years).

***Meeting/Roster Information:***

Meet regularly as required. Currently every month. Duties as required

***For More Information:***

Contact the Parish Office.

## **Finance Committee**

The Finance Committee advises the Parish Priest on the management of the assets and finances of the parish. The committee prepares an annual parish budget and oversees expenditure on parish projects. It reviews all parish insurances and oversees the annual audited Parish Financial Report to the Archdiocesan Chancery Office.

The Finance Committee meets quarterly on a weekday evening. Members of this committee are appointed by the Parish Priest following advice from existing members of the committee.

***Requirements:***

By Parish Priest direct nomination only.

***Meeting/Roster Information:***

As required.

***For More Information:***

Contact the Parish Office.

## **Contributions Counters**

These are volunteers arranged in small groups, who come together generally on a Sunday morning for two to three hours, to count the money collections/donations from the previous week. Each group is made up of 4 or 5 men or women.

***Requirements:***

Training with a currently rostered Counting Group. We currently have 7 groups.

***Meeting/Roster Information:***

Rostered as part of a Group 1 in every 7 weeks for approx 2 hours on a Sunday morning usually at 8:30am.

***For More Information:***

Contact the Parish Office.

## **Piety Stand**

The mission of the Piety Stand is: **To make available religious material to all of our parishioners to help them in celebrating their faith.**

The stall is opened before and after weekend Masses. It sells a large range of religious and spiritual items. The stall is manned by a group of rostered volunteers.

***Requirements:***

Must be able to attend and open 15 min before & 15 min after Mass. Attend information session and Stand-in with experienced volunteers for a minimum of 3 times.

***Meeting/Roster Information:***

Rostered for your chosen Mass time. Approx. 1 in every 4 weeks.

***For More Information:***

Contact the Parish Office.

## **General Maintenance**

From time to time volunteers come together to perform any general maintenance work that may be required. This may include special cleaning projects, working bees etc.

## **Gardeners**

Garden Maintenance volunteers keep the church and presbytery gardens tidy at a time convenient to themselves. This includes the mowing of lawns, the trimming of trees or hedges and the replacement of expired or diseased plants.

***Requirements:***

Must be over 18 to use any motorised equipment and have parent/s consent if under 18.

***Meeting/Roster Information:***

Gardening or maintenance as required.

***For More Information:***

Contact the Parish Office.

## **Pastoral Helpers**

We are grateful to the large team of **PASTORAL HELPERS** who assist regularly in the ushering at Masses, taking up collections, office administrative assistance e.g. database & record updating, the organizing of various programmes in the parish etc.

***Requirements:***

Willingness & dedication required and a desire to help.

***Meeting/Roster Information:***

As required.

***For More Information:***

Contact the Parish Office.

## Welcome Group [Greeters or Ministers of Hospitality]

The Welcome Group is a small group of volunteers (men and women) responsible for welcoming people as they arrive for weekend Masses so that everyone is made to feel welcome. They help distribute bulletins, newsletters, prayer and hymn books etc.

**The group is led by a "Welcome Group Co-ordinator"** who may or may not be a Parish Council member. The group consists of all current Parish Council Members and trained volunteer Parishioners that wish to be part of the group. Volunteer members are provided with name tags. There are two Levels of membership.

On nominated Sundays of the year, the Welcome Group, assisted by the Social Group, organises light refreshments for all Parishioners after the nominated Mass. This enables new Parishioners and visitors to meet other members of the community. All are welcome.

It is important to involve newcomers in the life of our church quickly. When people come to church, it is important that they feel at home. People want to feel like they are part of the family.

**\*\* The sense of belonging begins at the church door. Welcome them to our Church and Parish community \*\***

**There are two Levels of membership:**

**Level 1:** Volunteers who Welcome parishioners attending normal Weekend Mass and are present at each special Welcome Mass. All current Parish Council members should actively participate as Welcomers and attend each Welcome Mass.

**Level 2:** A small group of Welcome Group co-ordinators that meet with new parishioners to officially welcome them into the parish. They hand out and discuss the contents of our OLMC Welcome Pack and answer any questions the new parishioner may have.

### ***Requirements:***

Willingness and dedication required and a good knowledge of the Parish.

### ***Meeting/Roster Information:***

Level 1: Perform Welcomer [Greeter] Duties at the Mass you attend. I.e. hand out weekly Bulletin.

Level 2: As per Level 1 and includes meeting with New Parishioners, handing out "Welcome Pack", attending "Welcome Masses" and assisting Social Group after the Mass.

### ***For More Information:***

Contact via the Parish Office.

## Social – Functions Group

The role of this group is to organise and run social activities in our Parish. They will organise activities for Parishioners who need a venue to meet other people and develop relationships.

The group prepares detailed plans for holding major events. This includes:

- Celebrations in conjunction with Liturgical Events E.g. O.L.M.C. Festival/Fair
- Social events for our seniors, for families, for our youth, for the disabled etc.

- Social Outings for seniors, for families, for our youth, for the disabled etc.

The plans should detail all of the items that need to be considered, purchased or arranged.

**The group is led by a "Social Group Co-ordinator"** who may or may not be a Parish Council member, however at least one current member of the Parish Council should be an active member of the group. It includes other interested suitably skilled and committed Parishioners. They meet as required to plan for every Liturgical and Social event of the Parish.

***Requirements:***

Willingness and dedication required and a desire to be part of a social group.

***Meeting/Roster Information:***

As required.

***For More Information:***

Contact the Parish Office.

## Italian Groups

### Italian Catholic Federation – FCI

A group of Italian parishioners that meet regularly and share their culture, heritage and religious beliefs. They believe that together they accomplish more than one can alone. They are active in various cultural events throughout the country, support our local parishes, and provide various charities with financial and other support.

***Requirements:***

The Tesseramento is the annual membership ceremony for members of local branches. During the Tesseramento, members pledge to actively serve the community through the life of their local FCI branch. Usually the Tesseramento precedes the local branch Annual General Meeting and the election of the new committee; although this can vary from branch to branch, depending on local custom and availability of priests.

***Meeting/Roster Information:***

As the Tesseramento pledge indicates, members are expected, as far as possible, to be active members by attending the monthly meetings and to participate and assist in the social and religious activities organised by their branch. This includes the mass celebrated in Italian.

***For More Information:***

Contact the Parish Office.

### Italian Senior Citizens

A Ministry of the F.C.I. consisting of a group of older Italian parishioners that meet each Thursday from 9:00 am to 12 noon, to share their culture, their experiences and to engage in friendly activities such as bingo and card games.

***Requirements:***

A willingness to share the Italian Culture, your experiences and to engage in friendly activities such as bingo and card games.



***Meeting/Roster Information:***

Members meet every Thursday morning in the Parish Hall.

***For More Information:***

Contact the Parish Office.

**Italian Choir**

A group of Italian singers and musicians that leads the congregation in singing at the weekly Italian mass and any other Italian religious event held in the church.

***Requirements:***

Must be able to sing or play a musical instrument.

***Meeting/Roster Information:***

Rostered weekly, fortnightly or monthly as per your individual commitment.

***For More Information:***

Contact the Parish Office.

**OLMC Festa Committee**

A group of Italians that are responsible for planning and conducting our yearly "Our Lady of Mt Carmel Festa" held in October.

***Requirements:***

Willingness & dedication required.

***Meeting/Roster Information:***

As required.

***For More Information:***

Contact the Parish Office.

**St. Padre Pio Committee**

A group of parishioners that meet one night every three months in the church at approximately 7pm in prayer in honour of Saint Padre Pio.

***Requirements:***

Willingness & dedication required and a desire to celebrate the life of St Padre Pio.

***Meeting/Roster Information:***

As required.

***For More Information:***

Contact the Parish Office.

**Crucifisso Di Terranova**

A group of parishioners that was instrumental in bringing the Cross of Terranova to the parish and who plan and conduct a yearly feast to celebrate the event.

**Requirements:**

Willingness & dedication required and a desire to be part of the committee.

**Meeting/Roster Information:**

As required.

**For More Information:**

Contact the Parish Office.

**Vietnamese Groups****For More Information on any Vietnamese Group:**

Please contact Thien Nguyen or Peter Quang Van Duong via the Parish Office.

**Legion of Mary**

The group comes together each week before the 4:00pm mass for prayer, discussions, pastoral reporting and spiritual formation. They visit the sick and the needy. Any adult over 25 may join. They currently have about 12 members.

**Dominican Third Order (or Dominican laity)**

Until recently, the Lay Dominicans were known as the Third Order of St. Dominic. The Dominican Order, properly known as the Order of Preachers, or *Ordo Praedicatorum* in Latin, was founded by St. Dominic (de Guzmán) in the early 1200s for the purpose of re-evangelizing Catholic Europe, which at the time was suffering from a crisis of faith in some areas.

Being a Third Order Dominican means that while one is not a Dominican priest or brother, nun or sister, one is living a Christian life with a Dominican spirituality in the secular world. We find inspiration in following the same spiritual path taken by many saints, blessed, and other holy men and women.

They meet and pray weekly. Any adult over 25 may join. They currently have about 12 members.

**Eucharist Youth Movement**

The Vietnamese Eucharistic Youth Movement is an organisation for the Vietnamese children and youth of today. The Eucharist is the main focus of their lives. There are four principles: prayer, sacrifice, communion, and apostolate service, which are still practiced actively with dignity today.

The goals of the Eucharistic Youth Movement are:

1. To educate youths in both social and spiritual life and help them become better people and responsible Christians.
2. To organize and guide all youths and help them become more aware of the Church's mission to the world by engaging in the spreading of Good News, and be involved in working for the good of society through apostolate services, in serving others.

The group is open to young people of age 6 to 16. They currently have about 160 members.

## **Cursillo: Phong Trao Cursillo**

Cursillos in Christianity (in Spanish: **Cursillos de Cristiandad**, short course of Christianity) is a ministry of the Roman Catholic Church. It was founded in Majorca, Spain by a group of laymen in 1944, while they were refining a technique to train pilgrimage leaders.

Cursillo offers an opportunity to grow in faith. A chance to experience the love and grace of God and the joy of Christian fellowship. A way of building a continuing Christian community to help one another on our spiritual journey.

It embraces the insights and good teachings of all the traditions in the Catholic Church. It is a movement within the church and not outside it, so it works together with groups and organisations in a parish.

The Cursillo Movement members come together for prayer and social activities. They currently have 20 members aged 25 and over.

## **Holy Spirit Choir**

A group of Vietnamese singers and musicians that leads the congregation in singing at the weekly Vietnamese mass and any other Vietnamese religious event held in the church, including weddings, funerals, baptisms etc. Or on request of the Vietnamese Chaplain.

## **Eucharist Ministers**

A group of Vietnamese parishioners who have been trained as Extraordinary Ministers of Holy Communion to assist in distributing Holy Communion to our parishioners at mass. When required, they also administer Holy Communion to the sick at home or in hospitals.

Extraordinary Ministers of Holy Communion receive sufficient spiritual, theological, and practical preparation to fulfil their role with knowledge and reverence. They also perform the normal functions that are performed by Acolytes in all non-Vietnamese masses.

## **Marian Family Devotion Movement**

A group of Vietnamese parishioners that meet regularly in members' homes for prayer. The group currently has 30 members.

## **St. Minh's Charity Group**

A group of parishioners that meet regularly and attend funerals and provide support to the deceased's relations.

## **Outreach Ministries**

### **CatholicCare - Catholic Family Services**

CatholicCare (formerly Centacare) has been *making a difference* since 1941. It is the official social service agency of the Catholic Church in the Archdiocese of Sydney. The work of CatholicCare is

guided by the Catholic tradition of compassion and concern for social justice. Our role is to facilitate the development of individuals, families and communities most in need, through quality services, research and advocacy.

Their services include family and relationship counselling; counselling for drug, alcohol and other dependencies; school counselling; mediation and conciliation; marriage preparation; foster care and adoptions; services for children and young person's at risk of physical or emotional harm; employment services and training for people living with a disability; St Patrick's Business College; supported accommodation; respite services; services for the aged and people living with a disability. The services provided by CatholicCare are inclusive of the whole community regardless of circumstance, ethnicity, religion, economic situation, age, gender or ability. They currently have many volunteers who generously give their time to help others. For these Volunteers it is a very rewarding experience.

Their offices are located throughout Sydney, including Sydney city, the inner west, lower north shore and south west Sydney. They also have an office here in our Parish at 625 Cabramatta Road (just down from the school).

### Ministers of Sacraments in the Latin Rite of the Catholic Church

Sacrament	Ordinary ministers	Extraordinary ministers
Baptism	clergy	laity or an unbaptised person (illicit except in emergencies, but still valid))
Confirmation	bishop	priest (invalid except in emergencies or with permission of the bishop e.g. as for adult confirmation)
Eucharist (consecration)	bishop or priest	none; always invalid
Distribution of Holy Communion	clergy (including deacons)	acolyte (licit when not enough or no clergy are available) other laity (legal when not enough or no clergy or acolytes available)
Reconciliation	bishop or priest	none; invalid if done by a layperson or by a priest without faculties (except in emergency).
Anointing of the Sick	bishop or priest	none; invalid if done by anyone else
Holy Matrimony	husband and wife with clergy as witness	husband and wife alone, or with specially deputized lay person as ecclesial witness. If there is no witness, the marriage is valid but must be regularised at a later date.
Holy Orders (bishop)	a bishop acting as principal consecrator with two or more bishops as co-consecrators	fewer than three bishops; licit after permission of the Pope, but still valid without this permission.
Holy Orders (priest and deacon)	bishop	only a validly ordained bishop may ordain a priest or deacon; historically minor orders and subdiaconate were also conferred by (cardinal) priests and abbots with papal indult