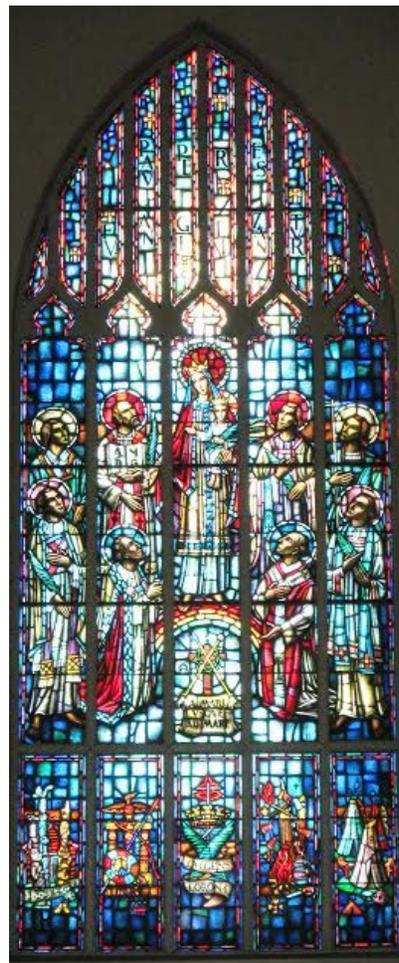


**Holy Canadian Martyrs Church  
Pastoral Plan – Update of Activities  
2020 – 2025**



The Canadian Martyrs Pastoral Plan has always been an exercise of faith-filled visioning of a future as yet unseen by the dedicated members of the Parish Pastoral Council and those actively involved in many of the parish's activities and committees. This year's planning, in the midst of an unprecedented pandemic, has presented challenges none of us have faced in our lifetimes. For many weeks our primary question was whether we could even open our doors to communal worship.

Yet our Church has survived and grown in much worse times; compared to the first few centuries of the Church's history, with its threats of martyrdom and worse, this episode is not much more than an inconvenience. We continue to look forward with the eyes of faith and with the guidance of the Holy Spirit, knowing that the path before us, while unfamiliar, will not be walked alone.

I acknowledge the work done by previous councils as well as by my Oblate predecessors and am particularly grateful to those on our Parish Pastoral Council who have continued to build upon the previous editions of this plan. May this faith-filled document bear much fruit!

Yours in Christ, and Mary Immaculate,

A handwritten signature in cursive script that reads "Tim".

Timothy Coonen, omi  
Pastor

## Message to the Parishioners of Holy Canadian Martyrs Church

Dear Parishioners,

Your Parish Pastoral Council respectfully submits to you this updated and revised edition of the Pastoral Plan for 2020–2025.

The journey to update and revise this plan began in early 2019, with the intention of sharing it with parishioners in spring 2020. Then, on March 11, 2020, the World Health Organization declared COVID-19 a global pandemic and everything stopped. This was a devastating disruption to the natural rhythm of our communal worship and the coordinated activities within the Holy Canadian Martyrs Church community.

Once restrictions began to ease, slowly and carefully, in early summer 2020, a Safe Return to Worship Plan was implemented; however, the restrictions in place continue to severely curtail normal church life and gatherings. A detailed overview of the creative and innovative ways by which our parish adapted to this new reality was written by Heather Duggan, Administrative Assistant, and appears immediately after this message.

After careful consideration, in September 2020, your Parish Pastoral Council assessed the nearly completed plan to consider if it was still appropriate in the current context. Ultimately, it was felt that the objectives set out pre-COVID-19 were as relevant and important as ever – perhaps more so. For the time being, the focus will be on implementing those elements of the plan that may be accomplished under the current physical and social distancing restrictions and on serving those most adversely impacted by the pandemic, such as the seniors and young people in our community.

As the current situation evolves, we will continue to innovate and adapt in order to serve the needs of the Holy Canadian Martyrs community and to support the Vision and Mission of our parish. We will also continue to re-evaluate the relevance of the plan and adapt it as required. Your Parish Pastoral Council hopes this plan provides the basis for rich discussion and new (or renewed) inspiration for parishioners' engagement in parish life.

All parishioners are invited to provide comments and suggestions. If you have more to offer, please consider becoming actively engaged in a ministry, a committee and/or Pastoral Council.

Yours in faith,

Members of the 2020 Parish Pastoral Council

Angela Burton, Chair  
Jordan Samaroo, Vice Chair  
Nicola Whitehouse, Secretary  
Angela Davis  
Mary Egan  
Frank Hegyi

Chidima Njoku  
Patrick Zdunich  
Heather Duggan, Administrative Assistant  
Maureen Cerroni, Parish Life Coordinator  
Fr. Tim Coonen, Pasto

## Changing with the Times at Canadian Martyrs Parish

As Canadian Martyrs Church closed to the public in March, we sought new ways to stay connected with our parishioners. The weekly bulletin has become our primary source of communication and has been adapted to our new circumstances. A page is dedicated to the Sunday Mass and includes an excerpt from a homily by Fr. Carl Kelly, OMI. Fr. Carl kept all his homilies in binders which have made their way from the Springhurst Residence to the parish library. I hope that Fr. Carl would be happy that his words are once again being heard. The bulletin also includes fun features, such as “Where is it?” which asks parishioners to guess what part of the church a photo was taken in. Heather, our Administrative Assistant, not only had to figure out new content for our bulletin, but also had to learn how to use Mailchimp, an email marketing service, to send the bulletin to 250+ parishioners via email. We also share information from our church and the Archdiocese on our Facebook page, @canadianmartyrsottawa, and through our website, [www.canadianmartyrs.org](http://www.canadianmartyrs.org). Our bulletin can also be found on our website: <http://canadianmartyrs.org/bulletins/>.

Our Pastoral Care team, with the help of our parish youth, have been keeping in touch with our seniors through a telephone tree. Our seniors have appreciated the youth’s cheerful voices and news from the parish.

During the Easter season, we started Children’s Liturgy of the Word through the Zoom platform to connect with our parish families. Heather and Maureen, our Parish Life Coordinator, along with our Children’s Liturgy Team, put together a slide show each week to help tell the story of the Sunday readings. Children’s Liturgy of the Word via Zoom was very successful and much enjoyed by all who participated. As summer started, Children’s Liturgy of the Word morphed into Liturgy of the Word for all parishioners. The readings and Prayer of the Faithful are read by parishioners, Fr. Tim proclaims the Gospel, and all participants share reflections on the readings. This initiative has proven popular with those parishioners who do not feel comfortable returning to the physical church. In the fall, we reintroduced Children’s Liturgy of the Word on one Sunday each month, and Sacramental Preparation for First Eucharist started via the Zoom platform. Parishioners have also continued to participate in our weekly Evening Prayer, Christian Meditation, and Lectio Divina and Meditation programs using the Zoom platform.

Canadian Martyrs Parish reopened its doors to the public on Sunday, June 28, with Masses on Wednesdays and Sundays. We prepared the church as recommended in the Archdiocese of Ottawa-Cornwall’s Return to Church – WorshipSafe Guidelines. Many pews are closed to adhere to physical distancing guidelines, green tape has appeared on the floors and pews to guide people safely, and many volunteers help make things run smoothly. This has now become more routine and we are quite good at making our seating chart for each weekend Mass so we know that everyone with a ticket has a seat. Our balcony has even been called into service! As of September 5, we began offering our 5:00 p.m. Saturday Mass as well.

Sunday Mass has a different feel with no procession, no singing (our musicians still provide us with music during communion and while we enter and exit the church), one lector, no paper bulletin, and ushers directing the communion lines. Although there is no “Coffee and Conversation” after Sunday Mass, Fr. Tim does join parishioners outside after Mass in the parking lot to catch up on the latest news. The Pastoral Team appreciates all the help we receive from the many volunteers who act as ushers, greeters and cleaners!

Attendance at Sunday Mass is down, as we can seat only 50 people, and many others are not comfortable returning to the church yet, but our Wednesday Mass has become more popular, especially with those who do not like wearing a mask for more than a half hour! We also continue to have at least 20 households participating in our Zoom Liturgy of the Word on any given Sunday.

The Pastoral Team continues to adapt to our new normal, and things are getting to be more routine for the Masses themselves. We pray that we don’t have to wait too long before we can have a full church and community gatherings in our parish centre once again.

*Written by Heather Duggan*

*Published in the Oblates’ Ontario District Newsletter, September 2020*

## **Vision Statement**

**“A welcoming Oblate parish, living our faith in God.”**

## **Mission Statement**

**“Holy Canadian Martyrs Parish is a welcoming Christian community reaching out to all who seek God. We joyfully live, renew and share our Catholic faith through worship, prayer and service, especially to those in need, under the leadership of the Missionary Oblates of Mary Immaculate and our laity.”**

## **Annual Update of Activities**

The strategic objectives for our parish are expected to remain relatively stable over a five-year period; however, our planned activities are re-evaluated and refined on an annual basis.

This plan includes three categories of activity:

- Continuing activities: These are activities that have been implemented prior to this plan, that serve us well, and often form the basis of our Canadian Martyrs traditions. (These activities are listed in Appendix 3.)
- Short-term priorities: New activities that can reasonably be planned for and carried out in the current calendar year.
- Longer-term priorities: Important undertakings that may require more planning and resources that are available in any given year, but are expected to be implemented by 2025.

The approach to implementation of continuing activities and new initiatives is always collaborative. In practice, one or more committees or ministries often work together and often fulfill several objectives at once. In doing this, we create a whole that is greater than the sum of its parts and continue to grow in faith as the Body of Christ.

For the purposes of the current Plan, Parish Council intends to focus on one area (e.g., Being a Community of Faith) per year or one activity per area (4 activities) per year.

## Pastoral Plan 2020–2025



The plan encompasses four areas of Christian life as lived in the Church, shown visually as five circles forming a cross.

The vertical dimension illustrates our relationship with God.

The horizontal dimension illustrates our relationships with people.

**Celebrating Our Faith**  
**&**  
**Learning About Our Faith**

Scripture, tradition, church teaching, liturgy, sacraments, prayer,  
 lived expressions of faith and joy in God

*“... you shall love the Lord your God with all your heart, and with all your soul,  
 and with all your mind, and with all your strength.” – Mark 12:29-30*

**Celebrating Our Faith**

*“Rejoice always; pray without ceasing; in everything give thanks...” – 1 Thessalonians 5:18-20*

**Objectives**

1. To promote joyful and diverse participation in the liturgies and the sacraments.
2. To offer liturgical celebrations that motivate, challenge, strengthen and sustain us to live our Christian lives each day.

Strategic Activities	Objectives		Responsibility
	1	2	
Develop communication, training, recruitment and sustainability in liturgical ministries and sacramental celebrations – for scheduling, schedule changes, special needs, etc. – in a timely way.	X	X	Pastoral Team; Liturgy Committee; Children’s Liturgy; Sacramental Preparation; Liturgical Environment; Music Ministry
Develop a training program and a ministry information sheet for all ministries.	X	X	Pastoral Team
Develop recruitment and successors: pair an experienced trained minister with a newer recruit so that two people work together in ministry at each celebration.	X	X	Pastoral Team
Develop appreciation and sustainability: dialogue or keep a journal to record issues for problem-solving in a timely manner; acknowledge and give thanks for service in announcements/bulletins/posted pictures/ cards.	X	X	Pastoral Team

## Learning about Our Faith

*“I want their hearts to be encouraged and united in love, so that they may have all the riches of assured understanding and have the knowledge of God’s mystery, that is, Christ himself, in whom are hidden all the treasures of wisdom...” – Colossians 2:2-3*

### Objectives

1. To provide ongoing opportunities for parishioners to learn about our faith as a community.
2. To raise awareness and increase understanding of Church tradition, teaching and practice.
3. To enable discussions and discoveries about matters of faith in relation to events and situations in our world today.

Strategic Activities	Objectives			Responsibility
	1	2	3	
Parishioner Learning Needs & Interests Assessment: Determine the learning needs and interests of all parishioners and compare these to current initiatives.	X	X	X	Parish Council
Propose learning opportunities that flow from the Parishioner Learning Needs & Interests Assessment.	X			Parish Council
Provide in-service teaching via guest speakers, set up a resources shelf in the library, and hold combined retreats for debriefing, sharing and reflecting on experiences to strengthen links among volunteers who serve in children’s ministries.	X	X	X	Faith Formation Committee
Hold a parish retreat during Lent and/or Advent.	X		X	Faith Formation Committee

**Bringing Our Faith into the World**  
**&**  
**Being a Community of Faith**

Evangelization, missionary action, social justice, service to the poor, communion –  
of one mind and one heart, caring for and sharing with one another.  
*“The second is this, ‘...you shall love your neighbour as yourself.’” – Mark 12:31*

**Bringing Our Faith into the World**

*“Go into all the world and proclaim the gospel to all creation.” – Mark 16:15*

*“You are the light of the world ... let your light shine before others, so that they may see your good works and give glory to your Father in heaven.” –  
Matthew 5:14-16*

**Objectives**

1. To share the Good News with our neighbours.
2. To promote justice, peace and integrity of creation.
3. To act on opportunities to serve the poor.

Strategic Activities	Objectives			Responsibility
	1	2	3	
Explore community events that will bring people into our parish centre, e.g., a luncheon for people in the neighbourhood.	X			Hospitality Ministry, Parish Council, Music Ministry
Develop a partnership with one local (Canadian) agency active in social justice – e.g., OMI Justice, Peace and Integrity of Creation.		X	X	Parish Council
Develop a partnership with one global South mission that directly serves people in need – e.g., OMI mission in Kionyo, Kenya.		X		Pastoral Team and Parish Council

Strategic Activities	Objectives			Responsibility
	1	2	3	
Invite a member of the OMI Lacombe Justice, Peace and Integrity of Creation office to speak in our parish about social justice activities.		X	X	Development and Peace Committee
Take up a special collection to support the OMI mission in Kionyo, Kenya.		X	X	Pastoral Team, Parish Council, Finance Committee
Establish a Ministry of the Elderly to facilitate activities like pairing older and younger parishioners (Friendly Visitor Program).		X	X	Pastoral Team, Parish Council, Music Ministry
Explore “spirit-filled evangelizers” (e.g., presentation to the parish, interviewing people who are examples to follow and writing an article).	X			Communications Committee
Distribute invitation postcards in Old Ottawa East.	X			Communications Committee
Engage in activities to better understand and build relationships with Indigenous peoples.		X		Faith Formation Committee
Organize a fundraising dinner for the Immaculata Dream Team.	X	X		Pastoral Team, Parish Council, Hospitality Ministry
Organize a youth activities program and preparation for Confirmation with an apostolic activity to serve the poor by volunteering at the Ottawa Food Bank.			X	Sacramental Preparation Ministry
Share Lent Collection – fundraising for development programs with partner agencies in Asia, Africa, Latin America and the Middle East.		X	X	Development and Peace Committee

## Being a Community of Faith

*“For where two or three are gathered in my name, I am there among them.” – Matthew 18:20*

*“And let us consider how to provoke one another to love and good deeds.” – Hebrews 10:24*

### Objectives

1. To foster a welcoming environment in which every person feels valued.
2. To support acts of compassion and care toward one another.
3. To enhance and support the cultivation of meaningful relationships.
4. To enhance our knowledge and appreciation of being an Oblate parish.
5. To foster the participation of youth of all ages in parish life.

Strategic Activities	Objectives					Responsibility
	1	2	3	4	5	
Parishioner Learning Needs & Interests Assessment: Through various research approaches, assess the needs and interests of all parishioners.		X	X			Parish Council
Ministries / Committees Survey: Survey ministries and committees to better serve the needs of the parish and thereby accomplish the goals of this plan.			X	X		Parish Council
Welcoming Strategy for new and existing parishioners: Develop and implement a template approach for welcoming all parishioners.	X	X	X			Parish Council with support from all ministries
Connections Strategy: Use social media, the parish bulletin and networking events to connect parishioners with similar needs, interests and abilities.	X	X				Parish Council: Select an Outreach Officer
Youth Strategy: Determine a targeted list of educational institutions, key contacts, key dates and particular areas of need or interest.	X	X			X	Parish Council: Select a Youth Officer and coordinate with the Youth Ministry

## APPENDIX 1

### MINISTRIES AND COMMITTEES AT CANADIAN MARTYRS CHURCH

The varied ministries and committees at Holy Canadian Martyrs Church are involved in and support almost every aspect of parish life. Each ministry and committee are expected to choose (elect) a chairperson and maintain a current list of members. The chair, on behalf of the ministry/committee, may be called upon to provide information, input and advice regarding parish activities, priorities and initiatives that are planned or underway.

#### List of Holy Canadian Martyrs Church Ministries and Committees

- Parish Pastoral Council
- Finance Committee
- Altar Servers/Presider's Assistants
- Children's Liturgy of the Word
- Communications Committee
- Development and Peace
- Extraordinary Ministers of Holy Communion
- Faith Formation Ministry
- Hospitality Ministry
- Lectors Ministry
- Liturgical Environment Ministry
- Liturgy Committee
- Mass Coordinators
- Music Ministry
- Pastoral Care: Ministry of Presence
- Prayer of the Faithful Ministry
- Rite of Christian Initiation of Adults
- Sacramental Preparation Ministry
- Youth Ministry

## PARISH PASTORAL COUNCIL

The Parish Pastoral Council, as a consultative body of leaders within the boundaries of the doctrine, liturgy and laws of the Church, shares with the Pastor and his team the planning and coordinating of the overall policies and goals of the parish. The Council is concerned with all aspects of parish life. It establishes policies and goals and the means to achieve these goals. It acts in liaison with the various parish committees, ministries, individual parishioners and the Pastoral Team (i.e., the Pastor, the Parish Life Coordinator and the Administrative Assistant).

The Council strives to build a caring and just Christian community that discerns the spiritual and temporal needs of all members and organizes the structures required to fulfill those needs. The Council focuses on the quality of the liturgical services and education programs that are being delivered at the church. The Council creates, updates and implements the Parish Pastoral Plan. The plan includes proclaiming the Gospel and carrying the Good News forth into the community.

The Pastor is the spiritual leader of the parish and the president of the Council (in accordance with canon law). His role on the Council is to keep the Council aware of the spiritual element in its decisions, to listen, to promote shared leadership and to encourage the Council toward consensus in its deliberations.

### Objectives

1. To promote the involvement of laity in the Church.
2. To encourage parishioners to discover and develop their gifts and to offer them opportunities to grow through service.
3. To support and nurture members of our community who are active in ministry.
4. To foster liaison and collaboration among ministries and committees, with the Pastor and Oblate leadership, through shared information and joint efforts.
5. To strive for balance among the spiritual and social dimensions of Christian life, based on love of God and love of neighbour.

### Goals

- Plan and coordinate the overall policies and goals of the parish.
- Concern itself with all aspects of parish life and liaise with the various parish committees and ministries, with individual parish concerns and with the Pastoral Team to achieve the goals of the parish.
- Create, update and implement the Parish Pastoral Plan.
- Build a caring and just Christian community that discerns the spiritual and temporal needs of all members and organize the structures required to fulfill those needs.

More detailed information on the mandate and terms of the Parish Pastoral Council can be found in the Constitution.

(<http://canadianmartyrs.org/our-parish/constitution/>)

## **FINANCE COMMITTEE**

### Description

The Finance Committee responsibly manages the parish finances and maintains the church buildings and property in an operating state and in a sustainable manner.

The Finance Committee is responsible, with the Pastor, for the finances, properties, budgeting, bookkeeping, auditing and reporting in the parish. An annual financial report is submitted to the Oblate provincial treasurer and the parish. This committee meets once or twice a year with the Parish Pastoral Council to discuss budget and other financial matters affecting the Council's planning. The Finance Committee also consults with Council at the beginning of each calendar year and after the Parish Pastoral Plan has been updated in order to determine Council's financial needs for the year.

A member of Council attends the meetings of the Finance Committee and acts as liaison between this committee and Council. The Council and the Finance Committee also share the minutes of their meetings with each other.

### Goals

- To manage parish finances by directing and providing continuous oversight of all financial activities: planning, budgeting, investing, accounting and reporting.
- To provide stewardship of the church buildings and property through management of regular and ongoing maintenance tasks as well as through the prioritization and undertaking of larger projects.

### Activities and Tasks

- Identify and respond to these activities, which typically leads to researching, negotiating and overseeing contracts.
- Seek OMI approval when required.

**ALTAR SERVERS / PRESIDER'S ASSISTANT MINISTRY**Description

The Altar Servers Ministry is geared toward encouraging the youth to participate in the celebration of the Mass to actively practise their faith in a meaningful way while contributing to the success of a seamless celebration. The ministry also aims to involve the youth in the celebration so they may grow in the practice of their faith. Adults serve as presider's assistants as well, especially for the Saturday 5 p.m. Mass.

Outline of Responsibility

Altar servers participate in the procession to the altar at the beginning of the Mass, assist the presider during the Introductory Rites and the Liturgy of the Word, and prepare the altar for the Liturgy of the Eucharist. They present the water during the Communion Rite and participate in the procession out of the church at the end of Mass. Experienced altar servers assist at funerals, baptisms and weddings when required.

Boundaries and Limits to the Ministry

Servers must have received their First Communion and are expected to be available for Saturday and Sunday Masses (and special Masses occasionally).

Activities and Tasks associated with the Ministry

- Workshops for training and special-interest activities for fun and enjoyment are occasionally planned.

## **CHILDREN’S LITURGY OF THE WORD**

### Description

This ministry runs for approximately the same duration as the school year. It provides a means for the children of the parish to participate in an interactive Liturgy of the Word at a language level appropriate for them, and with the opportunity to relate the readings to their own lives.

### Participant Group

Children of the parish are grouped into two age categories – ages 3 to 8, and ages 8 to 13. A volunteer leader works with each group.

### Goals of Ministry

- To provide the children with a forum to relate to the liturgical readings of the Mass in their own lives, making it relevant to them.
- To provide a means for the children of the parish to participate in an interactive Liturgy of the Word at a language level appropriate for them.
- To provide the children with the opportunity to develop a relationship with their peers and with adults in the parish.

### Outline of Responsibility

The coordinator deals with scheduling the volunteer leaders throughout the September-to-June period, ensures that the leaders receive their readings each week so they can prepare, and is consulted on any problems, such as the number of children participating or any behavioural issues.

The volunteer leaders ensure that the readings and the Gospel are proclaimed by or to the children, and that a discussion takes place with the children on each of the scheduled Sundays. The volunteer leaders also use these gatherings to reinforce the ritual of the sign of the cross, sitting and standing, as is done in the church during Mass.

### Boundaries and Limits to the Ministry

If children are disruptive, they are asked to pay attention. If the uncooperative behaviour continues, they are asked whether they would like to return to their parents or wait outside the room until everyone is ready to return to the church.

---

**COMMUNICATIONS COMMITTEE**Description

To provide internal and external communications to inform parishioners and the broader community about parish activities and initiatives.

Goals of Ministry

- To keep the parish informed and connected by sharing news and feature articles on relevant topics.
- To be a liaison to the broader community through the parish website, articles in the local newspaper and local events.

Outline of Responsibility

The chair is the contact person for the Parish Life Coordinator, Administrative Assistant, committees, ministries and parishioners. He or she calls meetings of the committee as needed throughout the year. Committee members work together to achieve the goals of the committee.

Activities and Tasks associated with the Ministry

- Publish four issues of *The Epistle* newsletter per year, featuring an engaging assortment of articles and photos.
- Support the webmaster in maintaining the website ([www.canadianmartyrs.org](http://www.canadianmartyrs.org)) and provide articles to be posted there.
- Submit articles to *The Mainstreeter* periodically to raise the profile of the parish in the local community.
- Maintain a relationship with the Parish Council.
- Support the Administrative Assistant in maintaining a “Welcome” display at the entrance to the church.
- Under the direction of Parish Council, reach out to the new residential developments on Main Street.
- Support Parish Council in holding joint activities with neighbourhood churches.

## DEVELOPMENT AND PEACE

### Description

To educate and keep the congregation informed about initiatives of the Canadian Catholic Organization for Development and Peace (Development and Peace) and to encourage their support.

### Goals of Ministry

- To educate the parish about Development and Peace. The mandate of Development and Peace is to fight poverty in developing countries and to promote greater international justice.
- To support initiatives by people in developing countries in the pursuit of alternatives to unjust social, political and economic structures.
- To educate Canadians about such issues.

### Outline of Responsibility

The coordinator is responsible for maintaining contact with the local office of Development and Peace and being aware of initiatives, campaigns and local events. Ideally, the coordinator attends meetings of the Diocesan Committee of Development and Peace. The annual Fall Action Education Campaign and the annual Share Lent Campaign are two main activities that must be organized by the coordinator in consultation with the Pastor/Parish Life Coordinator. In addition, an evening of education/reflection is held during Lent each year. As well, the coordinator is responsible for providing ongoing information to the parish concerning the aims, objectives and activities of Development and Peace.

Committee members work with the Parish Life Coordinator in carrying out the activities of Development and Peace in the parish.

### Activities and Tasks associated with the Ministry

- Attend meetings of the Diocesan Committee of Development and Peace.
- Organize the annual Fall Action Education Campaign and the annual Share Lent Campaign in consultation with the Pastor/Parish Life Coordinator.

Provide ongoing information to the parish concerning the aims, objectives and activities of Development and Peace.

## EXTRAORDINARY MINISTERS OF HOLY COMMUNION

### Description

This ministry assists the presider with the distribution of the consecrated bread and wine during communion.

### Goals of Ministry

- To assist the presider in distributing the consecrated bread and wine to the faithful during eucharistic celebrations and to involve members of the parish in this ministry.

### Outline of Responsibility

The role of extraordinary ministers of holy communion is to assist the presider with the distribution of communion during eucharistic celebrations on Saturdays at 5:00 p.m., on Sundays at 10:00 a.m. and on liturgical feast days such as Christmas and Easter. Extraordinary ministers of holy communion are expected to arrive on time and be prepared to perform their duties during communion. The coordinator prepares the schedules; ministers are encouraged to sign up for the various Masses. On average, ministers can expect to serve twice in a 6-week period, but may also be asked occasionally to fill a vacant position or replace someone who is not available.

### Activities and Tasks associated with the Ministry

- Arrive at Mass on time and be prepared to serve when scheduled.
- At the end of the celebration, ministers are expected to perform the cleanup and storing of the vessels used during communion.

### Boundaries and Limits to the Ministry

Extraordinary ministers of holy communion are not ordained ministers; their role is one of assistance in the distribution of the consecrated bread and wine and subsequent cleanup only.

## **FAITH FORMATION MINISTRY**

### Description

The Faith Formation Ministry was formed to address the objectives outlined in “Learning about our Faith” in the Pastoral Plan.

### Goals of Ministry

- To encourage and support parishioners in growing together in faith in Christ.
- To enable discussions and discoveries about matters of faith in relation to events and situations in our world today.
- To help increase knowledge and understanding of our faith through regular events.

### Outline of Responsibility

Team members plan and organize events, including regular Lunch & Learn sessions after Sunday Mass. They book speakers for the topics that have been identified in the Pastoral Plan as well as new topics that reflect the interests of parishioners.

## **HOSPITALITY MINISTRY**

### Description

Volunteers from the parish prepare coffee after Sunday Mass (from Labour Day to the end of June). Each volunteer is responsible for one Sunday a month. Volunteers also help with receptions that follow special Masses (e.g., Feast of Canadian Martyrs), monthly pizza suppers after the Saturday evening Mass and parish luncheons.

### Goals of Ministry

- To provide a congenial atmosphere that encourages parishioners to socialize and develop a spirit of community.

### Outline of Responsibility

- Help plan, prepare and set up/clean up after special receptions, luncheons and suppers.

### Activities and Tasks associated with this Ministry

- Prepare coffee before Mass; set out mugs, juice, cookies; clean up afterwards.

## LECTORS MINISTRY

### Description

Lectors proclaim from the lectionary at the Sunday liturgies with the goal of helping to make the Word of God come alive and be meaningful for the congregation, so they can better understand God's Word.

### Outline of Responsibility

Proclaiming the scripture readings is a duty and a privilege; it is a challenge to proclaim responsibly. Volunteers should display self-possession and confidence, maturity, poise and the willingness to proclaim the Word of God at Mass. They must be comfortable speaking in public and in front of a microphone. They must demonstrate clear pronunciation in English and a willingness to prepare individually before Mass.

### Activities and Tasks associated with this Ministry

- Prepare for the role by rehearsing, praying over and coming to understand the biblical text assigned.
- Proclaim the biblical text with clarity, conviction, dignity and understanding.
- Training is provided through arranged workshops and as required with the support of the core training manual *Workbook for Lectors, Gospel Readers and Proclaimers of the Word*. The text is straightforward: it gives the readings for Sundays, Solemnities and feast days, and provides everything from pronunciation keys to guidelines for speaking to context.

## LITURGICAL ENVIRONMENT MINISTRY

### Description

To ensure that the church environment reflects the liturgical seasons based on the Sunday and Weekday lectionaries.

### Goals of Ministry

- To make sure our worship space complements our liturgical celebrations.
- To ensure our church decor is maintained and updated.
- To engage members of the community in participating in a ministry without having to attend regular meetings.

### Outline of Responsibility

The coordinator is responsible for scheduling meetings and communicating with the Liturgy Committee. The coordinator sets the agenda in conjunction with committee members and feedback from other ministries. Committee members are responsible for preparing the church environment following liturgical and budgetary guidelines.

### Activities and Tasks associated with this Ministry

- Be familiar with the Lectionary.
- Provide an inventory of all decor materials.
- Submit a budget for items required.
- Update and purchase needed materials.
- Review and revise liturgical decor on a weekly and seasonal basis.
- Attend planning meetings.

## LITURGY COMMITTEE

### Description

The Liturgy Committee plans and prepares the various liturgies that take place in the parish, with a special focus on key liturgical seasons and feasts, such as the Feast of the Canadian Martyrs, Advent, Christmas, Lent, Easter, Pentecost and Sacraments of Initiation. They also prepare for penitential services.

### Goals of Ministry

- To help ensure that the liturgy is a visible manifestation of the mystery of Christ in the Church.
- To focus on the quality of the liturgies and educational programs being offered at the church.
- To support the enhancement of the church's liturgical environment during each season through decor, participation by parishioners, special rituals, etc.

### Activities and Tasks associated with the Ministry

- Research, discuss, plan and prepare the various liturgies that take place in the parish with the ministries involved in liturgy: Liturgical Environment, Music, Children's Liturgy, Lectors, Extraordinary Ministers of Holy Communion, etc.

## MASS COORDINATORS

### Description

Mass Coordinators prepare the church for the Saturday/Sunday Masses; ensure that volunteers are present for their scheduled ministry; are a welcoming presence to all; and perform various duties before, during and after Mass, as noted on the Mass Coordinators' Checklist. Ideally, two people work together, dividing up the tasks. At least one will arrive an hour before Mass to open the church and begin preparations.

Training consists of the volunteer shadowing an experienced Mass Coordinator at several Saturday/Sunday Masses to learn the duties of coordinating a Mass.

### Activities and Tasks associated with the Ministry

- Unlock the church and breezeway entry doors.
- Ensure microphones are available for the presider, for lectors at the ambo and on the stand beside the choir area.
- Set up the credence table.
- Set up the gifts table.
- Have the Lectionary opened to the day's readings on the ambo.
- Have the Book of Gospels ready to be carried in the opening procession.
- Oversee that lay ministers are available, such as presider's assistant(s), lectors, extraordinary ministers of holy communion, collectors, parishioners to bring up the gifts.
- Turn on lights and candles as required.
- Do an attendance count during the Liturgy of the Word and adjust the number of hosts accordingly. Make a note in the Communications Book on attendance, number of hosts and amount of wine measured for distribution.
- After Mass, note in the Communications Book if hosts and wine were sufficient or insufficient.
- Ensure that the collection is securely stored in the safe and the office door is locked.
- At the end of Mass, when everyone has gone: turn off all lights, extinguish all candles, return microphones to their storage location, and lock all entry doors to the church and the breezeway.

Detailed resource for use at Saturday/Sunday Masses: Mass Coordinator Checklist (version 10, Dec 2019).

## **MUSIC MINISTRY**

### Description

The Music Ministry provides music for the Saturday 5:00 p.m. and Sunday 10:00 a.m. Masses. This group also plans and prepares for other key liturgical celebrations and seasons during the year, such as the Feast of Canadian Martyrs, Advent, Christmas, Ash Wednesday, the Triduum, Easter and penitential celebrations.

This ministry is facilitated by a coordinator for the Saturday evening / Sunday morning Masses who chooses the music (in consultation with the accompanist and choir members) and assists choir members in their preparation as needed. The coordinator assesses what needs to be practised and, after asking for volunteers, communicates with and supports the other members of the ministry in their participation.

A children's choir sings the Gloria on Sundays and other hymns from time to time and on special occasions. This choir practises before and after Sunday Mass under the direction of an adult volunteer(s).

### Outline of Responsibility

Responsibilities include choosing music for each Mass, introducing new music to the choir and to the assembly, coordinating and fostering the involvement of instrumentalists as well as singers, setting up/taking down music stands, microphones and numbers on hymn boards, and preparing the music binder(s).

## **PASTORAL CARE: MINISTRY OF PRESENCE**

### Goals of Ministry

- To bring communion to the sick, the hospitalized, homebound members of the parish and former parishioners now living in retirement and long-term care facilities.
- To provide support and encouragement.
- To act as a link to the parish community.
- To assist recipients to continue to be active in their faith.
- To strive to help recipients feel less isolated.
- To provide support and encouragement to the families, caregiver(s) and other members of the parish community.

### Outline of Responsibility

On receiving requests for pastoral visits, the pastoral care team leader assigns ministers and assists them to visit the sick; the homebound; the resident of a retirement home, long-term care facility, hospital and hospice. The pastoral care minister arranges visit(s) at a mutually acceptable time and brings communion, parish news and companionship.

The pastoral care team leader receives reports from the team members and, based on the situation, coordinates with the Pastor/Parish Life Coordinator for any sacramental needs, such as Anointing of the Sick, Reconciliation or other special/seasonal celebrations.

### Activities and Tasks associated with the Ministry

- Bring communion and pray with the recipient.
- Bring parish news and information to the recipient.
- Augment pastoral activities related to Advent, Christmas, Lenten and Easter gatherings and other special events at the recipient's home and/or residence. (Example: distribution of ashes on Ash Wednesday)

Pastoral care ministers must have successfully completed a basic Pastoral Care Ministry course, such as the 10-week introductory course offered by the Ottawa Pastoral Care Training Program; completed a standard Ottawa Police check; and be recommended by the Pastor and/or Parish Life Coordinator for this ministry. Ongoing training, information sessions and seminars are strongly encouraged; these are recorded with the Pastor and Parish Life Coordinator.

## **PRAYER OF THE FAITHFUL MINISTRY**

### Description

These prayers are offered at the conclusion of the Liturgy of the Word. The *General Instruction of the Roman Missal* states: “In the Prayer of the Faithful, the people respond in a certain way to the word of God which they have welcomed in faith ... petitions will be offered for the holy Church, for civil authorities, for those weighed down by various needs, for all men and women, and for the salvation of the whole world.”

### Activities and Tasks associated with the Ministry

- Write the prayers for the weekend Masses. The prayers are edited and formatted by the Pastoral Team.

## **RITE OF CHRISTIAN INITIATION OF ADULTS**

### Description

The Rite of Christian Initiation of Adults (RCIA) is a sacramental formation process that prepares individuals to become full members of the Catholic Church. The RCIA Team consists of several parishioners who assist individuals along their path of faith to completion of the sacraments of initiation: Baptism, Confirmation and Eucharist.

### Outline of Responsibility

The RCIA team is responsible for planning weekly sessions designed to explore and reflect on the upcoming Sunday readings and for preparing a teaching and discussion on a topic that flows from the readings that is appropriate to the period of initiation of the individual(s) as well as the liturgical season.

Over time, the team will prepare individuals to move through four periods of initiation to include the rites, scrutinies and practices required in each period:

#### Period of Evangelization and Precatechumenate

- Rite of Acceptance into the order of Catechumens (for the unbaptized)
- Rite of Welcoming candidates for Confirmation and Eucharist (for the baptized who have not been catechized)

#### Period of the Catechumenate

- Rite of Election or Enrolment of Names

#### Period of Purification and Enlightenment

- First Scrutiny
- Presentation of the Creed
- Second Scrutiny
- Third Scrutiny
- Presentation of the Lord's Prayer
- Preparation Rites on Holy Saturday
- Celebration of the Sacraments of Initiation at the Easter Vigil

**Period of Mystagogy**

- “This is a time for the community and the neophytes together to grow in deepening their grasp of the Paschal Mystery and in making it part of their lives through meditation on the Gospel, sharing the Eucharist, and doing works of charity....” (*RCIA*, page 145)
- The team will accompany the neophytes to the Mass at Notre Dame Cathedral on Pentecost Sunday, where the Archbishop will meet with the new members of the Church for a celebration of the Eucharist.

Members of the team will need to be familiar with the text of the *Rite of Christian Initiation of Adults* (Canadian edition, 1987).

## SACRAMENTAL PREPARATION MINISTRY

### Description

The Sacramental Preparation team is a group of adult parishioners who are involved in preparing the children of the parish to receive the sacraments of Reconciliation, Eucharist and Confirmation.

### Outline of Responsibility

The curriculum for First Eucharist and Confirmation centres on non-graded resources that allow family members to participate together and provide catechesis as part of a liturgical and personal process. This preparation emphasizes the family and parish responsibilities.

The team is responsible for preparing and implementing the program to include

- an initial meeting with parents (and obtaining from each parent their child's baptismal certificate)
- enrolment
- Sacramental Preparation sessions with parents and children
- sacramental celebrations

The team will post an announcement in the parish bulletin in early fall to notify parents to contact the parish office if they have a child ready to prepare for Reconciliation, First Eucharist or Confirmation.

Reconciliation preparation consists of four (1-hour) sessions attended by parents and children. The curriculum for Reconciliation is based on a program used by the parish team, but also incorporates suggestions from both the parents and the Archdiocese.

First Eucharist preparation consists of six (1-hour) sessions that parents and children attend together. Five sessions occur before the children receive the Eucharist for the first time; the sixth session takes place in the week afterwards.

Confirmation preparation includes six (1.5-hour) sessions attended by parents and youth. Five sessions are held before the youth receive Confirmation; the sixth session takes place in the week afterwards. As well, youth are encouraged to participate in an apostolic activity of several hours at the Ottawa Food Bank, arranged by the Sacramental Preparation team, or in some other charitable event(s) in their community or school.

Resources used in the Sacramental Preparation of children are recommended by the Canadian Conference of Catholic Bishops.

## **YOUTH MINISTRY**

### Description

Our youth gatherings offer a place for the children/youth of our parish to make friends, learn and have fun, all while growing in their relationship with God.

### Activities and Tasks associated with the Ministry

Plan and prepare activities for monthly youth gatherings during the school year. Activities usually follow a theme chosen by the youth leaders, such as social justice. Activities also include an annual bowling night and an end-of-year pizza dinner.

## APPENDIX 2

### CONTINUING ACTIVITIES

#### CELEBRATING OUR FAITH

- displaying something in the liturgical environment that was created by the children; perhaps an activity during the Advent and Lenten fairs
- hosting spiritual retreats during Advent and Lent – half-days for prayer, reflection, spiritual reading, with music, candles, icons and symbols
- coordinating/hosting ecumenical celebrations with Christian churches nearby
- encouraging and enabling participation by youth in Sunday Mass
- examining possible changes to the liturgical space
- participating in preparations toward liturgies for special feasts and celebrations, spearheaded by the Liturgy Committee, with significant support from our community: Community Mass (monthly); Feast of Canadian Martyrs; Commissioning of Ministries; Memorial Mass; Reconciliation (Advent and Lent); Anointing of the Sick; Christmas, including children’s pageant; Baptisms; Rite of Enrolment; Solidarity Sunday; Passion Sunday; Triduum (Holy Thursday, Good Friday, Easter Vigil); Easter Sunday; Pentecost; Confirmation and First Eucharist; Mass on the Grass.
- supporting the presider for each Saturday evening / Sunday morning Mass, by the laity:
  - assisting in the liturgy – Mass coordinators, presider’s assistant or altar servers;
  - selecting and leading the congregation in the Psalm and hymns (gathering, offertory, communion, closing) – adult and children’s music ministries;
  - leading in singing (at least one Mass each month) – children’s choir;
  - proclaiming the Word – first and second readings – lectors;
  - preparing the Prayer of the Faithful – members of the community;
  - leading the congregation in the Prayer of the Faithful – lectors;
  - adapting the church environment via symbols and flowers to reflect liturgical seasons, feast days and themes of the Mass readings – liturgical environment team;
  - Sundays following the final blessing – children’s percussion
- serving communion under both species, bread and wine (GIRM no. 281)
- participating in Mass on weekdays – supported by a lector and an extraordinary minister of holy communion
- praying the Rosary weekdays prior to Mass – by a small group of parishioners
- sharing in conversational prayer – evenings, at beginning and end of Scripture study
- walking the Way of the Cross – youth-led, during Holy Week
- having joint celebrations with the Malagasy and St. René Goupil communities

**Continuing to encourage joint efforts among ministries.**

Recent examples:

- Liturgy committee, liturgical environment and Development and Peace have worked together, for several years, on themes and symbols for Lent
- Interpreted Mass for Deaf last Sunday every month and weekdays

Develop Communication: Use Google Docs for communicating needs for ministers in regular schedules; updates/changes in schedules; changes in procedure; increased needs during special occasions such as funerals, additional sacraments, additional celebrations (Sacramental Preparation, feast days) that require more ministers and more set-up.

Develop Training: Provide updated instructions/procedures for each minister; provide a coordinator to train, answer questions/problem solve; provide a training/review meeting for all ministers as needed.

Develop Recruitment and Successors: Pair an experienced minister with an inexperienced minister in most ministries as a succession strategy and as a help when extra hands are needed (e.g., have 2 Mass Co-ordinators at every mass to help with counting attendance; finding replacements when scheduled people don't show up; finding collection people; finding bearers of gifts; finding volunteers to serve at a sales table after Mass).

Develop Appreciation and Sustainability: Dialogue with coordinators to solve problems/stresses; attend/be present at each ministry on a rotating basis (Children's Liturgy; Sacramental Preparation; Development and Peace; Pastoral Visitors, etc.); acknowledge the work/service provided and give thanks in community/bulletin/bulletin board/pictures posted/appreciation celebration.

## LEARNING ABOUT OUR FAITH

- Advent and Lenten fairs – discovering and growing in faith through crafts and activities for children.
- Scripture Study – roughly 15 sessions per year, weekday evenings – reading, reflecting and sharing responses and insights about our faith in God, based on the Little Rock Scripture Study series (commentary, study guide and DVD).
- Children’s Liturgy of the Word – three Sundays per month, in two groups – discovering and discussing faith in God from the Scripture readings for Mass.
- Youth activities program – monthly on a Friday evening – exploring and discussing faith and spirituality, focusing on a theme for the year.
- Lunch & Learn – monthly, after Mass – presenting and discussing topics of interest to parishioners, with a view of living our faith in the world.
- Development and Peace – Fall Education – presenting talks or a workshop as a forum for reflection and discussion, and offering written materials (theological reflections, campaign backgrounders) on a theme in social and/or ecological justice.
- Development and Peace – Share Lent – distributing written materials – bulletin inserts, theological reflections and information about development programs with partners in the global South.
- Preparation for Baptisms – Pastor and Parish Life Coordinator meet with parents for review of liturgical rites.
- Preparation for Sacraments – approximately 16 sessions, in the evening – offering formation for children and parents; sharing in prayer celebrations; discovering the mystery of God’s love through crafts, stories, readings and rituals; experiencing and reflecting on rites and symbols that connect Baptism, Confirmation and Eucharist.
- RCIA program, offered on an as-needed basis
- Faith Formation – two sessions per year on Saturday mornings on themes for Advent and Lent.

**Continuing to encourage joint efforts among ministries.**

## **BRINGING OUR FAITH INTO THE WORLD**

- Operation Christmas Child – sending gift boxes to bring joy to children living in poverty or areas devastated by extreme events in Latin America, Africa and Asia – volunteer prepares decals, parishioners provide items, youth write cards and fill boxes, coordinator delivers boxes to depot.
- Ottawa Food Bank – sorting and packing food items at the central depot for distribution to food banks throughout Ottawa, by youth and adults of the parish.
- Share Lent collection – fundraising for development programs with partner agencies in Asia, Africa, Latin America and the Middle East, via Development and Peace.
- Emergency response collections – fundraising for humanitarian aid programs in areas affected by droughts, typhoons, earthquakes, tsunamis, etc. by Development and Peace.
- DREAM Team – supporting students from Immaculata High School, for a two-week project serving the poor in the Dominican Republic.
- Food drive during Lent – parishioners donating non-perishable items for the Centretown Emergency Food Centre.
- Centretown Churches for Social Action – having a parish representative who attends monthly meetings, reporting back to our parish about current needs and initiatives.
- Provide financial support to local organizations – donations are approved by Pastoral Council from interest on parish investments and approved by the Pastoral Team from donations to the poor and needy.
- Development and Peace action campaigns – seeking signatures of support (postcards) toward political change on concerns in social and ecological justice.
- Activities of the OMI Lacombe Justice, Peace and Integrity of Creation office – signing petitions, participating in letter-writing campaigns, and attending symposia and special liturgies related to First Nations, mining industries, and ecology and climate change.
- Participating in Doors Open Ottawa every two years, if possible.

**Continuing to encourage joint efforts among ministries.**

## BEING A COMMUNITY OF FAITH

- Including in the parish budget an amount to be set aside to help needy parishioners.
- Celebrating a Memorial Mass in November to commemorate those who have died in the last year.
- Partnering with St. Joe's Parish; advertising key activities in our bulletin taking place at St. Joe's and sharing our parish events for their bulletin.
- Engaging in interfaith activities wherever possible, such as a joint celebration for the Week of Prayer for Christian Unity; exploring events at our neighbouring church, Ascension Anglican, and St. Joe's Parish; joint Bible study; joint prayer; and joint outreach activities.
- Visiting parishioners in their homes, hospitals, assisted living, seniors' residences or long-term care homes, by trained pastoral care ministers (Pastoral Care Ministry).
- Writing thank-you notes, get well cards and sympathy cards to parishioners as a sub-ministry of Pastoral Care Ministry.
- Providing transportation for our elderly parishioners – to and from Mass, parish luncheons and grocery shopping, on an as-needed basis, by individual volunteers (Pastoral Care Ministry).
- Arranging decor on small tables in the breezeway, by the Liturgical Environment Ministry.
- Providing coffee / tea / juice and cookies after Sunday Mass – each week – setting out cups, brewing coffee / tea, and cleaning up, by the Hospitality Ministry.
- Parish clean-ups – two per year, spring and fall – obtaining supplies, coordinating teams, scrubbing / sweeping / raking / pruning, etc., organized by the Pastoral Team.
- Hosting youth gatherings (e.g., bowling, pizza night).
- Hosting coffee houses with music provided by choir members.
- Coordinating and hosting various community meals, each involving setting up tables, coordinating chefs, buying and preparing and serving food, cleaning up afterwards:
  - ⇒ pizza suppers – monthly;
  - ⇒ parish luncheons (4 or 5 each year: Fall, Christmas, St. Valentine's Day, St. Patrick's Day, Spring);
  - ⇒ lunches following parish clean-up;
  - ⇒ snacks during Lunch & Learn;
  - ⇒ hospitality after special Masses;
  - ⇒ parish BBQ after Mass on the Grass, hosted by Parish Council.

**Continuing to encourage joint efforts among ministries.**

### PARISH PASTORAL COUNCIL AND THE PASTORAL TEAM

- Holding a parish Annual General Meeting in the fall.
- Attendance at Finance Committee meetings by a member of Parish Pastoral Council and sharing minutes of meetings.
- Having Parish Pastoral Council members visit the various ministries and committees and report back to the Council.
- Parish Pastoral Council – annually reviewing our current activities and refocusing or refining our priorities for the next year.
- Holding a joint retreat for members of the Parish Pastoral Council, the Finance Committee and chairs of parish ministries/committees to plan and establish priorities for the parish for the coming year.
- Recruiting, building teams and providing training or mentoring for new volunteers, including the younger members of the parish, for
  - ⇒ preparation for Baptisms;
  - ⇒ preparation of the Prayer of the Faithful;
  - ⇒ liturgical environment (decor);
  - ⇒ parents to assist with the Christmas pageant;
  - ⇒ lunches and receptions;
  - ⇒ distribution of leaflets in our neighbourhood(s).
- Hosting the BBQ for Mass on the Grass.
- Recruiting, building teams and providing training or mentoring for new volunteers, including the younger members of the parish.
- Offering orientation for volunteers.
- Hosting appreciation events for volunteers in committees and ministries.
- Providing resources for volunteers in ministries and parishioners who are seeking to grow in faith: *Workbook for Lectors*; booklets with daily meditations, reflections, and prayers during Advent and Lent.
- Providing formation sessions and training workshops for liturgical ministries – extraordinary ministers of holy communion, lectors, altar servers, presider’s assistants and Mass coordinators, as needed.
- Fostering communication by using our weekly bulletin, articles in the *Epistle*, regularly updated parish website, Facebook, etc.

### **FINANCE COMMITTEE**

- Preparing an annual budget with input from ministries and Parish Pastoral Council.
- Stewardship of the church buildings and property through management of regular and ongoing maintenance tasks as well as through the prioritization and undertaking of larger projects. Identifying and responding to these activities typically leads to the researching, negotiating and overseeing of contracts, and seeking approval from the Oblates when required.