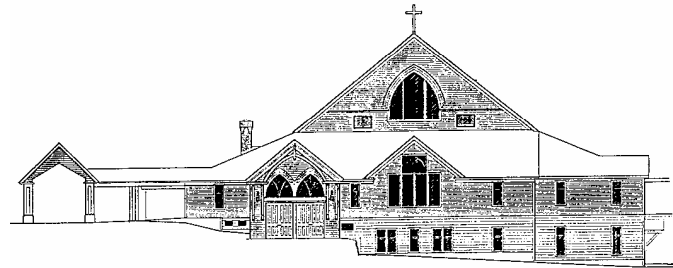


OUR LADY OF THE MOUNTAINS
ROMAN CATHOLIC CHURCH

LAY MINISTRY PROFILES



Parish Mission Statement

Our Lady of the Mountains Roman Catholic Parish is a faith community called to serve the residents and visitors of the Mount Washington Valley in the name of Jesus Christ.

We are committed to creating an environment of welcoming and fellowship through worship, outreach and evangelization.

2905 White Mountain Highway, North Conway NH

Parish Administration
603-356-2535

Rev. Donald F. Gauthier, Jr.- Pastor (ext. 14)
grayghost912@myfairpoint.net

Rev. Mr. Jack Carey – Deacon (ext. 11)
jack_carey@myfairpoint.net

Louise Michaud - Business Manager (ext. 10)
lmichaud@myfairpoint.net

Dolores Deschambeault – Ass't. Admin. (ext. 10)
doloresd3@myfairpoint.net

Religious Education
603-356-7582

Kevin Gilbride – Religious Ed Coordinator (ext. 23)
kevingilbride@myfairpoint.net

Parish Address

Location:
2905 White Mountain Highway, North Conway NH



Ministries

| | |
|---|----|
| Adult Education | 4 |
| Altar Servers | 5 |
| Religious Education, Grades 1-6 | 6 |
| Religious Education, Jr/Sr High | 7 |
| Children's Christmas Store | 7 |
| Church Properties Maintenance | 8 |
| Sacramental Preparation | 9 |
| Eucharistic Minister | 11 |
| Giving Tree | 11 |
| Lector | 12 |
| Liturgical Environment | 13 |
| Ministry of the Sick | 14 |
| Music – Cantor and Choir | 14 |
| Parish Finance – Ways & Means Committee | 15 |
| Parish Outreach | 16 |
| Parish Pastoral Council | 17 |
| Penny Sale (Raffle) | 18 |
| Prayer Group | 19 |
| Protecting God's Children | 19 |
| Respect Life Committee | 20 |
| Sacristan/Care of the Sacred Linens | 21 |
| Ushers and Greeters | 22 |
| 300 Club | 23 |

Catholic Organizations

| | |
|---------------------|----|
| Knights of Columbus | 24 |
|---------------------|----|

ADULT EDUCATION MINISTRY

Purpose of Ministry

The Adult Education Ministry focuses on enhancing spiritual growth by deepening our Catholic understanding of the Christian faith in the fellowship of Our Lady of the Mountains parish community.

Activities of the Ministry

The Adult Education Ministry is a new ministry which has evolved from the scripture studies of recent years. It has become evident through the evaluations of those programs that adults desire to deepen their spiritual life and grow in their knowledge of the Catholic Faith. It is our intent to provide programs that will help all those attending the opportunity to experience and enhance all aspects of their faith.

The topics we have chosen are designed for all adults of the parish. It is our hope that these courses will offer a good review for all who want to update their knowledge; be helpful to those looking to become Catholic or returning to the Church after a time away; an asset for volunteers involved in the teaching of Catechism in the parish programs; a helping hand for parents in their responsibility of being the first educators of Faith in their families.

The area of study will range from Holy Scripture, The Sacraments, The Mass, The Catechism of the Catholic Church or any Topics which are recognized as areas of interest and need for the spiritual growth of the parish.

Contact: Gloria Theophelakes
Phone: (603) 662-9900
Email: glori@roadrunner.com

Email: knightsofcolumbus.council7575@gmail.com



Updated: February 1, 2009

ministries to assist them with higher education expenses.

ALTAR SERVERS

Purpose of Ministry

The primary role of the altar server is to assist at all liturgical celebrations. This is accomplished through specific actions and by setting an example to the congregation by active participation in the liturgy (hymns, responses, etc.), and by sitting or standing at the appropriate times.

Activities of Ministry:

Servers carry the processional cross and candles, hold the book for the celebrant when not standing at the altar, carry the incense and censer, present the bread, wine, and water to the priest during the preparation of the gifts or assist him when he receives the gifts from the people, wash the hands of the priest, assist the priest celebrant and deacon as necessary.

Servers respond to the prayers and dialogues of the priest along with the congregation. They also join in singing the hymns and other chants of the liturgy.

Contact: Deacon Jack Carey
Phone: (603) 356-2535
Email: jack_carey@myfairpoint.net



Activities of Ministry

Participants donate \$80 annually to become members of the club - entitles them to the monthly drawings and a free dinner at the annual dinner dance. There are six winners each month.

Contact: Louise Michaud
Phone: (603) 356-2535
Email: ourladyh@myfairpoint.net



CATHOLIC ORGANIZATONS

KNIGHTS OF COLUMBUS

Purpose of Organization

The Knights of Columbus is a fraternal organization of Catholic men which supports various charitable programs in New Hampshire and throughout the world.

Activities of the organization:

- Monthly community dinners
- Tootsie roll drive for handicapped
- Blood Drives
- Scholarships for seminarians and students

Contact: Phil LeBlanc
Phone: (603) 383-3655

RELIGIOUS EDUCATION - GRADES 1-6

Purpose of Ministry:

The elementary religious education ministry provides the families of the parish a well organized program of instruction of the Catholic Faith for the children of school grades 1 through 6. The volunteer educators (catechists, aides & helpers) led by a staff member strive to develop the growth of children into faithful, caring and sharing members of the Parish community and to grow personally in their love of Jesus through instruction and meaningful activities.

Activities of Ministry

Twenty-five weeks of curriculum study using the "WE BELIEVE" series. We nurture caring by having the children construct greeting cards for Nursing Home residents. We instruct the children about the traditions of the Church throughout the Liturgical Year and encourage the children to participate at Christmas, Ash Wednesday, Palm Sunday and weekly liturgies. Sacramental Preparation for Reconciliation and Communion includes weekly classroom instruction, as well as Saturday workshops. Team members and parent volunteers teach and/or help with this program.

Contact: Kevin Gilbride
Phone: (603) 356-7582 ext. 18
Email: kevingilbride@myfairpoint.net



- Clean up church and move book stands to back of church.
- Extinguish candles.

Location(s) and Frequency that ministry volunteers meet/serve:

Volunteers serve weekly at the church at the Mass they attend. Ushers do not meet as a group.

Volunteer/participant qualifications:

Must be comfortable meeting all people, friends and new friends.

Ministry Needs:

Need more ushers and greeters for each Mass. Make sure somebody will be at each Mass on holy days.

Contact: There is no one person responsible for all ushers/greeters

4:30 PM = Bill Jones & Jim Lyons
8:30 AM = Claire & Paul Bouffard
10:30 AM = Claire & Norb Otto

Phone: - -

E-mail:



300 CLUB

Purpose of Ministry

Raise money for the Parish's "Wish List" and other miscellaneous expenses that the budget cannot afford. A scholarship fund was established for youth who are active in parish

RELIGIOUS EDUCATION – JR/SR HIGH

Ministry Needs

- Additional sacristans
- Men and women to help clean God's house 2 X a year, and special projects as needed.

Contact: Kathie Bertrand
Phone: (603) 383-8242
E-Mail: kmb658@roadrunner.com



USHERS AND GREETERS

Purpose of Ministry

Greet and help people find seats as needed. Answer questions. Help anyone in need of assistance

Activities of Ministry

- Prepare church for Mass.
- Prepare money baskets.
- Greet people as they come in, answer their questions, and, if new to church, tell them a little about the church. Hand out missals. Open door for people.
- Get a group or family to bring down the gifts/organize the Offertory procession.
- Light candle if not done (ten minutes before Mass).
- Do collections (1 or 2) and lock bag in sacristy.
- Guide people at Communion time.
- Pass out bulletins and collect missals after mass.

Purpose of Ministry

To teach our youth about their faith and prepare them for confirmation. To offer our youth their rightful place as full members of the community.

Activities of Ministry

Classes are held in the Church Hall Sunday nights from Sept. to May. We meet from 6 p.m. to 7:30 p.m. for classes. There are four special meetings a year for the Confirmation candidates.

Contact: Kevin Gilbride
Phone: (603) 356-7582 ext. 18
Email: kevingilbride@myfairpoint.net



CHILDREN'S CHRISTMAS STORE

Purpose of Ministry

The Children's Christmas Store is established for the WHOLE of Mountain Washington Valley's children to purchase Christmas gifts. It is held on the second Saturday of December from 10 to 3 (regardless of the weather) for all children up to the age of 12. Gifts may be purchased up to \$5.00 for all family members, extended family, friends and pets. All items are brand new either donated, bought or crafted by members/friends of our parish.

Activities of Ministry

- Crafters are on going during the year non-stop
- Shopping is handled by the shopping committee
- Advertising is handled by the advertising committee
- Elf committee is handled by the Elf committee
- Setup and kitchen is handled by the setup and kitchen committee

Contacts:

Elaine Sutton - (603) 356-2346
 Claire Prince - (603) 356-2418
 Jean Jones - (603) 356-2668
 Janet Carey - (207) 935-1266

Please note that the contact names are listed in order by telephone preferences. We all work as equals - no one person is Director.



CHURCH PROPERTIES MAINTENANCE

Purpose of Ministry

The up-keep all church properties using a combination of outside professional services and volunteers from within the parish who are willing to share their talents in this ministry

Activities of Ministry

Church upkeep: Vacuum, sweeping, dusting, window washing.
 Parish Hall: tables set up, dusting, kitchen clean up
 Cemeteries (North Conway and Bartlett):

compassionate, non-judgmental pathways to healing.

Contact: John Fogarty
Phone: (603) 356-7450
E-Mail:



SACRISTAN/CARE OF THE SACRED LINENS

Purpose of Ministry

Behind-the-scenes preparation of the externals of the liturgy for the public celebration of our communal worship of God.

Activities of Ministry

Preparation and care of the altar, tabernacle, vestments, sacred linens, sacred vessels, altar breads, candles & their accessories and liturgical supplies.

Location(s) and frequency that ministry volunteers meet/serve:
 Only as needed, after initial training.

Volunteer/Participant Qualifications:

- You would like to serve in a very quiet yet important way.
- You don't mind performing a function that is rarely noticed except when it is not done.
- You want to be involved but don't feel comfortable "up front".
- You enjoy setting the stage for important events.
- You love the liturgy and want to contribute to the liturgical life of OLM.

prevention, identification, response and reporting is to be provided to ministers, educators, parents, volunteers, church personnel and others who have regular contact with youth.

Contact: Bonnie Kimnach
Phone: (603) 356-2316
E-Mail: bkinnach@cdc-law.com



RESPECT LIFE COMMITTEE

Purpose of Ministry

The Diocesan Respect Life Office implements the U.S. Catholic Conference of Bishops Plan for Pro-Life Activities in the Diocese of Manchester:
<http://www.usccb.org>/<http://www.usccb.org> it is our Christian duty as a parish community to cooperate in the creation and redemption of our world by promoting respect for life for individuals, families, communities, and the environment.

Activities of Ministry

Particular attention should always be given, following the example of Jesus, to those most vulnerable: the unborn, the sick, our elders, children, the poor, and those who lives are most threatened. We are stewards of all life that God has entrusted to our care. It is our loving duty to provide access to life giving services that affirm individual worth, dignity and community well-being. We are committed to creating

Pick-up dead flowers, trimming around grave markers
Planting and maintaining flowers at Mary’s Statue
General up-keep of cemeteries when needed

Gardening – Church
Flowers are planted at the beginning of the season. We need volunteers to take care of the flowers during the summer months. Spring & Fall clean up of flowers.

Painting:
Inside – Low ceiling areas in church, hall, and bathrooms. Church doors also need staining. Wash and re-stain woodwork.

Rectory:
There is always clean up that needs to be done at the rectory, especially in the spring and fall. We have small trees that need cutting, and just general pick-up of grounds that need to be done.

Contact: David Doherty
Phone: (603) 447-5445
Email: dave@conwaypepsi.com



SACRAMENTAL PREPARATION

Purpose of Ministry

Sacramental preparation includes baptismal preparation, marriage preparation, and the RCIA program. Each of these programs provide individuals and couples with the necessary theological and spiritual backgrounds to ensure their readiness to properly receive the Sacraments.

Activities of Ministry:

Baptismal preparation is provided by a single session that covers the background of the sacrament, the requirements of the parents and God parents, and a walk through of the baptism liturgy.

Marriage preparation is provided by a series of meetings with the couple to help prepare them for the sacrament. Additionally the couple participates in the FOCCUS evaluation program and an Engaged Couple's Seminar.

RCIA (Rite of Christian Initiation of Adults) Through weekly sessions this ministry helps those who are seeking information about the Catholic faith to understand what we believe as Catholics, what the Church teaches, and what it means to live our lives as members of the Catholic Church.

Contact: Deacon Jack Carey
Phone: (603) 356-2535
Email: jack_carey@myfairpoint.net



PRAYER GROUP

Purpose of Ministry

To devote an hour each week to meet and focus on prayer.

Activities of Ministry

Meet for one hour on Tuesday afternoons to say the Rosary, read sections of the Bible and corresponding meditations, socialize.

Contact: Yvette Levesque
Phone: (603) 383-9088
Email: dodotoots@mybluelight.com



PROTECTING GOD'S CHILDREN

Purpose of Ministry

A safe environment program begins with a "code of conduct" for all adults who work with youth on a regular basis. A "code of conduct" establishes acceptable behavior that is legal, professional, and responsible and it must include standards of conduct with regard to sexual abuse and harassment.

Activities of Ministry

A "safe environment" program requires training of parents, ministers, educators, church personnel, volunteers and others regularly involved with minors as to the issue of abuse of children, to include sexual abuse, when they believe that child abuse, to include sexual abuse, may be occurring. Training relating to

PARISH RAFFLE

Purpose of Ministry

This fundraiser has established a “seed fund” to help with unexpected expenses. Every household, including ours, must have a contingency plan! It is very important to have funds available that are not part of the ordinary annual budget. This fund raiser allows you to purchase a “calendar ticket” with 31 chances to win during the month of January.

Activities of Ministry

Committees include the following:

- Ticket mailing: This team is responsible for getting the mailing ready to go out the first week of October.
- Ticket Sales: Columbus Day weekend is the kick off for the ticket sales. This team will be selling tickets in the narthex after all the Masses on that weekend and all weekends during the month of December.
- Ticket Writers: This team is responsible for writing up tickets for people that purchase their tickets through the mail.
- Event Month Team: This team is responsible for the daily drawings in January. The daily winner will be posted on our website. Winners for the week will be posted in the following weekend’s parish bulletin.

A calendar ticket makes a nice Christmas Gift for the person “who has everything”! Tickets are \$10 each. Anyone buying 10 tickets **at the same time (\$100), will receive two FREE tickets.** Tickets stubs MUST be returned to the Parish Office by December 31st. No tickets will be accepted after that date. Beginning January 1st and every day in that month, a name will be drawn. Prizes are: \$100 Monday through Saturday. \$200 on Sundays. \$200 January 1st and \$500 on January 31st.

Contact: Kathy Theophelakes
Phone: (603) 447-9921
Email: mktheo@roadrunner.com



EUCCHARISTIC MINISTER

Purpose of Ministry

Eucharistic Ministers are called not only to minister the Body and Blood of Christ, but also to take on Christ’s likeness. The ministers accomplish this by strengthening their faith from within and sharing it with the faithful at Communion time.

Activities of Ministry

The members of this ministry assist the Presider in administering the Eucharist to parishioners during parish liturgies. Eucharistic ministers also distribute the Eucharist to the hospitalized, homebound and those residing in our local nursing homes

Contact: Connie Pinkham
Phone: (603) 356-5201
Email: paulcon@roadrunner.com



GIVING TREE

Purpose of Ministry

To provide our parishioners with an opportunity to share the true meaning of Christmas with others who are less fortunate.

Activities of Ministry

Identify an organization that requires help with acquiring Christmas presents for the needy. Then create the name tags and presents to be

purchased for each individual on the list. Set up the Christmas tree and place the name tags on the tree for the parishioners to purchase. Ensure that an announcement is made and something placed in the bulletin that identifies the organization to be helped and when the gifts are to be returned. Co-ordinate the pickup and distribution of the gifts to the identified organization.

Contact: Barbara Hoyt
Phone: 603-447-2612
Email:



LECTOR

Purpose of Ministry

Lectors have a critical role in the celebration of the Mass. Since the Lector proclaims not just any word, but the Word of God, it is essential that they develop the skills required to communicate God's message competently. The ministry of the lector calls for a person to grow in a warm and loving knowledge of Scripture, the living Word of God. He or she is invited to enter into a relationship with a Word that is creative, powerful and effective.

Activities of Ministry:

The call to be a Lector is something that demands preparation. No one should get up to read to the community gathered for worship without this preparation. In becoming a Lector, you are accepting the responsibility to do your

PARISH PASTORAL COUNCIL

Purpose of Ministry

To assist the pastor in his leadership role of planning, organizing, initiating, promoting, coordinating and reviewing the evangelization, worship, religious education/formation and service activities within the parish.

Activities of Ministry

The council carries out its ministry through regular monthly meetings devoted to prayer and pastoral planning through which the various gifts and talents of the council are directed towards the pastoral needs of the community.

Through the pastoral planning process, the pastor and pastoral council leads the parish in the discernment and expression of its mission. In communication and cooperation with the parish staff, finance council, parish organizations and committees, and all parishioners, the parish council focuses the vision of the parish on the essential elements of parish life. A service of leadership that is rooted in the Spirit has the potential to continually pour the new wine of God's Word into the wineskin that is the parish. By re-visioning the parish through the ministry of the Parish Pastoral Council, the entire parish joins together in fulfilling its unique role within the local and universal church.

Contact: Tom Bryant
Phone: (603) 447-1969
Email: tombryant@roadrunner.com



Activities of Ministry

- To be informed and aware of the goals of the parish
- To assess the resources of the parish in achieving these goals
- To assist in the preparation of the annual budget by which these goals can be achieved
- To present this budget to the pastor
- To monitor the performance of this budget on an interim basis
- To fund raise money to meet the parish budget

Contact: David Doherty
Phone: (603) 447-5445
Email: dave@conwaypepsi.com



PARISH OUTREACH

Purpose of ministry: To provide acts of kindness, inclusive of but limited to one-time stop-gap monetary assistance in times of crisis to those in need. To assist OLM Pastoral Staff in ministering to the needy.

Activities of Ministry
 See above.

Contact:
Phone:
Email:



best, to practice, to make frequent self-evaluations and to continually look for ways to improve your ability to communicate the Word of God clearly to the congregation.

Contact: Connie Pinkham
Phone: (603) 356-5201
Email: paulcon@roadrunner.com



LITURGICAL ENVIRONMENT

Purpose of Ministry

To enhance the liturgical celebrations, feasts and seasons with tasteful and appropriate decoration.

Activities of Ministry

Consult with the pastor for his input, share ideas for decorations of the narthex, nave, sanctuary, We also sew altar cloths, frontels, etc. And chose flowers.

Location(s) and frequency that ministry volunteers meet/serve:

Usually in the narthex at church before and after major seasons - Advent, Christmas. Lent, Easter, Pentecost, Ordinary Times

Contact: Olivia (Andi) Craugh
Phone: 603-367-4391
Email: pcraugh@alum.rpi.edu



MINISTRY OF THE SICK

Purpose of Ministry:

Bring Communion to the homebound

Activities of Ministry:

Eucharistic services once a week at Merriman House and Sunbridge, over 25 receive Communion. Mass is celebrated once a month in Sunbridge.

Bring Communion and camaraderie to the homebound.

Contact: Ann Begley
Phone: (603) 383-8066
Email: ahbegley@ncia.net

MUSIC: CANTOR AND CHOIR

Purpose of Ministry

Provide music for all liturgies services to assist us in learning to worship God through praise and adoration

Activities of Ministry

Providing music for all liturgy services
Choir Development:

Building and expanding an adult choir, to sing at (ideally) one Mass per week (10:30 AM on Sunday) and at all Holiday liturgies; Developing a children's choir to sing at regularly scheduled children's liturgies.

Cantor Program:

There is a Cantor at every Mass, including funerals and weddings. We provide ongoing vocal training and song-leader development to qualified individuals.

Contact: Barbara Luoma – Music Director
Phone: (603) 367-9909
Email: Karen Milford – Choir Director
(603)356-6018



PARISH FINANCE – WAYS AND MEANS COMMITTEE

Purpose of Ministry

The finance council is an advisory body. The mission of the finance council is to assist the pastor and pastoral council in the administration of parish finances, in achieving the goals set forth in the parish mission statement, and to assist in the administration of temporal goods of the parish.