

GENERAL INFORMATION

SAINT MARY'S CATHOLIC CHURCH

Address:

9505 Gayton Road
Richmond, Virginia 23229

Contact:

Office: 804-740-4044
Fax: 804-740-2197
Email: parish@stmarysrichmond.org

Office Hours:

Monday-Friday, 9:00 a.m. - 4:00 p.m.

Website:

www.stmarysrichmond.org

WEEKLY MASS & CONFESSIONS

Mass Schedule:

Saturdays	5:30 p.m.
Sundays	9:00 a.m. & 11:00 a.m.
Tuesday-Friday	9:00 a.m.

Holy Days

See bulletin/parish emails

Confessions:

Saturdays	3:30 p.m. - 4:30 p.m.
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SAINT MARY'S CATHOLIC SCHOOL

Address:

9501 Gayton Road
Richmond, Virginia 23229

Contact:

Office: 804-740-1048
Email: info@saintmary.org

Hours:

Monday-Friday, 7:30 a.m. - 3:30 p.m.

Website:

www.saintmary.org



GENERAL INFORMATION

Staff Contact Information

PARISH STAFF: To reach a parish staff member, call 804-740-4044 + ext.

Rev. Michael Renninger <i>Pastor</i>		Ext. 112
Rev. Dr. Frank Baskind <i>Permanent Deacon</i>	Deaconfrank.stmarysrichmond@gmail.com	
Rev. Mr. Kirk Collins <i>Permanent Deacon</i>	DeaconKirkVA@gmail.com	
Rev. Mr. Joe Morlino <i>Permanent Deacon</i>	jmorlino@stmarysrichmond.org	
Rev. Mr. Chris Morash <i>Permanent Deacon and Director of Music</i>	cmorash@stmarysrichmond.org	Ext. 124
Mona Bausone <i>Coordinator of Christian Formation</i>	mbausone@stmarysrichmond.org	Ext. 138
Dr. Judy Douglas <i>Annulment Ministry</i>	jdouglas@stmarysrichmond.org	Ext. 139
Miriam Grau <i>Receptionist</i>	mgrau@stmarysrichmond.org	Ext. 110
Heather Heishman <i>Director of Liturgy</i>	hheishman@stmarysrichmond.org	Ext. 122
Kathleen Hogan <i>Administrative Assistant</i>	khogan@stmarysrichmond.org	Ext. 113
Chris Jenkins <i>Director of Youth Ministry</i>	cjenkins@stmarysrichmond.org	Ext. 112
Gregg Kamper <i>Director of Finance and Development</i>	gkamper@stmarysrichmond.org	Ext. 120
Marie Kolendo <i>Coordinator of Human Concerns</i>	mkolendo@stmarysrichmond.org	Ext. 111
Richard Mallory <i>Coordinator of Adult Formation</i>	rmallory@stmarysrichmond.org	Ext. 123
Karen Martin <i>Bookkeeper</i>	kmartin@stmarysrichmond.org	Ext. 115
John Sweet <i>Director of Communications</i>	jsweet@stmarysrichmond.org	Ext. 117
Ben Warekois <i>Facilities Manager</i>	bwarekois@stmarysrichmond.org	Ext. 114
Mary-Alice Whitlock <i>Coordinator of Community Life Ministries</i>	mwhitlock@stmarysrichmond.org	Ext. 146

SCHOOL STAFF: To reach a school staff member, call 804-740-1048

Amanda Esparza (<i>Principal</i>)
Robin Dahl (<i>Assistant Principal</i>)
Lisa Flint (<i>Admin. Asst. to the Principal</i>)
Anne Leigh Bisese (<i>Admissions Director</i>)
Denise Kelly (<i>Bookkeeper</i>)

WELCOME - PARISH HISTORY

Welcome to Saint Mary's Catholic Church! We are delighted that you have chosen to become part of our parish family. We hope you will find here a welcoming community where you can grow in faith, build lasting friendships, and encounter Christ through worship, service, and fellowship. We look forward to getting to know you and walking together in faith.



Saint Mary's Catholic Church was founded on May 25, 1962, under the leadership of its first pastor, Father John W. Rea. The original parish community was formed primarily by families from the neighboring parish of Saint Bridget. At the groundbreaking ceremony, Bishop John H. Russell noted that this new parish shared its name with several historic churches throughout the Diocese of Richmond, including Saint Mary's in Alexandria (1798), the first permanent Catholic church in Virginia; Saint Mary's in Norfolk (1858); and the original Saint Mary's in Richmond, the city's second Catholic church.

On July 18, 1964, Bishop Russell dedicated the first church building along with a four-classroom education wing. Initially used for religious education, the building soon became the home of Saint Mary's Catholic School. On September 16, 1966, the school opened its doors to 190 students under the leadership of its first principal, Sister Michael Maria. As enrollment quickly grew, construction began on

an expansion, and in December 1967 Bishop Russell returned to dedicate six additional classrooms and a library.

With the school expansion complete, the parish turned its attention to serving the wider community. Parishioners became actively involved in ministries such as Meals on Wheels and St. Peter's Lunch Ministry. During the 1970s, Saint Mary's also began sponsoring families through refugee resettlement programs. These outreach efforts laid the foundation for the parish's long-standing commitment to serving those in need through its Human Concerns ministries.

As the parish continued to grow, so did its ministries. Religious Education expanded, Youth Ministry was established, and parish outreach continued to flourish. Inspired by the renewal of the Second Vatican Council, participation in the liturgy also increased through the growth of Liturgical and Music Ministries, inviting more parishioners to share their gifts in worship.

To accommodate the rapidly growing parish family, a new church was designed and constructed between 1983 and 1984. On September 23, 1984, Bishop Walter F. Sullivan dedicated the new church and commons area. The original church building was transformed into the parish hall and gymnasium, continuing to serve the community in a new way.

Growth continued throughout the following decade. Increasing Mass attendance, school enrollment, religious education, and parish programs created the need for additional space. In August 1997, the middle school wing was completed, providing much-needed classrooms. At the same time, the area between the parish offices and the lower level of the school was enclosed to create what is now the Lower Commons, also known as the Msgr. Kelly Room.

Plans to further expand the church and educational facilities took shape in the early 2000s. Construction of the present church

WELCOME - PARISH HISTORY

began in the fall of 2005 and was completed in 2007. Seating approximately 1,000 worshippers, the new church provides a beautiful and spacious home for the parish's liturgical celebrations. The former worship space was converted into the Commons, creating a welcoming gathering place for fellowship after Masses and large parish events. Beneath the church, the Early Childhood Development Center (ECDC) added six classrooms for the parish's youngest learners, along with the Bishop Sullivan Room, a versatile meeting space for parish ministries and events.

Following the dedication of the new church on September 13, 2007, parish leadership moved forward with plans for the Daily Mass Chapel. The 100-seat chapel, together with its Consolation Garden and Columbarium, provides a peaceful space for daily worship, prayer, and remembrance.

A decade later, during the summer of 2018, the parish undertook a major renovation of the elementary school. After faithfully serving students for more than fifty years, the building received new mechanical systems, windows, and lighting to create a more comfortable and energy-efficient learning environment. The renovation also transformed the former library into a state-of-the-art library and digital media learning center, expanded administrative offices, and created a new entrance to better welcome and safeguard the school community.

The parish's commitment to renewing its facilities continued in 2022 with the renovation of the Parish Hall/Gymnasium and kitchen. New flooring, HVAC, lighting, sound, and fire safety systems revitalized this well-loved space, allowing it to continue serving as a gymnasium, a venue for parish dinners and social events, and a worship space for Christmas and Easter liturgies.

Today, more than sixty years after those first families came together to form Saint Mary's

Parish, we continue to witness the fruits of their faith, generosity, and vision. As members of this parish and school community, we inherit that same legacy of faith and are called to continue it through worship, service, and love of neighbor.

We believe, as we proclaim at every Mass, that it is right and just—our duty and our salvation—to give thanks to God and to serve one another with generous hearts.

Welcome to Saint Mary's.
Welcome home.



SAINT MARY'S MISSION

*Our mission is to facilitate the growth of our Catholic faith to ensure we are able to **Rejoice, Proclaim, and Serve**.*

We Rejoice in the celebration of the Eucharist, we Proclaim the Word of God, and we Serve our neighbors in need (wherever they may live).

OVERVIEW OF SAINT MARY'S COMPLEX

From its founding, Saint Mary's Catholic Church has been a vibrant and active community of faith. The spiritual growth of the parish is reflected not only in the many ministries that serve our parishioners, but also in the outreach programs that extend Christ's love to the wider community. Our thriving parish school, along with numerous faith formation opportunities for children, youth, and adults, reflects our enduring commitment to Catholic education and lifelong discipleship. We remain deeply grateful for the generations of parishioners whose faith, sacrifice, and generosity have made Saint Mary's the beacon of hope and home of faith it continues to be for so many throughout the Richmond area.

At the heart of our parish is the church itself—the sacred place where the People of God gather to celebrate the Eucharist, the source and summit of our Catholic faith. As you pass through the Commons and enter the church, you are immediately welcomed by the large bronze Baptismal Font. The thoughtful alignment of the font, altar, crucifix, and ambo along a central axis beautifully illustrates the connection between Christ's life, death, and resurrection and our participation in His saving work through Baptism, the Eucharist, and the proclamation of God's Word. The arrangement of the pews further emphasizes our shared journey of faith as one community united in Christ.

Upon leaving the church and before entering the Commons, you will find the Blessed Sacrament Chapel on the left. Here, the Blessed Sacrament is reserved, offering a peaceful place for personal prayer, quiet reflection, and Eucharistic adoration. Behind the bronze tabernacle, the striking stained-glass window echoes the intricate design inlaid in the wooden altar, while the crucifix above the altar is surrounded by a stylized interpretation of the same beautiful pattern.

The 6,100-square-foot Commons serves as the

welcoming heart of our parish campus. It includes a coat closet, chair and table storage, and a serving kitchen that supports parish gatherings and events.

To the right of the serving kitchen is a vestibule providing access to the restrooms and stairwell leading to the lower level. To the left is a smaller commons that opens into the Daily Mass Chapel, an intimate worship space that seats approximately 100 people. The Stations of the Cross line the chapel walls, and the Reconciliation Room is conveniently located within this sacred space.

Adjacent to the chapel is the Columbarium, anchored along its western exterior wall. Surrounded by an enclosed garden and featuring more than 400 niches, the Columbarium provides a peaceful setting for remembrance, meditation, and prayer.

First and foremost, Saint Mary's exists as a place of prayer and worship. Whether gathering for a weekday Mass or funeral in the Daily Mass Chapel, celebrating the Sunday Eucharist with family and friends, or spending quiet time in prayer before the Blessed Sacrament, every aspect of our church has been thoughtfully designed to foster both communal worship and personal spiritual growth.

The remainder of our parish campus supports the many pastoral, educational, and community ministries that enrich parish life. These facilities include the Parish Hall and Gymnasium at the eastern end of the campus, the school building—which houses the Early Childhood Development Center, Primary School, and Middle School—and a variety of meeting rooms used by parish organizations and ministries.

Directly beneath the church is the Early Childhood Development Center, consisting of six classrooms designed to nurture our youngest learners. Also located on this level is the Bishop Sullivan Room, a large meeting space named in honor of Bishop Walter F.

OVERVIEW OF SAINT MARY'S COMPLEX

Sullivan, who faithfully served the Diocese of Richmond from 1974 to 2003. A wall separating the Bishop Sullivan Room and the ECDC was constructed to allow adult programming during the day without disrupting the school classrooms.

Beneath the Commons are four meeting rooms—Saint Mary, Saint Joseph, Holy Family, and Saint Anne. The parish administrative offices are also located in this area.

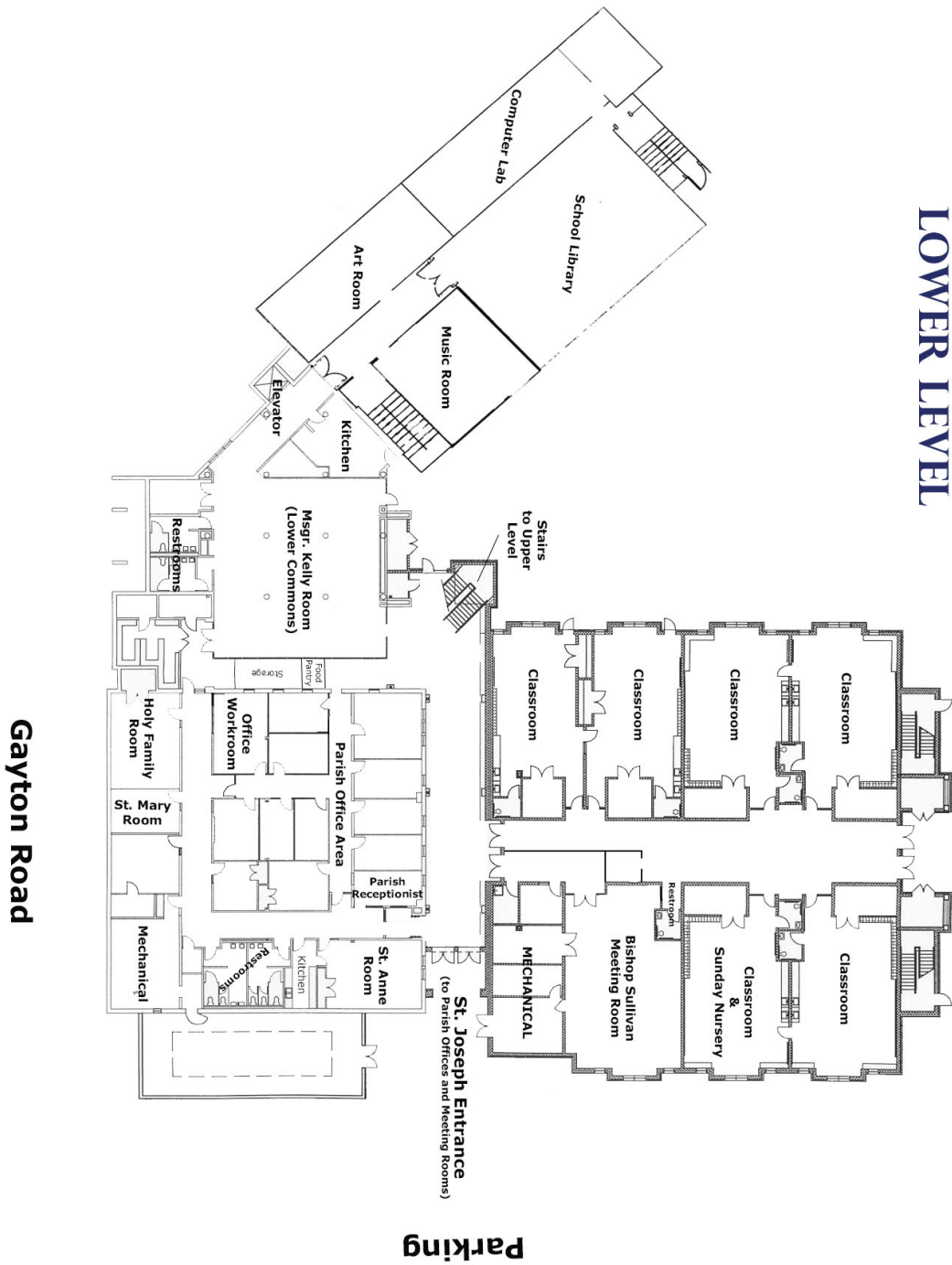
A full-service kitchen serves the Lower Commons, also called the Monsignor Kelly Room, a spacious gathering area that connects the church building with the original school building on the lower level, making it ideal for parish receptions, meetings, and special events.

The main school building encompasses approximately 42,000 square feet and has been a source of pride for our parish since its founding in 1964. The lower level houses the library, computer lab, art room, and music room. On the upper level are sixteen classrooms, a science laboratory, and administrative offices, as well as the recently renovated kitchen, and gymnasium, all supporting Saint Mary's longstanding tradition of academic excellence and faith-filled Catholic education.

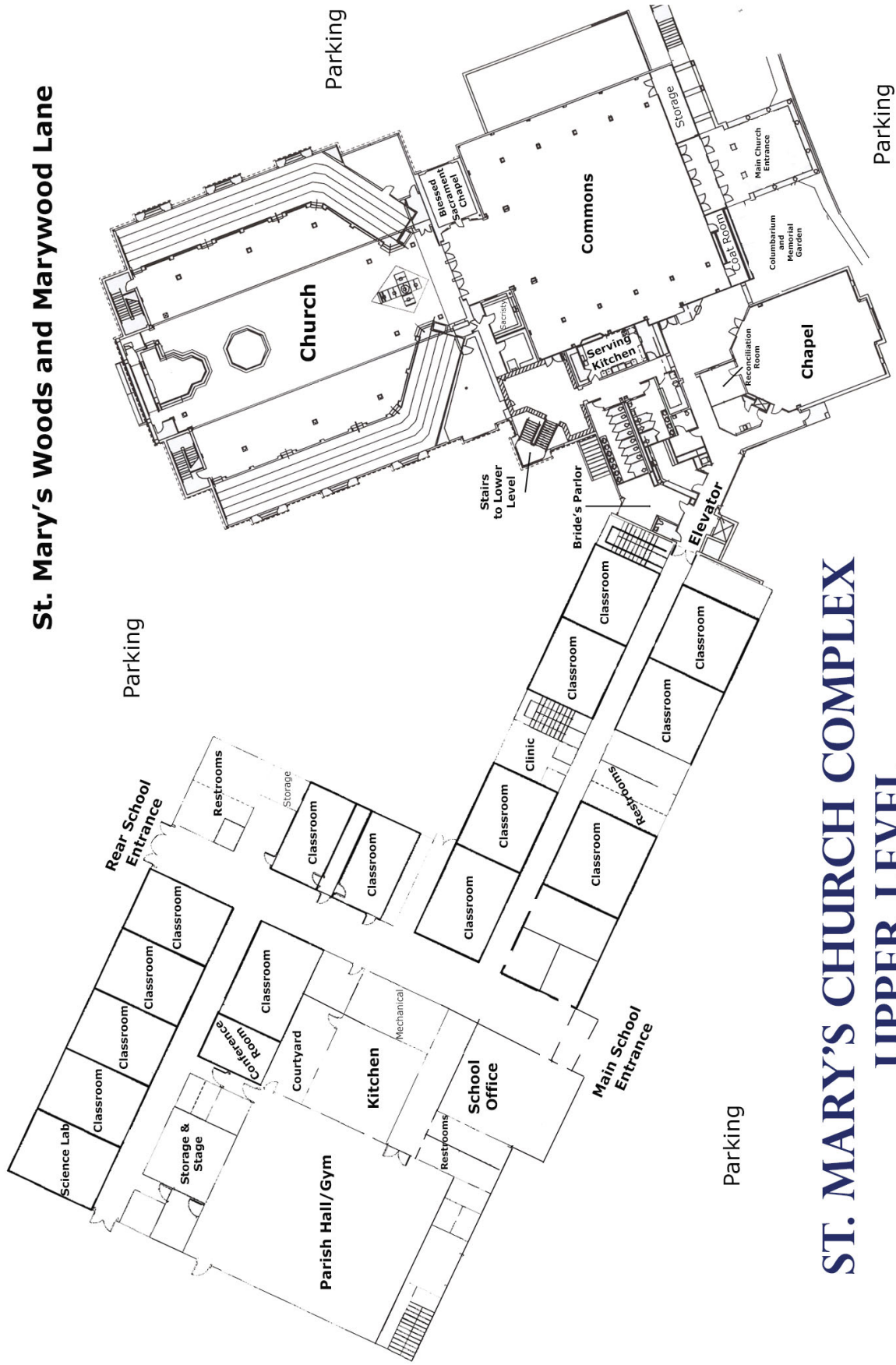
MAP OF SAINT MARY'S COMPLEX

St. Mary's Woods & Marywood Lane

SAINT MARY'S CHURCH COMPLEX LOWER LEVEL



St. Mary's Woods and Marywood Lane



ST. MARY'S CHURCH COMPLEX UPPER LEVEL

Gayton Road

PARISH POLICIES

Prayers for the Sick and Deceased

The names of those who have died during the week are included in the following weekend's Prayers of the Faithful. When possible, their names also appear in the weekly bulletin. We like to include their relationship to a member of the parish (i.e.: Jane Doe, mother of Sally and Jim Doe).

We also pray for our sick. The names of hospitalized persons and those under hospice care are announced during the Prayer of the Faithful. In the bulletin we print these names and will include the names of individuals who are ill but not hospitalized. Call the parish office to request prayers for family members who are sick or have died.

You also may request prayers by entering the name of the person in the Book of Intercessions kept in the Upper Commons.

Fundraising

Groups sponsored by a parish ministry may have one fund raising event per year. The school is exempt from this policy. Actual fund-raising plans must be approved by the parish staff. Bring proposals to the sponsoring staff member for recommendations, approval, etc.

Bulletin Announcements, Flyers

All printed documents that are distributed to our parish are reviewed by staff before distribution. Printed items are to be submitted to the sponsoring staff member at least one week before the desired distribution date. Staff will review the item to be published, and as appropriate, request revisions, accept the document, or determine suitability for distribution.

Only Saint Mary's weekly bulletin will be distributed in the Upper Commons following weekend liturgies. No item may be distributed to automobiles parked at Saint Mary's.

Posters

Displays must have approval of Saint Mary's staff. Materials displayed in the commons must be removed before weddings and funerals. They may be returned to their display position following these functions. It is the responsibility of the sponsoring staff person to coordinate removal when appropriate.

Keys and Doors

With few exceptions, exterior doors on the upper level are locked at 4:00 p.m., Monday through Friday, and remain locked through the weekend except for liturgies. After hour access to the facility must be arranged through a member of Saint Mary's staff. Based on need, and at the discretion of a staff person, a facility key may be assigned to a parishioner responsible for conducting meetings or arranging an event.

Keys are to be used for the stated need. Keys issued do not give its recipient general access to the facility. Further, it is the responsibility of the person who unlocks the door to insure that only designated persons gain access to the facility and to make certain that the building is secured during, and following their activity. Exterior doors are not to be propped open.

Scheduling Meetings

Any group or individual wishing to schedule a meeting must first check with the staff person responsible for the group. Staff will determine if suitable space is available. Meetings may not be scheduled during scheduled liturgical prayer services (i.e. the Rite of Reconciliation, Stations of the Cross, Evening Prayer), nor during the celebration of the Eucharist. The only exception would be a meeting whose central focus is spiritual formation, (e.g., Little Rock Scripture Study, RCIA). This exception applies only if participants join in the celebration of an alternative Liturgy.

PARISH POLICIES

All meetings, without exception, must end by 9:00 p.m. so that the building can be vacated and secured.

Space Use/Rental

Saint Mary's parish space is not available for rent. Use of space is limited to groups and functions sponsored by Saint Mary's Church and/or School. All use of space must be approved by a staff member.

Requirements for set-up of tables, chairs, etc., associated with approved space use, must be communicated to Saint Mary's janitorial service through a staff member. Requests for set-ups of 100 or more require 48 hours' notice to the janitorial service. All other requests require 24 hours' notice. Time must be allowed for necessary cleaning of areas between scheduled usage times. This service will be provided at no additional cost (over and above contract) when it can be provided between 7:30 a.m. and 5:30 p.m., Monday through Friday. Set-up requirements outside of the above hours will be on a fee basis with a minimum fee applicable. Payment of this fee is the responsibility of the sponsoring Ministry.

Closure Policy

In the event of an emergency (snow, ice, power outage, etc.) school closings are announced on the radio and television. Parish closings and cancellations will be posted on our parish website, on our social media pages, and if urgent, in a parish-wide email.

For information concerning all other activities, including daily Mass, meetings, activities, etc., call the church office, and follow the prompts for the appropriate information.

INFANT BAPTISM

Welcome

We welcome your child to be baptized at Saint Mary's. Whenever we welcome new members, our life as a faith community is enhanced. At the time of a child's baptism, parents, godparents, and the parish community all promise to share the joys and challenges of helping the newly baptized live our Catholic faith.

As a sacrament of initiation, baptism is the first step in our lifelong journey of faith. Parents who decide to have their baby baptized are also choosing to share their own faith by the example of their words and actions. Baptism makes visible their commitment, and that of the Godparents to the ongoing growth in faith of their child.

The time of preparation for a child's baptism and the actual celebration of the Sacrament provide an opportunity for parents to reflect on their faith and to renew their commitment to live out their chosen responsibilities.

As a community we pray that as parents present their children for baptism, they will understand in a new way the words Jesus addressed to his disciples.

Baptismal Mass

The sacrament of baptism initiates a child into the faith community of the Catholic Church, so whenever possible, baptism is celebrated in the presence of the parish community. Certain weekends throughout the year will be designated as "Baptism Weekends." A list of available dates is listed on our website.

Baptism Policies

In compliance with diocesan policy, parents are expected to participate in the baptismal preparation sessions prior to celebrating a child's baptism.

Registration

To begin the process, the baptism registration form for a child under the age of seven, can be found on the parish website under the Sacraments tab.

Important Information

The parents of the child to be baptized must be registered at the parish, and participating members of Saint Mary's for at least three months. Registration for newcomer dates are listed in the bulletin.

FIRST RECONCILIATION AND FIRST EUCHARIST

The Sacraments of First Reconciliation (Confession) and First Holy Communion are generally prepared for and celebrated when a child is in the second grade. As per Richmond diocesan guidelines, the preparation for these Sacraments does not take place within the Christian Formation program, nor within the Catholic School classes; rather, it is a separate and distinct process through the parish.

Older Children:

The above information outlines the program of preparation for children who are in grades 2-5. Young people in middle and high school will participate in a modified process of preparation that is geared toward their higher levels of understanding and maturity. Expectations and requirements are similar to the outline above.

Requirements to enter the preparation process are:

- A child must be in the second grade or older.
- A child must have been baptized Roman Catholic. A copy of his/her baptismal certificate is required.
- Family should be registered, active members of Saint Mary's and attending Mass on a regular basis.
- It is required that the child be attending either a Catholic Elementary School or Parish Faith Formation program in addition to the preparation classes for these Sacraments.
- Children will celebrate the Sacrament of Reconciliation prior to receiving Holy Communion.

The process of preparation at Saint Mary's:

The preparation program includes a combination of parent-led home learning, parish-based formation opportunities for parents and children, and catechist-led instruction for children. Parents have an integral role in the preparation process and therefore, all gathered sessions are family sessions where both parents and children attend together. The complete process can be found at our website.

SACRAMENT OF CONFIRMATION

The Sacrament of Confirmation is a moment of initiation into the Church for the purpose of mission to the world. In Confirmation, the baptized become more perfectly bound to the Church and are strengthened by the Holy Spirit. They become witnesses of Christ by proclaiming God's Word and serving neighbor. The gifts of the Spirit are given to build up the Body of Christ and to empower Gospel living.

Requirements to enter the preparation process are:

In the Diocese of Richmond, to prepare for and celebrate Confirmation a young person

- must be **both** at least 15 years old AND be entering the 10th grade (or in 11th or 12th grade),
- Candidates must have been baptized Roman Catholic (a recent copy of one's baptismal certificate is required)
- Should have already celebrated First Reconciliation and Eucharist

Additionally, Candidates must participate in:

- A High School Faith Formation Program (at the parish or through their Catholic High School) beginning in the Fall of their preparation year.
- A concurrent Teen Confirmation Preparation Program that takes place during the winter.

The Teen Confirmation Preparation Program includes:

- An Orientation
- A Series of Preparation Sessions
- A Retreat
- Celebrating Reconciliation prior to being confirmed
- A Mystagogy Session (after Confirmation).

The Bishop (or his representative) comes to the parish to celebrate Confirmation in the Spring.

Adult Confirmation

A Confirmation program can be offered for adult Catholics who have never received the Sacrament of Confirmation, but who have received the Sacraments of Baptism and Eucharist in the Catholic Church. This program is scheduled as needed and can be accommodated to work with an adult's responsibilities.

ORDER OF CHRISTIAN INITIATION FOR ADULTS & ADULT CONFIRMATION

the Order of Christian Initiation for Adults. (OCIA)

Faith is a journey that has many starting points. OCIA is the path within the Catholic Church to help with that exploration.

The beginning starts with a conversation and **Inquiry phase**. During this time an inquirer meets with Richard Mallory and members of the OCIA Team to get to know each other and ask basic questions about the journey. A **Sponsor** will walk with an inquirer and this getting to know each other phase is vital to pairing inquirers and sponsors together. Weekly classes are held from September up to Easter each year for those who are not baptized.

During the **Rite of Welcome and Acceptance** (October), an Inquirer becomes a **Catechumen** (A person is not baptized but is on the journey). The Sponsor attends these classes with the Inquirer/Catechumen. These classes are informative and involve discussions between the Catechumen and Sponsor and well as with the larger group. Topics include the Sacraments of the Church, Moral Decision Making, Prayer and more.

Then, during Lent (the season before Easter) the Catechumens participate in the **Rite of Sending** when the Catechumen signs the Book of the Elect. This is done during Mass and Saint Mary's is formally sending the Catechumens to the Bishop saying you have been preparing for baptism and are seeking to be baptized at the Easter Vigil in a few weeks. Shortly thereafter at the Cathedral of the Sacred Heart, the Book of the Elect is presented to the Bishop, who signs it and accepts the Catechumens to be baptized at the Easter Vigil. This is known as the **Rite of Election**. From this point forward the Catechumens are known as the **Elect**.

The **Easter Vigil** is a historic Mass that includes reading the stories of redemption from the Bible. During this Mass the Elect will be baptized, confirmed and receive the Eucharist

for the first time.

After the Easter Vigil, the journey continues during what is called **Mystagogy**. This is a period of encouraging the new Catholics to get involved in the life of the Church. Days after the Easter Vigil the OCIA group will get together and talk about the experience at the Easter Vigil. There will also be a **registration night** to make sure everyone is properly registered with the parish. Other weeks will include connections with ongoing ministries in the parish.

Adult Confirmation

Saint Mary's offers Sunday classes for Christians of other traditions who are seeking to become Catholic. These classes are designed for people who have been baptized and have a well-formed understanding of the Christian faith. The classes cover many of the same topics as OCIA. Those who complete this process can be confirmed at times other than the Easter Vigil. As with OCIA, a sponsor walks with the **Candidate** (a person who has been baptized) and attends the classes with them. These classes are offered several times during the year.

Children/Youth OCIA

For children 8 years old and above who are seeking Baptism, Eucharist or Confirmation can participate in a Sunday morning formation process with their parent's permission. The best starting point is for the parent to schedule a meeting with Richard Mallory. Normally this group meets twice a month from September to Easter.

PARISH WEDDING POLICIES

Saint Mary's is committed to providing for the weddings of those who have identified themselves as members of the parish. Therefore, we expect that at least one member of each couple will be a registered, participating member of our parish for at least three months prior to the initial wedding interview. The Catholic Diocese of Richmond requires that prospective couples arrange an interview with their pastor at least six months in advance of the desired wedding date.

A wedding date must be approved by the pastor before an announcement or any plans are made.

Specific wedding guidelines and a schedule of associated fees will be provided to you once your wedding date is confirmed and formal preparations for your wedding begin.

At Saint Mary's we are able to schedule weddings at either **11:00 AM or 2:00 PM** on Saturdays. We cannot schedule weddings on Sundays. On rare occasions, we may be able to schedule a Friday wedding. On Saturdays, the Church will be available for you for about one hour prior to the start of the wedding. In addition, you may use the church and spaces for a total of 90 minutes from the start of the ceremony. So, if your wedding begins at 11:00 AM, we ask you to conclude all photos and clean up your personal belongings no later than 12:30 PM. If your wedding begins at 2:00 PM, we ask you to be finished in our spaces by 3:30 PM. This allows for our cleaning crew to complete its tasks and set up for confessions and Mass which take place in the parish church each Saturday afternoon, beginning at 3:30pm.

Each party must obtain a current certificate of baptism [dated within six months of the proposed marriage date]. Catholics may obtain certificates from their church of baptism. A person baptized in another Christian tradition should obtain his or her baptismal certificate or letter from the church giving the complete

baptism information.

You will be asked to have two people who know you well - preferably your parents or other close relative - fill out a form which states that, to the best of their knowledge, there is no reason why you cannot be married.

A civil marriage license is required and must be submitted at least one week before the rehearsal.

Liturgy Preparation

The Parish provides couples with scriptural and musical resource materials to assist in the planning of the Wedding Liturgy. Our pastor or members of the parish staff will be happy to answer any questions or assist in the liturgy planning process.

Flowers, Pictures and Musicians

The use of flowers is arranged by the couple with their florist. The placement of the flowers cannot interfere with the Marriage Rite. Arrangements may be placed to the side of the altar and in front of the ambo.

The church will be open in sufficient time to allow for the delivery and placement of floral arrangements. Flowers must be brought to the church ready for placement.

Rice, bird seed, and confetti are not permitted by our liability insurance as they can be problematic at our entryways. Flower petals, candelabra, and aisle runners are not permitted in the church.

Pictures may be taken before or after the ceremony. No flash pictures are to be taken during the liturgy. Videotaping may be from a stationary position only.

The parish accompanist has first option to provide music at weddings. A parish cantor will lead the sung prayer of the assembly and may also serve as soloist for prelude and meditation music. The parish liturgy coordinator will be

PARISH WEDDING POLICIES

present at both the rehearsal and wedding liturgy to assist you.

Wedding Rehearsals

Wedding rehearsals are usually scheduled the Friday before the wedding. Please be sensitive to the time commitments of others and arrive promptly, ready to begin.

Celebration of the Sacrament

The parish will provide an order of worship/wedding program. This will ensure your guests will feel welcome to our church and familiar with the celebration.

Stipends

Presider: A gift to the priest/presider is customary. Consider his time spent in preparation and counseling.

Saint Mary's Parish: There is a fee which covers the expenses incurred in providing the space for your use. Additional fees will be incurred for any damage to the facility.

Musicians: Saint Mary's Minister of Music and Parish Cantor will serve as the primary musicians for wedding ceremonies at Saint Mary's.

Contact the parish office for a list of required stipends and fees.

Diocese of Richmond Marriage Preparation

Schedule and registration are available through the Parish Office.

Unveiled Weekend

Information about the Diocesan marriage preparation weekends is available through the Parish Office or at: evangelizerichmond.org/marriage

PLANNING A FUNERAL LITURGY

There are so many things to think about and details to remember at a time when your feelings and emotions may make it difficult to deal with details. The staff of Saint Mary's is committed to assist, as best we can, to help you through this time and to prepare a fitting and prayerful celebration of the life of your loved one. The following are some basic questions that often come up when planning a funeral.

Whom do I contact?

Here at Saint Mary's you should contact our Pastor and/or our Director of Liturgical Ministry. If they are unavailable, please do not leave a voice mail message during office hours. Let the receptionist know of your needs so that we can best serve you. After office hours, use the emergency number given on the recording.

Will the funeral home know how and when to schedule a funeral and related rites?

It is recommended that someone from the parish be part of the initial planning stages. Not all funeral homes are familiar with the Catholic Rites and how they are celebrated.

What are the Rites of the Catholic Church?

The Vigil or Wake Service: This primary service precedes the Funeral Mass. It takes place during visitation at the funeral home or the church.

The Mass of Christian Burial or Funeral Liturgy of the Word: This is celebrated in the Parish Church.

The Rite of Committal: This service follows the Funeral Mass and concludes with a blessing of the grave and Final Commendation. We recommend that you use all three services: Vigil Service, Funeral Liturgy, and Committal.

These three services offer the opportunity to share stories, celebrate the Christian hope of the Resurrection, and say goodbye with family and friends in a setting of prayer and

hopefulness.

How do I plan the liturgies and select the music and scripture readings?

Saint Mary's provides a packet of funeral resources to assist in planning. Someone from our Staff will be happy to meet with you to select readings and arrange for Eucharistic ministers and lectors. If you or a family member chooses to make plans in advance, our Office will keep those plans on file.

One of the best ways to plan a funeral celebration is by sharing memories. Often in telling stories about your family, you can discover a faith pattern that leads you to certain scripture and music. Reflect on the suggestions in the scripture resource and, as always, a member of the Staff is available for guidance. Most church communities have ritual music that is traditionally used at funerals in the parish.

What if the family members are not practicing Catholics?

The funeral liturgy is the right of any Catholic and can be celebrated. Our staff will make every effort to familiarize you with the ritual and make you and your guests feel comfortable at the celebration.

Do we need to prepare a eulogy?

After visiting with the pastor or presider, he will prepare his homily for the Funeral Mass. Eulogies are not part of the Funeral Rite. We suggest that memories be shared by family and friends at the Vigil Service as part of the process of prayer and farewell.

Are there fees required?

An accompanist and cantor will be provided by the parish. A cantor will be present to lead the assembly in sung prayer and proclaim the psalm. Some funeral homes, as a courtesy, include these fees in their billing.

PLANNING A FUNERAL LITURGY

Volunteer Funeral Team

Saint Mary's is fortunate to have the services of dedicated volunteers who work together to assist your family on the day of the funeral. They are prepared to function as lectors, eucharistic ministers, and altar servers during the liturgy as well as greeting your family and friends upon their arrival at the church.

Receptions

Some families choose to invite friends and family to join them for refreshments following the services. Parish volunteers will be available to purchase and prepare refreshments and facilitate serving. You will be asked to cover the cost of beverages, food and supplies. We will contact you after the funeral with this information.

The Consolation Garden at Saint Mary's

Historically the Church has laid its beloved dead in church yards and consecrated places. In keeping with this tradition, Saint Mary's created a columbarium within the Consolation Garden adjacent to the Daily Mass Chapel. Single and double niches are available, and advance arrangements can be made by contacting the parish office.

Please contact Heather Heishman in our Parish Office to help you with planning, including Columbarium information, and any questions you may have.

ELEMENTARY CHRISTIAN FORMATION

Elementary Programs Ages 4 - 6th Grade

Saint Mary's offers two opportunities for families to participate in church, classroom-based religious education classes for children (Kindergarten thru 6th grade) - Sunday or Tuesday afternoons. These programs provide a comprehensive, systematic religious education program and follow the Catechetical Guidelines of the Catholic Diocese of Richmond. The classes are led by volunteer teachers.

Registration takes place starting in August and our programs generally run September through May. Detailed information is available by contacting the Coordinator of Christian Formation at 804.740.4044 or visiting the parish website.

Whole Family Formation

This program, for families, meets monthly for dinner, followed by catechist-led, age-appropriate classes for both elementary and middle school, and adult faith conversations with various speakers and clergy. Older teens are welcome to join the adults. During the month, we provide family-centered activities to take home to help your family dive deeper into topics and incorporate faith into everyday living.

Home Study Faith Formation Option

Realizing that some families may not be able to attend either of the above options, Saint Mary's offers a home study option. Parents are given home study resources to guide them in teaching their children.

Children's Liturgy of the Word

Each weekend during the school year, Saint Mary's offers a Children's Liturgy of the Word (CLOW) during the Sunday morning Masses. CLOW is open to all children ages 4 through 4th grade.

During Masses, children are called forward by the priest and dismissed to their own Liturgy of the Word where they hear the readings and Gospel, sing the psalm and acclamation, and participate in a reflection on the Scriptures that is age-appropriate for children. There is no registration for this program – all attending Mass are welcome, including teen helpers.

Vacation Bible School

Each summer, Saint Mary's offers a week-long Vacation Bible School for all children in our parish and their friends. This week is filled with music, games, snacks, crafts, and Bible stories. It is open to all children, ages 4 through 8th grade.

YOUTH MINISTRY

Youth Ministry programs at Saint Mary's are open to all youth, grades 7-12

Saint Mary's offers a range of Youth Ministry programs throughout the year for both younger and older youth, with occasional events for parents/families to participate in too.

Parish Youth Formation groups typically gather on select Sunday evenings throughout the school year. These gatherings often include a community dinner with catechesis to follow, or a communal prayer service or service project. Registration for Youth Formation programs takes place each August/September for the upcoming school year. By registering for a Youth Ministry formation program, you are initiating involvement in Youth Ministry programs throughout the current school year, and you will receive updates, and direct communications about youth programs, events, and opportunities.

Our parish also organizes group participation in day-long, weekend, or week-long youth events outside the parish each year (i.e., Diocesan Youth Conference (DYC), Summer Work Camps, Middle School Rallies, Youth Service Camps, Middle School VBS, etc.) Outside events often have a separate registration processes and event fees.

ADULT FAITH FORMATION

Small Group Scripture Studies

Bible Study programs from Ascension Press, Little Rock Scripture Study, Word on Fire, Dynamic Catholic, and others, are offered throughout the year. Studies range from 6 to 22 weeks with topics including specific books of the Bible, The Mass, Forgiveness, Liturgical Seasons (Lent, Advent, etc.) and other topics relevant to our Catholic faith and spirituality. Typically, these studies include a study guide with reading assignments and discussion questions, a video presentation, and then an opportunity to discuss the reading and video content in small groups. Programs are offered in the morning and evening on various days of the week.

Retreats for Men and Women

Retreats are offered yearly for the adult men and women of the parish. Our goal is to bring a nationally known speaker to lead the men and women of the parish through a day of spiritual reflection. These retreats are offered on a Saturday in the fall for women and in the spring for men.

Seasonal Adult Formation

At various times throughout the liturgical cycle, seasonal programs are offered to provide the parish an opportunity to reflect more deeply on the current season. Past programs during Lent and Advent have included scripture studies, a series of guest speakers, book studies, and reflections by the pastor.

Monsignor Charles Kelly Faith Formation Forum

The mission of the Monsignor Kelly Faith Formation Forum is to foster opportunities for people to grow in their love for Jesus Christ and to respond to Christ's love through a life of service. The Forum gathers people into a community which is dedicated to life-long faith formation, rooted in the Word of God and the

Catholic tradition. By bringing insightful and prophetic voices to the Richmond area, the Forum inspires participants by deepening our understanding of the Gospel, connecting our faith to the important questions of our day, and encouraging believers to witness to Christ through a life of service and justice. This program is offered 3-4 times yearly. Days and times vary and depend on the availability of the speakers. Each presentation lasts about 90 minutes and provides an opportunity for questions.

Marriage Enrichment Ministry

Newlyweds through golden-year couples are encouraged to join us for events planned throughout the year that help celebrate the gift of the Sacrament of Marriage. The purpose of Saint Mary's Marriage Enrichment is to enable couples to prioritize time for their marriage to grow and to deepen their love for one another. This program helps foster fellowship with other Christian couples and families, especially within the parish community. Through prayer and fellowship, Marriage Enrichment helps families grow together in faith and encounter Jesus Christ in daily life as we journey together toward eternal life.

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SAINT MARY'S CATHOLIC SCHOOL

Principal's Message

Rooted in the teachings of the Catholic faith and guided by the love of Christ, our mission is to cultivate a nurturing community where every student is encouraged to grow in faith, knowledge, and service. We are committed to providing a strong academic foundation while fostering spiritual growth through prayer, the Sacraments, and Gospel values. We empower our students to live with compassion, integrity, and a heart for serving others, preparing them to become faithful disciples and leaders in their families, communities, and the world.

Mission Statement

Built on our Catholic values Saint Mary's Catholic School fosters a nurturing community dedicated to service to others, a strong academic foundation, and spiritual growth.

History

Founded in 1966 with just four classrooms, Saint Mary's has expanded to accommodate up to two sections of each grade from Junior Kindergarten to 8th Grade. A new academic facility, including eight new classrooms, was added in 1998 along with a newly renovated fine arts center. An updated library, a fully equipped computer lab, as well as new music and art facilities complement the classrooms. In 2018 the elementary and fine arts pod underwent a 2 million dollar renovation, enhancing the teaching and learning space. The entire school, including each classroom, is networked with internet capabilities, and chromebooks and ipads allow for a 1:1 learning experience for our students. The students benefit from a fully certified faculty supported by many volunteers and an active parent base. Extracurricular activities are abundant and change yearly to meet the demands of the student body.

Curriculum

Our school follows the educational standard as set forth by the Diocese of Richmond in the document entitled "Consensus Curriculum". National curriculum standards are used to support the instructional strategies and activities found at Saint Mary's Catholic School.

Junior Kindergarten

Students often enter Saint Mary's in our JK program (4 year old children). This program promotes developmental, social, and school readiness skills.

Elementary (K-5)

Language and computational skills are developed in the context of a Catholic tradition. The curriculum builds upon basic academic skills while expanding a child's understanding of the world around him or her. The curriculum adds challenging and higher-level thinking skills to its broad-based program.

Middle School (6-8)

Our middle school is a rigorous International Baccalaureate (IB) Middle Years Programme. In the IB MYP, students think globally and focus on collaborative learning to impact the community around them. Students change classes to receive instruction from subject specific teachers. Instruction is provided in the major subjects of Language Arts, Mathematics, Science, Social Studies, and Theology.

Resources (JK-8)

All students (JK-8) participate weekly in Art, Music, Library, Computer, Physical Education, and World Languages (French or Spanish).

SAINT MARY'S CATHOLIC SCHOOL

Accreditation

Saint Mary's Catholic School is accredited by the Middle States Association Commission on Elementary and Secondary Schools via the Catholic Diocese of Richmond Office of Catholic Schools.

Enrollment

Each October, Saint Mary's School hosts an Open House. We welcome those interested in Saint Mary's Catholic School to attend, visit classrooms, meet the faculty and staff, and learn more about our curriculum and activities.

St. Mary's offers continuous enrollment for our students JK-8. Based on our current enrollment the school can offer enrollment for prospective families beginning in January each year. Acceptance to Saint Mary's Catholic School is contingent upon a review of the student's readiness and academic records. In the event that maximum class sizes are reached, students will be added to the waiting pool.

Tuition

Tuition rates are set by the school based on recommendations from the School Finance Committee of the School Board. It is a requirement of the Diocese that tuition contracts be signed as a part of the registration process. Tuition payment plans are available that spread payments across a full year. Financial aid is available for all families who qualify.

Uniforms

The uniform for girls consists of a blue plaid jumper and a white round collared blouse as well as a navy skort and light blue polo (K-5); a blue plaid skirt and white polo shirt with school logo (6-8), navy blue knee socks or leggings, white crew socks, navy blue sweater or school sweatshirt and tennis shoes.

The uniform for boys consists of khaki pants, brown belt, navy polo shirt with school logo and tennis shoes.

After School Care Program

There is an After School Care Program available for use by all JK-8 students enrolled in Saint Mary's School. The program operates on a daily or weekly basis, along with the school calendar.

ASC Hours of Operation

Daily	2:50 p.m. - 6:00 p.m.
Half-Day Dismissal	11:30 a.m. - 4:30 p.m.



PARISH MINISTRIES

Saint Mary's Catholic Church is blessed to have many rich and diverse ministries. It is because of the unique dedication of our parish family that these ministries continue to grow and succeed. We invite you prayerfully to reflect on your gifts and talents and ask yourself, "How best can I serve and minister to others?" As the Spirit prompts, please call the office to join other parishioners in their service to God's people and his Church.

Special Note: All volunteers working with children and adolescent youth in the parish or school must complete "Protecting God's Children for Adults Program" which our Diocese requires. This includes Background Screening and VIRTUS Training.

PARISH FORMATION

Finance Council

Advises the pastor regarding parish financial matters. Skills in budgeting, long-range planning, fundraising, accounting, and/or marketing are recommended. Council meets 4 to 6 times per year. Member terms begin in July. Brief resume requested.

Money Counters

Teams of three to four people are responsible for accurately counting all monies collected during the weekend Masses. Generally, each team works one Monday morning per quarter with the weekly process taking approximately one and one half to two hours.

Pastor's Advisory Board

Saint Mary's Pastor Advisory Board is comprised of ten parishioners who meet several times during the year to work on strategic planning that is both short and long term in nature. The Board also serves as a tremendous resource to the pastor throughout the year by providing valuable insights on parish needs and opportunities to help strengthen the parish community.

ADMINISTRATION

Adult Formation

Opportunities and events enrich, inform, and nurture our adult development, as well as our understanding and lived experience of the Christian faith. These offerings will center specifically on areas of spiritual growth and catechesis, while others will focus on areas of human and personal development. At these adult formation events, volunteers are needed in many different areas: e.g., to help coordinate an event, to offer hospitality, or to provide baby-sitting.

Adult Bible Study Groups

Bible Study programs are offered through various publishers, including Word on Fire and Ascension. There are various offerings throughout the year. The Bible in a Year is an example of a long-term program, and the Summer Deacons' Series is an example of a short-term study group. Volunteer facilitators are always needed.

PARISH MINISTRIES

ADULT SACRAMENTAL FORMATION

OCIA - Order of Christian Initiation of Adults

The OCIA is a year-round process of formation which welcomes and accompanies adults who are interested in joining the Catholic Church. The group meets on Wednesday evenings, and the celebration of Sacramental Initiation takes place at the Easter Vigil. Sponsors from the parish community journey with those who are seeking to join the Church. Volunteers are needed to serve as sponsors, hospitality ministers, team members, and catechists. A commitment to regular attendance at the weekly OCIA meetings is needed.

FAITH FORMATION & YOUTH MINISTRY

Nursery

We offer a co-op nursery during our 9:00 AM and 11:00 AM Masses each weekend. Parents who choose to use this nursery are asked to volunteer twice every three months to support this program. Sign up sheet is outside the nursery.

Catechist

Catechists are needed for all grade levels each year to teach religious education. Catechists prepare and lead a class of students through the curriculum provided by the parish. Training and resources are provided throughout the year. In addition, the Catholic Diocese of Richmond asks all Catechists to participate in a Diocesan Catechist Formation program which is a one-day training event.

Catechist - Aide

Catechist aides are needed especially in larger classes and younger grade levels. Aides are present at each class to assist the lead catechist in presenting the lesson of the day. Aides can

occasionally substitute as Catechist when needed.

Children's Liturgy of the Word Prayer Leaders

Prayer leaders are needed on a rotating basis to lead a Liturgy of the Word session for children. Prayer leaders, in teams of two, prepare and proclaim the Scripture readings for the day as well as prepare a reflection on the Scriptures for the children. Commitment is generally one Sunday per month. Training and resources are provided by the parish.

Vacation Bible School

Adult volunteers are needed each year for our VBS week. Opportunities include: leading a grade level group, coordinating an activity site, decorating (set up and take down), snack coordinators, and more. A list of opportunities is published at the same time registration begins.

First Reconciliation & First Communion

Team members for this preparation program help facilitate workshops for parents and children. Tasks include helping gather supplies, set-up and clean-up, hospitality, facilitating children's activities and discussion groups. Commitment is monthly during the school year.

Youth Ministry

The middle and high school youth of our parish greatly benefit from the generosity, creativity, faithfulness, and dedication of adult volunteers. Each year volunteers help with youth formation programs, assist with preparing teens for the celebration of the Sacrament of Confirmation, supervise service events like the Work Camp, chaperone weekend-long conferences, help with week-long summer camps, and assist with other retreats. Most parish youth formation programs occur on Sunday evenings throughout the school year. Most week-long camps happen over the summer.

PARISH MINISTRIES

COMMUNITY LIFE

Coffee Servers

Serve the refreshments for weekend liturgies. Includes setting up, serving and cleaning up. Commitment: One liturgy per month.

Community Life Events Committee

This group visions, plans and produces social activities, receptions, parish dinners, etc. Volunteers are needed in each area for events, as well as to plan. If you love to bake, our Confection Connection welcomes you to help provide home baked goodies for parish gatherings. Commitment: As your schedule allows.

Funeral Team Reception Preparers

Prepare and serve food and beverages following funeral liturgies, as well as welcoming and being present to any needs of the family and others who are guests in our community. Commitment: As your schedule allows.

Nifty Needlers

A group of crafters who gather weekly to knit or crochet hand-crafted prayer shawls, lap robes, baby blankets, warm scarves and hats and more! These items are distributed to those in our community in need of a warm hug! All are welcome! Commitment: Weekly gathering as your schedule permits.

Communion and Caffeine

All are welcome to join us as we gather in the commons on Thursdays following daily mass for coffee, juice, baked treats, and a wonderful opportunity to get to know others!

Faith, Fellowship and Food

One Sunday each month we invite all those who eat meals alone to join us for a community lunch at 12:30 pm in the lower commons. We

welcome you to join us for a meal, and if you are able, join our team of planners. Please watch the bulletin for dates and contact information.

Marywood Birthday Parties

On the third Sunday of each month at 2pm, we join the residents at Marywood Apartments to celebrate all those born in that month. This is a wonderful way to get to know our neighbors right next door! We invite you to join our team!

KNIGHTS OF COLUMBUS

Knights of Columbus

The Knights of Columbus was founded in 1882 and is the world's largest Catholic family fraternal service organization in the world. Saint Mary's Monsignor Charles A. Kelly Council 14129 was founded in 2006. Activities of the Knights of Columbus are guided by their four core principles: Charity, Unity, Fraternity and Patriotism.

General Information

Knights of Columbus Council #14129 "Monsignor Charles A. Kelly, Jr." meets on the first Monday of the month at 7:00pm at Saint Mary's Church. All degrees are welcome. Our webpage is: <http://saintmarysknights.org>

PARISH MINISTRIES

HUMAN CONCERNS

CARITAS

CARITAS has been serving the Richmond community for 30 years and Saint Mary's has partnered with CARITAS during these years, and we look forward to continuing to do so. CARITAS serves adults in the Greater Richmond Region who are affected by homelessness, substance abuse disorder, unemployment, poverty and families in crisis.

Children Helping Children

This is an opportunity for children at St. Mary's to reach out to other children. During the Advent season, Christmas gifts are collected and sent to children in our Diocese where the needs are great. Commitment: 2-3 weeks in Advent. Watch the bulletin for information.

Door Ministry – Saint Peter's

On the third Tuesday of each month, a group of parishioners prepares and serves lunch to at least 200 homeless people at St. Peter's, a downtown Catholic Church. Our team plans and prepares the main course for St. Peter Church. Volunteers and volunteer bakers are needed!

Endowment Fund

Saint Mary's is blessed with an endowment used to fund our outreach to the poor and to those working to promote social justice in our society. Funds are disbursed annually to non-profit organizations which support our outreach. Parishioners are invited to notify non-profit organizations of the Endowment Fund as well as to support the fund through financial contributions. Watch the bulletin for information.

ESL (English as a Second Language)

We offer four levels of ESL each Tuesday from 10:00 - 11:30 a.m., September through May.

We need teachers and assistants. Training will be provided. Development of English language skills will enable refugees and immigrants to become economically and socially self-sufficient. Commitment: each Tuesday, September - May. Watch the bulletin for details.

Fair Trade Products

Fair Trade is any alternative way of doing business – one that builds equitable, long-term partnerships between consumers in North America and producers in developing regions. Fair Trade businesses pay a fair wage, offer employees an opportunity for advancement, engage in environmentally sound practices and build long-term trade relationships. We serve Fair Trade products at parish functions.

Haiti Ministry

Part of a Diocesan Twinning relationship with a rural parish in Angouman, Haiti, we seek to stand in solidarity with our sisters and brothers there, as we build relationships. We serve in three main areas: empowering minds through education; delivering vital healthcare and relief, and pastoral care and humanitarian needs, such as providing potable running water. Commitment: Monthly committee meeting, plus activities. Visit our Haiti web page located on our parish website.

Hopeful Smiles

Saint Mary's Hopeful Smiles Oral Health Community Support Program's goal is to provide financial resources to eligible low-income individuals for both treatment of urgent dental needs and/or comprehensive oral health care through our partnership with VCU. Saint Mary's wishes to be as inclusive as possible with the understanding that resources are limited. To determine eligibility, please contact the parish office at 804-740-4044, Ext. 111

PARISH MINISTRIES

Human Concerns Committee

This group coordinates the outreach and advocacy efforts of our parish community. The group meets to assess the various programs, plan parish-wide special events such as educational activities and Christmas projects, and vision ways to lead the community in the ART (Act, Reflect, Transform) of justice and peace. Commitment: involvement in direct service or advocacy as your schedule permits.

Human Concerns Delivery Team

Our delivery team makes sure that all items donated to the parish to serve people locally are delivered safely and in a timely manner. Commitment: as your schedule allows.

Human Concerns Food Pantry

We stock non-perishable food, cleaning items, and paper products to serve both those in the parish and locally who have need. Commitment: Assist in stocking shelves and keeping inventory. Volunteer time is flexible.

Legislative Advocacy

All of our outreach and hands-on ministries help to temporarily assist low-income families and individuals. However, unless laws change, many problems affecting the most vulnerable members of society will not be addressed. We are invited to be a voice for the voiceless all year, but especially in January and February when the legislature is in session. For information on the latest legislative issues, please visit the Virginia Catholic Conference website, <http://vacatholic.org>.

Liberation Veteran Services

We prepare a hot meal at St. Mary's and deliver it to the clients at LVS on the third Saturday of each month. LVS is a non-profit organization dedicated to providing a safe haven exclusively for veterans in crisis. Commitment: Prepare or deliver meals.

Meals on Wheels

Volunteers deliver nutritious meals and good cheer to the homebound and elderly. St. Mary's parishioners cover eight routes on the fourth Wednesday of each month. Commitment: Once a month for two hours or as substitutes when needed.

Parish Nurse Ministry

Parish Nurse Ministry is open to registered nurse health professionals who are aware of the vital link between body, mind and spirit. This ministry does not provide hands-on care, but counsels and educates on health-related issues, refers individuals to appropriate community resources, and is available to discuss individual health needs regarding wellness, prevention and illness. For more information about this ministry or to request services, contact one of the coordinators at 804-740-4044, ext. 125, or by email: stmaryccparishnurse@gmail.com.

Prison Ministry

We serve the Virginia Correctional Center for Women – a prison facility in Goochland County. We visit for Liturgy, prayer and sharing.

We serve on a regional team at Henrico Jails – East and West, providing visits and Scripture reflection. Commitment: Tuesdays, on a rotating basis; 2-3 hours.

Housing Matters

Our parish Housing Matters team has partnered with the Housing Families First (HFF) organization to address homelessness in the Richmond area. The mission of HFF is to ensure families have immediate access to safe shelter while they work toward permanent housing.

HFF offers help in several ways: they provide an emergency shelter for families and minor children, they offer financial assistance for families moving to permanent housing, and

PARISH MINISTRIES

they lease interim housing units for young adults who don't have anywhere else to live.

What's Mine Is Ours

On the first and third weekends of each month we collect donations of food to distribute to various locations in Richmond, as well as to stock our own food pantry. Commitment: Once or twice monthly, sorting and delivering food.

LITURGICAL MINISTRY

Altar Ministry

Serve at the altar to assist the presider at each Eucharistic Celebration. Training is provided for young people 5th grade and up. Commitment is based on a rotational schedule.

Ministers of Holy Communion

Ministers of Holy Communion are entrusted with ministering the Body and Blood of Christ. Ministers assist with the distribution of Communion at each of our Parish Masses. Training and formational opportunities are provided. Commitment is based on a rotational schedule.

Lector Ministry

As a community of faith, we share the Word of God at all liturgical celebrations. Lectors prepare and proclaim Scripture readings on an assigned basis. Training is provided. Commitment is based on a rotational schedule.

Linen Care

A group of volunteers who launder and iron our altar linens on a weekly basis. Commitment is based on a rotational schedule.

Usher Ministry

Ushers greet people and distribute worship aids as they enter the church. They assist in seating members of the assembly and are attentive to

visitors and newcomers to the parish, directing them to available seating. They also facilitate the offertory collection and assist in post-liturgy preparation for the next celebration. Training is provided. Commitment is based on a rotational schedule.

Baptism Team Ministry

The program which assists parents who are preparing to baptize their children (birth to age seven), also provides an opportunity for them to understand and grow in their own call as baptized Catholics, and their responsibility to be the primary teachers of the faith in their child's life. Volunteers are needed to assist in this ministry by serving as members of the Baptism Team.

MUSIC MINISTRY

Adult Liturgical Bell Choir

Approximately 15 'regulars' rehearse weekly using 3-5 octave performance and liturgical music for bells. New ringers, with or without experience, are always welcome! Or you may enjoy the flexibility of being a 'substitute' ringer.

Parish Choir

The choir is a dedicated group of adults who enjoy music and who minister as a choral ensemble within the assembly on weekends, feast-days and at seasonal celebrations. Membership in the Parish Choir is open to ALL adults regardless of musical ability. Regular attendance at rehearsals (Tuesday evenings) and liturgies is expected.

Instrumentalists

If you play or have played an instrument in the not-too-distant past, consider giving your talent to the parish assembly on an occasional or seasonal basis. Perfection is not expected. A willingness to assist the parish at prayer with

PARISH MINISTRIES

the additional sounds of either strings, brass or winds will bring great personal satisfaction. We will work with you.

PASTORAL MINISTRY

Eucharistic Outreach to Hospitals, Nursing Homes, and Homebound Parishioners

Offers opportunities for adult members of the parish to visit and take Communion to those in our parish who are ill, homebound, or living alone. Training for new ministers will be provided. The commitment in this ministry depends on the arrangement you make with the person you visit and your schedule.

Funeral Team Ministry

Invites parishioners to serve families who have lost a loved one and are celebrating their funeral liturgy at the parish. Volunteers are needed to help with any one of the following ministries: setting up for the liturgy, welcoming and greeting those who come for the service. Team members are notified of funerals and assigned as needed.

Intercessory Prayer Group

A group formed for the purpose of praying at home for the specific needs of others. These needs are called in to a 24 Hour Prayer Line phone number (740-4044, extension 152) and are then passed on by the leader to the members of the group. Volunteers are needed to join this group and make a commitment to pray daily for the needs which are called in on the prayer line. Members participate in a prayer circle where they receive and then pass the information on to the next member.

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GIVING AND STEWARDSHIP

WAYS TO GIVE:

Regular Giving

- **Envelopes** - When you register you will be assigned an envelope number that also serves as an identification number for our parishioner database. You will be registered to receive physical envelopes unless you request otherwise. Please contact Melanie Ogo at ext. 110 if you have any questions.
- **Online Giving** - Online giving is easy and offers many benefits to the parish and to the donor. Contributions can be setup for any of our giving funds and on a timeline that you set. To register for online giving visit our website at stmarysrichmond.org and click on the E-Giving tab. Simply follow the instructions that follow.
- **Bank Bill Pay** - Banks and other financial institutions offer bill pay options where they send a check on your behalf. You can set St. Mary's Catholic Church as a payee with your financial institution and make contributions on any schedule that you set.
- **Stock or Mutual Fund Donations** - Stock or mutual fund donations can have tax benefits for donors. St. Mary's Catholic Church accepts direct stock or mutual fund donations via its brokerage account.
- **Distributions from IRA or other Qualified Funds**

Long-Term Giving

- **Trusts**
- **Bequests**
- **Charitable Gift Funds**

WHERE TO GIVE:

Giving for the Present

- **Regular Collections** - These collections support the ongoing operations of our ministries and church facilities.
- **Mortgage/Debt Reduction** - Our second collection enables us to pay our mortgage and reduce our mortgage balance from recent major renovation projects benefitting the parish and the school.
- **Human Concerns** - Monies collected for Human Concerns benefit our outreach ministries and annual endowment disbursement.
- **Haiti** - Collections for Haiti benefit our twinning parish in the areas of building support, education, medical, priest support and other humanitarian efforts.
- **Other Ministry Specific Donations** (ie. Youth work camp, evangelization, etc.)

GIVING AND STEWARDSHIP

Giving for the Future - PARISH

- **General Purpose Endowment** - This endowment was established through the generosity of a major donor who wanted to ensure that St. Mary's Catholic Church had a means of addressing unexpected or unplanned expenses in the future. This fund can be used to meet needs within any aspects of the parish operations or its ministries.
- **Human Concerns Endowment** - This endowment was established to help support the Human Concerns ministry, its programs, and its annual endowment disbursement to qualifying local area charities. Its growth ensures that even in times of economic downturn that St. Mary's can continue to help those in most in need of assistance.
- **Capital Maintenance Reserve** - Our goal is the raise one million dollars to support our 15 year capital maintenance plan to care for our physical infrastructure as it ages.

Giving for the Future - SCHOOL

- **General Education Endowment** - The general endowment fund for the school provides funds on an annual basis for immediate and future needs of the school. In the recent past this has included funds to help with school renovations, financial aid assistance and curriculum resource assistance.
- **Future Full of Hope Scholarship and Matching Fund** - This scholarship was established by a donor seeking to help St. Mary's Catholic School attract new Catholic families each year. The gift of \$1 million dollars over 10 years provides financial aid assistance based on need to new families. A matching fund has been established which provides additional financial aid assistance to new and existing families.

Lumen Christi Legacy Society

Lumen Christi means "Light of Christ" which is the light in all things, which gives life to all things. This power is an influence for good in the lives of all people, and members of the Lumen Christi Legacy Society share in this purpose.

Membership in Saint Mary's Catholic Church and School Lumen Christi Legacy Society Chapter is automatic for any parishioner who designates the parish and/or school in their Will. We are honored to acknowledge these special benefactors. However, the amount of your intended legacy gift is never publicly disclosed. This is a commitment known only to you, your family, and the parish administration.

If you have already included our church and/or school in your Will, we would invite you as our newest Lumen Christi Legacy Society member.

To learn more about leaving a legacy gift to Saint Mary's Catholic Church and School, please call the parish office: (804) 740-4044 or visit our website www.stmarysrichmond.org/legacy-giving.



LUMEN CHRISTI
LEGACY SOCIETY

EVALUATION/FEEDBACK

Thank you for participating in our registration process. So that we can improve this process, please take a moment to evaluate your experience.

1. How did you hear about Saint Mary's Catholic Church?

2. Please give us your general impressions about the format and include specific ideas about subjects covered or missed. Did we provide proper time/emphasis on areas of importance? How would you improve the process?

3. If you have questions which were not addressed, please take this opportunity to include them below. One of our staff members will be happy to contact you to discuss your concern or answer your questions.

Please provide your name and contact information here so that we can respond to your question.

Name: _____

Phone: _____

Email: _____