



**NEW PARISHIONER
WELCOME PACKET**

General Information

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

Rev. Michael Renninger
Pastor Ext. 112

Rev. Dr. Frank Baskind
Permanent Deacon Deaconfrank.stmarysrichmond@gmail.com

Rev. Mr. Kirk Collins
Permanent Deacon DeaconKirkVA@gmail.com

Rev. Mr. Joe Morlino
Permanent Deacon jmorlino@stmarysrichmond.org

Rev. Mr. Chris Morash
Permanent Deacon and Director of Music cmorash@stmarysrichmond.org Ext. 124

Mona Bausone
Coordinator of Christian Formation mbausone@stmarysrichmond.org Ext. 138

Judy Douglas
Annulment Ministry jdouglas@stmarysrichmond.org Ext. 139

Heather Heishman
Director of Liturgy hheishman@stmarysrichmond.org Ext. 122

Chris Jenkins
Director of Youth Ministry cjenkins@stmarysrichmond.org Ext. 116

Gregg Kamper
Director of Finance and Development gkamper@stmarysrichmond.org Ext. 120

Richard Mallory
Coordinator of Adult Formation rmallory@stmarysrichmond.org Ext. 123

Karen Martin
Bookkeeper kmartin@stmarysrichmond.org Ext. 115

Rebecca Oxenreider
Minister of Human Concerns, Social Justice & Community Life roxenreider@stmarysrichmond.org Ext. 111

John Sweet
Director of Communications jsweet@stmarysrichmond.org Ext. 117

Pam Tuskey
Admin. Asst. for Human Concerns, Social Justice & Community Life ptuskey@stmarysrichmond.org Ext. 113

Ben Warekois
Facilities Manager bwarekois@stmarysrichmond.org Ext. 114

Prayer Line (24 hours) Ext. 152

Parish Nurses (call for hours) Ext. 125

SAINT MARY CATHOLIC CHURCH
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

Liturgy Schedule

Saturday: 5:30 p.m.
Sunday: 9:00 a.m. & 11:00 a.m.
Tuesday-Friday: 9:00 a.m.

Confessions

Saturdays, 3:30 p.m. - 4:30 p.m.

SAINT MARY'S CATHOLIC SCHOOL
9501 Gayton Road
Richmond, Virginia 23229

Contact

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

Office Hours

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

Website

www.saintmary.org

School Admin.

Amanda Esparza (Principal)
Robyn Dahl (Assistant Principal)
Lisa Flint (Assistant to the Principal)
Anne Leigh Bisese (Admissions Director)

Our Parish History

St. Mary's Catholic Church was founded on May 25, 1962 under the leadership of the pastor, Father John W. Rea. The first parishioners came from the neighboring parish, St. Bridget. At the groundbreaking ceremony, Bishop John H. Russell stated that this new parish was the namesake of many of the other historic churches in the diocese. He named St. Mary's in Alexandria (1798) the first permanent Catholic Church in Virginia, St. Mary's in Norfolk (1858) and the old St. Mary's in Richmond, which was the city's second Catholic Church.

Bishop Russell dedicated the first church on July 18, 1964, along with a four classroom education unit, which was first used for religious education and then became the parochial school. On September 16, 1966, Saint Mary's School opened its doors to 190 students with Sister Michael Maria as its first principal. Almost immediately, it became necessary to increase the size of the school building. Construction began, and in December of 1967, Bishop Russell returned to dedicate the addition of six classrooms and a library.

During the ensuing years, the number of parishioners at St. Mary's continued to grow. Between 1983 and 1984 a new Church was designed and constructed to accommodate the growing parish family. On September 23, 1984, Bishop Walter F. Sullivan dedicated the new church and commons area. The original church building became the gymnasium and parish hall.

Continued growth in Mass attendance, school enrollment, Christian Formation and a variety of other church ministries required an expansion of facilities. The pressing need for classrooms was met by the addition of the middle school wing completed in August of 1997. By enclosing the space between the church offices and the lower level of the school, a large meeting room was created and named the Monsignor Kelly room.

The need to expand the church and add even more classrooms was postponed for several additional years. Finally, in the fall of 2005 work began on the present church which is capable of seating 1,000. The former worship space was converted into a Commons providing a large and attractive gathering space for fellowship following weekend liturgies and, because of its size, is used for large meetings. Soon after the dedication of the Church on September 13, 2007 parish leadership finalized plans with the architect, Marcellus Wright & Cox and the general contractor, Daniel & Company to begin construction of the 100 seat daily Mass Chapel with its Consolation Garden and Columbarium.

During the summer of 2018 a renovation of the Elementary School was undertaken by general contractor, Daniel & Company as directed by the architectural firm, BCWH. Having served the parish well for some fifty years, new mechanical systems, windows and lighting provide a more comfortable learning environment while using less energy. Additional administration space and a new entrance were added to better serve and protect the school community.



An Overview of Our Parish Facility

From its inception St. Mary's has been a vibrant and active community. The spiritual growth and development of the parish is evident not only in the many church ministries which serve parishioners, but also in the outreach ministries which serve the wider community. The vibrant and successful school and many formation programs for adults and children, attest to our commitment to the importance of Catholic education and formation. We are mindful of the many who sacrificed to make this church the beacon of hope and home of faith that it is for so many Richmonders.

The church is the place where we, the people of God, gather to celebrate the source and summit of our Faith - the Eucharist, the Mass. Passing through the Commons and upon entering the church one immediately encounters the large bronze Baptismal Font. The connection between the life and death of Jesus and our experience of Him through Baptism, Eucharist and the proclamation of His Word is made explicit in the arrangement of font, altar, crucifix and ambo all aligned on a central axis. Pews arranged along this axis draws attention to the interactive nature of our Christian life with each other through Jesus.

Passing back through the church doors, and before entering the commons, the Blessed Sacrament Chapel is on the left. Christ, made present to us during Mass, is reserved for us in this chapel suitable for private prayer and devotion. The large stained glass window behind the bronze tabernacle duplicates, in glass, the design inlaid in wood on the altar top. Surrounding the crucifix above the altar is a stylized version of this same pattern.

The sixty-one hundred square foot Commons is served by a coat closet, chair and table storage room and a small serving kitchen.

To the right of the serving kitchen window is a vestibule from which one can access restrooms and the stairwell to the lower level. To the left of the kitchen is a small commons with its entrance to the Daily Mass Chapel. Upon the walls of this chapel, which seats 100, are the Stations of the Cross. The reconciliation room is located within this Chapel. Anchored by the west side of the exterior wall of the Chapel is the Columbarium. An enclosed garden fronts the 400+ niches making this space suitable for meditation and quiet prayer.

First and foremost, St. Mary's is the place we come for prayer and worship. Whether we gather for a small funeral or weekday Mass in the Chapel, join our neighbors and friends for the weekend celebration of Mass, or come alone to pray before the Blessed Sacrament, our facility is designed to enable spiritual growth through communal and personal prayer.

The rest of the facility, the Parish Hall / Gym at the far [east] end of the facility, the school building (consisting of the Early Childhood Development Center, Primary School hall and Middle School wing) and a collection of meeting rooms support a variety of pastoral and educational ministries undertaken by the staff and members of St. Mary's Catholic community.

Directly beneath the Church itself is the Early Childhood Development Center consisting of six classrooms. Located here also is a large meeting room named for Bishop Sullivan who led the Diocese from 1974 through 2003. Under the Commons are four meeting rooms [St. Mary, St. Joseph, Holy Family, and St. Anne] along with the parish staff offices.

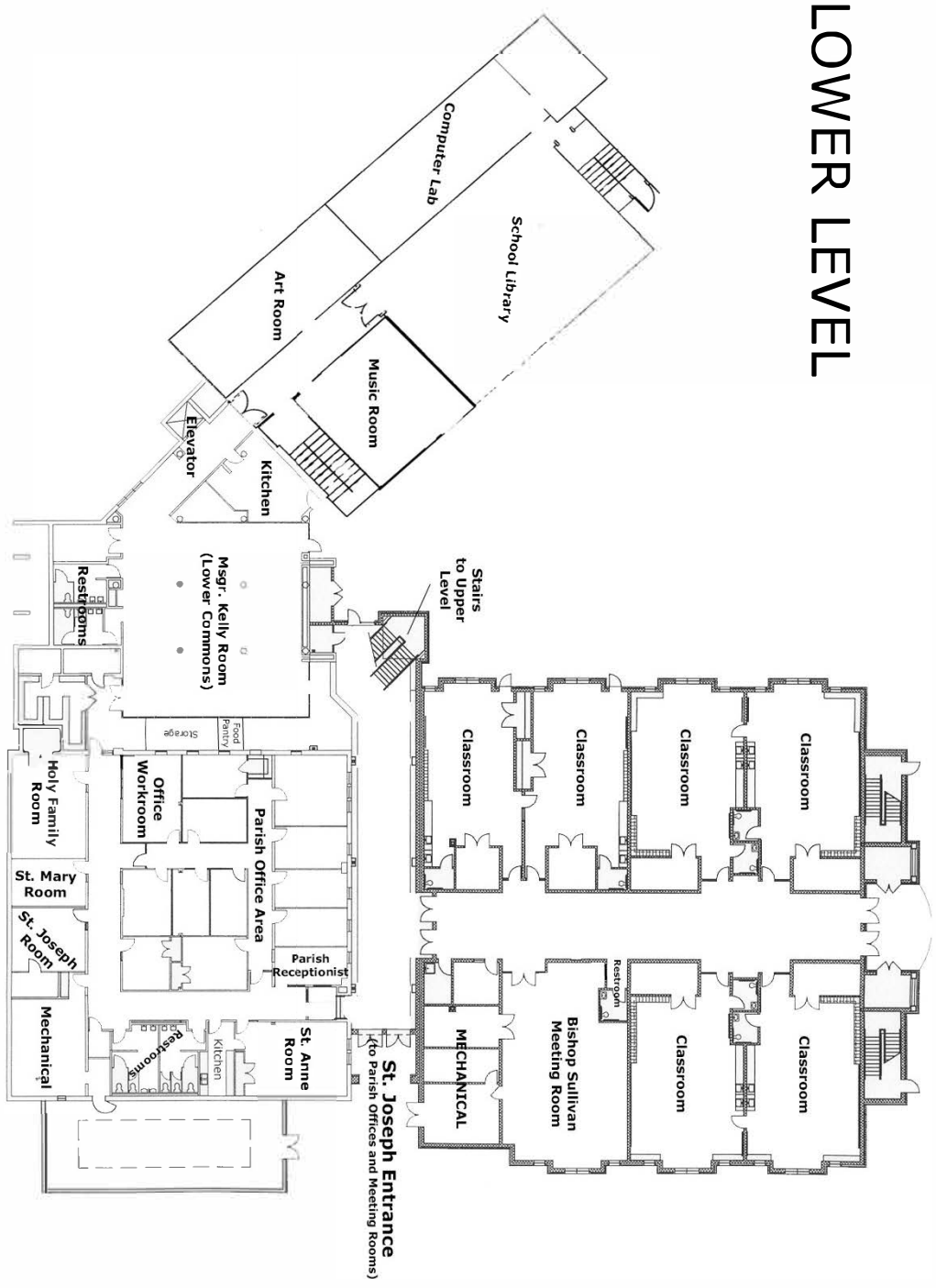
Our Parish Facility (cont.)

A full service kitchen serves the Monsignor Kelly room, a large space which connects the church building to the original school building on the lower level.

Consisting of some 42,000 sq. ft. the main school has a library, computer lab, art, and music room which are located in the half story beneath the main school building. Sixteen additional classrooms, science lab, administration offices, kitchen and gym, all located on the upper level, support our school which has been a source of pride since its founding in 1964.

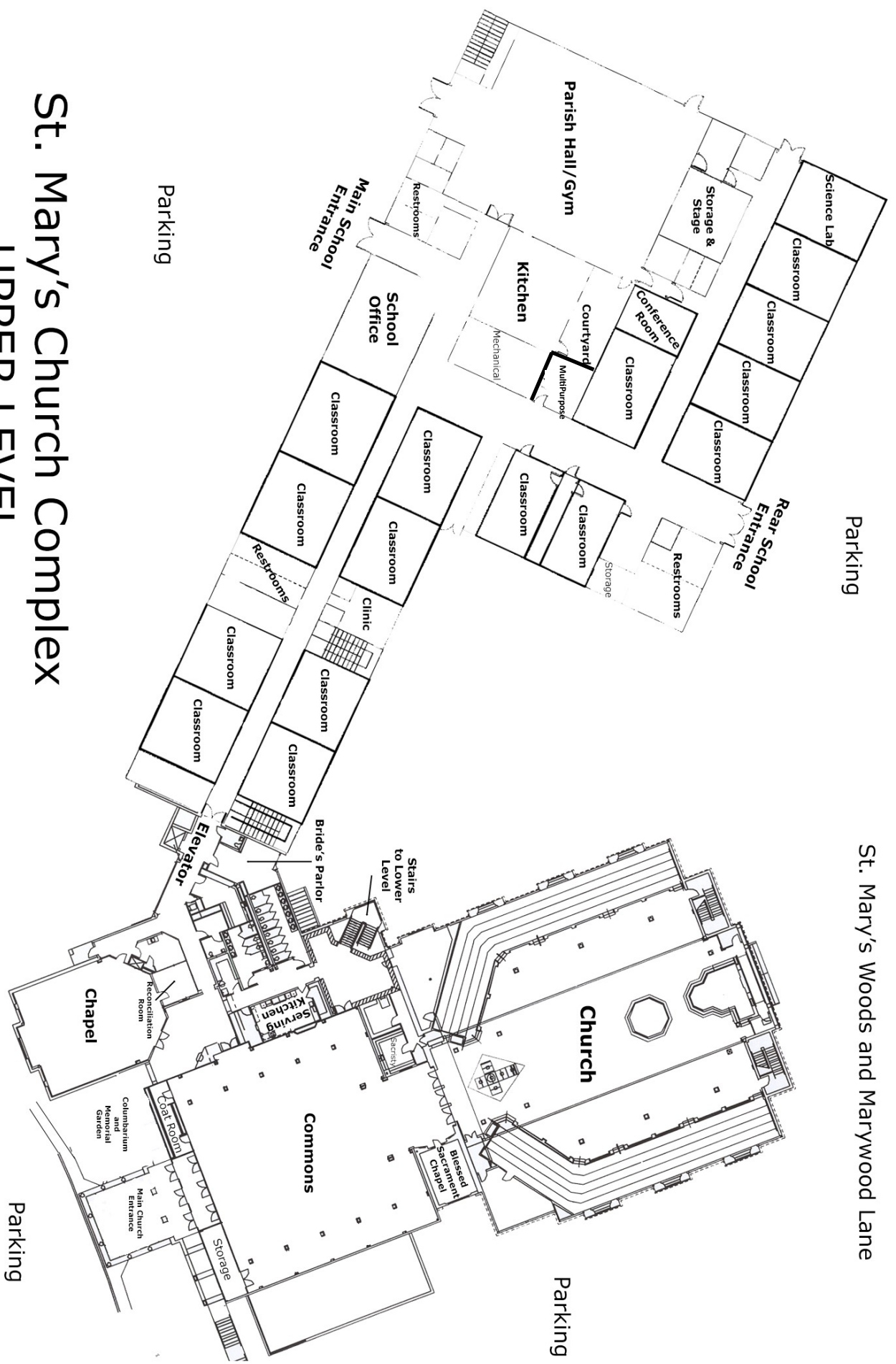


LOWER LEVEL



Parking

St. Mary's Church Complex UPPER LEVEL



Parking

St. Mary's Woods and Marywood Lane

Parking

Parking

Gayton Road

Parish Policies

Policies related to the celebration of the Sacraments are detailed on the pages for each Sacrament. The use of photographic and/or video equipment is not permitted during the celebration of any Sacrament, including weekend Liturgies, at St. Mary's.

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.

Bulletins containing approved flyers alone will be distributed in the Upper Commons following weekend liturgies. No item may be distributed to automobiles parked at St. Mary's.

Posters

Displays must have approval of St. 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 St. 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.

Parish Policies

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.

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

Space Use/Rental

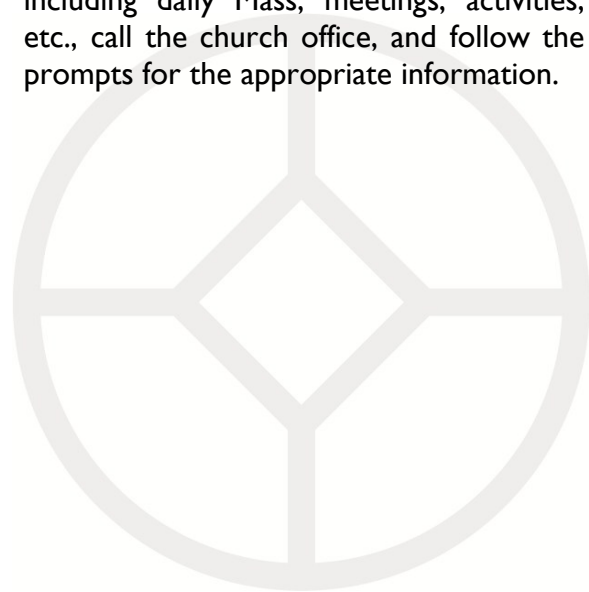
St. Mary's parish space is not available for rent. Use of space is limited to groups and functions sponsored by St. Mary's Church and/or School. All use of space must be approved by a staff member.

Requirements for set-up of tables, chairs,

etc., associated with approved space use, must be communicated to St. 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. 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

We welcome your child to be baptized at St. 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.

“Teach them to carry out everything I have commanded you. And know that I am with you always...”

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 are listed on our website.

Important Information

The parents of the child to be baptized must be registered at the parish, and participating members of St. Mary's for at least **three months.**

Registration for newcomer dates are listed in the bulletin.

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.

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.

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 St. 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 St. 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.

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.



Sacrament of Confirmation

(for teenage candidates)

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).
1. Candidates must have been baptized Roman Catholic (a recent copy of one's baptismal certificate is required)
 2. Should have already celebrated First Reconciliation and Eucharist.
 3. 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:

- Orientation,
- Series of Prep Sessions,
- Retreat, celebrating Reconciliation prior to being confirmed, and a Mystagogy Session.

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



The Order of Christian Initiation for Adults and Adult Confirmation

The Order of Christian Initiation for Adults. (OCIA)

There are many people who are searching for a faith community which will meet their spiritual needs and with which they can identify. They may have a desire to know more about the Catholic Church, and to explore its way of life.

There are 2 phases in the process:

First is participating in, INQUIRY Sessions and the second is participating in Rite of membership.

The Inquiry sessions give an opportunity to seek clarity before moving into the second phase to become a member.

The first phase of the process includes sessions with: Praying, Learning & Sharing

The second phase of sessions is to participate in a rite of membership which will prepare them to celebrate the Order of Christian Initiation for Adults.

This Initiation is celebrated at the Easter Vigil Mass on Holy Saturday.

The entire parish community participates in this Journey of Faith in many ways:

- Evangelizing, by being welcoming, answering questions, perhaps babysitting children so the adults can attend.
- Serving as a Sponsor/Godparent.
- Praying for them and with them every step of the way!

At the Easter Vigil, the sacraments of Baptism, Confirmation, and First Eucharist are conferred on those who have made the journey.

The Order of Christian Initiation (OCIA) Adapted for Children

Children, age 8 and older, wanting to be baptized and often wanting to receive the Eucharist, can participate in a process that is adapted and age appropriate, providing they have the approval of their parents.

The faith formation of children through this initiation process requires the participation of the parents in a variety of ways both at home and at times by attending the session with their child. Like the adults, the children will celebrate the Order of Christian Initiation at the Easter Vigil.

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.

Parish Wedding Policies

St. 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 begins.

At St. Mary's we are able to schedule weddings at either **11:00 AM or 2:00 PM** on Saturdays. We are not able to 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 3:30 PM.

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.

Parish Wedding Policies (cont.)

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, birdseed, 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 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.

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

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

Diocese of Richmond Marriage Preparation

Schedule and registration 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 St. 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 St. 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 need 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?

St. 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 choose to make plans in advance, our Office will keep those plans on file.

One of the best ways to plan for 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.

Planning a Funeral Liturgy (cont.)

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.

Volunteer Funeral Team

St. 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 St. Mary's

Historically the Church has laid its beloved dead in church yards and consecrated places. In keeping with this tradition, St. 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 - 5th Grade

St. Mary's offers two opportunities for families to participate in church-based religious education classes for children (Kindergarten thru 5th grade) Sunday or Wednesday 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.

Home Study Faith Formation Option

Realizing that some families may not be able to attend either of the above options, St. 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, St. 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, St. 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 5th grade.



Youth Ministry

(for Grades 6 - 12)

St. Mary's offers a range of youth ministry programs throughout the year for both younger and older youth, with occasional events for parents of teens or the whole family. Parish youth formation groups typically gather on select Sundays throughout the school year, with their school-aged peers, at an assigned time in the afternoon or evening. These parish gatherings provide necessary catechesis, along with opportunities for socialization, communal prayer, and occasional service projects.

For specific info on Teen Confirmation Preparation - see the Sacraments tab.

Our parish also typically participates each year in Diocesan-sponsored events. In the past, our youth have participated in Middle School Youth Rallies, the Diocesan Youth Conference – DYC, Summer Work Camps, and Middle School Day Camps.

Registration for parish Youth Ministry (and Youth Formation) takes place each August/September for the upcoming school year. **By registering for a parish Youth Ministry formation program, you are initiating involvement in Youth Ministry throughout the year, and you will receive regular info and updates about programs, events, and opportunities.**



Parish Adult 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 St. 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.

Saint Mary's Catholic School

Principal's Message

"Teach a child how he should live, and he will remember it all his life." (Proverbs 22:6)

Saint Mary's School provides an educational environment where students can be challenged academically, identify with the life of the Church, and maintain high standards and beliefs. We are committed to excellence and the total development of each child. Saint Mary's Catholic School is a unique faith-centered community which integrates thinking and believing in ways that encourage intellectual growth, nurture faith, and inspire action.

Mission Statement

Saint Mary's Catholic School exists to provide an opportunity to grow in faith, wisdom and knowledge in a challenging academic environment formed by Catholic tradition.

History

Founded in 1964 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 complements 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 net-worked 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.

Saint Mary's Catholic School (cont.)

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 Religion.

Resources (JK-8)

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

Accreditation

Saint Mary's School is accredited through Cognia by the Southern Association of Colleges and Schools (SACS) and the Virginia Catholic Education Association. The accreditation process by the VCEA has been approved by the Virginia State Board of Education.

Registration

Each January, on Catholic Schools Sunday, 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.

Registration for school begins in January for current students and their siblings. Open Registration will take place following the registration of returning families. Dates for Open Registration will be announced. 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 a waiting list on a first-come, first-served basis.

Applications are welcome at any time. There is no application fee.

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.

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.

Saint Mary's Catholic School (cont.)

The uniform for boys consists of khaki pants, brown belt, navy polo shirt with school logo and tennis shoes. The Middle School also has a uniform for physical education classes.

Before School Care Program

Before school care is provided as a free service beginning at 7:30 a.m.

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.

Hours of Operation

Daily 2:50 p.m. - 6:00 p.m.
Half-Day Dismissal 11:05 a.m. - 4:30 p.m.

Employment Opportunities

<https://saintmary.org/about/employment-opportunities/>



Parish Ministries

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.

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.

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 Advisory Board

St. 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.

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 (cont.)

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.

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.

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 given 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 les-

son 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.



Parish Ministries (cont.)

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.

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.

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 small group discussions, 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 retreats. Most parish youth formation programs occur on Sunday afternoons and evenings throughout the school year. Most weekend conferences and week-long camps happen over the summer. To explore volunteering with our Youth Ministry, contact Mona Bausone at the Parish Office.



Parish Ministries (cont.)

Community Life Ministry

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 Tuesdays 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, to join our team of planners. Our planners help to involve parishioners and serve our community in many ways including making simple one dish meals, kept frozen here at the parish and distributed to others where needs arise.

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!



Msgr. Charles A. Kelly, Jr. Council #14129

Webpage: <http://saintmarysknights.org>

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. St. 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 St. Mary's Church. All degrees are welcome.

Parish Ministries (cont.)

Human Concerns Ministry

CARITAS

CARITAS has been serving the Richmond community for 30 years, providing tools for self-sufficiency and dignity to men and women in crisis. St. Mary's has partnered with CARITAS during these years, and we look forward to continuing. The new CARITAS Center opened in 2019, bringing all the solutions for breaking the cycles of homelessness and substance use under one roof.

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.

Citizenship Classes

Citizenship classes are offered each summer, two evenings each week, for six weeks. These classes help to prepare refugees and immigrant people to take the test to become United States citizens. Watch the bulletin for details.

Door Ministry – St. 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

St. Mary's is blessed with an endowment used to fund our outreach to the poor and to those working to promote justice in our society.

Parishioners are invited to submit suggestions of non-profit groups to be funded, 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 building long-term trade relationships. We serve Fair Trade products at parish functions and also encourage you to purchase them.

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: education, medical/dental needs, and humanitarian needs, such as providing potable running water. Commitment: Monthly committee meeting, plus activities. Visit our Haiti web page.

Parish Ministries (cont.)

HUMAN CONCERNS MINISTRY (CONT.)

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. 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

Human Concerns Committee

This group coordinates the outreach and advocacy efforts of our parish community. The group meets monthly 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 parish 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. 25, or by email: stmary-ccparishnurse@gmail.com.

Parish Ministries (cont.)

HUMAN CONCERNS MINISTRY (CONT.)

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. HFF wants to ensure that every family has a safe place to call home.

HFF offers help in several ways: they provide a temporary shelter for families, they offer financial assistance for families moving to permanent housing, and they lease interim housing units for young adults who don't have anywhere else to live.

As we continue to advance our relationship with HFF, we invite the parish to join us in celebrating HFF's 25th anniversary of local service to God's people.

What's Mine Is Ours

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 to 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.

Parish Ministries (cont.)

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 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.

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 (cont.)

Giving for the Future

Parish

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 to 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

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.

For more information about how to give or our various giving opportunities contact :

- Karen Martin – Bookkeeper at ext. 115
- Gregg Kamper, Finance & Development at ext. 120.

Newcomers Evaluation/Feedback

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.

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

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?

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: _____