



SAINT
MARGARET MARY
CATHOLIC COMMUNITY

Encounter, Follow & Share Jesus



Parish Handbook

SAINT MARGARET MARY PARISH

620 Division Street, Neenah, WI

PARISH OFFICE & MAILING ADDRESS

439 Washington Avenue, Neenah, WI 54956 • (920) 729-4560

www.smmneenah.org / email: smmparish@smcatholicschools.org

**Office hours: Monday-Thursday 8:00am-4:00pm
Friday 8:00am-Noon**

MASS SCHEDULE

Weekend Mass Saturday: 5:00 PM Sunday: 7:30 AM and 9:30 AM

Weekday Mass Tuesday: 5:15 PM, Thursday: 8:05 AM, Friday: 8:05 AM

Holy Day See bulletin or website

Reconciliation 4:00pm Tuesday or by appointment

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St. Mary Catholic Schools
Grades P3-12

A Community Inspiring Success

ST. MARY CATHOLIC SCHOOLS (SMCS)

St. Margaret Mary Elementary School - (920) 729-4565

610 Division St., Neenah, WI 54956

PRINCIPAL Sherry Farr x4307

sfarr@smcatholicschools.org

St. Mary Catholic Middle School – (920) 727-0279

1050 Zephyr Drive, Menasha, WI 54952

St. Mary Central High School Campus – (920) 722-7796

1050 Zephyr Drive, Neenah, WI 54956

ST. MARY CATHOLIC
ZEPHYRS



Dear Parishioners,

Belonging to St. Margaret Mary Parish gives each of us an opportunity to discover, to develop and to share our gifts, our talents, and our resources with others. Helping each other to grow in this way is the work and the life of our Parish. As God has blessed each of us in many ways, we are called to support the needs of our parish. We are called to give our time for work on committees and projects. Likewise, we are invited to share our talents for worship, prayer, education, administration and responding to the needs of others.

A responsible sharing of our gifts is what is meant by the term stewardship. The stability of our parish depends on the generosity of all of us to give according to our ability. We are encouraged to give in the measure that God has blessed each of us. Stewards, according to the pastoral letter *Stewardship: A Disciple's Response*, do four things:

- receive** God's gifts gratefully
- nurture** God's gifts responsibly
- share** God's gifts justly and charitably
- return** those gifts to God abundantly

This booklet comes with an invitation for you to not only become aware of the many stewardship opportunities within our parish, but more importantly, that you will make a commitment to share your time and talent as together we respond to our many needs.

When reflecting on the journey of coming to the full range implied in stewardship – prayer, service and sharing – for most, it begins with sharing our time and talent. Getting involved in parish life has a lot of benefits – the feeling of belonging, meeting new friends, a better understanding of one's faith and affirmation of gifts shared.

Thank you for your generous commitment to further the mission of our parish community.

Fr. Nonito Barra
Parish Administrator



St. Margaret Mary Mission Statement

We the people of St. Margaret Mary Parish united in faith and prayer, resolve to give witness to the Gospel. The Holy Spirit calls and empowers us to love and serve, to lead and teach, to heal, forgive and understand. We pledge to share our God-given gifts and talents for the benefit of our parish and all people in the name of Jesus Christ.

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History of the Parish

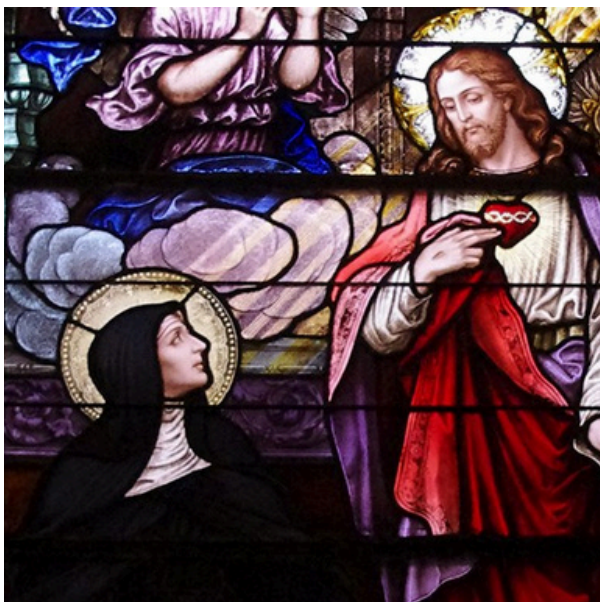
The congregation of St. Margaret Mary was founded by Bishop Paul Rhode in May of 1932. In September of that year ground was broken for a combined church and rectory. First Masses were celebrated in the basement social hall on Easter Sunday, April 16, 1933. The church was dedicated on July 11, 1933 and continues to serve as our house of worship. During the 1950's and 60's an extensive building program was launched, resulting in a parochial grade school, sisters' convent, an addition to the school, as well as an addition to the rectory.

In May of 2002 work on the renovation and expansion of the worship space began, including demolition of the rectory. The renovated/expanded worship space (some 7000 sq. ft.) also included the Twin Cities Perpetual Eucharistic Adoration Chapel. The newly renovated church and expansion was dedicated April 12, 2003.

Who is Saint Margaret Mary?

Daughter of Claude Alacoque and Philiberte Lamyn, Margaret was born on July 22, 1647 at L'Hautecour, Burgundy, France. She was sent to the Poor Clares School at Charolles on the death of her father, a notary, when she was eight years old. She was bedridden for five years with rheumatic fever until she was fifteen and early developed a devotion to the Blessed Sacrament. She refused marriage, and in 1671, she entered the Visitation convent at Paray-le-Monial and was professed the next year. From the time she was 20 years old, she experienced visions of Christ, and on December 27, 1673 she began a series of revelations that were to continue over the next year and a half. In them Christ informed her that she was His chosen instrument to spread devotion to His Sacred Heart, instructed her in a devotion that was to become known as the Nine Fridays and the Holy Hour,

and asked that the feast of the Sacred Heart be established. Rebuffed by her superior, Mother de Saumaise, in her efforts to follow the instruction she had received in the visions, she eventually won her over but was unable to convince a group of theologians of the validity of her apparitions, nor was she any more successful with many of the members of her community. She received the support of Blessed Claude La Collombiere, the community's confessor for a time, who declared that the visions were genuine. In 1683, opposition in the community ended when Mother Melin was elected Superior and named Margaret Mary her assistant. She later became Novice Mistress, saw the convent observe the feast of the Sacred Heart privately beginning in 1686, and two years later, a chapel was built at the Paray-le-Monial to honor the Sacred Heart; soon observation of the feast of the Sacred Heart spread to other Visitation convents. Margaret Mary died at the Paray-le-Monial on October 17, 1690 and was canonized in 1920. Her feast day is observed on October 16.



I. PARISH ADMINISTRATION

Buildings & Grounds Committee

The Buildings & Grounds Committee identifies and coordinates capital projects, and assists with the overall maintenance of the church, school and parish office buildings.

Endowment Fund Trust

The Endowment Fund Trust is created for the exclusive use and benefit of the St. Margaret Mary Parish. The trustees receive and accept real and personal property by way of gift, bequest or devised from any person, firm or corporation to be held, administered and disposed of in accordance with the provisions of the trust.

Landscape Group

The Landscape Group tends the flower beds and the landscaping around the church, school and parish office buildings.

Money Counters

Money Counters meet each week to count, balance and deposit the prior weekend's collection.

Parish Finance Council

The Parish Finance Council directs itself to sound policies of management of parish funds and properties. It organizes the temporal goods of the parish. It is responsible for soliciting funds, managing the parish budget and facilities, thus enabling the parish to carry out its mission.

Parish Pastoral Council

This consultative body makes recommendations to the pastor. The responsibility of the council flows from the parish mission statement. The council is composed of 9 selected members and 3 ex-officio members. Selection (of nominees/candidates) takes place in late spring.

Parish Trustees

Members of the parish who serve the parish as advisors to the pastor. Trustees must be informed, involved, and concerned about the parish and its members.

SCRIP Program

The Scrip Fundraising program is a source of revenue to assist with the operating costs of the parish. Scrip cards can be used to purchase groceries, prescriptions, dining or just about anything and everything from local merchants. A percentage of your purchase is returned to the parish. To purchase SCRIP, please visit our website simmneenah.org.

II. PARISH MINISTRY

Anointing of the Sick

The sacrament of God's healing and strength is for anyone who is suffering with emotional, mental or physical illnesses. A healing Mass with anointings is celebrated once a year at St. Margaret Mary. Individuals may also request a private Anointing of the Sick at home, after Mass, in the hospital, nursing care facilities, before surgeries, during recovery, etc. Please contact the Parish Office for more information.

Sacrament of Baptism

Baptism is a community celebration welcoming a person into the Christian faith community. Infant baptisms are usually celebrated at a weekend liturgy. Please contact the Parish Office 60 days prior to baptism. Parent(s) must be registered parishioner(s) practicing their faith and must participate in the baptism preparation. When choosing godparents remember one must be a practicing and confirmed Catholic. When there are two sponsors one must be male and the other female.

Sacrament of Marriage

To aid in the development of your relationship and prepare for the sacrament of matrimony, couples are asked to call the Parish Office at least 6 months before a proposed wedding date to start the marriage preparation process.

Sacrament of Reconciliation

We offer weekly reconciliation at the church on Tuesday from 4:00-4:45pm. Communal celebrations with private reconciliation are held during Advent and Lent. Individual reconciliation at other times can be made by appointment with the Pastor.

Sacramental Preparation Programs:

Eucharist, Reconciliation and Confirmation

Young people in Grade Two are invited with their families to participate in preparation sessions for First Reconciliation and First Eucharist. Teens in their Junior year of High School (in both public and Catholic high schools) prepare for Confirmation. Since sacraments are parish-based events, all children, whether in Catholic or public schools, participate in St. Margaret Mary Sacramental programs.

III. PARISH LITURGICAL MINISTRY

Art and Environment - Church Interior

Decorating for special church holidays – Advent, Christmas, Lent and Easter. We need extra people to assemble and disassemble at these times.

Eucharistic Ministers

Eucharistic Ministers distribute the Body and Blood of Christ at Mass. Those who serve in this ministry are reverent and respectful of the Eucharist and provided with training. Volunteers in this ministry are able to use an online scheduling system and may serve as frequently or as little as they prefer.

Music Ministry

St. Margaret Mary Parish has a strong tradition of music making led primarily by volunteers from within the parish. Volunteers in these ministries invite, lead and facilitate full participation of the assembly in the sung liturgy. There are many opportunities for participation in music ministry. These volunteers consist of singers (serving either as choir members or cantors) as well as instrumentalists. For those who have busy schedules and would like to participate, but are concerned with the time commitment, we are willing to work with you to get you involved.

Adult Choir

The purpose of this group is to share faith, serve the church community, and express the love of God and neighbor through music, to provide a prayerful atmosphere and to support and encourage the assembly to sing. This ensemble typically meets regularly from Labor Day through Memorial Day practicing once per week and singing for one weekend Mass, Holy Day Masses, and other prayer services throughout the year.

Cantors

Cantors are skilled musicians who offer time and talent to lead the assembly in song at various Masses, prayer services, and other occasions throughout the year. A cantor is a member of the choir community whose liturgical ministry is to lead the assembly in prayer, song, and response to the Word of the Lord. The cantor primarily engages the assembly and

invites them to sing praise. The cantor leads the singing of the psalm and the gospel acclamation. Cantors are scheduled according to their personal availability and rehearse every Wednesday.

Funeral Choir

The funeral choir at St. Margaret Mary Parish is comprised of those who offer their time and talent on an as needed/as available basis to sing for funerals which happen in our parish. A calling tree is made up of those who offer their names as part of this ministry. To be able to offer this service to those who pass away and their families is such a sign of hospitality and provides a sense of comfort and consolation through music to those who mourn.

Youth Choir

This group will sing at several 9:30am Masses throughout the school year and for the early Christmas Eve Mass. Youth in grades four through high school make up our musicians in this ensemble. Participation in the youth choir helps build a sense of liturgy and prayer, as well as a spirit of service and fun with other peers in a way that gives back to the whole community and will instill a positive sense of parish life that will hopefully last a lifetime.

Eucharistic Perpetual Adoration Chapel

Become aware of the real presence of Jesus in the Blessed Sacrament. Make a way to a truly personal relationship with Jesus. Our chapel is open to the public 24 hours a day for those who wish to visit, pray and spend some quiet time with the Lord. The chapel is locked, so please call the Parish Office to receive the access code. To sign up to volunteer for an hour of adoration, please visit **twincities.weadorehim.com**.

Readers

Readers proclaim the readings during the Liturgy of the Word at the Mass and voice the petitions of the community during the Universal prayers. A prayerful spirit and willingness to practice are important to this ministry. You must be a parish member to read. Scheduling is flexible and easy through an online system that takes into account your availability. We also provide resources to ensure that readers are given the readings ahead of time and are comfortable with their readings.

Religious Vocations

Contact the Pastor, 920-729-4560.

Sacristans

Sacristans prepare the worship space, ministers and materials for the celebration of daily, weekend, and Holy Day Eucharist. They provide leadership and support for the other liturgical ministers.

Ushers

Ushers assist parishioners to find seating, communion procession, collect the money offerings, distribute weekly bulletins and tidy-up worship space after Mass.



IV. PARISH PASTORAL CARE

Always Young, Always Fun Committee

The Always Young, Always Fun Committee works to plan activities for both older adults and for families in our parish. Some of the activities include the wine and cheese events and bus trips to local attractions.

Cards to Parishioners

The parish sends birthday cards to parishioners who are 80 years old and older. They also send cards of prayers and encouragement to the families who have lost a loved one and held their funeral at St. Margaret Mary Parish. These cards are sent on the one year anniversary of their loved one's death, birthday and wedding anniversary.

Coffee & Donuts Volunteers

Volunteers are needed to host after 7:30am and 9:30am Mass. Families or committees are welcomed.

Communion Visitors and Prayer Leaders in Care Facilities

Parishioners who are trained make short visits and bring Holy Communion to parish members who are homebound or in care facilities. Other trained ministers lead Prayer and Holy Communion services for small groups of Catholics who live in retirement communities or area care facilities.

Funeral Meal Volunteers

Members of the funeral meals committee serve the catered meal following the Funeral Liturgy. Members are called in advance of each funeral to confirm their availability.

Grief Support Group

St. Margaret Mary Parish coordinates a support group called GriefShare which meets for 13 sessions in the Spring and Fall. Please see the bulletin and website for upcoming dates and times.

Human Concerns Committee

The Human Concerns Committee at St. Margaret Mary Parish is motivated to practice our Catholic faith by engaging in works of charity. Our vision is to “be the heart and hands of Jesus” by recognizing human suffering, loneliness, and lack of basic human needs by providing emotional, spiritual, and financial support to parish families, our local community, our nation, and our world. An annual fund drive generates monies for the Parish Outreach Fund which enables us, as a parish, to reach out to the less fortunate. Eighty to ninety percent of the money is used to support financially distressed parishioners. The remaining funds go to identified needs in our local community, our nation and world as we recognize that a living church has no borders. We also reach out in other ways to our parish and community with projects such as:

- Sending greeting cards to parishioners who are homebound, nursing home/group home/assisted living or living in facilities.
- Sending care packages to our parish college students.
- Valentines to our senior parishioners and the bereaved
- Easter baskets
- Noon Meal Outreach providing food and fellowship
- Food collection for Vinnie’s Pantry
- Veteran’s appreciation
- Community Christmas dinner support with food, volunteers and hygiene products

- Christmas giving supporting the Boys & Girls Brigade, Winnebago Mental Health Institute, and parishioners in nursing/group homes, as well as parish families
- Meal Ministry supporting the Spiritus evangelizers at Mt. Tabor in Menasha.

We also have the following subcommittees:

- Living Our Faith in Haiti
- Meal Ministry to Parishioners

Meal Ministry To Shelters

Our parish periodically serves people in our community who seek food and/or shelter through COTS Haven, Pillars and Fox Valley Community Table.

Prayer Chain Ministry

Our prayer chain ministry consists of volunteer prayer warriors who pray daily for the intentions listed on our prayer chain. Anyone can submit an intention to our pray chain and anyone can participate as a prayer warrior. Please call the Parish Office for more information.

Respect Life Committee

The Respect Life Committee communicates to parishioners the sacredness of life at all ages by furnishing literature and displays and by conducting/promoting programs, all of which emphasize life issues. The committee interacts with other respect life groups in Neenah/Menasha, the Fox Valley and Green Bay Diocese.

Volunteer Visitors

The Director of Pastoral Care selects and directs specific parishioners to visit parishioners for their specific needs. The visitors are trained and approved for these ministries. Visiting of parishioners is a one on one relationship with usually an isolated parishioner, on a regular basis, generally twice a month. The Director Pastoral Care asks for a commitment of one-year duration, although this is flexible for various reasons. In-service, support gatherings are held with the Visitation Ministers during the year.

V. RELIGIOUS EDUCATION OPPORTUNITIES

St. Margaret Mary Parish addresses the religious development of parishioners at all stages of life:

Religious Education Program – for Children and Youth

The Religious Education program works in partnership with parents and the parish community on the religious formation of children and families. Parents are the primary influence on the religious development of children, and their role of parents is honored in the Religious Education process. Religious Education classes take place on Sunday evenings from 6:00-7:30pm for Grades 1-10. If you'd like to register your child/ren for Religious Education classes, please contact the Director of Religious Education.

Catechists

Catechists (religious education teachers), and sometimes aides, work with all ages of children and youth in the Religious Education program. These dedicated adults broaden children's & youth's Religious Education by providing various prayer, experiences, service opportunities, and

community-building experiences. All lesson plans and materials are provided to the catechist along with a Catechist Manual to help facilitate class. Parishioners interested in serving as catechists can contact the Director of Religious Education.

Parish Library

The St. Margaret Mary Parish Library, named the Fr. David Koch Library, is located in the hall off the Gathering Space. The library is arranged by topic areas such as Bible, Jesus, Meditations, Parish, Prayer, Saints, Sacraments, etc. The Parish Library also includes books for children, teens and adults. Everyone is welcome to use the parish library and check out materials.

OCIA – Order of Christian Initiation for Adults

The OCIA is a process through which men and women become fully initiated members of the Catholic Church. You are welcome to join us if you have not been baptized and want to become a Catholic Christian through the sacraments of Baptism, Confirmation and Eucharist; if you are a baptized Christian (in another faith tradition or as a Catholic) who desires full sacramental membership in the Roman Catholic Church through Confirmation and Eucharist; or if you just wish to learn more about Catholic faith. OCIA takes place within the context of the parish community, and after a suitable period of formation, culminates in the reception of the sacraments, usually celebrated at the Easter Vigil.

Prayer Partners

Adults from the parish volunteer to serve as prayer partners for adults preparing for the Rite of Christian Initiation of Adults.

Retreats

These retreat centers are all located within our diocese and offer excellent opportunities for Christians to spend quality time with God. Each retreat may have a theme or focus audience (women, men, couples, children, etc.) and are scheduled throughout the year.

- Jesuit Retreat House, Oshkosh (jesuitretreathouse.org)
- Norbertine Center for Spirituality, DePere, (norbertines.org)
- Mt. Tabor, Menasha (mttabor.net)
- Catholic Youth Expeditions (cyexpeditions.org)
- Camp Tekakwitha (camptekakwitha.org)

To learn more about these, please check out our website at smmneenah.org and click the Education link.



VI. ORGANIZATIONS WITH PARISH CONNECTIONS

Adopt-A-Highway

St. Margaret Mary participates in the Winnebago County Adopt-A-Highway program. Our highway is the one-mile stretch of CTH G from Woodenshoe Road west to STH 76. Litter is picked up on three Saturdays a year, spring, summer and fall, in the morning for two hours. Six to eight volunteers are needed each time.

Knights of Columbus

The Knights of Columbus is a lay Catholic family fraternal service organization. One of the primary missions of the Knights is to share their blessings by providing financial and volunteer support for fund-raising drives to aid our parish, other charities and the Neenah area community.

Legion of Mary

Members meet once a week for prayer, planning and discussion. Their work includes parishioner visits, visitation of the sick and elderly, religious education, providing transportation to Mass, and meeting any other spiritual needs of the religious community. Anyone can become a member, as long as you faithfully practice your religion and are willing to perform service for others.

St. Vincent De Paul

The St. Margaret Mary Parish Conference of the Society of St. Vincent de Paul has several active members assisting individuals and families in need by providing limited material and/or financial assistance to meet a short-term crisis. We do this by first making a Home Visit to evaluate the need in question. Members also provide information for resources in relation to poverty, medical and emotional needs. Members can provide service for home and automobile repairs, and assist them with rental and utilities over-due bills.

From time to time many families or individuals will have an unexpected emergency. Conference members can assist these individuals by guiding them to the proper agencies that can service their needs. Our St. Margaret Mary Conference meets once a month. During these meetings we pray together and share information about families in need and how we can better serve and assist them. If you want to be a member or need more information please call the St. Vincent de Paul helpline **920-729-4571**.

St. Vincent de Paul Neenah Store & Vinnie's Pantry
(1425 S. Commercial St., Neenah)

Committee members volunteer their time to do the daily functions that keep the store operating. This includes the pickup, sorting, cleaning, pricing, labeling, and display of donations to continue to make the store attractive and successful. They also hold a donation drive each summer at St. Margaret Mary parish to help restock the shelves at the food pantry.



St. Margaret Mary School and St. Mary Catholic Schools (SMCS)

“The Mission of St. Margaret Mary School is to nurture a Christ-centered Community of Lifelong Learners.” The community of St. Margaret Mary School is committed to providing a quality Catholic education built on a solid academic and spiritual foundation. In order to prepare our students to be vital members of their communities and to live in harmony with God and others, we provide an environment that nurtures personal and physical growth, social and individual responsibility, cooperation and critical thinking. St. Margaret Mary School is a member of St. Mary Catholic Schools (SMCS). The system consists of St. Mary Catholic High School, St. Mary Catholic Middle School, and three elementary schools: St. Mary, St. Gabriel, and St. Margaret Mary. St. Margaret Mary is a Pre-school through grade five campus, which provides an excellent Catholic education for our young people. Our program includes specialty instruction in physical education, music, art, computers, Spanish, Mandarin, library, guidance, band and reading and learning specialists. There are numerous extracurricular and enrichment activities as well as a strong curriculum and daily instruction and example in living our faith. St. Margaret Mary also has an outstanding Early Childhood Program consisting of a Preschool (age 3), and Pre-Kindergarten (age 4). Programs are flexible with 2, 3, and 5 day a week possibilities and an extended day program. We also provide for before and after school care. Come and visit or call your school to learn more about our programs and volunteer opportunities. For further information on all school activities, please contact the Principal at St. Margaret Mary School at **920-729-4565**.



St. Mary Catholic Schools
Grades P3-12

A Community Inspiring Success

VII. SOCIAL MEDIA

St. Margaret Mary has a presence on social media to help our parishioners keep up-to-date on what is happening in the parish. Follow us on our website smmneenah.org, Facebook and YouTube.



Check out our website at smmneenah.org



Follow us on Facebook:
www.facebook.com/smmneenah



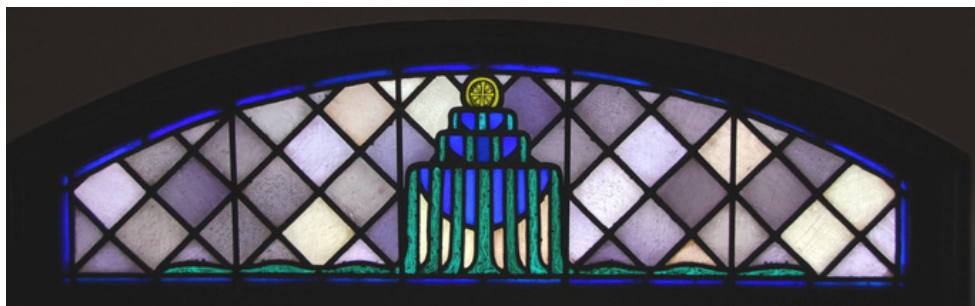
Follow us on Instagram:
[smmneenah](https://www.instagram.com/smmneenah)



Subscribe to our YouTube Channel:
youtube.com/@st.margaretmaryneenah

NOTES

NOTES



*Fountain of Grace— This small window shows a blue **fountain with streams of green water** flowing from three levels and then running outward in all directions. The water is green, the color of life and new growth, representing the new life that is given to us —through the living water of Baptism and through God’s grace that is given through each sacrament.*



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