



**St. Michael the Archangel**

Parish Handbook  
& Directory

2019-2020

## **GENERAL INFORMATION**

St. Michael the Archangel Parish                      Phone: 260-837-7115  
1098 County Road 39                                      Fax: 260-837-7727  
Waterloo, IN 46793-9779                                stmichaelwaterloo.com

Rev. Vincent Joseph, VC, Pastor - pastor@stmichaelwaterloo.com  
Jan Blomeke, Office Manager – secretary@stmichaelwaterloo.com  
Arica Swygart, Dir. Religious Ed. – dre@stmichaelwaterloo.com  
Jenny Buchs, Youth Minister – youthministry@stmichaelwaterloo.com  
Bobbie Charleswood, Adult Faith – adultfaith@stmichaelwaterloo.com

**Office hours** – Mon.-Thur.: 8:30 am-4:30 pm; Fri.: 8:30 am-Noon

**Calendar and event information** – Stay up-to-date on all of our parish happenings with the weekly bulletin and the website calendar (stmichaelwaterloo.com > Parish Life > Calendar).

Safe Environment – safeenvironment@stmichaelwaterloo.com  
Prayer Line – prayerline@stmichaelwaterloo.com  
Website Coordinator – webmaster@stmichaelwaterloo.com  
FORMED Parish Web Address – stmichaelwaterloo.formed.org

**Bulletin announcements** can be emailed to:  
bulletin@stmichaelwaterloo.com  
They are due in writing by Tuesday at noon.

### **Mass Times**

Weekday – 8:00 am (7:00 pm on Wednesdays during Lent)  
Saturday Vigil – 6:00 pm  
Sunday – 8:00 am and 10:30 am  
Holy Days – 7:00 pm Vigil; 8:00 am on the Holy Day  
Eucharistic Adoration – Fridays at 7:00 am. Concludes with Benediction. Mass follows at 8:00.

Confession: Fridays, 7:30 am; Saturdays, 5:00-5:45 pm; Anytime by request

**Parish Council Members**

Bill Illife – Chairperson  
 Cathy Smith – secretary  
 Roy Charleswood  
 Jackie Freeman  
 Amy Buchs  
 Craig Gillespie

**Finance Committee Members**

Phil Schlink – Chairperson  
 Richele Orn - Secretary  
 Mark Mangan  
 Mary Blomeke  
 Marg Emerick

**Additional Committee Heads**

Cemetery Sexton – Mike Blomeke  
 Harvest House – Jim Garmam (May-Sept.), Tom Porter (Oct.-April)  
 Maintenance – Carl Buchs, Grounds keeping – Bill Buchs  
 Funeral Ministry – Ellen Buchs, Maryl Capaci  
 Rosary Society – Betty Hamman, Jean Dunn  
 Parish Museum – Jennie Blomeke  
 Scrip – Jackie Hoff  
 Bulletin – Jean Dunn  
 RCIA – Bobbie Charleswood  
 Safe Environment Coordinator, Web Coordinator – Arica Swygart  
 Scholarship Fund – Jan Blomeke  
 Liturgical Ministry Coordinator – Jenny Buchs

**Parish Mission Statement**

We, the people of St. Michael Parish, with the guidance of the Holy Spirit, seek to know, love, and serve God by committing ourselves to be people of prayer, dedicated to our baptismal promises, and enlightened by the message of the Holy Scriptures. We endeavor to humbly share our individual gifts and talents in a unified effort as the Body of Christ, to reach out and sustain all those in need within our parish, our local communities, and the world, in a spirit of compassion and generosity, thereby spreading the Word of God, the grace and love of Jesus Christ, and His redemptive gift of salvation.

**Prayer to St. Michael**

St. Michael the Archangel, defend us in battle, be our safeguard against the wickedness and snares of the devil. May God rebuke him, we humbly pray, and do Thou, O Prince of the Heavenly Host, by the power of God, cast into hell Satan and all of the other evil spirits who prowl about the world seeking the ruin of souls. Amen.

**BAPTISM GUIDELINES**

1. Requests for infant Baptism must be made one month in advance.
  2. The family must be registered with the parish.
  3. First-time parents must attend a baptismal class. A baptismal packet must also be filled out (obtain in office).
  4. Baptism of older children and adults must be preceded by instruction.
  5. The godparents must be at least 16 years old. One of the godparents must be Catholic who has received all of the sacraments of Initiation (Baptism, Eucharist, and Confirmation). The Catholic godparent(s) must be committed and active in their faith and parish communities, in harmony with the Catholic Church. If the godparents' parish of record is other than St. Michael's, they must fill out a sponsor form and return it to the parish office.
- See more information here: [stmichaelwaterloo.com/baptism](http://stmichaelwaterloo.com/baptism)

**DIOCESAN “SAFE ENVIRONMENT (S.E.)” POLICIES**

The Diocese of Fort Wayne-South Bend has established policies for the protection of children and young people. It has become necessary for all parishes to have volunteers fill out an application with references, agree to a limited background check, and complete the online S.E. training before working with our youth. All information is kept confidential by the Safe Environment Coordinator (SEC). Thank you for your cooperation in helping us ensure the protection of our children!

You may find the complete guidelines on the diocesan website: [www.diocesefwsb.org](http://www.diocesefwsb.org). Copies of the policies and guidelines are also available in the Parish Office and the Religious Education Office.

### **SACRAMENTAL GUIDELINES FOR ADULT CONFIRMATION**

1. Intended for adults who were Baptized as Catholics, but not Confirmed during adolescence.
2. Requirements include: asking a Sponsor (at least 16 years of age and a Catholic in good standing), being properly instructed in the Faith, and being properly disposed by having received Reconciliation and Holy Communion prior to Confirmation.
3. Confirmed by Bishop – Usually held in May each year at the Cathedral of the Immaculate Conception, Fort Wayne.

### **EXPLORING THE CATHOLIC FAITH – R.C.I.A.**

Rite of Christian Initiation of Adults (RCIA) is open to any adult in the parish who would like to learn more about the Catholic Church, whether you are already Catholic or not. These classes are held on the second and third Sundays of the month at 9:00 am in the Parish Office. During Lent, they meet every week through Palm Sunday.

See more information here: [stmichaelwaterloo.com/rcia](http://stmichaelwaterloo.com/rcia)

### **SACRAMENTAL GUIDELINES FOR MARRIAGE**

Catholics hold that a valid marriage is one performed by a priest in good standing, in the presence of two witnesses, and in a parish church. The priest will help properly prepare the couple and make sure all is done to have it blessed by the Church.

Couples seeking marriage at St. Michael's are expected to not live together before the sacrament. If a couple is living together, then it is expected that they live separately for at least the 6-month period of preparation before their marriage.

Persons asking to have their marriage here must be active and participating Catholic parishioners for at least 6 months before scheduling the wedding. The wedding date is only set by contacting the Parish Office.

Marriage preparation includes several meetings with the priest and/or director of adult faith, attending the Engaged Encounter retreat (required by the diocese), and Natural Family Planning (NFP) classes. See more information here: [stmichaelwaterloo.com/marriage](http://stmichaelwaterloo.com/marriage)

### **RELIGIOUS EDUCATION**

<b>PreK-8th Grade</b>	<b>Life Teen (9<sup>th</sup>-12<sup>th</sup> Grades)</b>
9:00 am-10:15 am	10:30 am-1:30 pm (Mass, Lunch & Meeting)
Sept. 2019: 8, 15, 22	Sept. 15
Oct. 6, 13, 20	Oct. 6, 20
Nov. 3, 10, 17	Nov. 3, 17
Dec. 1, 8, 15	Dec. 1, 15
Jan. 2020: 5, 12, 19	Jan. 5, 12
Feb. 2, 9, 16	Feb. 2, 16
March 1, 8, 15	Mar. 1, 15
April 5, 19, 26	Apr. 5, 19

The Religious Ed. program also serves as the main form of contact for special **children's ministry activities** throughout the liturgical year. We offer Youth Choir, a Christmas Eve Narrative, and more. Information for special events will go home with students throughout the school year.

For more information, see the Religious Ed. (R.E.) Parent Packet online or contact Jenny Buchs or Arica Swygart. Stay up-to-date with the Religious Ed. newsletters, too!

Check out: [stmichaelwaterloo.com/religious\\_education](http://stmichaelwaterloo.com/religious_education) and [stmichaelwaterloo.com/youth\\_ministry](http://stmichaelwaterloo.com/youth_ministry)

### **Religious Ed. Curriculum**

The pre-school and Kindergarten classes use Allelu!, by Our Sunday Visitor (OSV). It is Christ-centered, and focuses on the same seven catechetical themes as the elementary curriculum, Alive in Christ by OSV. The themes are Revelation, Trinity, Jesus Christ, the Church, Sacraments, Morality, and the Kingdom of God in an age-appropriate manner. In addition, the Confirmation class uses Theology of the Body by Ascension, as mandated by the Diocese.

## **SACRAMENTAL PREPARATION FOR FIRST RECONCILIATION, FIRST COMMUNION & CONFIRMATION**

### **Guidelines**

1. The student must attend religious ed. for one year prior to sacramental prep. Confirmation students must attend 6<sup>th</sup> grade prior to beginning the two-year Confirmation prep cycle (Confirmation is held every other year).
2. Students wishing to receive these sacraments must fill out an application before preparation begins. Please return completed applications to Mrs. Swygart.
3. Students must attend classes on a regular basis. Absences must be made up.
4. Parental involvement is a very important part of sacramental prep. Sponsor involvement is also very important for Confirmation prep.
5. Students are expected to fulfill the obligations of preparation for the reception of each sacrament. More information can be found at [stmichaelwaterloo.com/eucharist](http://stmichaelwaterloo.com/eucharist) and [stmichaelwaterloo.com/confirmation](http://stmichaelwaterloo.com/confirmation).

### **First Reconciliation and Communion**

**Dates** – A parent information letter containing all dates will go home with students during the first month of the R.E. school year. First Communion will be Sunday, May 3, 2020 at the 10:30 a.m. Mass.

**Dress code** – First Communicants are modest and reverent in dress to receive Our Lord for the first time. Information sheets will go home with parents containing the dress code.

**Prayer Lambs** – The Prayer Lamb Program pairs adult parishioners with children who are preparing to receive the sacraments of First Reconciliation and Communion. An adult or a couple may sponsor a child. Adults send notes of prayer to their First Communicants throughout the school year, sit with them at the designated Prayer Lamb Mass, and more. Prayer Lambs will be assigned during the month of October. Please contact Mrs. Swygart if you'd like to be a Prayer Lamb.

### **Confirmation**

Confirmation will be held Sunday, August 25, 2019 at the 10:30 am Mass. A new two-year Confirmation prep cycle will begin Sunday, September 8, 2019. Newly confirmed 8<sup>th</sup> graders will complete the second required year of the prep cycle. Newly confirmed 9<sup>th</sup> graders will advance to Life Teen (the R.E. program for high school).

Please see the Confirmation Handbook for more information, guidelines, and requirements. Email Mrs. Swygart ([dre@stmichaelwaterloo.com](mailto:dre@stmichaelwaterloo.com)) to obtain a copy.

### **LIFE TEEN CURRICULUM**

Life Teen's curriculum is spread over 8 semesters (4 years of high school) and covers these Main Areas: **Person of Christ, Paschal Mystery, Morality, Church, Social Justice, Sacraments, Vocations, Sacred Scripture, and Prayer.** *Confirmation marks a beginning of deepening of our faith. Confirmation should never mark an end to religious education. When students attend all 4 years of Life Teen, they receive a well-rounded education, giving them knowledge, tools, and experience necessary for life after high school – whether that be college, military, or workforce.*

### **YOUTH GROUP**

Youth Group (YG) is a dynamic and active group under the direction of the Youth Minister, Jenny Buchs. The group meets on a variety of days, depending on the nature of the activity. It is open to all students in grades 6-12 (this service and social group is separate from the R.E. program). Families should watch the weekly church bulletins and the "Salt Shaker" newsletter for current dates and details.

Parents and YG members can sign up at [www.remind.com](http://www.remind.com) to receive reminders via text or email. The YG class code is: @5ab3e See more information here: [stmichaelwaterloo.com/youth\\_ministry](http://stmichaelwaterloo.com/youth_ministry)

## **PARISH MINISTRIES**

We have five branches of ministries. If there is a will, there is a way for you to become active with our parish family! Contact the office or the contact person noted for a specific ministry, and learn how you can become involved with our community as you grow in your relationship with our Lord. **Find more information and details of each ministry at: [stmichaelwaterloo.com/ministries](http://stmichaelwaterloo.com/ministries)**

### **Administration Ministries**

- Parish Pastoral Council
- Finance Committee; Contact: Phil Schlink
- Scrip; Contact: Jackie Hoff
- Flowers and Grounds; Contact: Bill Buchs
- Cemetery sexton; Contact: Mike Blomeke
- Maintenance; Contact: Carl Buchs
- Historic Committee/Parish Museum; Contact: Jennie Blomeke

### **Faith Formation Ministries**

- RCIA – Exploring the Catholic Faith; Contact: Bobbie Charleswood
- First Reconciliation & Communion Preparation
- Confirmation Preparation
- Religious Education (pre-school through 8<sup>th</sup> grade)
- Life Teen (religious ed. for high school)
- Marriage preparation
- Bible Studies/Disciples in Mission (DIM)

### **Community Life Ministries**

- Youth Group; Contact: Jenny Buchs
- Rosary Society; Contact: Betty Hamman or Jean Dunn
- Harvest House; Contact: Jim and Sharon Garman
- Quilting Group; Contact: Pat Harter
- Prayer Line; Contact: Betty Hamman
- Coffee and Donuts Fellowship; Contact: Norb and Doris Miller
- Parish Picnic; Contact: Parish Council chairperson

### **Worship Ministries**

- Eucharistic Adoration: Friday mornings from 7:00-8:00 am. It concludes with Benediction. Mass follows at 8:00 a.m.
- Stations of the Cross: Held Friday evenings during Lent.
- Music Ministry
- Liturgical Linen Service
- Sacristan

### **Liturgical Ministers for the Mass:**

*For more information for liturgical ministers for the Mass, and to see the current schedule, go to:*

*[stmichaelwaterloo.com/server\\_schedule](http://stmichaelwaterloo.com/server_schedule)*

*Contact Jenny Buchs if you'd like to be added to the schedule.*

- Altar Servers: For boys and girls grade 3 and above who have received First Communion; Contact: Jenny Buchs. The server handbook can be found online: [stmichaelwaterloo.com/server\\_schedule](http://stmichaelwaterloo.com/server_schedule)
- Senior Altar Servers
- Extraordinary Ministers of Holy Communion
- Greeters/Hospitality Ministers
- Ushers
- Lectors

### **Outreach Ministries**

- Caregiver Companion – Ministry to the Sick and Homebound; Call the office for more information or to alert us of your need.
- Warm a Heart Food Bank; Contact: Joann Walker
- Food Bank Donations (collected the last Sunday of the month)
- Funeral Ministry; Contact: Maryl Capaci or Ellen Buchs