

SAINT THOMAS MORE CATHOLIC CHURCH
MINISTRY PLANNING GUIDE 2014 - 2015

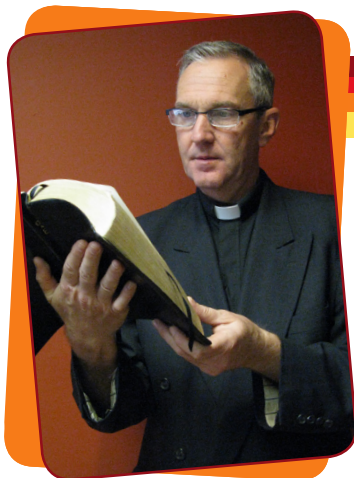
THRIVE²⁰¹⁴

REV. PASTOR JULIAN P. HARRIS

"But **THE ONE**
WHO ENDURES TO
the end
WILL BE **SAVED**"

MT. 24:13

“GOD IS MORE
INTERESTED IN YOUR
character DEVELOPMENT
THAN IN YOUR
comfort.”



A MESSAGE FROM OUR PASTOR:

ECCLESIAL MINISTRY

All of you serve in ministries at St. Thomas More Parish. I am grateful for your joyful, loyal response to Our Lord's call to service, and encourage you always to seek a deeper, more intimate and vital relationship with Christ in the Eucharist as the foundation of your life as ministers and leaders.

Your Faith in Christ is reflected in the work of ministry. Faith itself is a gift, and the manner and degree to which you nurture your faith and share your faith is a gift to others. Faith is always personal and its most pure expression is selfless action for the sake of many. For this reason ministry is always ecclesial:

There are varieties of activities, but it is the same God who empowers them all in everyone. To each is given the manifestation of the Spirit for the common good. (1 Cor 12:6-8)

Sometimes we equate faith with works or ministerial activity. We are busy about the things of God. Busyness may not be the best measure of ministerial health. Remember that Martha was busy and anxious about many things, and Our Lord told her:

Martha, Martha, you are worried and bothered about so many things; but only one thing is necessary, for Mary has chosen the good part, which shall not be taken away from her. (Lk 10:41-42)

The **good part** was to rest in the presence of Jesus Christ, to bask in His love and to receive His grace and instruction. The Apostle James taught us that **faith by itself isn't enough. Unless it produces good deeds, it is dead and useless.** (Jm 2:17) We have certainly learned that lesson; however, works without faith is equally dead and cannot give life. Priestly and lay ministry must never devolve into a mere liturgical function or cult of personality. Without faith the church becomes a social club and ministry is entertainment or therapy. Anyone can do the "job" of ministry with enough practice. Ministry has no tenure based on length of service but remains effective only when we remain close to Christ through personal prayer and attention to the state of our souls. We must be worthy to receive Him, to be in His presence and to present Him to others.

Frequent Communion, recourse to the Sacrament of Penance, private prayer and public adoration strengthen our faith and equip us for the work of ministry. For example **An Appointment with God** is a time set apart to adore Christ in the Most Blessed Sacrament of the Altar, to seek His will, to love Him more deeply and to grow together as ministers in His service—to choose the **good part** as Mary did.

I encourage you to make sacred time with Jesus and your fellow ministers a priority in your life. Our Savior Jesus Christ expects us to be with Him in prayer and to keep watch with Him so that we are not led into the temptation of thinking that we can or should do anything without Him. Moreover, we must set a good example to others. We are called to a higher standard because we deign to hold the Lord of Life in our hands, to offer Him to others and to witness in His Name as his ambassadors.

Let us promise to pray for each other, to conquer our pride and to serve Christ in humility of Spirit. Then our works will proclaim our faith, and our faith will animate our ministries.

Father Julian P. Harris, Pastor

INTRODUCTION

MINISTRY AND EVENT PLANNING GUIDE 2014-2015

Included in the following information for your use to plan upcoming meetings and events. Remember that the full planning guide is available at the bottom of the Ministry Directory Link on our stmbb.org website. Please use it as a guide as your ministry works together to create a successful and engaging event.

THEME FOR: 2014



THRIVE 2014

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ARTICLES ON LEADERSHIP

10 DELEGATION IN MINISTRY STEPS TO EFFECTIVE MINISTRY DELEGATION

Over the years, I have learned the hard way that doing the job alone just doesn't work. I should have listened to Three Dog Night. They tried to teach me that *"One Is the Loneliest Number That You'll Ever Do,"* but I just would not listen. Being an avid football fan, I should have noticed that the teams with the most depth at key positions always win championships! (Roll Tide, Go Saints!) Moses also learned the hard way about doing the job alone. In *Exodus chapter 18*, we are told about how Moses did everything in ministry by himself, and it was causing problems on the job. It was hard on the people, as well; it was also not good for Moses, and it was not good for his family. Jethro, Moses' father-in-law, gave him some very wise advise and counsel. Simply put, he was told to build depth!

I know what you are thinking: *"My volunteers can't teach a class or do children's ministry as well as I can."* That may be true, but there was a time in your life when you could not minister as well as you can now. Someone allowed you to be sorry all over a group of kids and get better by doing the ministry hands-on. We must give our volunteers the same chance we were given to learn by doing.

If you are doing things that others can do, it will keep you from doing what only you can do. When you are doing the things in ministry that only you can do, that is when you will hear, *"Well done, My good and faithful servant."* Let's take a look at the most famous biblical account of delegation. It's found in Acts 6, verses 1-4: *"In those days when the number of disciples was increasing, the Grecian Jews among them complained against the Hebraic Jews because their widows were being overlooked in the daily distribution of food. So the Twelve gathered all the disciples together and said, 'It would not be right for us to neglect the ministry of the Word of God in order to wait on tables. Brothers, choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them and will give our attention to prayer and the ministry of the Word.'" Here we see it first-hand: The disciples were being kept from doing what only they could do by doing a project in ministry that others could do.*

There are people in your church who need to be needed more than you need the help. They will never be able to rise up and free you to do what only you can do and to accomplish what you have been put on this Earth to accomplish if you continue to do most of the ministry as well as the majority of the oversight yourself.

The world would be in a mess without supervisors and coordinators to serve us in middle management positions. Why can't we set up middle managers to help us? Phone calls and the returning of messages are some other projects that can be easily delegated to others. I would recommend that you be slow to delegate the handling of difficult decisions to others. Jethro warned Moses of this very thing in *Exodus 18:21-22*: *"But select capable men from all the people --men who fear God, trustworthy men who hate dishonest gain --and appoint them as officials over thousands, hundreds, fifties, and tens. Have them serve as judges for the people at all times, but have them bring every difficult case to you; the simple cases they can decide*

themselves. That will make your load lighter, because they will share it with you." You cannot delegate the responsibilities of building relationships with your key workers. This is a job that you must do. Defining the vision, evaluation, or fruit inspection as well as being ultimately responsible for the success of the children's ministry of your church are projects only the leader should do.

With these things in mind, let's take a look at ten steps I use in effective delegation that will help you to develop depth in your volunteers through action and cause you to be a master of delegation and duplication.

1. IDENTIFY WHAT YOU NEED TO BE DOING. Let's take a look at Acts 6: 2 one more time. *"So the Twelve gathered all the disciples together and said, 'It would not be right for us to neglect the ministry of the Word of God in order to wait on tables.'*" The disciples were not too good to wait tables, but this project was keeping them from what they needed to be doing. There are loads of good ideas and projects that keep us from doing the God-inspired and directed projects He has for us to do. I have come to realize that it's more important that I train, guide, manage, and recruit than teach, sing, perform, and be the only person that the children identify with. The best thing I can do to grow is to allow others to be involved and not be a one-man show.

2. IDENTIFY THINGS OTHERS CAN DO AND LET THEM DO IT. Start with jobs you are doing that others could do if they were properly trained and coached. Next, identify areas you could use a worker if people were no problem. Don't think that the same actions will bring different results because same actions always bring the same results. "If you want what you have never had, you must be willing to do what you have never done!" The same is true for every volunteer. You can't build depth without allowing others to have playing time!

3. QUALIFY ALL WORKERS. The disciples didn't turn this responsibility over to just anybody. They found people from among them. People who were known. There were requirements needed to do the job, like being full of the Spirit and being full of wisdom. Jethro also gave Moses requirements for workers in Exodus 18:21, "But select capable men from all the people --men who fear God, trustworthy men who hate dishonest gain and appoint them as officials over thousands, hundreds, fifties, and tens." A major rule of delegation is qualify who you delegate responsibility to. Are they capable and able?

4. DEFINE EXACTLY WHAT YOU WANT DONE. Everyone needs a job description. Especially volunteers! They also need checklists to show them what you want them to do as well as to provide a way to communicate with you what was done. Remember to always do what is best for the children and not what is only best for adults. Rotation doesn't work in building volunteers through action. Look at verse 22 of Exodus 18, *"Have them serve as judges for the people at all times, but have them bring every difficult case to you; the simple cases they can decide themselves. That will make your load lighter, because they will share it with you."* This was not a once a month job but something that was an all the time commitment.

5. TRAIN AND TEACH THOSE YOU RECRUIT. Exodus 18:20 tells us to *"Teach them the decrees and laws, and show them the way to live and the duties they are to perform."* You must model to others how you want it done. Classes are good, but hands-on training is better. Christians are the only people group I know that confuse the word training with verbal instruction. Every secular job that offers training does so by verbal communication in addition to the hands-on training and mentoring. You don't have to be the only model. I use my staff, master teachers, and coordinators to help me train and equip others. Everyone should be helping in the training and equipping process.

6. PUSH AUTHORITY DOWN! It is extremely important that you always delegate authority along with responsibility. One of the dumbest sayings I know is “The buck stops here.” There are many places for the buck to stop when you give authority to others. Those you delegate to cannot carry out the tasks that you desire without the authority.

7. PUT YOUR HEART INTO THE LEVEL OF LEADERSHIP UNDER YOU. A person cannot represent you well if they don’t have your heart. You cannot put your heart into your volunteer leaders without making a commitment to spend time with them. Always take someone with you whenever you can. Be quick to pass on what you know to someone else. Allow those around you to ask questions. Establish excellent lines of communication. Take advantage of every communication tool available. I use meetings, newsletters, and e-mails.

8. SUPPORT AND ENCOURAGE THOSE WHO HELP YOU. It is imperative that you build a support structure around your volunteers. Our job is not to do all the work in children’s ministry but to train up others and prepare them for works of service. In the same way, we must lead others by encouragement. This is not as hard as you may think. Here are five sure-fire ways to encourage your volunteers.

- Say thank you constantly.
- Catch people doing things right. Complement your volunteers in a job well done.
- Take the calls of your volunteers.
- Check on your volunteers and see how they are doing. Use your M.B.W.A. degree: Management by walking Around.
- Help others be better at what they do, every chance you get.

9. MAKE CORRECTIONS AND CHANGES WHEN NECESSARY. What if they quit? Why be negative...if they quit, they quit, but what if they change and become a super leader? If it’s not broke, don’t fix it; in other words, don’t make changes just for the sake of change. Every service can be better than the last one if you make changes and corrections each week. I make a list each Sunday, then spend my week correcting that list, then next week, I get to make a new list.

10. ALWAYS SET THE PACE, BE THE LEADER. Be the kind of person you would like to work for. Dare to lead no matter what. Give your volunteers an example to follow and a model worth imitating.

Delegation is not an option for those who want to succeed in ministry. But to succeed, you must take inventory of where you are. Start small and go from there. I try to recruit my team one worker at a time. Ask yourself and your volunteers, “What do I need to do differently?” What volunteers do you see potential in? Commit to coach volunteers and let them learn by doing and you’ll have depth to win championships

“WHAT DO I NEED TO DO
Differently?”



ARTICLES ON LEADERSHIP

7 LEADERSHIP PARADIGMS NEEDED FOR CHURCH GROWTH

I speak with churches everyday who want to grow, But, honestly, that's not the primary reason for a lack of growth, in my opinion. I have learned that if you want to have a culture susceptible and open to growth, there are some common necessary paradigms. You have to think in certain ways. In most every situation, an absence of certain actions or mindsets on the part of leaders keeps the church from moving forward. I speak with churches everyday who want to grow, but nothing they do seems to work. Many say it's a vision problem, but I disagree. The church may not be living it, but we have the clearest, best defined vision of anyone. (We are to make disciples.) The obvious problem to me of these churches is they aren't really doing anything new. They do the same things they've always done, maybe tweaking some minor aspect, but for all practical purposes, it's the same. What are some of those paradigms?

1. LEAD WITH LEADERS.

Of course you need followers too, but most people are looking for leadership, especially about things about which they don't know. In any group, you'll have a few who are ready to move forward with the changes needed and a few who are opposed to any change you bring. The rest of the people are looking for leadership. Lead with those who are ready to move in a positive direction.

2. PRIORITIZE YOUR TIME.

You can't do everything or be everywhere. Let me say that again. You can't do everything or be everywhere. That doesn't ignore the expectation placed on you as a leader, but it does recognize your limitations. By the way, the quickest way to burnout and ineffectiveness is to ignore this one.

3. NEVER WASTE ENERGY.

When something is working, put fuel into it. All cylinders go. That makes sense, right? Momentum feeds momentum. Yes, in keeping the previous one, that means you'll have to ignore a few things to do the very best things. But usually the most energy will be in a few key places at a time. Never fail to capitalize on those important moments in time.

4. EMBRACE CHANGE.

You have to live in the tension of change if you want to experience growth. Change is never popular with everyone, but when you resist it, you are resisting the opportunity to grow. More of the same may be comfortable, but it seldom produces the excitement necessary for growth.



5. MAKE HARD DECISIONS.

Don't be naive. Growth brings change. Change brings momentum. And as exciting as that can be, not everyone will be excited about it. If you are going to achieve the vision, you'll have to be willing to stand the test of time. That won't be easy. With some decisions you make, you'll be choosing who buys into the vision and who doesn't. Be willing to make the hard decisions, and you'll keep the church open to the idea of growth.

6. BUILD HEALTHY TEAMS.

You can't do it alone. You can probably control a church that's not growing. You can control people who don't think for themselves. But if you want to grow, especially grow long term, you'll need to surround yourself with healthy people who build a healthy team environment.

7. REFUEL OFTEN.

I find the more we are growing and the more change is occurring, the more I have to get away and gain perspective. Renew. Recharge. Sometimes even re-engage. I can't lead for growth if I'm drowning in the demands of the present.

I don't know that this is an exclusive list, but this is a good start. Which are you missing?



ARTICLES ON LEADERSHIP

7 WASTES OF ENERGY FOR LEADERS

Some days I leave work and feel I never got off the treadmill. It's physically and mentally draining. Does that ever happen to you? Wasting time and energy may be one of my biggest pet peeves as a leader. Some days I leave work and feel I never got off the treadmill. It's physically and mentally draining.

Does that ever happen to you?

I firmly believe if we get rid of common energy wasters we can dramatically improve our performance as leaders. With that in mind, I've spent time in my personal development finding ways to eliminate time and energy wasters.

Here are 7 common wastes of energy in leadership:

1. FOCUSING ATTENTION ON THE NAYSAYERS

I have found that worrying over what the critics are saying, especially the ones I will never make happy, delays progress and takes time from and frustrates the positive people who believe in the vision and are ready to move forward.

2. REFUSING TO DELEGATE

When I make every decision, or become too controlling as a leader, I rob myself and the team of valuable energy and talent and I feel overwhelmed more quickly.

3. SECOND GUESSING DECISIONS

I find it is better to work to make better decisions moving forward rather than live in a pity party of bad ones already made.

4. TRYING TO HAVE ALL THE IDEAS

Many leaders feel they have to be the originator of all the creative energy of a team. They waste time brainstorming alone rather than expanding the creative process. Consequently, the best ideas often never surface. Original thoughts, better than ours, are usually in the room or the organization if we will welcome them to the table and it preserves my time for more efficient use.

5. LIVING WITH BROKEN STRUCTURE

Let's face reality. Over time, rules take on a life of their own. What was once created to improve structure actually begins to slow progress and waste valuable time. Change the rules...or even drop them... and you often free up valuable space for people to breathe and enjoy their work.

6. DISORGANIZATION

Need I expand? Many leaders feel overwhelmed because they don't have good organizational skills. Learning how to better handle routine tasks such as processing emails, calendaring, and scheduling work flow each week will drastically improve time efficiency.

COMPLETING TASKS NOT DESIGNED FOR ME

This could be any number of things. Even reading a book. For example, perhaps a silly example, but I have discovered that sometimes I read too much. That sounds strange...I know...but really it's because I read things I didn't need to read. I start a book and within the first chapter I know it's not helpful or even enjoyable...my sense of completion wants to finish. but, better is to put it aside and pick up another book. The novel length email...I try to determine first if I'm the one who should respond. Many times I'm not. It could be attending a meeting...or supervising a project. Whatever it is that I am not the best person for the job or it is just a time waster, the sooner I stop it or hand off the task, the more energy I preserve.

10 VALUABLE TRAITS TO LOOK FOR IN A LEADER

But, where do you find these people who can be future leaders? I find it helps to look for certain qualities that all good leaders need, or qualities that, consistently over time, seem to make good leaders. One of the most important tasks of a leader is to identify potential new leaders. If a church or organization is to grow, finding new leaders is critical. Equally vital is the quality of leaders being discovered. Good leaders learn to look for qualities in people that are conducive to good leadership.

Here are 10 valuable traits to look for when looking for new leaders:

1. CONCERN/LOVE FOR OTHERS.

You can't lead people effectively if you don't genuinely love people. I've seen people in positions who have great power, but they don't appear to love others. These leaders often produce followers well, but they fall short of reproducing leaders.

2. NOT A COMPLAINER.

Candidly speaking, leadership encounters complainers regardless of what we do. I certainly don't want to add complainers to my team of leaders. A positive attitude will get my attention every time.

3. TEACHABLE AND OPEN TO SUGGESTIONS.

A person who thinks they have all the answers will repel other leaders. People with no desire to keep learning rarely find their place on my team of leaders.

4. EXCELLENCE IN FOLLOWING.

This is a biggie for me. I try to follow people I lead, because there are times they know more than I do. Many times. Someone who isn't willing to follow is seldom ready to lead.

5. RELIABILITY.

Leadership is about trust, and trust is developed over time and consistency by doing what you said you would do. I look for people with that quality.

6. INTEREST.

The people with a burning passion for the church or organization often make great leaders. You can train someone to lead others, but you can't easily train them to have interest.

7. GOOD CHARACTER.

Character counts. Not perfection. Not flawless. But, good character is necessary to be trusted on a team. Integrity. Honesty. A humble desire to always be improving as a person. That kind of character.

8. POTENTIAL.

God always saw potential in others they themselves couldn't see. I try to have eyes to see that in others.

9. CONFIDENCE.

Leaders have to move forward when others are ready to retreat. That takes confidence. Not pride, but a genuine willingness to lead through the hard times; to do what others aren't willing to do.

10. PEOPLE SKILLS.

This goes without saying, but you can't lead people if you can't communicate with people. You don't have to be the life of the party (I'm a strong introvert), but you do have to be able to engage people and make them feel a part of things.

NATIONAL BACK CHURCH SUNDAY



SEPTEMBER 21, 2014

You're Invited to Come Back To Church!
One day can make a difference. September 21, 2014

Churches of all types are coming together on September 21, 2014 to invite everyone in America back to church. Across the nation, tens of thousands of churches are preparing a special service and are looking forward to receiving new visitors. There is a church size and style that will fit you, no matter where you are in your spiritual journey – even if you have never tried church before! Join your neighbors and come back to church!

OUR PART:

We need to spread the word! Encourage your Ministry to hand out Invitation Cards provided by the Parish Office. We ask that Ministries begin focusing on outreach and inviting friends to Mass the two weeks prior to our event.

More Details will be sent to you as the date draws closer. Please remember that as Ministry Members you play a very important role in helping to introduce our community to all the wonderful aspects of our Parish!

Review the following article to help your ministry enhance their efforts during our Back to Church Sunday campaign!

BACK TO CHURCH SUNDAY

12 REASONS GUESTS DON'T COME BACK

Having a difficult time getting guests to return? Here's twelve reasons why they may not be coming back.

1. You only greeted them at the front door. Most churches have greeters at the front door. But once you move past the front door...good luck...you're on your own.
2. You made them wait in line. People hate to wait in line.
3. No one talked to them...I mean really talked to them. This goes along with the first reason. Just a "hello" at the front door is not talking to someone.
4. Someone was rude to them. An usher was short with them. Or they were told they were "sitting in someone's seat." Or people just looked past them as they walked down the hallway. Or someone enforced a "hard and fast" rule in the children's area without kindness.
5. They didn't see people they could identify with. Perhaps they didn't see many people their age, season of life, social economic background, or ethnicity.
6. They weren't invited by a friend. Since they didn't know anyone else and no one reached out to them once they got there, they have no relational connection to bring them back.
7. You didn't provide them with an easy, clear next step to get connected.

Ministry Leaders: This means **YOU!** Invite our Parishioners to get involved!

8. You didn't make them feel valued. They had to park in the worst area of the parking lot. There were no signs or directions about where to go. The people they interacted with made them feel like they were a "bother."
9. You were too friendly. You smothered them. You've experienced that in a store. As soon as you walk in, you're pounced on by an associate eager to make a sales commission. It makes you want to run out the door.
10. The service was boring and irrelevant to their life. They couldn't relate to the music. The lesson was full of information without application. 20 minutes in, they realized it would have been more comfortable to stay home and take a nap on the couch instead of taking one in a church seat.
11. Their kids didn't like it. When they picked up their kids, the kids weren't smiling. The children's service matched the adult service in dullness and irrelevance.

POLICY FOR FACILITY USE USING ST. THOMAS MORE FACILITATES FOR YOUR MINISTRY

Church facilities are intended for use primarily for the functions of STM and its ministries. All groups and Ministries are asked to hold meetings in the faith formation building. The Church and the Parish Center are reserved for community events only.

Ministries planning to schedule an event or meeting must fill out an event request form at least 6 months prior to the event. Notification will be made as soon as possible once the request has been processed.

Please follow these rules and guidelines once the request has been approved:

GUIDELINES

It is the ministry's responsibility for notifying their group about the location of their meeting/event. No signs are permitted to be posted in the church premises. STM reserves the right to reschedule a function in the event that the space is needed for a church-wide event.

BUILDING USAGE

The building hours are from 8:00 a.m.-9:00 p.m., Monday through Thursday. Hours vary on Saturday and Sunday. Activities requiring earlier or later times must be approved by the director of operations. Doors will open 15 minutes prior to the scheduled meeting time and will automatically lock a half hour before the specified ending time.

- Safety is our number one concern. Children must be supervised at all times. Children are not permitted to roam around the building unattended.
- If the Fire Alarm sounds, everyone must evacuate the building. No exceptions! Ministries are encouraged to familiarize their group with the Fire Escape Plan in case of emergency.
- Please leave the room(s) in the same condition that you found it.
- Bring to the attention of the Director of operations any damaged equipments.
- Please consider the noise level of your activity since it might interfere with the other ministries meeting around the area.
- Please adhere to the time parameters that are indicated on the Events Request Form. Other groups or ministries could be affected by the time overlap.
- Please consider your choice of music, action, and words as this is a Catholic facility.
- STM is a non-smoking & alcohol free facility.

All individuals and organizations, whether church related or not, assume responsibility for the proper use and care of STM property. Users assume liability for damage and must report such damage to the Church Office within 24 hours after its occurrence.

Decorations must be completely removed immediately following the activity unless otherwise agreed at the time the activity is approved. The use of tape or adhesives of any kind, nails, pins or tacks on walls are prohibited.

PERSON-IN-CHARGE

Every organization or group using STM facilities shall designate an adult member as the "person in charge" and shall inform the Church Office as to the identity of such individual and how he/she can be contacted. In the case of a ministry, the person in charge is to be an active, registered parishioner of the Parish. In the case of organizations, the leader must be a member in good standing with the Catholic Church and its members.

The person in charge is responsible for seeing (a) that a sufficient number of supervising persons are available to maintain good order and discipline during the group's use of church facilities, and (b) that members of the group remain in the approved area of the church only. In addition, he/she should be at the place of the scheduled meeting or activity at least 15 minutes in advance of such meeting or activity and should remain at the church following such meeting or activity to see that everyone has left the church facilities and that everything is in order before leaving.

Among other things, the person in charge should see that:

- All equipment and furniture are returned to their proper place
- All trash and garbage is picked up and placed in appropriate containers
- All equipment or property belonging to the group is stored in its assigned place;
- Lights and air-conditioning are turned off
- All vehicles are parked in designated areas only
- All doors and windows are closed



SECURITY ACCESS CARDS

Security access cards will be issued to authorized individuals on an “as-needed” basis as approved by the Chief of Staff. Security Access Card applications are to be completed in their entirety and submitted on a timely basis so as to ensure required access when needed. Once a card is issued, it is the sole responsibility of the individual to ensure its safekeeping. In the event a card is lost or misplaced, the Parish Office is to be notified immediately. When the leadership of a ministry or organization is modified, the parish is to be notified. Cards are not transferable and are to be surrendered to the parish when no longer required.

INCIDENT REPORTING

St. Thomas More, like all religious organizations, is extremely susceptible to liability and potential financial obligation as a result of the litigation-obsessed society in which we live. As such, it is the onus of every ministry and organization using Parish facilities to ensure that all necessary safeguards and contingencies are adequately maintained to ensure the safety of Parish clergy, personnel, congregational members and visitors alike. On occasion, the issuance of an insurance policy may be required to facilitate the adequacy of safety standards during certain events held on the Parish campus.

Policies may be procured through the Diocese of Palm Beach. Incident reports are available at the Parish Office and are required to be on hand at every event and meeting held at St. Thomas More. When needed, these are to be completed in full and submitted to the Chief of Staff.

TIMES AND/OR LOCATIONS

STM reserves the right to cancel or change meeting dates, times or locations at any time prior to the scheduled meeting date. In an emergency, the Church may cancel the use of the facility without prior notice. All youth groups must be chaperoned and supervised by adults at the rate of no less than one adult per ten minors, but in no event by fewer than two adults. Minors are not to be used as volunteers where alcohol is being served or in areas where supervision is required.

“We Imagine that whatever is upleasant is our duty! Is that anything like the Spirity of our Lord: This should be our Creed and our Call: “I delight to do your will, O my God; your law is within my heart.” (Pslam 40:8)

MINISTRY SUMMARIES

APOSTLES OF THE DIVINE MERCY

The Apostles of the Divine Mercy meet to say the prayer of the Divine Mercy, as well as readings from the Book of St. Faustina, the Catechism and the Holy Scriptures. **Tom Gallo 561-603-5139**

ALTAR SERVERS

The Altar Servers ministry is open to all people who have completed the sacrament of First Eucharist. Servers work under the guidance of the Master of Ceremony to assist with various tasks throughout the Liturgy. **Mary Beth Kohn 561-358-1629**

CHANCELLORS

Chancellors, the Men's Group of St. Thomas More, meets Saturday mornings at 7 am in the Faith Formation Building. The Spanish Group meets Thursday evenings. **Roberto Vasquez 561-699-1507/ Deacon Silvio Menendez 561-797-2307**

CIRCLE OF FRIENDS

Separated, Single and Divorced ministry. The group meets on Thursday evenings at 7pm. Their mission is to welcome and befriend all separated, divorced, and single souls. **Edward O'Donnell 561-526-8490**

COLUMBIETTES

An organization of Catholic Women dedicated to our Patronesses, Blessed Virgin Mary, St. Theresa the Little Flower and Saint Joan of Arc, are comprised of affiliated Auxiliaries of the Knights of Columbus. **Mrs. Jo Ann Boltz 561-737-2732**

DAUGHTERS OF MARY

The Daughters of Mary gather to pray the rosary and mass intentions on the 2nd and 4th Tuesday of the month. **Valeri Polcyn 561-434-2096**

EUCCHARISTIC MINISTRY

Eucharistic Ministers share the Most Holy Body and Blood of Jesus with all those who gather at Eucharist. In addition, they assist with preparing the altar for the Liturgy of the Eucharist. Through ongoing formation and training, our Eucharistic Ministers strive to present the Body and Blood with the utmost reverence and convey the spirit of the Lord through their ministry. **English: Vita Dean 561-737-9494. Spanish: Haydee Rodriguez 561-638-1943**

KNIGHTS OF COLUMBUS

Knights of Columbus as a fraternal benefit society. The Order is still true to its founding principles of charity, unity and fraternity. The Knights of Columbus host monthly breakfasts, blood drives and other fundraisers. **Mr. Bob Boltz 561-737-2732 / Gaylon Hoebelheinrich 954-410-2387**

LECTORS

Ministers of the Word, or Lectors, proclaim God's Word at the liturgies each week. Lectors can choose to serve at any of our three liturgies. Through ongoing formation and training, our Lectors work to ensure all gathered truly hear God's voice speaking during liturgy and inspire in prayer all members of the Assembly. **English: Rick Harlowe 561-737-7261 Spanish: Noemi & Arthur Quinn 561-200-0982**



MINISTRY SUMMARIES

LEGION OF MARY

The Legion of Mary meets Tuesdays after 8:30 am mass in the Madonna Room in the Parish Center. *Mrs. Jo Ann Boltz 561-737-2732*

MADONNA CCW

The Madonna Council of Catholic Women hosts various fund raisers throughout the year, including the annual Fashion Show and luncheon. They meet for Arts& Crafts workshops every Friday, among other things. *Terri Gubitosi 561-967-0358*

MASTER OF CEREMONY

Masters of Ceremony coordinate our liturgies from the opening procession to the end of the liturgy. By assisting and directing the Presider and other ministers, MCs work to ensure that liturgies flow “seamlessly” from one moment to the next. MCs also work in close contact with servers, directing them through their role in the liturgy. *Brian Strub 561-432-1616*

MUSIC MINISTRY

Music ministry includes STM Cantors, Adult Choir, Children’s Choir and the Resurrection Choir (for funerals). Please contact the Parish Office for info. *Alfonso Gutierrez 561-737-3095.*

MULTIMEDIA MINISTRY

The creativity of the Parish displayed through Graphics, Audio, and Video Design. We are always looking for those seeing to honor Christ through integration of these items in the Mass and Promotions of the Parish. If interested in assisting with us contact *Manuel Santiago at 561-737-3095*

PURIFICATORS

Just as the altar is a sign for us of Christ the living stone, altar cloths are used “out of reverence for the celebration of the memorial of the Lord and the banquet that gives us his body.” By their beauty and form they add to the dignity of the altar in much the same way that vestments solemnly ornament the priests and sacred ministers. *Karen Wickins 561-704-1115*

RCIA

The Rite of Christian Initiation for Adults meets for both English and Spanish candidates on Wednesdays nights in the Faith Formation Building. *Mr. & Mrs. Swinney 561-742-0358*

SPANISH ROSARY MINISTRY

This ministry invites the community to pray the Holy Rosary. The mission of this ministry is to make our Mother Mary know, and we teach and invite others to pray the rosary and to ask our Mother Mary to intercede for us, we ask her to send our prayers to our Lord Jesus Christ. *Reina Sanchez 561-945-6035*

SPANISH PRAYER MINISTRY

The purpose of this ministry is to pray as a united community for our St. Thomas More parish (all the priests and parishioners) and for the sake of the whole world and our personal needs. We want to be instruments of God and proclaim His Gospel and Love to our community and to the one who need it the most. *Dilcia & Mac Guardado 561-809-0314*



MINISTRY SUMMARIES

SPANISH BIBLE STUDY

The purpose of this ministry is to help our community to learn more about the Holy Gospel. We Teach them how to read the bible by chosen a book or Gospel and reflect on it. We have to help our community to lean to love the Word of God and seek for it in our daily needs. **Arthur Quinn 561-200-0982**

SPANISH CHOIR MINISTRY

"Our mission is to be the voice of God."

Our prayer before we open our mouth to worship is "May Your voice be heard not ours". "And More of You, and less of us." We need to complement the Mass with songs that reflect the readings and the Holy Gospel, I chose every song according to the readings and Gospel. Music should not cover nor be the center of the Eucharist, and most importantly we follow the direction of the leader of the Mass "the Priest" who represents our Lord Jesus Christ.

ST. VINCENT DEPAUL SOCIETY

The Society of St. Vincent de Paul offers tangible assistance to those in need on a person-to-person basis. **Tim Reese 561-697-9699**

ST. PEREGRINE CANCER CARE MINISTRY

The St. Peregrine Cancer Care Ministry is a hope ministry that involves prayer, counsel and assistance; but is mainly centered on bringing God's hope to patients and their caregivers - family and friends. Through their Bible-based ministry training program they equip God's people with the tools needed to bring hope to the millions who are living with cancer. Their meetings are the Third Saturday of the Month from 1 p.m. to 2:30 p.m.

Dr. Tomeski, Pastor Julian P. Harris & Fr. Vargas 561-235-8131

THE SAINT THOMAS MORE "FUZE" YOUTH MINISTRY

The Saint Thomas More "Fuze" Youth Ministry ignites teens ages 12-17 to follow our Lord Jesus Christ as they worship and praise God, through service, ministry and leadership every Saturday from 3:30 p.m. to 5:00 p.m. Their meetings include sports, games, food, activities, discussions, prayer, music, and devotions! They also engage in social events and community service activities throughout the year.

USHERS

Ushers greet arriving parishioners and guests, making them feel welcome. They act as first responders if someone is in distress. They ensure that the Lord's house is in order before, during and after the celebration of Mass.

English: Jacques Renee 561-736-6256 Spanish: Angel Cruz 561-716-4317

WIDOWS & WIDOWERS

"After the death of a mate, life is not the same. Nevertheless, those who live on after the death of a loved one still have much to contribute to others."

- Ecclesiastes 11:7, 8. KFC is our motto: Kind- Friendly-Caring!

Phyllis Fitzpatrick 737-1414

WOMEN OF GOD

The Women of God meet Wednesday evenings after 5:30 mass for prayer and Scripture study. **Dr. Madeleine Dupree 561-436-6518.**



MINISTRY: *The act of serving.*

Throughout the year your Ministry plays a crucial role in providing a service to St. Thomas More Church and it's Parishioners. While there are many different areas of focus that our ministries are involved in, we all share in the participation of a few annual events.

These events are established by the Parish Office, but are the responsibility for the Ministry leaders to plan and promote. The success of these events depend on you and your Ministry! This time to serve the Church and the community not only is a fantastic outlet for your members to get to know our vast community, but also a great way for you to recruit new members!

STM MINISTRY BREAKFAST

The Ministries at St. Thomas More prepare a breakfast meal for the Parishioners and their families. This helps to strengthen the relationships between our Parishioners and our Ministries as they spend time with each other after Mass service.

The Ministry in charge is expected to plan, organize, and host the event on their assigned weekend. If there should be any scheduling conflicts, please contact the Parish Office.

SEASONS OF SERVICE

This Parish Event typically held twice a year requires the Ministry leaders to participate and to encourage their team to get involved. The Parish coordinates a list of items that are critical to clean and maintain our beautiful Church. These can range from gardening, painting, or organizing various items. **If a member of your Ministry has a special profession or talent please let us know, so that we can assign them in a way that utilizes their time effectively.**

CAR RAFFLE

During our Car Raffle, each Ministry is asked to coordinate volunteers for the weekend to sell car raffle tickets to our Parishioners outside of our 3 entrances. This would be for the 4:00 & 5:30 Mass Services on Saturday and Sunday during all Masses.

(CONTINUED ON NEXT PAGE...)

CHRISTMAS & EASTER DECORATIONS

The Christmas Season is always a great joy for our Parish and the community. The decorations are truly superb! We ask that each of our Ministries take a collection from their members to donate the item listed. Please encourage member to participate in the Christmas decorating as well!

There is a great need for assistance during Holy Week and Easter Sunday. Please help us to have a successful celebration by donating your service to the Church!

FISH FRY

During Lent, we have our Annual Fish Fry! This is a very popular event for our Parish Community. We have many families that attend from outside our Parish. This is such a fantastic opportunity to display the spirit of community and service to our visitors.

**“GOD IS MORE INTERESTED IN YOUR CHARACTER DEVELOPMENT
THAN IN YOUR COMFORT.”**



CAR RAFFLE SCHEDULE

YOU COULD BE A

• **WINNER** •

OF YOUR SELECTION OF ONE OF THE CARS BELOW



2015 Car Raffle Ministry Schedule

Week 1	November 15th & 16th, 2014	Spanish Choir
Week 2	November 22nd & 23rd, 2014	Chancellors of STM
Week 3	November 29th & 30th, 2014	Ushers, St. Vincent de Paul, Circle of Friends
Week 4	December 6th & 7th, 2014	Eucharistic Minstres, Lay Cistercians, Purificators
Week 5	December 13th & 14th, 2014	Widows & Widowers, MCCW
Week 6	December 21st & 22nd, 2014	RCIA & Lectors
Week 7	December 27th & 29th, 2014	Spanish Prayer Groups & Spanish Community
Week 8	January 3rd & 4th, 2015	Faith Formation Teachers & Youth Ministry
Week 9	January 10th & 11th, 2015	Prechool Families & Teachers
Week 10	January 17th & 18th, 2015	Columbiettes & Apostles of Divine Mercy
Week 11	January 24th & 25th, 2015	Altar Servers & Masters of Ceremony
Week 12	January 31st. & Feb. 1st. 2015	Knights of Colombus & Lectors
Week 13	February 7th & 8th, 2015	Women of God
Week 14	February 14th & 15th, 2015	English Choir

Help us promote and sell our Car Raffle Tickets!

We need a minimal of 3 volunteers at each service to ensure coverage at all entrances.

DRAWING WILL TAKE PLACE FEBRUARY 22ND 2015 AT THE 12:30 AM MASS.

FISH FRY

FISH FRY VOLUNTEER INFORMATION:

3-4 Volunteers will be needed for set-up and food preparation at 2:00 p.m.

3-4 Volunteers should be prepared to serve food and prepare tables by 3:00 p.m.

*Faith Formation students are welcome to volunteer, however they should never be in the kitchen or handling food. Faith Formation students should be assigned to garbage detail and sweeping/mopping of floors.

*We appreciate you volunteering your time, but we must remember this is a fundraiser for the church, so we ask that all volunteers purchase a ticket for the fish fry. Thank you.

2015 FISH FRY SCHEDULE

Day	Date	Ministry
Wednesday	2/18/15	Spanish Prayer Group
Friday	2/20/15	English & Spanish Choir
Wednesday	2/26/15	Widows & Widowers & Circle of Friends
Friday	2/27/15	Eucharistic Ministers/ MCS/ Altar Servers
Wednesday	3/4/15	Lectors & Spanish Chancellors
Friday	3/6/15	Columbiettes & Legion of Mary
Wednesday	3/11/15	Gift Shop & Decorating Volunteers
Friday	3/13/15	Spanish Community
Wednesday	3/18/15	Ushers & St. Peregrine Ministry
Friday	3/20/15	Women of God & Divine Mercy
Wednesday	3/25/15	Knights of Columbus
Friday	3/27/15	English & Spanish Chancellors
Wednesday	4/1/15	MCCW/ ST. Vincent de Paul
Friday	4/3/15	Faith Formation Teachers/ Students & Parents / Preschool

CHECK THE SCHEDULE TO MAKE SURE YOU KNOW THE DATES YOU HAVE BEEN ASSIGNED. YOU ARE ENCOURAGED TO PARTICIPATE IN MORE THAN ONE FISH FRY, BUT YOU MUST PROVIDE ADEQUATE VOLUNTEERS FOR YOUR SCHEDULED DATE. COORDINATE WITH OTHER LEADERS FOR SUCCESS AND ADEQUATE COVERAGE. REMEMBER TO ASK YOUR MINISTRY MEMBERS TO INVITE FAMILY AND FRIENDS TO HELP OUT AND STOP BY FOR A DELICIOUS FISH DINNER!



Easter Decorating

Help us to decorate the Parish as we celebrate the Resurrection of our Risen Savior! We need assistance all throughout Holy Week, but particularly on April 20th 2013 for decorating and set building.

There is also a need for assistance in keeping our Parish Clean. There are many Masses occurring and a large use of the Parish. Any time that you can donate to the Church is greatly appreciated.

Please encourage your Ministry Member to join us during the week and especially on Saturday as we prepare for Easter Sunday.

MINISTRY ORGANIZATION NAME: _____

LEADERS NAME: _____

VOLUNTEERS NAME:

EXPERTISE:

PHONE #

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Christmas Decorating

Christmas Donations from Ministries



CHRISTMAS DONATIONS FROM MINISTRIES

Priests and Deacons	16' Natural Christmas Tree
Knights of Columbus	14' Natural Christmas Tree
Columbiettes	Christmas decoration
Madonna CCW	Christmas decoration
Chancellors of STM	14' Natural Christmas tree
MC's	14' Natural Christmas tree
Women of God	16' Natural Christmas tree & Christmas decoration
Ushers	12' Natural Christmas tree
Lectors	Christmas decoration
Eucharistic Ministries	Christmas decoration
Spanish Community	Christmas Lights & 10' Natural Christmas Tree
Altar Servers	Christmas decoration
Faith Formation	Christmas Lights
RCIA	Christmas decoration
Youth Ministry	Christmas Lights

Please contact Mrs. Fanny Diaz to see where you can fit into our decorating team! Any time that you can give would be greatly appreciated.

We need our Ministries to assist with our Christmas Decorating by asking members to donate ornaments and decorative items. Please encourage all your Ministry Participants to assist us on the following dates: **DECEMBER 22ND & DECEMBER 23RD.**

We will be decorating between 9:00 AM - 5:00 PM. Stop at the Parish Office for directions!

MINISTRY ORGANIZATION NAME: _____

LEADERS NAME: _____

VOLUNTEERS NAME: _____ **PHONE #** _____

DON'T FORGET: TO CLEAN UP AFTER THE EVENT!

Dear Volunteers,

On behalf of Pastor Harris and St. Thomas More Church, I would like to thank you for your love and commitment to the church and for your time and service. Listed below are some guidelines for volunteers serving food at any event, especially the upcoming fish fry's at STM.

"It is not what you gather, but what you scatter that tells what kind of life you have lived"

-Helen Walton

PERSONAL HYGIENE

All food handlers should:

(a) Thoroughly wash (using warm water and liquid soap) for 20 seconds and dry (using disposable towels or air, not apron) their hands regularly when handling food, in particularly:

Before handling food

Immediately after handling raw food, especially raw meat or poultry

After going to the toilet

After handling money

After blowing their nose, sneezing or coughing

After breaks

(b) Wear clean clothes, apron and, where practicable, protective food handling gloves and food handling tongs (to reduce direct contact with food)

(c) Tie hair back and use a hair net or cap

(d) Cover cuts or sores with clean waterproof dressings

(e) Avoid wearing jewelry, false nails or other items that might fall into food

(f) Avoid touching face or hair

g) Avoid coughing or sneezing around food

(h) Avoid smoking

(i) Wear long pants and closed-toe shoes.

(j) Handle all food items with a utensil (tongs, etc) when feasible, rather than your bare hands.

PERSONAL RESPONSIBILITY FOR HYGIENE STANDARDS:

All members of catering teams for any events should assume responsibility for their own actions with regards to food hygiene. The following (not an exhaustive list) are guidelines for individuals as to the steps that should be taken to protect the hygiene of food during preparation and service:

- Don't work with food if you have any type of illness, such as a cold sore, infected cuts, colds etc.
 - All personal belongings should be kept in the locker provided and not left in the kitchen area. For details of where the key is kept contact the Health & Safety Coordinator.
 - Long hair should be tied back off the face.
 - Protective aprons should be worn during the preparation and serving of food and are available in the personal belongings locker.
 - Personal hygiene standards should be observed at all times. Hands should be washed prior to beginning work using bactericidal soap and also after using the bathroom, coughing, sneezing or taking a break.
 - Hands should be washed between preparation of different types of food and tasks.
- Jewelry should be kept to a minimum during food preparation.

ST. THOMAS MORE CATHOLIC CHURCH 2014-2015 EVENTS SCHEDULE

EVENT	DATE	TIME	PLACE
St. Peregrine Mass	Saturday June 21st	10:30 AM	Chapel
Season of Service	Saturday June 28th	9:00 AM - 5:00 PM	Everywhere
No Ministry Breakfast in July			
No Ministry Meetings: Independence Day	Friday July 4th	All Day	Faith Formation Building & Church
St. Peregrine Mass	Saturday July 12th	10:30 AM	Chapel
St. Thomas More Feast	Sunday July 13th	Mass: 12:30 PM Followed by Feast	Mass: Church Feast: Parish Center
No Ministry Breakfast in August			
St. Peregrine Mass	Saturday August 2nd	10:30 AM	Chapel
The Assumption of the Blessed Virgin Mary*	Friday August 15th	8:30 AM, 12:00 PM & 5:30 PM	Church
Appointment with God	Monday August 25th	6:30 PM - 8:00 PM	Church
No Ministry Breakfast in September			
No Ministry Meetings: Labor Day	Monday September 1st	All Day	Faith Formation Building & Church
Eastern Europe Trip	Monday September 1st thru Friday September 12th	All Day	Poland/Czech Republic/Austria/ Hungary
St. Peregrine Mass	Saturday September 13th	10:30 AM	Chapel
Back to Church Sunday	Sunday September 21st	7:00 AM, 8:30 AM, 10:30 AM & 12:30 PM	Church
Blessing of the Animals	Saturday October 4th	11:00 AM	St. Francis of Assisi Statue
Life Chain	Sunday October 5th	2:00 PM	In front of Church
St. Peregrine Mass	Saturday October 11th	10:30 AM	St. Peregrine Shrine & Garden
No Ministry Meetings: Columbus Day	Monday October 13th	All Day	Faith Formation Building & Church
Cancer Awareness Dinner	Saturday October 18th	7:00 PM	Parish Center
Ministry Breakfast	Sunday October 19th	After 7:00 AM, 8:30 AM & 10:30 AM Mass	Parish Center

ST. THOMAS MORE CATHOLIC CHURCH 2014-2015 EVENTS SCHEDULE

Priesthood Sunday	Sunday October 26th	Mass at 12:30 PM Followed by Reception	Mass: Church Reception: Parish Center
No Ministry Meetings: All Saints Day	Saturday November 1st	All Day	Faith Formation Building & Church
All Saints Day: English Mass	Saturday November 1st	8:30 AM	Church
All Souls Day: English Vigil Mass	Saturday November 1st	4:00 PM & 5:30 PM	Church
All Souls Day: Spanish Vigil Mass	Saturday November 1st	7:15 PM	Church
All Souls Day: English Masses	Sunday November 2nd	7:00 AM, 8:30 AM, 10:30 AM & 12:15 PM	Church
St. Peregrine Mass	Saturday November 8th	10:30 AM	St. Peregrine Shrine & Garden
Appointment with God	Monday November 10th	6:30 PM - 8:00 PM	Church
No Ministry Meetings: Veterans Day	Tuesday November 11th	All Day	Faith Formation Building & Church
Ministry Breakfast	Sunday November 16th	After 7:00 AM, 8:30 AM & 10:30 AM Mass	Parish Center
No Ministry Meetings: Communal Event - Women Retreat Preparation	Monday November 17th thru Saturday November 22nd	All Day	Faith Formation Building & Church
Women's Retreat	Saturday November 22nd	8:00 AM - 6:00 PM	Church, Faith Formation Building & Parish Center
No Ministry Meetings: Thanksgiving Break	Monday November 24th thru Saturday November 29th	All Day	Faith Formation Building & Church
Opening of the 2015 Mass Book	TBD (Late November)	TBD	TBD
Car Raffle Sale	Saturdays & Sundays: November 16th thru February 22nd	Saturday Masses: 4:00 PM & 5:30 PM Saturday Spanish Mass: 7:15 PM Sunday Mass: 7:00 AM, 8:30 AM, 10:30 AM & 12:30 PM	Parish Office. North, South & Main Entrance of the Church.
Angel Tree, Gummy Vitamins Collection	Saturday November 29th thru Tuesday December 23rd	All Day	Church Lobby & Parish Office
Teddy Bear Collection	Saturday November 29th thru Tuesday December 9th	All Day	Parish Office
No Ministry Breakfast in December			

ST. THOMAS MORE CATHOLIC CHURCH 2014-2015 EVENTS SCHEDULE

No Ministry Meetings: Immaculate Conception of the Blessed Virgin Mary*	Tuesday December 8th	All Day	Faith Formation Building & Church
Immaculate Conception of the Blessed Virgin Mary*	Tuesday December 8th	8:30 AM, 12:00 PM & 5:30 PM	Church
Annual Shut-In Mass & Luncheon	Wednesday December 10th	Mass at 10:30 AM Followed by Lunch	Mass: Church Reception: Parish Center
Our Lady of Guadalupe	Saturday December 13th	Mass at 7:00 PM Followed by Reception	Mass: Church Reception: Parish Center
Ministries Christmas Party	Sunday December 14th	5:00 PM	Parish Center
No Ministry Meetings: Holiday Break	Monday December 15th thru Saturday January 3rd	All Day	Faith Formation Building & Church
Christmas Concert	Friday December 19th	8:00 PM	Church
Christmas Decorations	Friday December 19th thru Tuesday December 23rd	Friday, Monday & Tuesday: 9:00 AM - 5:00 PM Saturday: 9:00 AM - 2:00 PM	Everywhere
Employee Christmas Party	Sunday December 21st	6:00 PM	Parish Center
Christmas Pageant	Wednesday December 24th	6:00 PM	Church
Christmas Carols	Wednesday December 24th	10:30 PM	Church
The Nativity of the Lord*: English Vigil Masses	Wednesday December 24th	4:00 PM & 6:00 PM	Church
The Nativity of the Lord*: Spanish Vigil Mass	Wednesday December 24th	8:00 PM	Church
The Nativity of the Lord*	Thursday December 25th	Midnight, 7:00 AM, 8:30 AM, 10:30 AM & 12:15 PM	Church
Solemnity of Mary, the Holy Mother of God*: English Vigil Mass	Wednesday December 31st	5:30 PM	Church
Solemnity of Mary, the Holy Mother of God*: Spanish Vigil Mass	Wednesday December 31st	7:15 PM	Church

ST. THOMAS MORE CATHOLIC CHURCH 2014-2015 EVENTS SCHEDULE

Solemnity of Mary, the Holy Mother of God*	Thursday January 1st	8:30 AM, 12:00 PM & 5:30 PM	Church
St. Peregrine Mass	Saturday January 10th	10:30 AM	St. Peregrine Shrine & Garden
Car Blessing	Saturday January 17th	11:30 AM	Faith Formation Building
Ministry Breakfast	Sunday January 18th	After 7:00 AM, 8:30 AM & 10:30 AM Mass	Parish Center
No Ministry Meetings: Martin Luther King Day	Monday January 19th	All Day	Faith Formation Building & Church
No Ministry Meetings: Communal Event - Youth Retreat Preparations	Tuesday January 20th thru Saturday January 24th	All Day	Faith Formation Building & Church
Youth Retreat	Saturday January 24th	8:00 AM - 7:00 PM	Church, Faith Formation Building & Parish Center
Feast of St. Blaise	Tuesday February 3rd	8:30 AM & 5:30 Mass	Church
Appointment with God	Monday February 9th	6:30 PM - 8:00 PM	Church
St. Peregrine Mass	Saturday February 14th	10:30 AM	St. Peregrine Shrine & Garden
Ministry Breakfast	Sunday February 15th	After 7:00 AM, 8:30 AM & 10:30 AM Mass	Parish Center
No Ministry Meetings: President's Day	Monday February 16th	All Day	Faith Formation Building & Church
No Ministry Meetings: Ash Wednesday*	Wednesday February 18th	All Day	Faith Formation Building & Church
Ash Wednesday* English Masses	Wednesday February 18th	8:30 AM, 10:30 AM, 12:00 PM, 5:30 PM	Church
Ash Wednesday* Spanish Mass	Wednesday February 18th	7:30 PM	Church
Fish Fry	Wednesdays & Fridays: February 18th - April 3rd	4:30 PM - 7:30 PM	Parish Center
Divine Mercy	Wednesdays: February 18th - March 25th	6:15 PM	Church
Traditional Stations of the Cross	Fridays: February 20th - April 3rd	6:15 PM	Church
Car Raffle Drawing	Sunday, February 22nd	12:30 PM Mass	Church
Confirmation Interviews	Monday February 23rd	6:00 PM	Faith Formation Building
Father Harris' Sermon	TBD	TBD	TBD

ST. THOMAS MORE CATHOLIC CHURCH 2014-2015 EVENTS SCHEDULE

St. Peregrine Mass	Saturday March 14th	10:30 AM	St. Peregrine Shrine & Garden
Penance Service*	Monday March 16th	3:00 PM- 5:00 PM	Church
No Ministry Meetings: Spring Break	Monday March 16th thru Saturday March 21st	All Day	Faith Formation Building & Church
Father Harris' Sermon	TBD	TBD	TBD
Honduras Mission Meeting	Saturday March 21st	10:30 AM	Madonna Room
St. Joseph Feast	Sunday March 22nd	Mass: 12:30 PM Followed by Feast	Mass: Church Feast: Faith Formation Building
Penance Service*	Tuesday March 24th	6:00 PM - 8:30 PM	Church
Father Harris' Sermon	TBD	TBD	TBD
No Ministry Meetings: Holy Week	Monday March 30th thru Monday April 11th	All Day	Faith Formation Building & Church
Bishop's Chrism Mass	TBD (Tuesday March 31st)	TBD	Cathedral of St. Ignatius Loyola
Confirmation Rehearsal	TBA (Friday)	TBA	Church
Serra Mass	TBD (Sometime in April)	TBD	Church
Holy Thursday* English Mass	Thursday April 2nd	5:30 PM	Church
Holy Thursday* Spanish Mass	Thursday April 2nd	7:30 PM	Church
Easter Decorating	Friday April 3rd & Saturday April 4th	8:30 AM - 2:30 PM	Everywhere
Good Friday* English Service	Friday April 3rd	3:00 PM	Church
Good Friday* Spanish Service	Friday April 3rd	7:00 PM	Church
Traditional Stations of the Cross	Friday April 3rd	5:00 PM	Church
Easter Sunday*: English Vigil Mass	Saturday April 4th	4:00 PM	Church
Easter Vigil*: Spanish Vigil Mass	Saturday April 4th	7:15 PM	Parish Center
Great Easter Vigil	Saturday April 4th	6:30 PM	Church
Easter Sunday* Sunrise Mass	Sunday April 5th	6:00 AM	Church
Easter Sunday*	Sunday April 5th	7:00 AM, 8:30 AM, 10:30 AM & 12:30 PM	Church

ST. THOMAS MORE CATHOLIC CHURCH 2014-2015 EVENTS SCHEDULE

St. Peregrine Mass	Saturday April 11th	10:30 AM	St. Peregrine Shrine & Garden
Ministry Breakfast	Sunday April 19th	After 7:00 AM, 8:30 AM & 10:30 AM Mass	Parish Center
First Reconciliation for 1st Communion	Monday April 27th	6:00 PM	Church
1st Communion Rehearsals	Tuesday May 5th	6:00 PM	Church
1st Holy Communion Mass	Saturday May 9th	10:00 AM	Church
Crowning of Mary: English Vigil Mass	Saturday May 9th	4:00 PM & 5:30 PM	Church
Crowning of Mary: Spanish Vigil Mass	Saturday May 9th	7:15 PM	Church
Crowning of Mary	Sunday May 10th	7:00 AM, 8:30 AM, 10:30 AM & 12:30 PM	Church
Confirmation Rehearsal	TBA (Friday)	TBA	Church
Confirmation Mass	TBA (Saturday @ 10 AM)	TBA	Church
The Ascension of the Lord*	Sunday May 17th	7:00 AM, 8:30 AM, 10:30 AM & 12:30 PM	Church
No St. Peregrine Mass or Ministry Breakfast for May			
Honduras Mission Meeting	Saturday May 23rd	10:30 AM	Madonna Room
No Ministry Meetings: Memorial Day	Monday May 25th	All Day	Faith Formation Building & Church
No Ministry Breakfast in June			
Honduras Medical Mission	Monday June 1st thru Wednesday June 10th	All Day	Honduras
St. Peregrine Mass	Saturday June 13th	10:30 AM	Chapel
Appointment with God	Monday, June 15th	6:30 PM - 8:00 PM	Church
Ministry Leaders Conference	Saturday June 20th	9:00 AM - 3:00 PM	Parish Center
Season of Service	Saturday June 27th	9:00 AM - 5:00 PM	Everywhere

*** = HOLY DAY OF OBLIGATION. ALL MINISTRIES
ARE REQUIRED TO ATTEND MASS.**

**BLUE BOLD = PARISH ACTIVITIES THAT ALL
MINISTRIES MUST PARTICIPATE IN.**



ST. PEREGRINE MASS

The **St. Peregrine Mass** is a special Mass unlike any other at St. Thomas More. Its offered in honor of those in our community sick and terminally ill. If you have not attended, I encourage you to come and serve. Its inspirational and shows how their can be great hope in God's people even in the midst of their deepest suffering.

Masses occur once a Month in the St. Peregrine Shrine and Garden:
Tentative schedule is follows. **Remember that we are in need of** : Masters of Ceremony, Eucharistic Ministers, Ushers, Lectors, and Altar Servers for these Masses.

2014 - 2015 ST. PEREGRINE MASSES SCHEDULE:

- Saturday June 21st 2014
- Saturday July 19th 2014
- Saturday August 2nd 2014
- Saturday September 6th 2014
- Saturday October 25th 2014
- Saturday November 8th 2014
- Saturday January 10th 2015
- Saturday February 14th 2015
- Saturday March 14th 2015
- Saturday April 11th 2015
- Saturday May 16th 2015
- Saturday June 13th 2015
- Saturday July 11th 2015
- Saturday August 8th 2015
- Saturday September 12th 2015



An Appointment *with God*

An Appointment with God is a time set apart to adore Christ in the Most Blessed Sacrament of the Altar, to seek His will, to love Him more deeply and to grow together as ministers in His service.

I encourage you to make this sacred time with Jesus and your fellow ministers a priority in your life. Our Savior Jesus Christ expects us to be with Him in prayer and to keep watch with Him so that we are not led into the temptation of thinking that we can or should do anything without Him. Moreover, we must set a good example to others. We are called to a higher standard because we deign to hold the Lord of Life in our hands and offer Him to others.

I hope and expect to see many if not all of you at the next Appointment with God set for Monday.

- Monday August 25th 2014
- Monday November 10th 2014
- Monday February 9th 2015
- Monday June 15th 2015



Thank you for your participation in the

MINISTRY LEADERSHIP CONFERENCE. THRIVE 2014

Next years Conference will take
place on *June 20th 2015*.
We hope to see you there!

**“THRIVE IV LEADERS CONFERENCE 2015”
“EMPOWERING FUTURE LEADERS FOR THE CHURCH”**





SAINT THOMAS MORE CATHOLIC CHURCH

Ministry Request Form

Date submitted: _____ Name of person submitting: _____

Ministry Name: _____

Dates of Ministry: _____ Start Time: _____ End Time: _____

Building: _____ Room: _____

Purpose:/Description of your Ministry: _____

Contact Name: _____ Phone Number: _____

Contact email address: _____

NOTE: As the Ministry Leader I take full responsibility for my Ministry Group's usage of St. Thomas More's Facilities. Please Read the list below carefully and initial each item. **As the Ministry Leader I will be held responsible to:**

FOR OFFICE USE ONLY:

Approved: _____

Notes to Leader: _____

☐ Placed Online calendar ☐ Email added to CC list

☐ Updated Directory

_____ Check that doors are locked and secure before leaving after each meeting.

_____ Make sure all lights/fans are turned off.

_____ Check that room had been left clean.

_____ Check that furniture has been moved back to original state in which it was found prior to the meeting.

_____ Contact the Parish Office if meeting is canceled.

_____ Coordinate with my Ministry for required volunteer dates: Car Raffle Sales, Fish Fry, Etc.

I understand that:

_____ Priority is given to the Church hosted Parish Events and that rescheduling of these dates may occur at the discretion of the Parish Office.

_____ I will be held liable for any damage to rooms or the facility caused by misuse of the facilities.

Signature

Date



SAINT THOMAS MORE CATHOLIC CHURCH

Bulletin Submission Form

(Not necessary to fill out top portion if Event Request has already submitted)

Date submitted: _____ Name of person submitting: _____

Event Name: _____

Ministry Sponsoring Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

Building: _____ Room: _____

Purpose: _____

Contact Name: _____ Phone Number: _____

Contact email address: _____

Text to include in bulletin: _____

FOR OFFICE USE ONLY:

Approved: _____

Notes: _____

Please note that not all requests are approved. Requests must be made two weeks in advance of requested dates. Size and Design of bulletin ad's are created at the discretion of the bulletin editor.

If you need to contact the editor please see our website for current email or call the office at (561)-737-3095 and ask to speak with bulletin editor.



SAINT THOMAS MORE CATHOLIC CHURCH

Maintenance Set up Form

ONLY SUBMITTED UPON APPROVAL OF EVENT REQUEST FORM

Event Name: _____

Number of: _____ Chairs _____ Long Tables _____ Large Round Tables _____ Small Round Tables

Draw a diagram of Layout with room/chairs.

BUILDING: _____ ROOM: _____

FOR OFFICE USE ONLY:

Approved: _____

Notes: _____

☐ Placed notes & reminder on the online calendar

☐ Tablecloths Required. Color: _____

☐ Call Maintenance to set up on: _____



ST. THOMAS MORE CATHOLIC CHURCH
10935 S. MILITARY TRAIL
BOYNTON BEACH, FL 33436
WWW.STMBB.ORG