
Our Lady of the Assumption Church

Parish Handbook



**Our Lady of the Assumption Church
498 Watervliet-Shaker Road
Latham, NY 12110**

**Parish Office: (518) 785-0234
Faith Formation Office: (518) 785-1605
Fax: (518) 785-0420
Link to Parish Website: www.olalatham.org**



Our Lady of the Assumption Pastoral Staff

Pastor: Rev. Donald Rutherford

Parochial Vicar: Rev. Joseph Pham

Deacon Paul Kisselback

Faith Formation and Youth Ministry:

Mrs. Rosemary Gavin

Pastoral Care Coordinator:

Mrs. Katie Swartwout

Parish Nurse:

Mrs. Helen Aguilar

Business Manager:

Mrs. Mary Ann Lundy

Parish Administrative Assistant:

Mrs. Dawn Curley

Faith Formation/Youth Ministry

Administrative Assistant:

Mrs. Mary Anne Ferrarese

Parish Trustees:

Ms. Edna Mae Reilly

Ms. Mary Ann Singleton

Pastoral Council Chairpersons:

Mr. Matthew Rys

Mr. Frederick Curley





Dear Parishioners,

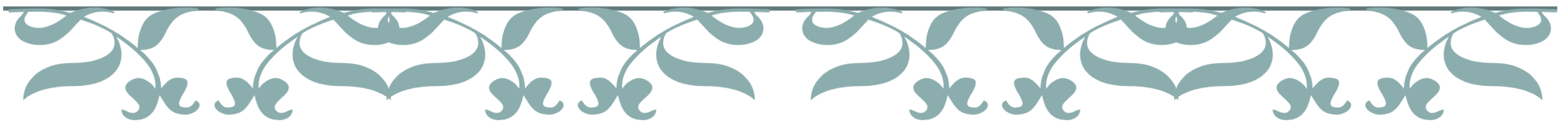
On behalf of everyone at Our Lady of the Assumption Parish, I want to take this opportunity to welcome any new members to this faith community. When I speak with our parishioners, I am always conscious of the great affection they demonstrate toward the parish and how often they refer to OLA as part of their “family”. I hope this will be your experience as well.

Our parish vision is to live out the Gospel message of Jesus Christ based on the faith teachings and traditions of the Roman Catholic Church; and to live a prophetic vision by responding to the needs of others in a spirit of peace and justice.

We celebrate the different ministries presented in this handbook. As a parish community we invite each member of the community to contribute to the building up of the Church. Please reflect on the ministries presented and indicate your commitment to the active life of this Catholic community by returning the form in the center of this handbook to the parish office.

In Christ,

Rev. Donald P. Rutherford, Pastor





Parish Vision Statement

Our parish vision is to live out the Gospel message of Jesus Christ based on the faith teachings and traditions of the Roman Catholic Church, and to live a prophetic vision by responding to the needs of others in a spirit of peace and justice.

Parish Mission

Our mission, as the community of Our Lady of the Assumption Parish, is to embrace the prophetic challenges of the Gospel in peace and justice and to promote the Christian moral values of our faith. We seek to do this in service to the needs of each parishioner, and in response to the needs of the greater Church.

Registration

We ask each parishioner or household to register in the parish. To do this, please call the Parish Office (518-785-0234). Parish registration allows us to serve you better because we are able to maintain your sacramental records or individual pastoral needs. **(We also ask that you PLEASE INFORM US OF ANY CHANGES OF ADDRESS OR MEMBER INFORMATION.)**

Parish Life Activities Organizations (Continued)


Knit and Crochet Ministry - The group generally meets on the second Monday of each month September through June. They provide instructions and patterns for such items as prayer shawls, baptismal stoles and booties, Chemo caps, baby blankets, scarves and mittens. Yarn and needles/hooks are generally available. All are welcome. No experience necessary.

Maranatha Prayer Group - This is an ecumenical, charismatic prayer group meeting on Sunday at 7:00 PM.

Respect Life - This ministry promotes the respect of life through prayer and service. They plan the Liturgy to celebrate the Feast of the Angels each October.

Social Committee - This ministry sponsors the parish picnic in September, Mardi Gras in February, and other fun events. This is a wonderful opportunity to meet other parishioners.

Vacation Bible School - Volunteers work with children and youth to bring them closer to Jesus using skits, songs, crafts, and other activities during the weeklong program in the summer.





CHRISTIAN SERVICE AND HUMAN CONCERNS

As Christians our mission is to embrace the challenges of the Gospel of peace and justice. We seek to do this in service to the needs of each parishioner, and in response to the needs of the greater church.

Each week we contribute to the **Food Pantry** at St. Ambrose church in order to help the needy. We provide **Service to the Regional Food Bank** and assist the poor through the **St. Vincent de Paul Society Collections**. In the fall we help with the **Coat Drive** and the **Thanksgiving Turkey Drive**. In Advent we plan, collect and distribute the **Angel Tree Gifts**. During Lent special collections are made to the **Rice Bowl** and the **Roarke House**. Nursing home residents receive **Christmas and Easter Gifts**.

PARISH LIFE ACTIVITIES AND ORGANIZATIONS

Buildings and Grounds - This ministry helps with the upkeep of the buildings, the gardens and the outdoor space of the church. There are special “clean-up” times of service scheduled during the year.

Hospitality- Members welcome new parishioners, plan and host the monthly Hospitality Socials after the Sunday Liturgies.

Knights of Columbus -This is a fraternal society of men who join together for Christian service, promoting family values.

Sacramental Celebrations

Baptism

The Sacrament of Baptism is celebrated the second Sunday of each month following the 9:00 mass, after completion of the baptismal program, which is held the first Tuesday of each month. Please call the parish office to make arrangements for both the preparation class and the baptism. (The parish does not celebrate baptisms during the Lenten Season.)

RCIA - Rite of Christian Initiation of Adults

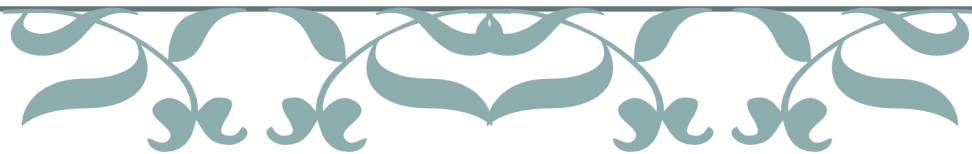
We welcome those who are not Catholic to walk with us to explore the journey of our faith. Adults who have not been baptized are prepared to celebrate the sacraments of Baptism, Eucharist, and Confirmation. Candidates raised in another Christian community are invited to full-communion in the Roman Catholic Church by celebrating Confirmation and Eucharist.

First Eucharist

Children are prepared to celebrate First Eucharist through the Faith Formation Program, Parent Preparation Sessions and a Retreat. First Eucharist is generally celebrated in early May.

Confirmation

Celebrated annually with the Bishop, high school candidates are prepared in their faith formation classes during 9-10th grades. Adults seeking Confirmation are asked to call the pastor.





Sacramental Celebrations (Continued)

Reconciliation

Saturdays from 3:30 p.m. to 4:15 p.m. in the Reconciliation Room off the chapel, or by appointment. Communal celebrations of Reconciliation are held during Advent and Lent. First Reconciliation is celebrated with our children during the Lenten season after preparation for the sacrament.

Anointing of the Sick

Celebrated seasonally and individually. Please call the parish office if you are undergoing surgery or are seriously ill.

Marriage

Engaged couples participate in the Parish/Diocesan Pre-Cana preparation program. Wedding dates are scheduled after meeting with the pastor. Please call at least six months prior to the sacrament.

Holy Orders/Religious Vocations

If you would like to discern a vocation (priesthood or religious life), please see the Pastor.

Youth Ministry

Mission Statement - With the acceptance and support of all members of Our Lady of the Assumption Parish in Latham, New York, our youth ministries will strive to reach out and encourage youth to develop opportunities for active growth within our Catholic faith community. Walking together, in faith and friendship, we will participate in service which reflects the mission of Jesus and enhances our love of God and neighbor. While appreciating each other, our youth will be invited to enjoy both greater responsibility and the fun that a life of faith can bring.

Core Team - Youth and Adult members meet once a month to plan activities based on the eight components of Catholic Comprehensive Youth Ministry. Sub teams meet when needed to plan and execute activities as proposed by the Core Team.

Youth and Adults are invited to be active and involved in all activities!

For more information, please call:

Rosemary Gavin
Pastoral Associate for Youth Ministry
518-785-1605 ext. 108
Email - youthola@olalatham.org





Faith Formation

We recognize that parents are the primary guides for their children, and these programs are secondary to the active faith life of the family. To a large extent, the success of your child's formal Faith Formation program depends upon you, the parents and what you do at home. Compare the time your child is at OLA with the amount of time spent under your influence. Clearly the finest programs cannot succeed if a child returns to a vacuum, a household where faith is not taken seriously and cherished. Parents are living examples and nurture their children by showing them the richness and beauty of lived faith. Within the home, the child receives the foundations for a life of faith: a sense of trust, freedom, and joy.

Registrations:

Registrations for the Faith Formation and Youth Ministry programs begin in the spring. Children and youth registering must provide a certificate of baptism and must be part of a registered family within the parish.

Elementary (Grades 1-5)

Sessions are scheduled on Sundays at 10 a.m.

Mid Level (Grades 6-8) and High School (Grades 9-11) Sessions are held on Monday evenings from 7pm—8pm.

Adult Faith Formation

Faith Formation is life-long; it never ends. OLA offers many opportunities for adults to enrich and share their own faith and grow in life of Christ through special presentations, evenings of reflection, prayer and Scripture study, and small faith sharing groups.

Liturgical Ministries


Acolytes - Altar Servers assist the priest at weekend Eucharistic Liturgies by preparing the vessels for the altar, and helping the celebrant in his liturgical functions. Training is provided in the spring and the fall for new servers in grade 4 or older.

Extraordinary Ministers of the Eucharist - Eucharistic Ministers assist the priest in the distribution of the Body and Blood of the Lord. They also bring Holy Communion to the sick and shut-ins of the parish. Ministers of the Eucharist are commissioned on the Feast of Corpus Christi and training is provided.

Greeters and Ushers - Men and women of the parish welcome all those entering our church for weekend celebrations of the Liturgy. The most important part of this ministry is to make everyone feel at home and to assist with the orderly celebration of weekend liturgies.

Lectors - Ministers of the Word assist in proclaiming the Word of God at all the Liturgies celebrated at our parish and thus tell our faith story with an appreciation for Scripture. Lectors are commissioned and training is provided.

Children's Liturgy of the Word - Church Mice - Leaders assist with children age 3 through second grade during the 9 a.m. Sunday Liturgy. Leaders provide a special time for learning prayers, songs and sharing Bible stories. Adults are needed on a rotating schedule to proclaim the Scripture and lead the discussion and prayer. Training is provided.





Liturgical Ministries Continued

Liturgy Team/Seasonal Planners - These adults assist with planning the Liturgies so that consideration is given to the unity of the celebration, the season of the year, the artistic environment of the church, and the needs of the congregation.

Music Ministry - The contemporary choir sings at the 9:00 a.m. Sunday Liturgy, and are accompanied by various instruments. The choir also leads music during special celebrations throughout the year. Cantors/ Accompanists lead us in song during the 4:30 p.m. liturgy.

Sacristan Assistants - The Sacristan assistants are responsible for duties in the sanctuary before and after one of the weekend liturgies. Training is provided.

Funeral Team Assistants— Volunteers who assist with our funeral liturgies. Specifically: Cross Bearers, Greeters, Lectors and Eucharistic Ministers as needed. These roles are very comforting as we minister to families who mourn the loss of a loved one.

Parish Pastoral Council - This council, consisting of 12-15 parishioners selected by the parish, is an advisory group to the pastor. The council meets one evening a month.

Finance & the Diocesan Appeal Committee -

These adults help with the record keeping for the weekend collections and Bishop's Appeal contributions.

PASTORAL CARE

Pastoral Care Ministry - Those who help with pastoral care ministry provide hospital visitations, as well as visits to the sick and elderly, and bring the Eucharist to those who cannot celebrate with the community. They go to senior housing, nursing homes, assisted living facilities and private homes. They also send cards to this same population. They provide care to the grieving through support groups. A member's commitment is personal and flexible, and the work of this ministry is confidential which is key for this group.

Contact: Katie Swartwout 518- 785-0234, Ext. 104

Prayer Line - Parishioners minister through prayer to those who call in requests for the sick, grieving, and those suffering in any way.

Elizabeth Ministry - The Elizabeth Ministry supports women and their families during the joys, challenges and sorrows of the childbearing years. They offer support, mentoring, educational materials and resources to encourage families and build community.





I will make a Soup Lunch for a Lenten Friday _____

I will help with Coffee/Hospitality on Sunday _____

I will help decorate the Church for Easter _____

I will help with the Vacation Bible Camp in the summer _____

Other ways I can use my gifts and talents for the parish:

Please complete this form and return it to the parish office. Thank you!

Ministry Return Form

We invite each member of the OLA community to indicate your commitment to the active life of the parish by completing the pages of this form and returning it to the parish office.

Name: _____

Address: _____

Phone: _____

Email Address: _____

Comments: _____

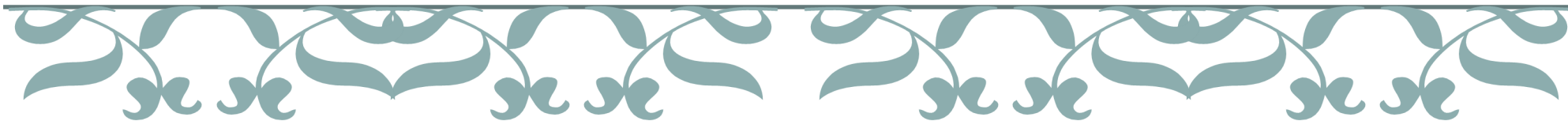
Liturgical Ministries (Please circle the Mass Time)

Acolyte/Altar Server _____	4:30	7:30	9:00
Eucharistic Minister _____	4:30	7:30	9:00
Lector _____	4:30	7:30	9:00
Sacristan Assistant _____	4:30	7:30	9:00
Music Ministry _____	4:30		9:00

Assist with Children's Liturgy of the Word _____ 9:00 am Mass only

Assist with Funeral Services _____

Continued on Next Pages





Sacramental Preparation and Celebrations

Assist with the Rite of Christian Initiation Process _____

Assist with Baptism Preparation _____ Confirmation _____

Assist with First Eucharist _____ First Reconciliation _____

Pastoral Care Ministry

Please contact Katie Swartwout at 518-785-0234 Ext. 104

Faith Formation Ministry

Adult education team _____

Elementary catechist or assistant on Sunday mornings _____

Assist with Mid Level Faith Formation on Monday evenings _____

Assist with High School Faith Formation on Monday evenings _____

I can help with Elementary sessions on Sundays at 10 am _____

Parish Life Activities and Organizations

I will help with Building and Grounds _____

I will help with cleaning or decoration of the Church _____

I will help with the parish Food Pantry _____

I would like to go with a group to the Regional Food Bank _____

I will help with the Parish Picnic in September _____

I will help with the Coat Drive in November _____

I will help with the Angel Tree Gifts during Advent _____

I will help decorate the Church for Christmas _____

I will help with youth activities _____

