Our Mission

Empowered by the Eucharist, we humbly commit ourselves as a welcoming community to grow in faith and share Christ's love through our joyful witness and selfless stewardship.

MINISTRY LEADER GUIDE

on leading our ministries and groups in service to our parish and our community

"There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord. There are different kinds of workings, but the same God works all of them in all men."

-1 Corinthians 12:4-6

September 2016
Core values are underlying principles which guide our parish in making decisions, determining priorities, allocating resources and living our Mission.

Prayer

*Prayer is the means by which we deepen our relationship with God. In prayer, we praise God, thank Him for blessings, seek His help and intercede for others.* (see Matthew 7:7-11)

Spiritual Growth

*Through openness to the Holy Spirit, we grow in faith and work towards our salvation. We should strive to deepen our understanding of the Scriptures and the teachings of the Catholic Church throughout our lives.* (see Colossians 1:10)

A Christ-centered Sacramental Life

“And He took bread, and when He had given thanks He broke it and gave it to them, saying, ‘This is My body which is given for you. Do this in remembrance of Me.’ And likewise the cup after supper, saying, ‘This cup which is poured out for you is the new covenant in My blood.’” (Luke 22:19-20)

Being a Welcoming Community

“For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in.” (Matthew 25:35)

Our Service to Others

“What good is it, my brothers, if someone says he has faith but does not have works? Can that faith save him?” (James 2:14)

Evangelization

“But you shall receive power when the Holy Spirit has come upon you; and you shall be my witnesses in Jerusalem and in all Judea and Samaria and to the ends of the earth.” (Acts 1:8)
Dear Ministry Leaders,

Jesus told a story in Matthew’s Gospel: “For the Kingdom of heaven is like a householder who went out early in the morning to hire laborers for his vineyard. After agreeing with the laborers for a denarius a day, he sent them into his vineyard” (Mt 20:1-2).

Pope John Paul wrote that the Lord, like the householder, sends us into his vineyard. We are sent by the Lord into the world to labor for his kingdom (The Lay Members of Christ's Faithful People).

Thank you for letting the Lord send you! Thank you for being a leader!

Through you, the lost and forgotten hear and see the good news of how much God loves them. They learn how Christ died for their sins and raises them to new life. They will trust the Lord with their lives. You are in my prayers of thanks.

Reach Wide, Grow Deep, Share Blessings and Build Faith!

In Christ,

Father David
"I am grateful to Him who has strengthened me, Christ Jesus our Lord, because He considered me trustworthy in appointing me to the ministry."

– 1 Timothy 1:12
Questions you’ve asked

What guides our Parish and our Plans?

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What Guides our Parish?
“A parish is a definite community of the Christian faithful established on a stable basis within a particular church, (diocese); the pastoral care of the parish is entrusted to a Pastor as its own shepherd under the authority of the diocesan bishop.” (Canon 515, §1)

INTRODUCTION:

Most Precious Blood Catholic Church was established within the Diocese of Orlando by Bishop Thomas Wenski, Ordinary of the Diocese, in early 2005. Father Stephen D. Parkes was appointed its first pastor.

In the first year of its existence, a great deal of research and study was conducted by Fr. Parkes and a large number of parishioners to determine how best to build up the Kingdom of God in the geographic area in which the Parish is situated. This document describes how the life and activities of the Parish are organized so that its parishioners can better live out the Gospel of Jesus Christ through His Church.

Most Precious Blood Parish operates on a fiscal year of July 1 through June 30.

MISSION STATEMENT:

Empowered by the Eucharist,
we humbly commit ourselves as a welcoming community
to grow in faith and share Christ’s love
through our joyful witness and selfless stewardship.

All activities of Parish life are driven by our mission statement, which was developed in collaboration with a large group of parishioners involved in our planning process. Therefore the ministries, programs, and projects of the parish are determined in light of how they help to accomplish our Mission about which we are passionate. All Councils and Commissions are encouraged to read aloud the Parish Mission Statement in the opening process of every meeting as a reminder for all present. All who minister on behalf of our Parish, be they clergy, staff, or volunteers should reflect our Mission Statement in all they do.
AUTHORITY & RESPONSIBILITY:

PASTOR: “The parish priest is the proper Pastor of the parish entrusted to him. He exercises the pastoral care of the community entrusted to him under the authority of the diocesan Bishop, whose ministry of Christ he is called to share, so that for this community he may carry out the offices of teaching, sanctifying and ruling with the cooperation of other priests or deacons and with the assistance of lay members of Christ's faithful, in accordance with the law.” (Canon 519)

The Pastor is responsible for all day-to-day operations of the Parish and employs staff members to assist him in his pastoral ministry.

PAROCHIAL VICAR/ASSOCIATE PASTOR: “Whenever it is necessary or opportune in order to carry out the pastoral care of a parish fittingly, one or more parochial vicars can be associated with the pastor. As co-workers with the pastor and sharers in his solicitude, they are to offer service in the pastoral ministry by common counsel and effort with the pastor and under his authority. A parochial vicar can be assigned either to assist in exercising the entire pastoral ministry for the whole parish, a determined part of the parish, or a certain group of the Christian faithful of the parish, or even to assist in fulfilling a specific ministry in different parishes together.” (Canon Law 545, §1&2.)

PARISH STAFF: The Pastor will employ part-time or full-time staff members to assist him in day-to-day operations in the life of the Parish. The Parish Staff represents an extension of the Pastor and is positioned as a key link connecting the Pastor to the Councils, Commissions, and Ministries. Parish Staff assist the Pastor and Parochial Vicar(s) in carrying out the pastoral functions of the parish. The Pastor will assign Parish Staff members to help coordinate the activities of one or more of the various Commissions in which ministries are grouped. Reporting to the Pastor, Parish Staff are responsible for day-to-day operations and are assisted as needed by volunteers from the community.

LAITY: While the Pastor is ultimately responsible for the spiritual and temporal life of the parish, he also realizes the need to seek the assistance of committed and knowledgeable parishioners. Pope Paul VI wrote about this in the Dogmatic Constitution on the Church:

“...pastors know how much the laity contribute to the welfare of the entire Church. They also know that they were not ordained by Christ to take upon themselves alone the entire salvific mission of the Church toward the world. On the contrary they understand that it is their noble duty to shepherd the faithful and to recognize their ministries and charisms, so that all according to their proper roles may cooperate in this common undertaking with one mind...Let the spiritual shepherds recognize and promote the dignity as well as the responsibility of the laity in the Church. Let them willingly employ their prudent advice. Let them confidently assign duties to them in the service of the Church, allowing them freedom and room for action.” (Lumen Genti- um, Chapter IV, § 30 & 37, Pope Paul VI, November 21, 1964.)
PARISH ORGANIZATIONS:

All organizations of the parish are solely consultative bodies, and they serve at the discretion of the Pastor, who makes all final decisions. All organizations operate through prayerful reflection and a consensus process. To be eligible for any of the roles enumerated in this document, one must be a registered and actively participating member of the parish.

At least once per year, all those in leadership roles within these organizations, including at-large members of the Parish Pastoral Council and Ministry Leaders shall participate in the Annual Leadership Gathering provided by and organized for our community.

OPERATIONS COUNCIL: The operations for the parish are advised by an Operations Council which consists of a Finance Council and a Facilities Committee.

FINANCE COUNCIL: Canon Law 537 requires each parish to have a Finance Council to help the Pastor in the administration of the finances and temporal goods of the parish. The Finance Council is appointed by and reports directly to the Pastor and serves at his discretion. In collaboration with the Pastor, the Finance Council develops the annual budget, an annual report and sound accounting of all assets and liabilities of the Parish. Finance Council meetings should take place quarterly to review the financial records of the parish. The Chair of the Finance Council (appointed by the Pastor) is responsible for working with the Pastor and Parish Staff to set the agenda for meetings and ensures that minutes are recorded and filed at the Parish Office. Participants are asked to sign a separate Finance Council Charter, which gives more detail regarding the role and responsibilities of the Finance Council.

FACILITIES COMMITTEE: The Facilities Committee is responsible for advising the Pastor and Staff on matters regarding buildings and grounds of our parish campus. Participants on the Facilities Committee should have an interest and background in planning, construction, maintenance, and project management. Meetings are held as needed depending upon the stage of construction and development of projects. The Chair of the Facilities Committee as well as all participants, are appointed by the Pastor. Terms of service are dependent upon need and duration of construction projects.
PASTORAL COUNCIL: In compliance with Canon Law 536, the Pastoral Council serves as a consultative body to the pastor. Section one of Canon Law 536 states,

“In this council, which is presided over by the parish priest, (pastor), Christ's faithful, together with those who by virtue of their office are engaged in pastoral care in the parish, give their help in fostering pastoral action.”

The purpose of the Pastoral Council is to foster full participation of the entire parish community in the life and mission of the Church. The Pastoral Council members serve as the primary advisors to the Pastor, helping him to develop plans for the future direction of the parish and better communicate throughout the Parish. The Pastoral Council is not responsible for day-to-day operations; its purpose is to help fulfill the mission of the parish as a whole.

The Pastoral Council serves as representatives of the membership of the parish and includes the liaison of each of the various Commissions of parish life, as well as at-large members selected by the Pastor. Each member of the Pastoral Council serves a three year term of office, and appointments are staggered in time to ensure continuity and smooth transitions.

The Pastor will appoint members of the Council to the office of Chairperson, Vice-Chairperson, and Secretary. Within the Council the Chairperson, Vice-Chairperson, and Secretary will serve as a Core Team to assist the Pastor in preparation for and follow-up of Council meetings and other assignments as determined by the Pastor.

The Pastoral Council shall meet at least quarterly, and an agenda for each meeting shall be prepared by the Core Team in collaboration with the Pastor and shall be provided to the other members of the Council at least one week before the scheduled meeting. The Secretary will record and publish minutes of the meetings, which will be kept on file in the Parish Office and which will be open to all.

PARISH LIFE COMMISSIONS: For effective coordination, communication, and efficiency the ministries of the parish are grouped into seven Areas of Parish Life. These Areas are as follows: Worship, Community, Communications, Faith Formation & Discipleship, Care & Outreach, Evangelization, and Stewardship.

On the following page a descriptive table is provided that divides our Mission Statement by each phrase. Each phrase within the statement corresponds to one of the seven Areas of Parish Life. A reference from Sacred Scripture is also included so that we may realize the importance of continued inspiration for our parish community.
Each Commission consists of a chairperson who is appointed by the Pastor and a minimum of five (5) other parishioners appointed by the Pastor in consultation with the Staff Liaison(s) and Chair. The chairperson of the Commission represents this Area of Parish Life on the Pastoral Council and is appointed for a three year term of office. Staff Liaisons are also appointed by the Pastor to oversee the Commission.

Participants in the Commissions should have a desire to learn more about the Commission’s Area of Parish Life and may or may not be involved in a particular ministry that falls under the Commission.

Commission meetings are to be called by the chairperson of each Commission on at least a quarterly basis and will be scheduled by the staff liaison in June for the following fiscal year. The chairperson of the Commission will ensure that an agenda is developed in consultation with the Staff Liaison(s) and sent to all participants one week prior to meetings.
PARISH LIFE COMMISSIONS

Since faith formation is a life-long experience, a brief educational component related to and directed towards the Commission’s purpose will be incorporated into each meeting. These lessons are provided to enlighten Commission members and strengthen their faith. The lessons should not be cumbersome and can be from a number of sources such as but not limited to: Scripture, the *Catechism of the Catholic Church*; the lives or writings of holy men and women, devotional meditations, and religious books.

The chairperson of the Commission will ensure that minutes are prepared no later than two weeks after meetings and are forwarded to the Pastor, Pastoral Council Secretary, Commission members and Staff Liaison(s) who will ensure they are kept on file at the Parish Office.

In the third year of service, the Staff Liaison of each Commission will identify and recommend to the Pastor a member of the Commission who illustrates the time and talent necessary to fulfill the position of Chairperson. Only the Pastor will invite the Commission Chairs to their positions. Once the invitation has been made and accepted, the current chairperson will act as a mentor to ensure a smooth transition at the end of the term. The Commission staff liaisons, in consultation with the commission chair, will invite their Special Advisors and Ministry Leaders to serve. The Pastor is consulted if deemed necessary. Parishioners may only sit on one commission at a time. They may facilitate various ministries but cannot sit on multiple commissions.

The chairperson must ensure that effective communication to and from all special advisors and ministry leaders within the Commission takes place. (*The definition of “communication” currently used within this parish is “All that we do to give and get understanding,” with understanding being the critical element of communication.*)

Each Commission shall submit an annual report to the Pastoral Council outlining its ministries, its accomplishments for the past year, and a needs assessment for the upcoming year.

Listed below are more detailed descriptions of the various commissions:

**WORSHIP**

Worship Ministries are responsible for maintaining the integrity of our liturgical celebrations and ensuring that all worship experiences, especially the Mass, are the source and summit of our parish life.

**Responsibilities**

- Promote the Eucharist as the source and summit of our lives as disciples;
- Evaluate and guide our liturgical atmosphere;
- Plan and coordinate seasonal schedules and training;
- Facilitate effective communication among commission ministries.
COMMUNITY

Community Ministries ensure that all ages of parish life are being reached by promoting a spirit of welcome and enthusiasm and to inspire a spirit of connectedness and fellowship.

Responsibilities

- Plan, coordinate, implement, and evaluate community events throughout the fiscal year;
- Facilitate effective communication among commission members;
- Develop a coordinated calendar of events.

COMMUNICATIONS

Communications Ministries implement a plan to inform and inspire parishioners and the public about the work of our parish and its plans for the future. Effective communication must take place in all parts of our Parish, and the Commission must provide information to all the other commissions on how to encourage good communication when needed in their ministries as well.

Responsibilities:

- Evaluate the parish’s communications methods;
- Provide consultation for ministries in need of communications materials;
- Ensure consistency of our style and brand;
- Develop the Annual Report.

FAITH FORMATION & DISCIPLESHIP

Faith Formation and Discipleship ministries help our community to listen and respond to our call to know, love, and serve God, through His Church. This parish operates under a “life-long approach” to faith formation.

Responsibilities:

- Serve as an advisory board for the Director of Faith Formation and the Faith Formation Programs;
- Encourage and support Faith Formation Programs;
- Promote and encourage an increase in Religious Vocations.
CARE & OUTREACH

Care and Outreach Ministries identify areas of need both inside and outside of our community and formulate ways that our parish can serve to meet these needs.

Responsibilities:
- Establish recipients of our parish tithe and charitable giving;
- Provide caring assistance within our parish and our community to people of all ages, particularly during times of illness, loss, and personal, emotional, physical, financial, or spiritual need;
- Identify these needs and leverage existing community services, diocesan resources, or parish ministries to meet these needs;
- Identify unmet needs, discern parish resources, and encourage new parish ministry development;
- Encourage and support existing community services and parish ministries;
- Determine recipients of our annual Lenten and Advent outreach projects.

EVANGELIZATION

Evangelization Ministries help to spread the Word of God, ensuring that our Catholic faith is shared and nourished. Through the seeking of new knowledge and the growth of one’s personal spiritual life, the Good News is spread by inspiring others through the daily actions of one’s life. Evangelization takes place in all parts of our Parish, and the role of the Commission is to provide information to the entire parish and the surrounding community.

Responsibilities:
- Encourage parishioners to deepen their faith, grow in holiness, and witness to others the fullness of faith in God through Jesus Christ and His Church;
- Identify inactive Catholics and invite and encourage them to come home to their Catholic faith;
- Implement Adult Formation and Evangelization opportunities for parish leadership as well as for the parents of our Faith Formation students;
- Continue to develop and implement studies, retreats, and programs that help nurture the growth of our Catholic faith.
STEWARDSHIP & DEVELOPMENT

Stewardship and Development Ministries promote spiritual stewardship and generosity as a way of life in our parish by encouraging active participation, identification, and sharing of time, talent, and treasure. Stewardship must take place in all parts of our Parish, and the Commission must provide information to all the other commissions on how to encourage stewardship in their ministries as well.

Responsibilities:

- Ensure that we have an annual speaker at all Masses regarding the topic of stewardship (specifically taking a Step in Faith with our treasure);
- Coordinate an annual Ministry Fair;
- Encourage and support Ministry Leaders;
- Organize an annual Spring Appreciation Gathering and Fall Leadership Gathering.
MINISTRIES:

The Ministries of Most Precious Blood Catholic Church are inspired and driven by our Mission Statement and are grouped into the seven Areas of Parish Life. Ministries are established in collaboration with the Pastor and staff liaison.

Ministry Leaders are invited into a three year term of leadership by the staff liaison with recommendations given by the Pastor if deemed necessary. In the third year of service, the Ministry Leaders will meet with the staff liaison to identify a parishioner with the time and talent necessary to fulfill his or her position as Ministry Leader. The staff liaison will review and consult the potential candidates (with Pastor if deemed necessary). Staff liaison then invites the new Ministry Leader to lead the ministry. Through a process of prayer and discernment, the selection is made. The current Ministry Leader will act as mentor for the new leadership to assist with a smooth transition through the remainder of the Ministry Leader’s three year term.

The Pastor and the staff liaisons will regularly review the ministries and assess the effectiveness of each ministry in light of the Parish Mission Statement. The Commission Chair is not involved in the selection of Ministry Leaders. This is a staff liaison role in consultation with the outgoing Ministry Leader. Some ministries do not sit on the commissions but fall under their guidance.

Role of the Ministry Leader is to

- Encourage ministry growth through welcoming new members
- Coordinate and oversee events and activities
- Ensure effective communication between commission members and the parish community.
- Assist staff liaison in developing the information and literature used to promote their ministries and groups.
- Ensure that each volunteer is adequately trained in the Safe Environment Policy and fingerprinting if necessary.
- Maintains a data base of their ministry and service volunteers that is updated regularly with the staff liaison.
- Participate in the Annual Leadership Gathering and assist in the Volunteer Appreciation event.
- Assist in the coordination and successful celebration of the annual Ministry Fair.

What are the general responsibilities in my role as Ministry Leader?
Resources and Tools for the Ministry Leader
There are many tools available to help with the growth of your ministry. You can promote your ministry or group by gathering on our facilities or offsite and announcing these events in our bulletin, website, social media, parish app front porch tables, monthly Welcome Table, monthly Grapevine Newsletter, quarterly We are Called News Letter, and annual Ministry Fair. Always consult your staff liaison to plan a communication strategy. Consider questions like: Is it a parish only event or a community—Reach Wide event?

How do I reserve space for my ministry meeting or event?

Parish Facilities
Our facilities are a resource to support the mission of Most Precious Blood Church. We have four meeting rooms and the youth center. In the Parish Life Center, we have the chapel, music room, the narthex, the front porch, and the parish grounds.

How do I reserve space? Contact your Commission staff liaison. If you are not sure who to contact, email the parish Director of Operations, Deacon Dave Camous at dcamous@oviedocatholic.org or call 407-365-3231, ext. 140.

How far in advance can I reserve space? Every June our staff reserves the facilities for the following months. The facilities are closed for federal holidays, Christmas week, Holy Week, and for several weeks from the last week of June through the first week of August for Vacation Bible School as well as cleaning and maintenance.

What is the priority for the facilities?

<table>
<thead>
<tr>
<th>Category</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liturgy</td>
<td>Sunday Mass, funerals, Reconciliation Liturgy for Advent and Lent, First Reconciliation, Confirmation, devotions</td>
</tr>
<tr>
<td>Discipleship /Faith</td>
<td>Classes on Tuesday and Wednesday afternoons and evenings, retreats,</td>
</tr>
<tr>
<td>Formation &amp; Evangelization</td>
<td>RCIA, Vacation Bible School, sacramental preparation sessions, Youth</td>
</tr>
<tr>
<td>Parish Events</td>
<td>Ministry, Christ Renews His Parish, Weddings</td>
</tr>
<tr>
<td>Parish Ministries</td>
<td>Potlucks, Family Fest</td>
</tr>
<tr>
<td>Parish Ministries</td>
<td>Ongoing adult formation, Bible studies and prayer groups are expected to meet in homes whenever possible.</td>
</tr>
<tr>
<td>Diocese</td>
<td>Catechist workshop, conference, neighbor parish meeting, concert</td>
</tr>
<tr>
<td>Greater Community</td>
<td>Twelve Step groups, Scout events, grief support (certain groups might need insurance or meet specific diocesan requirements)</td>
</tr>
</tbody>
</table>

NOTE: Higher priorities may bump lower priorities.

What is not hosted by Most Precious Blood? Private functions such as quinceañera party, engagement party, and wedding reception.

What is available during a typical week? Check the parish calendar on the website www.oviedocatholic.org to get an idea of what facilities are available. Daytime almost everything is available. Monday, Tuesday, Wednesday evenings little is available. Thursday, Friday and Saturday are often available.
**Parish Facilities (continued)**

**Can we have child care while the adults meet?** It depends. The parish facilities are not set up for child care. We ask that you arrange for child care on your own. However, you may have children in your adult meeting if the other adults are in agreement. At the discretion of the parish staff, you can reserve another meeting room for child care if a fingerprinted adult approved by parish staff and diocesan policy is with the children at all times. While children may play in the fields, they cannot roam the parish campus alone—an approved adult must be with them at all times. This is for the safety of the children and required by Diocesan Safe Environment policy. There are no exceptions. Due to limited space and parish priorities, child care for a recurring meeting may be bumped.

**Please leave the room ready for the next group and in better condition than you found it.**

- It is your group's responsibility to setup if different from the standard setup
- Remove all perishable items and all food. Food attracts bugs.
- Empty the trash. Take all trash to the dumpster next to the PLC kitchen.
- Wipe down tables. Use the cleaning supplies in the bathroom storage.
- Return chairs and tables to the places where you found them.
- You can change the air conditioner setting. It will return to the default temperature after you leave.
- Turn off the lights.
- Report any problems or suggestions

**What’s the catch?**

Misuse of the space will lose the privilege of using parish facilities. As many people depend on these facilities, we are called to be good stewards and share responsibly what the Lord has entrusted us. Parish facilities are a resource to support the mission of Most Precious Blood Church. Thank you for your cooperation.

**The Following is a list of our Facilities; maximum capacity, number of tables and chairs in each:**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Seated Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parish Life Center (chairs only)</td>
<td>990</td>
</tr>
<tr>
<td>Parish Life Center (Sixteen 6ft. tables seats 6-8)</td>
<td>128</td>
</tr>
<tr>
<td>Parish Life Center (Twelve 60” round tables seats 6-8)</td>
<td>96</td>
</tr>
<tr>
<td>Blessed Sacrament Chapel</td>
<td>120</td>
</tr>
<tr>
<td>St. John Bosco Youth Center—There are eight 6 ft. Tables and 60 Chairs available. Upon request, Computer Laptop, Projection Screen, Projector and DVD Player are also available.</td>
<td></td>
</tr>
<tr>
<td>St. Catherine of Siena, St. Colette, St. Faustina—There are five 6 ft. tables and 40 chairs available. Upon request, Computer Laptop, Projection Screen, Projector and DVD Player are also available.</td>
<td></td>
</tr>
<tr>
<td>St. Francis of Assisi Meeting Room—There are five 6ft. Tables and 30 Chairs available.</td>
<td></td>
</tr>
</tbody>
</table>

For Meeting Rooms, **the standard set-up is 4 tables and 6 chairs per table**. You can change it to **theatre set up** with only chairs and no tables or a **classroom set up** with tables and chairs.

Sound System Attendant for the Parish Life Center must be requested through Mark Sibons, Music Director at msibons@oviedocatholic.org or 407-365-3231 ext. 130.

**Other Facilities Available in the Community Include:**

- **UCF Campus Ministry Northview Building:** 407-392-0824
- **Oviedo Library:** 407-665-1590
- **Memorial Building, Downtown Oviedo:** 407-971-5568

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*How do I reserve space for my ministry meeting or event?*
How do I promote my approved ministry or event in the bulletin or website?

**Parish Bulletin, Website, Social Media and Parish App**

Bulletin and Website/Social requests must be submitted at least two (2) weeks prior to the weekend you would like to have the announcement. *Always send your request to your staff liaison* and if necessary ask for their assistance.

Website and Social Media is updated at least every Friday and Monday. The information is gathered from the most current bulletin with items posted according to priorities. Please note there will be earlier cut off dates for Christmas, New Year and Easter.

The Grapevine Monthly e-newsletter will highlight liturgical and parish life events for the month ahead.

The Parish Wide Email blast and Robo-calls are reserved for pastor’s promotion of important events. If you have questions regarding these, please contact your staff liaison.

We encourage your ministry to share with the parish what happened at your event. Every quarter, we highlight what happened at liturgical and parish events in the We Are Called Ministry Newsletter. You will receive an email from the editor asking for you to share your story with the parish. Don’t miss out on this opportunity to share. The issues are posted on the website & social media in the Fall, Winter, Spring and Summer.

Please email your request for facilities using the following example. Add bulletin/website/social media requests (if applicable) at the end.

To: Your Commission Staff Liaison

From (name person requesting): Mary Smith (407) 111-1111; msmith@gmail.com

Date of Request: July 30, 2015

Event Name: Most Precious Women—Kick-Off Pie Social

Event Date: Thursday, September 27, 2016

Event Time: 7:00—9:00 PM

Event Location: Youth Center

Est. # of Attendees: 30-40

Brief Description: Kick-off Pie Social membership meeting of Most Precious Blood Women to meet the women of our parish just like you!

Dates for bulletin/web: (3 weeks prior to event if applicable)

Dates for courtyard table: (3 weeks prior to event if applicable)

Commission staff liaison will review and confirm available date & facility (might not be the one requested). Pictures and graphics are welcome and subject to editing.

**Brochures for print and for digital distribution**

Another great way to promote your ministry or event is to create a brochure or flyer that can be shared with those seeking more information and distribute at the monthly Welcome Table, annual Ministry Fair and at Front Porch Tables at weekend Masses. We have several templates on file you can review and edit with the assistance of our Communications Commission staff liaison.
Front Porch Tables

The front porch after Mass is a great way to showcase your ministry or event. Every weekend we will have three tables available to you for up to three (3) consecutive weeks. **This limitation is in order to allow other ministries the opportunity to exhibit their ministries and events as well.** Space is limited so please email your request for a table to the staff liaison overseeing your area of Parish Life. A few days prior to the weekend your ministry/event is on the front porch, you will receive an email reminder of the tables displayed that weekend. To help ensure a successful front porch table you will have:

- Generic, simple signs made available to all tables in the front porch if you do not have a sign.
- Responsibility for setting up the table that will be left out for you on Saturday before Mass. Table Bins are located in the Usher Closet near the Sacristy and are clearly marked by tablecloth color and ministry signs. Each bin contains 1 legal pad, 4 clipboards, 1 dozen pens, 1 vertical sign holder, 1 horizontal sign holder and one tablecloth. Additional supplies are available if needed.
- Responsibility for putting away your items in the Usher Closet after the last Sunday mass.

Please make sure to have your table manned before and after all Masses. It is very disconcerting to our parishioners to find an empty table after the ministry or event has been announced at mass. If there is a change, please advise with enough time to edit mass announcements.

Newcomer Dinner & Spring Brunch

The Newcomers Ministry welcomes new parishioners, gives them an overview of our parish community life, and strives to address newcomer-related issues by referring and directing accordingly. We invite all those who are new to the parish to attend a welcome gathering. The welcome gathering is held periodically throughout the year. All ministries are encouraged to send a representative from their ministry to help welcome our newest members.

Ministry Fair

Celebrated once a year, the Ministry Fair is set up with tables of different ministries and groups active in our parish community. Tables are placed around the front porch of the Parish Life Center for an entire weekend so parishioners have the opportunity of visiting your table after each mass to learn more about your ministry or group and how to get involved. Here you can use promotional materials and activities to engage those visiting your table. Banners and materials are provided to equip and decorate your tables.
What are the guidelines for emails & communications?

Guidelines on Email Protocol

-- Email communication is for the explicit use of ministry and parish related issues. Please no email chain letters, urban legends, forwarded emails, etc.

-- We have been entrusted with our parishioners' data and should strive to keep it confidential within the confines of our ministry.

-- Please do not forward addresses or names of people in your ministry to other sources.

-- E-mail is not to be used for solicitation for business purposes. If you would like to advertise your company or professional services to our parish community please do so through the bulletin publisher (Diocesan Publications: 800-292-9111)

-- When notices or schedules are sent to minors through e-mail, their parent or guardian must also be copied. It is the responsibility of the ministry leader to collect parent e-mail addresses and monitor correspondence to be sure parents receive notification at the same time a minor notification is sent.

-- 'Blind Carbon Copy' (BCC) is to be used when sending messages to multiple recipients.

It is important for us to keep parishioners' information private. We ask them to provide us with personal information such as email address, home address, and phone numbers for ministry support use. They are relying on us to keep it confidential.

Guidelines for kitchen use, permitted events and alcohol sale.

Kitchen

Our kitchen is built with state of the art equipment that is very expensive to maintain in optimum condition and repair when damaged. We have a kitchen supervisor that assists all ministries and groups with their kitchen needs. However, her hours are limited and we ask your cooperation in planning and budgeting for your events with enough time that she might be allowed to accommodate your needs.

In order to use the kitchen, you need to be certified by our Kitchen Supervisor in the use and maintenance of the equipment and facilities. Several classes are held throughout the year. Contact Nathalie Bose-Silver at 407-365-3231, ext. 136 to learn the requirements and sign up for an upcoming class.

Policy on Sale of Alcoholic Beverages on Parish Campus

Alcoholic Beverages of only beer and wine are allowed on parish campus and are to be used with responsibility and temperance. No distilled beverages (rum, vodka, whiskey, etc.) are permitted.

As a not-for-profit organization within the Diocese of Orlando, Most Precious Blood Catholic Church must obtain from the Florida Department of Revenue a temporary one-two- or three day permit to serve alcohol if alcohol is sold. This permit must be visibly displayed where alcoholic beverages are being sold.

Diocesan policy also stipulates only three temporary permits are allowed per year for the sale of alcoholic beverages.
SALE of Alcoholic Beverages

Alcohol Beverages of only beer and wine are allowed on parish campus with previous approval by pastor or his delegate and are to be used with responsibility and temperance. No distilled beverages (rum, vodka, whiskey, etc.) are permitted.

As a not-for-profit organization within the Diocese of Orlando, Most Precious Blood Catholic Church must obtain from the Florida Department of Revenue a temporary one-two-or three day permit to serve alcohol if the alcohol is sold. This permit must be visibly displayed where alcoholic beverages are being sold.

Diocesan policy also stipulates only three temporary permits for alcohol sale are allowed per year per entity. No permit is required if participants bring their own beverages or the parish offers the beverages free of charge. (See policy for Non-Sale of Alcoholic Beverages.)

Guidelines

1. Requests to sell alcohol at any of the three permitted events must be presented to Director of Operations or Community Commission chairperson who will then present it to the Pastoral Council for approval.

2. All servers of beer and wine must be adults of 21 years of age or older. They may not personally partake of any alcoholic beverages while serving alcoholic beverages to others. They must be knowledgeable of and enforce all rules, regulations and policies that apply to the serving of alcoholic beverages (e.g. no one under legal drinking age of 21 will be served alcoholic beverages; no alcoholic beverages will be served to anyone who appears to be intoxicated; will not knowingly allow others to get drinks for anyone under the legal drinking age).

3. The individual who is serving alcoholic drinks may serve no more than two drinks at a time to any individual and no more than 12 ounces of beer or 4-5 ounces of wine per serving.

4. Food must be served or available throughout the event.

5. No alcoholic beverages shall be brought into the event other than the ones being distributed.

6. No alcoholic beverages served will be permitted to leave the premises during the event.

7. The individuals who contracted the use of the facility are responsible for ensuring there is no excessive drinking and that the policy is followed.

8. If an individual has had too much to drink, no further alcohol shall be served to the person. An alternative method of transportation home after the event shall be provided.

9. Alcoholic beverage sales/dispensing must end one hour before closing of the Event.

Questions or concerns, please contact parish Director of Operations 407-365-3231 or Community Commission Chair listed on parish Commissions contact list.

Guidelines for Sale of Alcohol
NON-SALE of Alcoholic Beverages

Alcohol Beverages of only beer and wine are allowed on parish campus with previous approval of pastor or his delegate and are to be used with responsibility and temperance.

Alcoholic beverages cannot be sold and no exchange of money in any form, including admission charge, donation bucket, or raffle can take place for any part of the Event, unless a Special Permit has been obtained and all guidelines are applied as noted in Policy on Sale of Alcoholic Beverages.

Guidelines

1. The organization or ministry scheduling the Event at which alcoholic beverages will be served will be responsible for complying with and enforcing all City and State regulations and laws regarding alcohol consumption and possession including, but not limited to, appropriate identification checks.

2. Event sponsors and/or organizations could be held liable in a civil suit if state or local laws are violated (e.g., supplying alcohol to underage persons or supplying alcohol to an intoxicated person).

3. The Event must be staged in a contained area where alcohol will be served and consumed. Alcoholic beverages must be kept behind a table or similar barrier and served by the bartender upon request. This provides a control point from which consumption can be monitored and excessive drinking can be identified.

4. Persons must be twenty-one years of age to consume alcoholic beverages. Tickets will be dispensed controlling consumption to only two drinks per person per event.

5. If minors are present, adequate steps must be taken to ensure that they are not allowed to consume alcoholic beverages. For example, responsible personnel shall be posted at the entrance/exit to screen participants to stamp the hands of or clearly identify those who are of legal drinking age and to make sure that Event participants do not enter or exit the Event with alcoholic beverage.

6. In the event a bartender will be dispensing the wine and/or beer, they must be skilled enough to identify the stages and signs of intoxication and be willing and capable of refusing the service of alcoholic beverages to any individual who is visibly intoxicated.

7. Responsible personnel shall be designated as a "monitor" and shall be skilled enough to confront individuals who are visibly intoxicated, are not individuals who are stamped or identified as legal drinkers, or are exhibiting unruly or drunken behavior. The monitor and the bartender are also expected to confront and assist individuals who they have reason to believe will attempt to drive intoxicated.

8. Alcoholic beverages must be provided only in quantities that allow responsible drinking (approximately one drink per hour per person). Alternatively appealing non-alcoholic beverages must be provided in quantities equal to or exceeding that of the alcoholic beverages. Snacks or food must be provided in quantities such that it is available for the duration of the Event.

9. Alcoholic beverage sales/dispensing must end one hour before closing of the Event.

10. All alcohol and containers must be removed and secured at the conclusion of the Event.

Guidelines for Non-Sale of Alcohol
Fingerprinting Clearance Process for Volunteers

The selection of volunteers to be fingerprinted should be a coordinated decision made between Ministry Leader and staff liaison and should include a discernment process to insure the volunteer is qualified and meets the criteria for service in the area of choice.

Once it is determined that the volunteer meets all requirements to serve, the staff liaison will refer those volunteers to Lillian Izaguirre for detailed instructions & forms. The instruction will read that all paperwork should be returned BACK to Lillian Izaguirre. Once the packet is completed (including the Ministry Volunteer Diocesan Training Record (see sample on page 24) and received by Lillian, and they are scheduled for fingerprinting, our fingerprinting administrator Lillian Izaguirre, will match the ministry/group volunteer with results received.

Fr. David as pastor and Lillian Izaguirre as administrator will be notified in writing of results. Lillian will immediately notify the corresponding staff liaison of clearance to serve as received from the Diocese.

When there’s a “hit” the parish will be notified, in writing and in confidentiality, of the decision to deny or restrict volunteer activity. Restriction or rejection notices shall be kept in a locked, confidential file. Any individual who is rejected or placed on restriction will be told by the pastor. Fr. David will notify the staff liaison (who will inform Ministry Leader) of denial or restrictions. Fr. David will converse with the volunteer the reasons for the rejection or restriction. All originals are kept locked in his office.

If the individual feels there is an error, or that he or she is being unfairly treated, he or she will be required to provide written documentation to the Senior Director of Human Resources at the Diocese before the decision can be reconsidered.
Fingerprinting & Safe Environment Information

Please note: Please be sure to notify your staff liaison of anyone within your ministry that is required to complete fingerprinting and Safe Environment Training. Also provide your staff liaison with ALL Ministry Volunteer Forms so they may enter their active involvement on their parish data system record.

Who is Required to be Fingerprinted?
Any volunteer age 15 or older working with the vulnerable (children and elderly) or handling money for the parish is required to complete a background check. This includes the following ministries:

- Minister of Consolation and Bereavement
- Catechist
- Catechist Aide
- Catholic Youth Program (VBS) Volunteer
- Children’s/Youth Choir Helper
- Collection Counter
- Faith Formation Helper
- Minister to the Sick
- Nursery Helper
- Sacristan
- Savannah Court
- RCIA Sponsor
- Respite Care Worker
- Usher
- Youth Ministry Core Team Member

Fingerprinting Information
The Diocese of Orlando requires fingerprinting for volunteers 15 years of age or older. The Diocese uses a computerized "live scan" procedure. Fingerprint results will be delayed until the Safe Environment Training has been completed. Normal turnaround time varies from 72 hours to 2 weeks, sometimes longer, depending on the season or the background results.

Fingerprinting Cost
You must be a registered parishioner of Most Precious Blood to volunteer to serve within our ministries. The cost for the fingerprints is $44 per volunteer and is directly billed to Most Precious Blood. If you are able to make a generous donation of $25 or more to help us offset some of this cost it would be a great blessing to our parish. You can mail a check made out to Most Precious Blood (please specify FINGERPRINTS in notes) or cash or drop it off to Lillian Izaguirre at the Parish Office. For checks, please clearly mark the MEMO area “Fingerprints”. Thank you!

FINGERPRINTING (Online Registration) PROCESS:
(Volunteers must have Social Security Number and Government Issued ID)
This is a two-step process, Safe Environment Training & Quiz and Online Fingerprint Appointment, which must be completed online.
Volunteers may not volunteer in their respective ministries until they have been cleared to do so by the Diocese and their Ministry Leader.

For detailed instructions, including the Parish Code which is required, please contact Lillian Izaguirre at lizaguirre@oviedocatholic.org.
**Fingerprinting & Safe Environment Information**

Once discernment process is completed and volunteer agrees to participate in the ministry, complete the Ministry Volunteer Diocesan Training Record below along with a copy of the Fingerprinting Barcode information and a copy of the Safe Environment Training

| Date: | |
| Name: | |
| Address: | |
| City: | Zip: |
| Phone: | E-mail: |
| Ministry: | Start Date: |

Please provide the following Fingerprinting information once completed:

| Date Fingerprinted: | |
| Registration #: | |

Please provide the following Safe Environment Information below and attach a copy of the “Quiz Results Page” to this form.

| Safe Environment Training Date: | |
| Test Results: | |

Once completed, please return this form to Lillian Izaguirre for our records.

Thank you!
Have an Idea for the Parish?

Proposing a New Idea for Most Precious Blood can be found online oviedocatholic.org under the Parish Life Menu—Have an Idea?

February 6, 2014

Dear blessed ministry leaders, facilitators and volunteers,

Hardly a day goes by at Most Precious Blood parish when someone does not propose a new parish activity, such as a parish potluck or a collection of warm clothing for migrants. Through you, the Lord shows his mercy. You make known the love of God in word and deed. In dozens of ministries, you have answered the call to serve.

We would like to encourage the Spirit moving among us in these ways and more. I invite you to bring forward Spirit-inspired ideas that they might bear fruit. Here is how a new proposal may become a reality for the parish:

- Talk to someone in parish leadership, such as parish staff or ministry facilitator. (Note that the pastor is not the go-to person for approval.)
- Write up your proposal on the one-page form, “Proposing a New Idea for MPB.” It guides you with key questions such as what you want to do, who will benefit, who will help, and what resources you need.
- The appropriate commission that oversees the relevant ministry will review the proposal.
- The staff liaison to that commission will present the proposal at a staff meeting (staff meets every two weeks).
- If the proposal clearly supports the parish mission, you as part of a ministry can put it into action.

Thank you so much for your willing service in the name of the Lord. We pray to our dear Lord for patience and a spirit of kindness as we labor towards the fulfillment of our parish mission, “…to grow in faith and share Christ’s love through our joyful witness and selfless stewardship.”

In Christ,

Father David
Have an Idea for the Parish?

Proposing a New Idea for Most Precious Blood can be found online oviedocatholic.org under the Parish Life Menu—Have an Idea?

Most Precious Blood Catholic Church
Empowered by the Eucharist
we humbly commit ourselves as a welcoming community
to grow in faith and share Christ’s love
by our joyful witness and selfless stewardship

Idea Proposal Form

So you have an idea for Most Precious Blood! Awesome! Please provide as much detail as possible; attach extra pages as needed. Please return it to parish staff or a ministry leader.

What do you want to do and when?

Who do you want to benefit from this? (Faith Formation parents, youth, general public, etc...)

How does it reflect Our 2020 Vision of Faith? (Reach Wide/Grow Deep/Share Blessings/Build Faith)

What do you need to make this happen? (Money, equipment, rooms, volunteers, ...)

Who else is interested in helping you with this activity?

Your Name:
Phone Number:
Email Address:

Thank you for your desire to make a difference!

Received by Date Reviewed Date
Have an Idea for the Parish?

The Process of Discernment of Ideas

IDEA
The Idea can be given to Staff Members, Council Members, Commission Members, and Ministry Leaders.

The staff liaison updates the commission on the idea not being approved. The commission discerns if they like the idea or modify it to address any objections. If modified, the idea is submitted once again.

Commission Meeting including Staff Liaison

If the Commission agrees then the Staff Liaison will present at the next Staff Meeting.

Staff Meeting
Staff Liaison presents Staff discusses Pros & Cons. The idea may be sent to the Pastoral & Finance Councils for further discernment.

The idea may be sent to the Pastoral & Finance Councils for further discernment.

Once approved the Commission & Ministry begin the planning phase
Implement Idea with Ministry Leader and/or Commission chairperson
Staff Liaison is the primary office contact and updates progress at staff meetings.
Commission Chair updates the Pastoral Council.

Idea Implementation Idea Execution Post Idea Analysis
August 2015
CASH AND CHECKS COLLECTION AND DEPOSIT

RATIONALE:
The following procedure is consistent with Canon Law and the norms of our Diocese presented in the manual for best Business Practices Required for Parishes in the Diocese of Orlando. The purpose of this procedure is to assist parish staff, ministry leadership, and their volunteers in the proper collection and deposit of monies. This applies to all collection of monies from sales (tickets for events, food, alcoholic beverages, books, and CD’s, to name a few) or any other income received not here itemized. This policy and procedure does not include mass offertory which is counted by parish volunteers and deposited at Citizens Bank of Oviedo by Administrative Assistant or designee.

Procedures: In Office
1. Monies from sales or donations collected in or outside the office are counted by two staff or ministry members for verification and noted on the Deposit Form for Cash and Checks.
2. Monies are totaled for deposit for each type of fund being collected (i.e. Evangelization CD Sales, Community Events Dance, Mass Intentions, etc.).
3. The staff, ministry, or group collecting the money seals the bag and safeguards.
4. Monies and forms need be given to Administrative Assistant or Director of Operations and placed in a sealed envelope in Administrative Assistant’s mail box if not present.

Procedures: After Hours
1. Staff or ministry leader collecting monies after hours (weekends/nights) need complete the Deposit Form for Cash and Checks that will be provided inside a white, pre-labeled, pre-numbered tamper evident ministry bag.
2. Monies and Deposit form needs to be placed in ministry bag (including the starting bank or petty cash). The ministry bag with monies and cash box needs to be left inside file cabinet under lock.
3. A bank of $50 in a cash box can be provided as needed, if pre-arranged with Administrative Assistant or staff liaison and duly noted on the Deposit Form for Cash & Checks. Please ensure total on the Deposit Form includes the starting bank.
4. Cash boxes or deposit bags with money are to be returned to ushers room file cabinet under lock after each mass. At no time should money leave church property nor be left in bins, front porch tables, welcome desk etc.
5. The lock box on the front of the filing cabinet contains the key to the locked filing cabinet. The lock combination will change weekly and only Staff and the ministries needing to use the cash boxes will be notified of the combination for that week. At no time is the key to the filing cabinet to leave the immediate location.
6. The $50 will be deducted from total amount collected by Administrative Assistant and given to the Accountant to reconcile petty cash.
7. Staff member can instead bring the monies collected to office and kept under lock and key until delivered to Administrative Assistant for deposit.
8. A staff member can also leave the monies and deposit forms in a sealed envelope in the Administrative Assistant’s mailbox if not present.
9. The Administrative Assistant collects all the bags and petty cash boxes left in ushers room file cabinet on Monday mornings and prepares the bank deposits of all monies collected.
10. A Weekly Deposit Report is prepared by the Administrative Assistant for pastor, Business Manager and accountant

Tamper Evident Bags
1. Small-9”x12” white colored bags (different from Offertory bags) are used for the collection of monies by staff, ministries and groups.
2. The administrative assistant stores the bags and distributes as needed to the ministries or groups, noting the number on the log.
3. The Administrative Assistant writes in permanent marking pen their ministry/group, the date and event on the pre-numbered bag.

Tamper Evident Bag Log
1. Administrative Assistant enters the corresponding bag and bag #.
2. Any tampered or spoiled bags are noted on the log as well.
3. The log is kept digitally on the Administrative Assistants computer desktop and copy shared with Director of Operations.
4. All white ministry bags are kept in the Accountant’s office.
Collecting and Depositing Money

When collecting money from sales or fundraisers, it is important to keep records and make deposits in a timely manner. Please complete a Deposit Report Form (please see below). Be sure to include your name, contact information, ministry/event, and the total amount received. We do ask that you break down the deposit showing the cash and check amount separately. All deposits should be dropped off at the parish office and verified with a parish staff employee.

## Transmittal/Deposit Form for Cash & Checks

<table>
<thead>
<tr>
<th>Revenue collected for:</th>
<th>Phone #:</th>
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<tbody>
<tr>
<td>Date:</td>
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<tr>
<td>Revenue Account #:</td>
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<tr>
<th>Currency: $</th>
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<tr>
<th>Dollar coins</th>
<th>Half Dollars</th>
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<tbody>
<tr>
<td>$1.00</td>
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<table>
<thead>
<tr>
<th>Quarters</th>
<th>Dimes</th>
<th>Nickels</th>
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<tbody>
<tr>
<td>$5.00</td>
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<table>
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<tr>
<th>Pennies</th>
<th>Coins: $</th>
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<tr>
<td>$10.00</td>
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<tr>
<th>Check #</th>
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</tbody>
</table>

Total Checks: $ ________

Signature: ____________________________

Received: ____________________________ Date Received: ____________________________

Total Cash & Checks: $ ________

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Collecting and Depositing Money
When requesting checks it is important to keep records. Please complete a Check Request Form (please see below). The check request form needs to be completed for all check requests. Be sure to include the date, the requestor, the payee, address, what it is for, the total amount requested, whether it should be mailed, hand delivered, or held, the account, and class. All check requests should be given directly to Joanne Pugnet at the Parish Office.

**Check Requests**

**CHECK REQUEST**

Date: ______________________

Pay To: _______________________________________________________________________

Address: _______________________________________________________________________

Description: ___________________________________________________________________

Requestor: ___________________________________________________________________

Approval Signature ______________________________________________________________

Over $250, Pastors’ approval

Amount: $__________ Mail:______  Hand Deliver:______ Hold:_______ Call:______________

Account: #___________        Class:__________________________________________________

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Sample
Office Information:
Parish Office & Mailing Address:
113 Lockwood Blvd
Oviedo, FL 32765
Phone: 407-365-3231
Fax: 407-365-3313
Website: www.oviedocatholic.org

Office Hours:
Monday: 9AM-7PM
Tuesday-Thursday: 9AM-5PM
Friday: 9AM-3PM

Masses:
Monday-Friday @ 9:15 am
Saturday 5:00 pm
Sunday 8 am, 10 am, 12 noon (Spanish), 5:30 pm

dscotchie@oviedocatholic.org
vphilius@oviedocatholic.org
aespinoza@oviedocatholic.org
dcamous@oviedocatholic.org

Clergy
Pastor: Rev. David Scotchie
Parochial Vicar: Rev. Vilaire Philius
Deacons: Alan Espinoza, Dave Camous

Staff
Liturgy & Worship
Marie Siciliano, ext.131; msiciliano@oviedocatholic.org

Music & Worship
Mark Sibons, ext.130; msibons@oviedocatholic.org

Director of Discipleship / Faith Formation
John Molloy, ext. 120; jmolloy@oviedocatholic.org
Chris Hernandez, ext. 107; chernandez@oviedocatholic.org

Evangelization & Adult Formation
Donna Scimeca, ext.121; dscimeca@oviedocatholic.org
MaryAnn Lehman, ext. 141; mlehman@oviedocatholic.org

Stewardship / 2020 Vision of Faith / Communications
Janette Martinez, ext. 123; jmartinez@oviedocatholic.org

Marriage Preparation & Family Life
Frances Stadler, ext.105; fstadler@oviedocatholic.org

Care & Outreach
Robert Strembicki, ext. 104; rstrembicki@oviedocatholic.org

Youth Ministry
Joanna Puccio Ball, ext. 160; jpuccioball@oviedocatholic.org

Administration & Facilities
Deacon Dave Camous, ext.140; dcamous@oviedocatholic.org
Ana Nazarian, ext.103; anazarian@oviedocatholic.org
Lillian Izaguirre, ext.112; lizaguirre@oviedocatholic.org
Maria Bahr, ext. 102; mbahr@oviedocatholic.org
Martha Donovan, ext. 135; mdonovan@oviedocatholic.org
Jonathan Sherman, ext.132; jsherman@oviedocatholic.org
Nathalie Bose-Silver, ext.136; nboosesilver@oviedocatholic.org
Andrew Paez, ext.119; apacez@oviedocatholic.org
Shawn Mendiola, ext.119; smendiola@oviedocatholic.org
Dan McNamara ext.119

Pastorial Council
Chair ........................................... Angelo Guevara
Co-Chair .................................... Erin Pollack
Secretary ..................................... Karen Monteleone
PC Liaison- Worship ...................... Margie Clayton
PC Liaison-Faith Formation ............. Eileen Lofaso
PC Liaison- Community .................. Craig Leiss
PC Liaison- Stewardship ................. Andy Ayoob
PC Liaison- Communication ............ Glenda Meekins
PC Liaison- Evangelization ............. Tina Lee
PC Liaison- Care & Outreach .......... OPEN

Finance Council
finance@oviedocatholic.org
Staff Accountant ......................... Ana Nazarian
Special Advisor & Chair ................ Larry Calise
Special Advisor .......................... Bill Christie
Special Advisor ......................... Jack Lehman
Special Advisor ......................... Frank Milmore
Special Advisor ......................... John Scarpitti
Who do you Call?

ADULT FAITH FORMATION
Donna Scimeca, ext. 121
dscimeca@oviedocatholic.org

ANNOTING OF THE SICK
Call the Parish Office:
407-365-3231

ANNULMENTS
Donna Scimeca, ext. 121
dscimeca@oviedocatholic.org

BAPTISM: Children & Adults
Donna Scimeca, ext. 121
dscimeca@oviedocatholic.org

BECOMING CATHOLIC: RCIA & Adult Sacraments
Donna Scimeca, ext. 121
dscimeca@oviedocatholic.org
MaryAnn Lehman, ext. 141
mlehman@oviedocatholic.org

BULLETIN EDITOR
Martha Donovan, ext. 135
mdonovan@oviedocatholic.org

CHILDREN’S FAITH FORMATION
John Molloy, ext. 120
jmolloy@oviedocatholic.org
Chris Hernandez, ext. 107
chernandez@oviedocatholic.org

ADMINISTRATION
Deacon Dave Camous, ext.140;
dcamous@oviedocatholic.org
Ana Nazarian, ext. 103
anazarian@oviedocatholic.org
Lillian Izaguirre, ext. 112
lizaguirre@oviedocatholic.org
Maria Bahr, ext. 102
mbahr@oviedocatholic.org
Martha Donovan, ext. 135
mdonovan@oviedocatholic.org

2020 VISION OF FAITH
Janette Martinez, ext. 123
jmartinez@oviedocatholic.org

FAMILY LIFE
Frances Stadler, ext. 105
fstadler@oviedocatholic.org

FUNERALS
Call the Parish Office:
407-365-3231

MARRIAGE
Frances Stadler, ext. 105
fstadler@oviedocatholic.org

MUSIC
Mark Sibons, ext. 130
msibons@oviedocatholic.org

LITURGY
Marie Siciliano, ext. 131
msiciliano@oviedocatholic.org

MASS INTENTIONS
Call the Parish Office:
407-365-3231

STEWARDSHIP & COMMUNICATION
Janette Martinez, ext. 123
jmartinez@oviedocatholic.org

YOUTH MINISTRY
Joanna Puccio Ball, ext.160
jpuccioball@oviedocatholic.org

FACILITIES/GROUNDS
Jonathan Sherman, ext. 132
jsherman@oviedocatholic.org
Andrew Paez, ext. 119
apaez@oviedocatholic.org
Shawn Mendiola, ext. 119
smendiola@oviedocatholic.org
Dan McNamara, ext. 119

KITCHEN
Nathalie Bose-Silver, ext. 136
nbosesilver@oviedocatholic.org

For all other inquiries not listed above, call the Parish Office at 407-365-3231
Areas of Parish Life and Ministries

**LITURGY & WORSHIP**
Staff Liaison: Marie Siciliano
Altar Servers
Olen & Ellen Atkins
Cleaning Angels
Ann Giron
Eucharistic Adoration
Myriam Koertner
Liturgical Arts & Décor
B.J. Watson
Extraordinary Ministers of Holy Communion
Cheryl Jerabek
Greeters
Andrea Hildebrandt
Readers
Linda McCafferty
Sacristans
Sam Siciliano
Ushers
Brian Smith
Music Ministry
Mark Sibons
Children’s Choir
Mark Sibons
Youth Choir
Tim Ball
Spanish Choir
Donna Mercado
Claudia Chica
AV & Sound
OPEN

**EVANGELIZATION**
Staff Liaison: Donna Scimeca
Annulment Advocate
Donna Scimeca
Baptism Preparation
Donna Scimeca
Catholic CD Ministry
Sean Allocca
Prayer Group (SP)
Miguel-Angel Herrera
Marriage Enrichment
Frances Stadler
Juan XXIII
Emid Velez
Marriage Prep
Frances Stadler
Men's BYOB
Carl Boyd
Rite of Christian Initiation (RCIA)
Donna Scimeca
Rosary Makers
Joseph LaFaso Sr.
Rosary Prayer Group
Sharon Brann (AM)
Richard Creedon (PM)
Rosary Prayer Group (SP)
Oscar and Marta Bravo
Advocacy for Life
VACANT

**COMMUNICATIONS**
Staff Liaison: Janette Martinez
St. Gabriel Stewards (Graphic Design)
OPEN
Communication Events/
OPEN
Promotional Items
OPEN
Photography/Videography
Janeth Bejarano
Spanish Translators
Martha Donovan
Events Promoter
Janette Martinez

**STEWARDSHIP**
Staff Liaison: Janette Martinez
ECO Wellness
Jim Riley
Newcomers/Hospitality
Martha Donovan
Office Stewards
Janette Martinez

**COMMUNITY**
Staff Liaison: Deacon Dave Camous
Community Events
Tony Falero
Forever Young Ministry
Amy Puccio
Hispanic Ministry
Dr. Carlos Velez
St. Jerome’s Scholars
Lisa Twardowski
Nicole Bradica
Mass & Meal for Catholic Campus Ministry (CCM)
Mary Giovio
Men’s Fellowship
Russell Twardowski
Most Precious Women
Susan Freece
St Ann Mothers Fellowship
Shannon Zahn
Mariel McClendon

**DISCIPLESHIP & FAITH FORMATION**
Staff Liaison & Director:
John Molloy
Guardian Angels Nursery
OPEN
Vacation Bible School
Erin Pollack
Vocation Blessing Cup
Robert Thelen

Youth Ministry
Joanna Puccio Ball

**CARE AND OUTREACH**
Staff Liaison: Robert Strembicki
Ministry of Consolation
OPEN
Caring Connections
Lola Votta
Caring Cooks
Eileen Janke
Ministry to the Sick and Homebound
Sheila Madden
Prayer Partners
John Fecko
Savannah Court
Christine Monteleone

What are the Areas of Parish Life and what Ministries fall under each?
Stay Connected

Parish Website: oviedocatholic.org

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Facebook: facebook.com/oviedocatholic

Twitter: twitter.com/oviedocatholic

Instagram: instagram.com/oviedocatholic

Pinterest: pinterest.com/oviedocatholic

Youth Ministry Website: oviedocatholic.org/youth

Youth Ministry Instagram: instagram.com/oviedocatholicyouth

Grapevine Monthly Parish Newsletter sign up: oviedocatholic.org/grapevine

Quarterly Ministry E-Newsletter: oviedocatholic.org/wearecallednews
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We expect the features and capabilities of our new app to foster a stronger sense of parish community and faith in our daily lives. Most Precious Blood will be able to communicate quick and easy with all parishioners via messages and notifications to keep you in the loop with what is going on in our church. Please pass this info along to anyone that may be interested or that it may benefit from the Most Precious Blood App. The more people that use and participate, the stronger our Catholic community will be.
Our Vision of Faith

Loving and generous God,
we come to you in gratitude
nourished by the
Most Precious Blood
of your Son.

Send us Your Holy Spirit
to change our hearts
and renew your Church.

May we grow deep
and reach wide,
sharing your blessings
and building faith
in your Kingdom.
Through Christ our Lord.
Amen.

Discipleship Prayer

Lord Jesus Christ, you
call me to follow
you as your disciple.
Help me to drop my nets
and follow you.

Lord Jesus Christ, you
give me everything I
need to carry out
your will.
Draw me closer to you.

Lord Jesus Christ, you
send me to proclaim
the Good News.
Teach me to be faithful
in my words and actions.
Amen
The Stewardship Prayer

Generous and Loving God,
I give thanks to you for the gifts
you have given me –
my life, my family, my friends, my faith,
and all my talents and treasures.
All that I have comes from You.
Help me to remember this
and rejoice in your goodness.
Walk with me, my God.
Help me on my spiritual journey,
so that I may constantly renew
my relationship with you
and all the good people in our parish
and in our community.
Renew in me your Spirit.
Give me the strength and courage to become
a better follower of Jesus,
to be His Disciple.
Help me to hear your call to
“Come, Follow Me.”
What I do for others, I do for You.
I give you glory, my God,
as I make stewardship a way of life.
In Jesus’ name, I pray.
Amen.
Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, until the end of the age.”

— Matthew 28:19-20