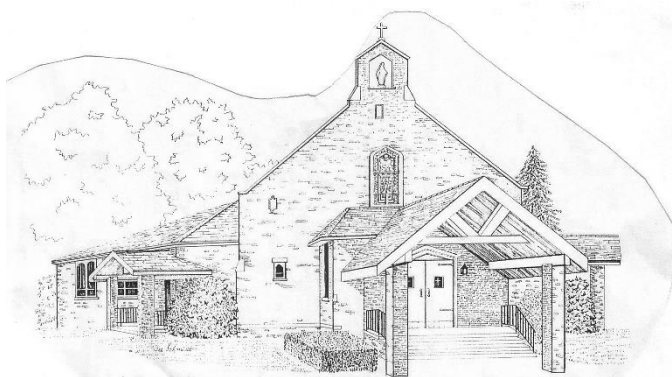


OUR LADY OF THE LAKE PARISH

Parish Handbook



OUR LADY OF THE LAKE CHURCH

294 Sparta Ave.

Sparta, NJ 07871

Rectory and Parish Office and Religious Education: (973) 729-6107

Fax: (973) 729-7203

On the Web: www.ourladyofthelake.org

E-Mail: info@ourladyofthelake.org

OUR LADY OF THE LAKE
PARISH MISSION STATEMENT

*Our Lady of the Lake is a Roman Catholic
Community founded in tradition and based
On our faith in Jesus Christ.*

*With the help of the Holy Spirit we share the
Message of God's love with all.*

*Through our ministries and school,
We strive to address spiritual, social
And educational needs.*

*We are nourished by the Eucharist,
Enlightened by the Word
And guided by our devotion to Mary,
Our Lady of the Lake.*

(Adopted 2001)

TABLE OF CONTENTS

PARISH STAFF, ADVISORY COUNCIL and STEWARDSHIP Page 1

PARISH MINISTRY DIRECTORY Page 2

CELEBRATING / RECEIVING THE SACRAMENTS Page 2

Baptism, Reconciliation, Holy Communion, Confirmation, Matrimony, Holy Orders, Anointing of the Sick

LITURGICAL MINISTRIES & DEVOTIONS Page 4

Lectors, Ushers, Music, Eucharistic Ministers, Altar Servers, Eucharistic Adoration, Legion of Mary

FAITH FORMATION MINISTRIES Page 7

Religious Ed (CCD), Vacation Bible School, Confirmation/Youth Ministry, RCIA, Men's Monday Scripture Group, Tuesday Morning Scripture Study, Tuesday Evening Scripture Study, Home Discussion Groups, Women's Cornerstone, Men's Cornerstone

OUTREACH MINISTRIES Page 10

Adopt-A-Family, Arimathea Group, Bread for the World, Community Outreach, Family Promise, Food Drive, Frozen Tin Pan Sunday, Haiti Parish Twinning, Manna House, Parents Support Group, Birth Haven/The Giving Tree, Respect Life Committee

SOCIAL MINISTRIES Page 12

Carnival, Parish Picnic, St. Patrick's Dinner/Dance

OTHER AFFILIATED GROUPS Page 13

Knights of Columbus, Cub Scouts, CYO Basketball

SCHOOL SCHOLARSHIPS Page 14

Msgr. Charles C. Cassidy Endowment, Inc.

FINANCE Page 15

Finance Committee, Automated Giving, Building and Grounds

PARISH STAFF, ADVISORY COUNCIL AND STEWARDSHIP

PARISH STAFF

| | |
|---|--|
| Rev. David McDonnell, Pastor | (dmcd@ourladyofthelake.org) |
| Rev Marcin Bradtke, Associate Pastor | (mbradtke@ourladyofthelake.org) |
| Mr. James McGovern, Deacon | (seamusesq@yahoo.com) |
| Mr. Anthony (Sonny) Curcio, Deacon | (info@ourladyofthelake.org) |
| Rev. Mr. Krzysztof Ślimak | (info@ourladyofthelake.org) |
| Elizabeth Heldak, Director of Religious Education | (eheldak@ourladyofthelake.org) |
| Laurie DiCianni, Youth Minister & Confirmation | (ldicianni@ourladyofthelake.org) |
| Krzysztof Kowalewski, Music Minister | (kkowalewski@ourladyofthelake.org) |
| Ellen Ormond, Secretary/Bookkeeper | (eormond@ourladyofthelake.org) |
| Joanna Mattos, Secretary | (jmattos@ourladyofthelake.org) |
| Denise Aldana, Parish Social Ministry | (info@ourladyofthelake.org) |
| Claude Paiva, Director of Maintenance | (info@ourladyofthelake.org) |

PARISH ADVISORY COUNCIL

Church law invites the formation of an advisory group for parishes. The purpose of such a group is to assist the pastor in the care of the parish. The council is a consultative body which advises and offers its opinion. Its membership is made up of individuals from the various aspects of parish life and includes the trustees and the priests of the parish.

Members

The Priests - Rev. David McDonnell, Rev. Marcin Bradtke

Parish Trustees - Rob Loyas, Deacon James McGovern

Representatives –Debbie Azzolina, Frank Belardo, Gil A. Gibbs, Nancy Hefelee, Betty Heldak, Deacon James McGovern, Robert Romano

PARISH STEWARDSHIP

The Stewardship Committee has a vision that our parish will become a community of Stewards who understand that all we have and are comes from God. As stewards we are committed to give back what the Lord has given to us. The committee works to find ways to help the parish discover those gifts and ways to share them.

PARISH MINISTRY DIRECTORY

LITURGICAL MINISTRIES & DEVOTIONS

| | |
|-----------------------|---------------------|
| Altar Servers | Legion of Mary |
| Eucharistic Adoration | Music |
| Eucharistic Ministers | Prayer Chain |
| Greeters | Ushers |
| Lectors | Welcoming Committee |

FAITH FORMATION MINISTRIES

| | |
|------------------------------|---------------------------------|
| Religious Ed (CCD) | Tuesday Morning Scripture Study |
| Vacation Bible School | Tuesday Evening Scripture Study |
| Confirmation/Youth Ministry | Home Discussion Groups |
| RCIA | Women's Cornerstone |
| Men's Monday Scripture Group | Men's Cornerstone |

OUTREACH MINISTRIES

| | |
|--|------------------------------|
| Adopt A Family | Haiti Parish Twinning |
| Arimathea Group | Legislative Advocacies |
| Birth Haven / The Giving Tree | Manna House |
| Bread for the World | Parents Support Group |
| Clothing Drive/ Frozen Tin Pan Dinners | Respect Life |
| Family Promise | Sparta Ecumenical Food Drive |

SOCIAL MINISTRIES

St. Patrick's Dinner Dance
Carnival
Feast of St. Francis Blessing of our Pets
Christ in Christmas
Women's Social Group

OTHER AFFILIATED GROUPS

Knights of Columbus
Cub Scouts
CYO Basketball

FINANCE

Finance Committee
Building & Grounds

SCHOOL SCHOLARSHIPS

Msgr. Charles C. Cassidy Endowment, Inc.

CELEBRATING / RECEIVING THE SACRAMENTS

BAPTISM



We begin our life in Christ at Baptism. The sacrament of Baptism is celebrated on the first and third Sundays of each month following the Noon Mass, or baptisms may take place during the celebration of any Sunday Mass so that all the community can welcome her newest members. A preparation class for the parents of the children to be baptized is held the

first Wednesday every other month at 7:30 p.m. Please call the parish office and make arrangements to schedule your Baptism.

RECONCILIATION



This sacrament of healing is for reconciliation and the forgiveness of serious sin. It is offered each Saturday from 4:00 p.m. – 5:00 p.m. Hours are added in Lent, and Communal Penance Services are held during Advent and Lent. Those who have been away from the Church and are returning and those who have serious sin are obliged to receive this sacrament before they receive Holy Communion.

HOLY EUCHARIST

The Sacrament of Holy Eucharist is celebrated at every Mass. Weekday Masses are at 8:30 a.m. Sunday Masses are celebrated on Saturdays at 5:30 p.m. and Sundays at 7:45, 9:00, 10:30 a.m., 12:00 Noon, 5:00 p.m. (except during the summer months). Holy Day Masses are at 8:30, 9:30 a.m. (except August 15), and 7:00 p.m.

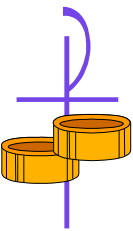
CONFIRMATION



The Sacrament of Confirmation is normally celebrated near the end of the sophomore year of high school. The process of preparation takes place over a two-year period beginning with the freshman year.

Classes take place here on Sundays, afternoon and evening, usually twice a month from late September to December and from January to March. The program is coordinated by Laurie DiCianni with the assistance of the catechists. Our candidates discuss various aspects of morality, Scripture, the Sacraments, and Catholic living. They are required to complete two service projects a year. This is done with their class to encourage working together as a community. Included in each year's program is a retreat experience that emphasizes peer ministry led by our Confirmation Youth Team.

MATRIMONY



Weddings should be arranged at least a year in advance. This allows plenty of time for the gathering of any paperwork that may be needed. It also leaves time for attending the required Life Skills and Pre-Cana programs. Call the rectory before you book your hall and arrange the wedding with one of the priests. For additional information call the parish office.

HOLY ORDERS



Any man considering the priesthood as a vocation should contact Father David, Father Greg or the parish office for information regarding this sacrament and for guidance.

ANOINTING OF THE SICK



This sacrament is for those who are seriously ill or who are weakened by illness or age and in need of God's healing grace. Those in hospitals and nursing homes are usually anointed there by the priests assigned as chaplains. For those ill at home, please call the parish office and we will come and celebrate this sacrament in the home.

LITURGICAL MINISTRIES & DEVOTIONS



LITURGY COMMITTEE

The Liturgy Committee helps to plan and prepare, train and schedule the liturgical ministers. They work on the feasts and celebrations of the events in the annual liturgical cycle. Liturgy itself is made up primarily of the Mass and the Sacraments that make up the official prayer of the Church. Its membership is made up of representation from the various ministries of the liturgy:

Altar Servers

Music

Eucharistic Ministers

Sacristan

Lectors

Ushers

Liturgical Environment

ALTAR SERVERS

As a server you are one of the liturgical ministers who have very specific tasks to perform during liturgies. The word minister comes from a word in an ancient language which means SERVE.



To qualify to be an altar server you must be at the fourth grade level and be eager to serve the Lord generously. Students are invited to join in the Fall and training sessions that are scheduled and must be attended.

Students are given the opportunity to be part of the Holy Sacrifice of the Mass after their training in this important, special, and fun ministry. Experienced servers also serve at wedding and funeral liturgies. We invite all students to consider this great ministry for young people.

EUCCHARISTIC ADORATION



On Thursdays, from 9:00 a.m. – 7:00 p.m. exposition of the Blessed Sacrament takes place in church. You are invited to come and spend a few minutes or an hour in prayer before Christ present in the Eucharist. Adoration concludes at 6:45 p.m. with the Chaplet of Divine Mercy, Vespers, and Benediction.

EUCCHARISTIC MINISTERS

These ministers assist in the parish with the distribution of communion at all Masses, Sunday and weekdays. Communion is always distributed under both species, the bread and the wine, with the help of the Eucharistic Ministers. Training is given before the ministers are commissioned. Recruitment and training of new ministers in the parish is in the Fall. Ministers also bring Communion to the sick at home and at Knoll View, Knoll Heights, and Andover Nursing Home. Those too ill to come to church have the Eucharist brought to them. Scheduling is done by Betty Heldak, coordinator of the Ministers of Holy Communion.

GREETERS



The Greeters welcome the people coming into the church for Mass.

LECTORS

Lectors proclaim the Word of God at liturgies and special services through careful and expressive reading. We invite men and women who have received Confirmation and who are active in their faith to consider using their gift to serve God and our parish community.

LEGION OF MARY

The Legion of Mary is the largest apostolic organization of Catholic men and women offering their services to their pastor. They assist him in performing spiritual works in the parish. It is a balanced program of prayer and service in union with the Holy Spirit, as He operates through Mary, Mother of the Church. Works include evangelization, parish home visitation, and other spiritual needs of the parish. Members meet weekly in the parish center.



PRAYER CHAIN

The Prayer Chain is a group of parishioners who are ready to pray daily for the cares and concerns of their fellow parishioners. They are notified by email when a new name is being added to the Prayer List. They don't even have to leave home!

USHERS

Each Mass has its ushers to welcome parishioners and visitors, to assist with the proper order during the liturgy and select the gift bearers for the offertory of the Mass. They take up the offertory collection and assist in many other ways. Each Mass has a team of ushers. New ushers are always welcome.

MUSIC

Music is a fun and important ministry of any church, and there are many opportunities for people to add their talents to enhance our liturgies. In addition to our choirs, we encourage and train cantors and we welcome accomplished instrumentalists of all ages. New members are invited at all times throughout the year. Our music program is under the direction of Krzysztof Kowalewski.



The Children's Choir: Students from grades 3 through 8 are welcome to join this group. This is a wonderful opportunity for students to learn about our music and liturgy. Rehearsals are on Thursday afternoons from 2:45 p.m. to 3:30 p.m. This choir provides the music for the Sunday 9:00 a.m. Mass.

The Traditional Choir provides the music for the 10:30 a.m. Mass as well as special liturgies throughout the year. This choir rehearses on Tuesday evenings at 7:30 p.m. in church.

The Contemporary Ensemble provides music for the Saturday 5:30 p.m. Liturgy and other special events throughout the year. Rehearsals are held on Saturday afternoon at 4:30 p.m.

Cantor Ministry: Open to those who feel comfortable leading the assembly in sung prayer and have a pleasant singing voice. The ability to read music is extremely helpful. The cantors rehearse as needed, and are scheduled at any of our five weekend masses. For more information contact our Music Director.

Instrumental Musicians: Anyone who plays a musical instrument competently is invited to share their talents with the parish community. The parish Music Director will be happy to meet and talk with you about your participation in our music ministry.

FAITH FORMATION MINISTRIES

RELIGIOUS EDUCATION PROGRAM (FOR CHILDREN)



Religious education is a life-long process. It does not begin and end in a school program. Our religious education programs are but a short time in a person's life, where we try and hand on religious truths and help our children grow in faith.

The religious education of our children **begins in their homes** with their family and in their community.

When the children enter our catechetical program we welcome them with open arms. Our goal is to help them grow in their faith and spirituality, to better understand the Catholic Tradition, and along with the Parish family, to be a witness to God's love.

Our staff of volunteer teachers and aides dedicate many hours of their time to proclaim the Good News of Jesus Christ to the children. Their call to the catechetical ministry is what enables our program to carry out the will of God.

When the children leave our program, we hope it is not an end, but a beginning. We hope we have instilled in them a yearning to continue to grow in knowledge, a love to follow Jesus, and the strength and courage to give witness to God.

Religious Education classes meet Sunday mornings in the Rev. Brown School.

1st session – 8:50 a.m. – 10:00 a.m. 2nd session – 10:30 a.m. – 11:40 a.m.

VACATION BIBLE STUDY (FOR CHILDREN)

This one week summer program teaches our children about our Faith in an active, exciting and friendly environment

CONFIRMATION PROGRAM / YOUTH MINISTRY (FOR TEENS)

Youth ministry encompasses many areas, our Confirmation program, service projects, retreats, peer ministry, youth choir, lectors, cantors, ushers, and more. These are some of the ways we encourage our young people to be active participants in their faith. Our hope is to help all young people to be active participants in their faith and to grow personally and spiritually through sharing their faith with others in our parish family. The Youth group meets every Monday night from 6:30 to 8 p.m. All 9th through 12th graders are welcome. It is a time for fellowship. Please come and join us.

RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)

The Rite of Christian Initiation of Adults (RCIA) is a way of welcoming, forming and initiating new members into the Church. The RCIA process helps to lead those considering the faith on a journey from inquiry to enlightenment and ultimately, commitment by a combination of storytelling, discussion, prayer and teaching. In fact, throughout this process, the entire parish community acts as teacher and learner, growing in its own faith as a result of sharing it.

Any adult seeking information about becoming Catholic, or who has not yet received the sacraments of the Eucharist and/or Confirmation, is invited to become part of the RCIA experience. Fully initiated Catholics are encouraged to participate on the RCIA team.

SCRIPTURE STUDY GROUPS

The men and women of the parish meet to share scripture and increase their faith through prayer, discussion and the parish community. All are welcome to participate in the Men's Monday Evening Scripture Group, the Tuesday Morning Scripture Study Group, and the Tuesday evening Study Group.

HOME DISCUSSION GROUPS



These groups are formed in Lent. They use prepared materials in leading study and discussion of the scripture. All are invited to be a part of one of these groups. Some groups meet only during Lent, others meet all through the year

CORNERSTONE RETREATS



Relax. Refocus, Reflect. Restore. Renew. Thousands have done just that by attending Cornerstone weekend retreats through their parish communities. Cornerstone is a 26-hour retreat. During the retreat the team will speak about various aspects of our Catholic faith and share personal stories on these topics. After each talk there will be an opportunity for discussion and questions – you can participate as much or as little as you wish. You are not required to speak. Teams are predominantly lay people – your neighbors and fellow parishioners. While Cornerstone is run by the Laity, a priest and a deacon are involved for spiritual guidance.

PARISH LIBRARY



Our parish library on the first floor of the Parish Center is now self-service, and is open each Sunday after the morning Masses. Books for adults and children, readings in theology, family life, spiritual growth, church history, etc. are available. We also have children’s videos on moral subjects and scriptural stories.

OUTREACH MINISTRIES



ADOPT A FAMILY

Our parishioners generously “adopt” entire families and donate Christmas gifts to them. Many of these would otherwise be unable to share gifts with their family at Christmas.

ARIMATHEA GROUP

The Arimathea Group compassionately and sensitively supports families of a loved one at the time of death and in the days that follow. They assist in the selection of hymns and readings for Mass and they will arrange house-sitting coverage during visitation hours at the funeral home. Please call if you would like to join.

BREAD FOR THE WORLD

Bread for the World’s Offering of Letters seeks to revitalize our national commitment to ending hunger in the United States. Hunger is on the rise in this country, with more than thirty-six million people living in households that struggle to put food on the table. We ask parishioners to write letters to our senators and representatives to support legislation that will alleviate hunger.

FAMILY PROMISE

Working together with other churches in Sussex County, Our Lady of the Lake provides housing in church facilities for temporarily homeless families. Since our own church is not used for shelter, we are a “support church” and provide meals and overnight chaperones during the week that the Methodist Church in Branchville is the host church. Volunteers are needed, especially for overnight. Please call if you would like to volunteer.

SPARTA ECUMENICAL FOOD PANTRY (SEC) AND CHRISTMAS FOOD DRIVE

Our Lady of the Lake is a member of the Sparta Ecumenical Council, and our parishioners generously donate food for the central food pantry which is located at the First Presbyterian Church on Main Street. At Christmastime there is a special food drive and about 800 baskets of food are given to needy families. In the summer the SEC food pantry has a lunch program for children.

FROZEN TIN PAN FOOD AND CLOTHING DRIVES

Parishioners prepare, bake and freeze a designated meal in a supplied tray. The Father English Community Center in Paterson picks up the trays at Our Lady of the Lake and delivers them to the Center's food pantry for distribution to needy families.

Our Lady of the Lake has clothing drives twice a year to benefit the Father English Center in Paterson as well as some local families in need.

HAITI PARISH TWINNING

The purpose of the twinning program is to establish an ongoing relationship between our parish and a sister parish in Haiti.

Over the years we have built a school, paid for teacher salaries, provided tuition assistance and created job empowerment programs. Our work included fund raising, parish education, visits to Haiti and establishing ongoing communication and dialog between the two parishes.

We have accomplished much, but there still is so much more we can do. If you're interested in more information or becoming involved in our efforts, please contact Pat Convey.

LEGISLATIVE ADVOCACIES

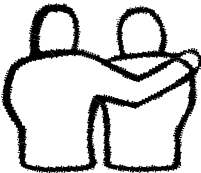
Legislative Advocacies addresses our legislators on issues reflecting our beliefs on abortion, stem cell research, the death penalty, and other matters. Several times a year, those participating are asked to hand out form letters to be signed that are addressed to our local legislators.

MANNA HOUSE

Our Lady of Lake Church is one of twenty churches in Sussex County working to support Manna House. It is a free lunch program open to anyone who feels the need of its service. Members of the Presbyterian Church in Newton saw the need for such a program and thought that other churches in the county would like to be part of the program. Each church takes one day a month to prepare and serve the meal and clean up afterward.

Our Lady of the Lake also has an annual "Pie Day" the day before Thanksgiving. Parishioners donate delicious pies for the Thanksgiving dinner at Manna House.

PARENTS SUPPORT GROUP



This special group is designed to help parents who are coping with the loss of a child, and to share with others who understand their loss.

BIRTH HAVEN / THE GIVING TREE

Our Lady of the Lake has a “Giving Tree” each Christmas where parishioners place gifts under the tree for new babies and their mothers who are residents of Birth Haven. Birth Haven is an organization that provides shelter, support, and education for homeless, pregnant women and girls.

RESPECT LIFE COMMITTEE

Unfortunately we live in a society where many have lost sight of the inestimable value of human life. We “legally” claim the lives of over 4,000 babies everyday by abortion. Assisted suicide and euthanasia are becoming widely accepted and are already being justified by law. We still have an “eye for an eye” attitude towards the death penalty. Our committee’s threefold mission of prayer, education, and action enables us to bring the truth in love to our parish community and beyond.

SOCIAL MINISTRIES

WELCOMING MINISTRY

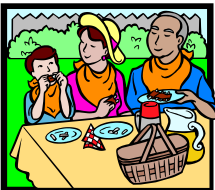
Our mission is to personally welcome all new parishioners into our parish. We contact them, deliver parish information folders to their homes, and offer assistance with any questions they may have. Our hope is that by becoming better acquainted with our parish, new parishioners may come to know and accept our genuine invitation to grow in the Faith, serve one another, and find support, encouragement and friendship within our parish community.

CARNIVAL



Every year we hold our Carnival on the parish grounds. Come and have some fun, food, meet friends and enjoy the rides. Or, volunteer your time to help make it a success! Lots of workers combine for an exciting and enjoyable evening for all the family. There is always room for those who wish to help!

PARISH PICNIC



Each September after school opens, the picnic is held on a Sunday on the parish grounds. It provides an opportunity for the parish to meet new families, renew friendships and have some food. Bring a chair, sit down, let the kids play games and just have an enjoyable afternoon.

ST. PATRICK'S DINNER / DANCE



This is a social gathering of our parish community which is held in March, to celebrate St. Patrick's Day. There is a customary sit-down dinner and fine traditional entertainment as well as a professional DJ. A great evening with your parish family.

THE FEAST OF ST. FRANCIS—BLESSING OF OUR PETS

We honor St. Francis of Assisi by blessing our pets and bring home a souvenir picture!

CHRIST IN CHRISTMAS

We offer children the opportunity to make Build-A-Bear teddy bears for other children.

WOMEN'S SOCIAL GROUP

A great group of women meet in a social setting after the 12:00 o'clock Mass on the last Sunday of the month. They may be single, widowed, divorced, or who have husbands who would rather stay home and watch television. They do things and go places together, like restaurants, theaters, and concerts.

OTHER AFFILIATED GROUPS

CYO BASKETBALL



The Basketball program is open to all children of the parish. The Varsity Boys and Girls teams are 7th and 8th graders, and the JV Boys and Girls teams are made up of 4th and 5th and 6th graders. Our home games are played at Rev. Brown School. The season runs from late November to March. Information on the team is provided in the Sunday bulletin.

KNIGHTS OF COLUMBUS



Our parish K of C is one of the oldest in the state, and is involved in many of the "behind-the-scenes" activities in the parish.

SCHOOL SCHOLARSHIPS

MSGR. CHARLES C. CASSIDY ENDOWMENT, INC.

The purpose of the Endowment is to ensure quality education in Rev. George Brown School into the years ahead. The Endowment was formed in 1988 to provide the school and its administration with funds to maintain the school's vitality and its continuing success. Funds raised by the Endowment are used for teacher enrichment, educational material, and equipment, and to financially assist the construction of school facilities. The members of the board are Mr. Frank Belardo, Mrs. Diane Kolakowski, Mrs. Patricia Scalabrini, Mrs. Miriam Nolan, and Father David McDonnell.

Contact... info@cassidyfoundation.org
website: www.cassidyfoundation.org

FINANCE

FINANCE COMMITTEE



Regular meetings of our Finance Council are held four times a year. The purpose of the council is to represent the parish community in reviewing the expenditures of the collections to fit the needs of our parish.

Members are Rev. David McDonnell, Elise Adams, Jeff Kopco, Kevin Langan, Rob Loyas, Deacon James McGovern, Christopher Onwuasoanya, and Dale Thatcher.

AUTOMATED GIVING

Automated giving is available through ParishPay. The program allows church offerings to be taken out automatically from bank accounts and deposited into the parish accounts. Many families have found it easier and less burdensome than writing a check each week and using the envelopes. For more information call 1-866-PARISH-1; on the internet look up www.parishpay.com, link from www.ourladyofthelake.org website, or call the parish office.

BUILDING AND GROUNDS

Ongoing maintenance and repairs are scheduled according to need and finances available.

