

# OUR LADY OF FATIMA PARISH



DIRECTORY OF MINISTRIES  
MARCH 2008



## *A Letter from Father Michael J. Bova Conti*

Dear Parishioners,

This Ministry Directory is offered to Parishioners for assistance in your discernment to participate in the ministerial life of our Parish. Often we think in terms of volunteering to help out in a parish. I hope we might begin to realize that through our Baptisms we are all called to minister to others in a variety of ways.

Each person has been blessed with varying gifts, talents and abilities by God. We can express our gratitude and thankfulness in many concrete ways for all that we have received. Through Baptism we truly become sons and daughters of God. Through Baptism we are united to one another as Brothers and Sisters in Christ. Through Baptism we are called not only to be members of the Body of Christ but also to build up the Body of Christ through service to one another. Lay ministerial service to others truly is a blessing we are able to share in with others.

Our Lady of Fatima Parish has a long history of many persons sharing in the duties, responsibilities and opportunities that membership in the Body of Christ offers to parishioners of many ages. Some share in the catechetical teaching ministry in Religious Education, some ministers to others in outreach through the Sudbury Community Food Pantry originating within the parish, some minister to others through liturgical music, proclamation, environment and as communion ministers, some share in the wisdom ministry of advice and counsel to the Pastor on councils and commissions, some minister to our high school youth and others to the sick and shut ins of the parish, some minister through their prayer and example and others use their practical skills in many ways. All the ways we minister as ordained or laity gives glory, honor and praise to Almighty God.

May this directory offer you insight and an invitation to actively participate in the ministerial life of our Parish. Your gifts of time, talents and treasure are needed to help us be what God is always calling us to be: "A Catholic Community bonded in Christ through the Eucharist for the development of faith. We are conscious of our place in and responsibility to the wider community. We are called by the Spirit to know and live the 'Word of God' through personal witness and outreach."

May God's blessings be upon all.

A handwritten signature in black ink that reads "Fr. Michael J. Bova Conti". The signature is written in a cursive, flowing style.

Rev. Michael J. Bova Conti  
Pastor

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# MINISTRY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
Morning Masses <b>Ushers/Lectors</b> <b>Eucharistic</b> <b>Min.</b> <b>Altar Servers</b>	8:30 <b>Rosary</b>	8:30 <b>Rosary</b>	8:30 <b>Rosary</b>
Check bulletin/ Website for times	8:30-9:30 Weekly <b>Employment</b> <b>Networking</b>	7:30-9:30 1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday of Month <b>Haven Shalom</b> <b>Prayer Group</b>	9:30-11:30 Biweekly <b>Moms, Dads</b> <b>And Tots</b>
<b>Music</b> <b>Ensembles</b>	Following 9:00 Mass weekly <b>Praise and</b> <b>Worship</b> <b>Group</b>	9:45-11:30 <b>Christ Alive</b> <b>Women's</b> <b>Bible Study</b>	<b>Religious</b> <b>Education Classes</b>
<b>Religious</b> <b>Education</b> <b>Classes</b>	11:30 3 <sup>rd</sup> Monday of month <b>Senior Group</b>	12:00-2:30 Weekly <b>Sudbury Food</b> <b>Pantry</b>	4:00-9:00 Check bulletin/ Website for Rehearsal times <b>Music Ensembles</b>
9:30 <b>Children's</b> <b>Liturgy</b>	<b>Religious</b> <b>Education</b> <b>Classes</b>	<b>Religious</b> <b>Education</b> <b>Classes</b>	1 <sup>st</sup> and 3 <sup>rd</sup> evening of month <b>Knights of</b> <b>Columbus</b>
Following masses 1 <sup>st</sup> Sunday of month <b>Hospitality</b> <b>Sunday</b>	7:30 1 <sup>st</sup> Monday of month <b>Parish</b> <b>Pastoral</b> <b>Council</b>	8:00-9:00 pm <b>A.A.</b>	
Check website/bulletin for schedule 11:30 a.m. <b>Teen Mass</b>	<b>Boy Scout</b> <b>Troop 63</b>	7:30-9 pm Last Tuesday of month <b>Respect Life</b>	
4:30-7:30 3 <sup>rd</sup> Sunday of month <b>Soup Kitchen-</b> <b>deliveries</b>			

# MATRIX

<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
<p style="text-align: center;">8:30 <b>Rosary</b></p> <p style="text-align: center;">12:00-2:30 Weekly <b>Sudbury Food Pantry</b></p> <p style="text-align: center;"><b>Religious Education Classes</b></p> <p style="text-align: center;">7:30-9:00 1<sup>st</sup> Thursday of month <b>Stewardship Commission</b></p> <p style="text-align: center;">7:30-9:00 3<sup>rd</sup> Thursday of month <b>Youth Ministry Commission</b></p> <p style="text-align: center;">7:30-9:00 1<sup>st</sup> Thursday of month <b>Religious Education Commission</b></p>	<p style="text-align: center;">8:30 <b>Rosary</b></p> <p style="text-align: center;">Following 9:00 Mass <b>Pastoral Visitors</b></p> <p style="text-align: center;">9:30-11:30 Biweekly <b>Moms, Dads And Tots</b></p> <p style="text-align: center;">10:00-11:00 4<sup>th</sup> Friday of month <b>Maintenance Committee</b></p> <p style="text-align: center;">6:00 Friday before 3<sup>rd</sup> Sunday of Month <b>Soup Kitchen Cooking</b></p>	<p style="text-align: center;">7:30-9:00 1<sup>st</sup> Saturday of Month <b>Men's Group</b></p> <p style="text-align: center;">8:00-9:30 2<sup>nd</sup> Saturday of Month <b>Women's Group</b></p> <p style="text-align: center;">5:00 Mass <b>Ushers/Lectors Eucharistic Ministers Altar Servers</b></p>

# ALTAR SERVERS

***Objective:***

To share in the liturgical ministry of the parish by participation and assistance at Sunday Mass, weddings and on other occasions as needed.

***Duties:***

Help prepare the sanctuary before and after Mass. Assist with the weekly Saturday and Sunday Masses, and special liturgies during the major feasts of the liturgical year.

***Qualifications:***

All boys and girls in the fifth grade and above are welcome and encouraged to participate in assisting at Mass.

***Meeting Location & Time:***

Saturday and Sunday Masses as scheduled.

***Length of Commitment:***

Open.

***Training:***

Training sessions are provided for all new servers.

***Contact:***

Bill Starr  
(978) 443-7923  
starr@bloomberg.net

# CHILDREN'S LITURGY OF THE WORD

***Objective:***

To encourage faith formation of children ages 4 through 4th grade by offering age appropriate reflections on the Sunday readings.

***Duties:***

Assist in setting up, ushering/chaperoning children or leading reflections on the Sunday scriptures.

***Qualifications:***

An interest in helping children understand the Sunday readings. A CORI check is required.

***Meeting Location & Time:***

Offered in the Parish Hall at the 9:30 Mass during the Liturgy of the Word, from September to May.

***Length of Commitment:***

Open.

***Training:***

Support resources are available.

***Contact:***

Angie Knightly  
(978) 443-7655  
aknightly@comcast.net

# EXTRAORDINARY MINISTER OF HOLY COMMUNION

***Objective:***

To assist at daily and Sunday Masses in the distribution of the Eucharist, the Body and Blood of Christ.

***Duties:***

Participate in the distribution of the Body and Blood of Christ at daily and Sunday Masses. Some Eucharistic Ministers also bring the Eucharist to the sick and homebound. Some may also bring Communion to patients at Emerson Hospital.

***Qualifications:***

An active, practicing Catholic who understands the sacredness of the Body and Blood of Christ and desires to assist at Mass or bring the Eucharist to the sick and homebound.

***Meeting Location & Time:***

Typically serve at 1-2 Masses per month.

***Length of Commitment:***

Three (3) years.

***Training:***

1-2 training/update sessions per year.

***Contact:***

Fr. Michael J. Bova Conti  
(978) 443-2647  
pastor@fatimasudbury.org

# FLOWER COMMITTEE

***Objective:***

To enhance the worship space by planning and setting up floral displays throughout the year, reflecting the liturgical season.

***Duties:***

Decorate the sanctuary, altar area, and church as needed.

***Qualifications:***

An active parishioner with a love of flowers and an interest in beautifying the worship space to give greater glory to God.

***Meeting Location & Time:***

Members of the group decorate each week.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Carol Hammer  
(978) 562-0760  
cc.hammer@verizon.net

# LECTORS

***Objective:***

To proclaim the Word of God at Mass.

***Duties:***

Prayerfully prepare and proclaim the scripture readings for the assigned Mass. Be prepared to deliver readings during any Mass in the event there are no other lectors available.

***Qualifications:***

The ability to effectively and prayerfully proclaim the scripture passages in a way that God's presence in the spoken word comes alive to the assembled faithful.

***Meeting Location & Time:***

As scheduled (generally once a month) and when needed.

***Length of Commitment:***

One year or more.

***Training:***

Each new lector is trained to effectively proclaim the scriptures. The training session also covers the procedures/rubrics that are used at Mass and is approximately one hour long.

***Contact:***

Paul Coughlan  
(978) 443-3901  
p\_jcough@juno.com

# MUSIC MINISTRY

## ***Objective:***

To assist the parish community in its faith journey by raising hearts and minds to God through music. All who wish to share God's loving presence in this way are invited to participate.

## ***Duties:***

Mass Participation; Sacramental Participation; Children's Liturgy of the Word; Summer Adventure; Workshops and Class Lessons; CD Recording Projects; Community Performances.

## ***Qualifications:***

Musicians of all abilities are welcome in the following ensembles:

Adult Vocal Ensemble

Adult Song Leaders and Instrumentals

Lightstream Teen Band

Youth Music Ministry Ensemble (5<sup>th</sup>-8<sup>th</sup> grade)

Choristers (1<sup>st</sup>-4<sup>th</sup> grade)

Tunes for Tots (Moms, dads, infants and toddlers)

A CORI check is required for those working with children.

## ***Meeting Location & Time:***

Ensembles rehearse on Sundays and Wednesdays.

Schedules are available in bulletin and on the parish website.

## ***Length of Commitment:***

Varies.

## ***Training:***

Ongoing.

## ***Contact:***

Cynthia Carpenter-Marr

(617) 596-1192

[musicdirector@fatimasudbury.org](mailto:musicdirector@fatimasudbury.org)

# PASTORAL VISITORS

## ***Objective:***

To pray with, listen to, and support those who are suffering the effects of illness, accident or age, so that they may be reminded of God's love and the Parish's concern.

## ***Duties:***

Provide the Eucharist, in addition to care and companionship, to those who are limited in their ability to come to church.

## ***Qualifications:***

Good listening skills and a desire to be present to those who are ill or homebound. A CORI check is required.

## ***Meeting Location & Time:***

Local nursing homes are visited after 9:00 a.m. Mass on Friday.  
Other visits as needed.

## ***Length of Commitment:***

Open.

## ***Training:***

Workshops on pastoral visiting are offered periodically.

## ***Contact:***

Christine Dunn  
(978) 443-2647  
Christine@fatimasudbury.org

# SACRISTANS

***Objective:***

To assist with the liturgical environment of the Church and the needs of the liturgical life of the parish.

***Duties:***

Clean music room windows facing the altar once a week; change tabernacle cover and lectern banner colors as needed; dust all dark wood in the Sanctuary including the altar rail once per week; change cloth on the altar and tabernacle side as needed, place a new corporal in front of the tabernacle; wash the finger bowl by the tabernacle weekly and refill with fresh water; take all Mass linens home to wash and iron twice a week; and general cleaning as required.

***Qualifications:***

None.

***Meeting Location & Time:***

Duties are scheduled for a six month period, with weekly rotation among members.

***Length of Commitment:***

Open.

***Training:***

Instruction and training provided.

***Contact:***

Marylee Marsh  
978-443-2741  
maryleeam@aol.com

# USHERS

***Objective:***

To welcome and greet parishioners coming to Mass, helping to foster a warm and caring environment.

***Duties:***

Assist in seating; make the environment as comfortable as possible - heating, lighting, fans, open windows, etc.; take up offertory collection; invite people to take up the gifts; distribute the Sunday bulletin; call 911 in emergencies.

***Qualifications:***

A parishioner who enjoys greeting people and making them feel welcome at Mass.

***Meeting Location & Time:***

Generally usher at the Mass usually attended.

***Length of Commitment:***

Open.

***Training:***

Provided.

***Contact:***

Terry Keeney  
(978) 443-8082  
terrykeeney@earthlink.net

# ADULT EDUCATION

***Objective:***

To make available courses, programs, events and speakers for the adults of the parish that will assist them in their personal growth and formation in their faith.

***Duties:***

Collaborate with the Pastor and Director of Religious Education, to determine the needs and desires of adult parishioners in this area and provide appropriate responses.

***Qualifications:***

An active parishioner with a deep interest in helping people develop a more mature understanding of their faith.

***Meeting Location & Time:***

Meets regularly with the Religious Education Commission.

***Length of Commitment:***

Varies depending on circumstances.

***Training:***

This person should be involved on an ongoing basis with his/her own personal formation and ideally aware of resources that could be utilized in adult education.

***Contact:***

Bert Sellier  
(978) 897-2723  
sellierbc@verizon.net

# ALPHA

***Objective:***

To provide a 10-week course that presents some of the basic teachings of the Christian faith.

***Duties:***

Facilitators, team leaders and helpers assist small groups of 10-12 participants in discussions of topics presented each night.

***Qualifications:***

Parishioners who wish to share their faith with nominal or inactive Catholics, or those with no knowledge of the Christian faith, as well as those who wish to explore their faith more deeply.

***Meeting Location & Time:***

Course schedules will be announced, usually one session per year

***Length of Commitment:***

Participants engage in a 10-week course. Facilitators and helpers are involved for the same period.

***Training:***

Training for facilitators, team leaders, and helpers provided by Alpha for Catholics New England and former facilitators within the parish.

***Contact:*** Bert Sellier  
(978) 897-2723  
sellierbc@verizon.net

# BAPTISMAL PREPARATION

***Objective:***

To provide a welcoming environment for the parents of children who will be receiving the Sacrament of Baptism. Preparation will review the Baptismal Rite and reinforce the significance of the child becoming a new member of the Church.

***Duties:***

Meet, welcome and prepare parents for the sacramental celebration.

***Qualifications:*** Practicing Catholic couple firmly rooted in their faith who desire to instruct and support new parents preparing for the Baptism of their child.

***Meeting Location & Time:***

Open.

***Length of Commitment:***

Open.

***Training:***

Provided.

***Contact:***

Fr. Michael Bova Conti  
(978) 443-2647  
pastor@fatimasudbury.org

# CATECHIST

## ***Objective:***

To educate and evangelize the parish youth through teaching and faith formation

## ***Duties:***

Prepare lesson plans and conduct religious education classes following the prescribed curriculum. Open to a team approach, e.g. two catechists sharing teaching responsibilities.

## ***Qualifications:***

Catechists must possess qualities necessary to give credible witness to the Gospel, including regular participation at Sunday Mass. A catechist must be a model of Catholic faith and lifestyle. Being a catechist does not require professional teaching skills or an advanced knowledge of church doctrine, however, qualifications do include a commitment to the children and the program schedule and a willingness to learn and grow in personal faith formation.

## ***Meeting Location & Time:***

Meeting times and locations vary depending on grade level. Contact the Religious Education office for the specific schedule. Religion Education classes begin in September and end in May

## ***Length of Commitment:***

Minimally, an academic year.

## ***Training:***

Teaching resources and assistance provided.

## ***Contact:***

Susan Murphy  
(978) 443-9166  
susan@fatimasudbury.org

# FATIMA YOUTH MINISTRY (FYM)

## ***Objective:***

To provide teens an opportunity for spiritual formation and enrichment, social gatherings and community building, justice and service projects, and leadership development. Fatima Youth Ministry is a comprehensive program, integrated with the Parish's religious education program.

## ***Duties:***

Participate in Teen Masses, spiritual retreats, prayer meetings, mission trips, peer ministry programs, justice/service projects, Catholic leadership development, and Confirmation preparation.

## ***Qualifications:***

Fatima Youth Ministry is open to all teens in the Parish. Adult volunteers are always needed and most welcome. A CORI check is required for adult volunteers.

## ***Meeting Location & Time:***

Teen Mass: 11:30 a.m. Once a month, September through April.  
High School Board meets monthly.

## ***Length of Commitment:***

Open.

## ***Training:***

None.

## ***Contact:***

Patti Cappelloni  
(978) 443-2647  
patti@fatimasudbury.org

# HAVEN SHALOM PRAYER GROUP

***Objective:***

To provide an opportunity for worship and intercessory prayer.

***Duties:***

Pray the rosary; sing songs of praise to the Lord; read from the Bible; reflect on what the Lord might be telling us; share with the group; give thanks for our blessings; pray for all those who have asked us to pray for them.

***Qualifications:***

Open.

***Meeting Location & Time:***

7:30 a.m. to 9:00 a.m. on the first and third Tuesdays of each month, except during the summer.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Faith Wilson  
(978) 443-9455

# MARRIAGE PREPARATION

***Objective:***

To help engaged couples prepare for the Sacrament/vocation of Marriage.

***Duties:***

Guide engaged couples through discussions and practical discernment exercises, following a program format designed by the Archdiocesan Family Life Office. The couple meets several times at the home of the assigned married couple.

***Qualifications:***

A married couple who is willing to share the blessings of their marriage with couples preparing for this sacrament.

***Meeting Location & Time:***

Typically three sessions at the married couple's home. Each married couple will have responsibility for one engaged couple per year, depending on the number of marriages scheduled.

***Length of Commitment:***

Open.

***Training:***

Will receive an archdiocesan training guide and materials

***Contact:***

Fr. Michael J. Bova Conti  
(978) 443-2647  
pastor@fatimasudbury.org

# MONDAY MORNING PRAISE & WORSHIP GROUP

***Objective:***

To provide participants with a daytime opportunity to worship and give praise to the Lord.

***Duties:***

Include intercessory prayer, scripture reflection, and meditation with sacred music.

***Qualifications:***

None.

***Meeting Location & Time:***

Mondays after 9:00 a.m. Mass, in the church; the group meets for 45 minutes.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Christie Starr  
978-443-7923  
reachforstarr@gmail.com

# MEN'S GROUP

***Objective:***

To provide an opportunity for men to discuss issues of faith and spirituality in an informal setting. Discussions focus on specific readings, as well as topics of general interest to the group.

***Duties:***

Read assigned material and participate in discussions.

***Qualifications:***

Membership is open to all men interested in fraternity and in deepening their own spirituality, in a supportive environment.

***Meeting Location & Time:***

The first Saturday of each month from September to June from 7:30 a.m. to 9:00 a.m. in the Parish Center Library.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Deacon John Nicholson  
(978) 443-2647  
deacon@fatimasudbury.org

# RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)

***Objective:***

To guide, educate and support adults and families as they pursue full membership in the Church.

***Duties:***

Plan programs, conduct classes and be available to the candidates as they journey to full initiation into the Church.

***Qualifications:***

Good knowledge of Catholicism and a desire to assist candidates in their journey, as they grow in knowledge, faith and love of God.

***Meeting Location & Time:***

To be determined by the program/needs of each candidate

***Length of Commitment:***

One year or more.

***Training:***

Training resources and assistance provided.

***Contact:***

Fr. Michael Bova Conti  
(978) 443-2647  
pastor@fatimasudbury.org

# RESPECT LIFE COMMITTEE

***Objective:***

To promote a "culture of life" within our parish, community, and country, where every human being, especially the weakest and most vulnerable, is treated with dignity.

***Duties:***

Develop and implement a curriculum of projects that promote the Gospel of Life. Past projects include a parish-wide drive called Project New Life to support a pregnant mother in need, supporting a pro-life cable-TV program, and promoting the healing outreach of Project Rachel to women and men hurting from past abortions.

***Qualifications:***

A desire to promote the Gospel of Life in our parish and the surrounding community. Prayer, especially the rosary, is an essential part of this ministry. New volunteers and ideas welcome!

***Meeting Location & Time:***

Monthly, depending on members' schedules at 7:00 p.m. in the Parish Center Library

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Clare Korzeniowski  
(978) 440-8789  
clarekorzen@aol.com

# SUMMER ADVENTURE

***Objective:***

To provide youth ages 11 to 16 the opportunity to build leadership and faith sharing skills. Summer Adventure is filled with amazing Bible adventures, unforgettable songs, memory-making crafts and life-changing missions.

***Duties:***

Preparation, set up and assistance with various activities both before and during camp week.

***Qualifications:***

A CORI check is required.

***Meeting Location & Time:***

Camp is held Monday through Friday during the second week of July. Preparation help is needed in the March/April time frame.

***Length of Commitment:***

Periodic preparation beginning March/April, and camp week.

***Training:***

None.

***Contact:***

Cynthia Carpenter-Marr  
(617) 596-1192  
musicdirector@fatmsudbury.org

# WOMEN'S GROUP

***Objective:***

To provide an opportunity for women to discuss issues of faith and spirituality in an informal setting. Discussions focus on specific readings, as well as topics of general interest to the group.

***Duties:***

Read assigned material and participate in discussions.

***Qualifications:***

Membership is open to all women interested in deepening their own spirituality in a supportive environment.

***Meeting Location & Time:***

The second Saturday of each month from September to June from 8:00 a.m. to 9:30 a.m. in the Parish Center Library.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Claire Nicholson  
(508) 481-3667  
claire@nicholson5.com

# BEREAVEMENT

***Objective:***

To extend support, care and compassion to those parishioners who have lost a loved one.

***Duties:***

Send cards to the families of the deceased; participate in the planning of the annual Mass of Remembrance held each November for parishioners who have died during the past year and sometimes make a pastoral visit to the bereaved.

***Qualifications:***

Empathetic individuals willing to give time and care to fellow parishioners.

***Meeting Location & Time:***

As needed in the Parish Center.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Christine Dunn  
(978) 443-82647  
Christine@fatimasudbury.org

# BETHANY HILL SCHOOL

***Objective:***

To assist the residents of Bethany Hill School, which is a living and learning community sponsored by the Sisters of Saint Joseph of Boston in collaboration with service programs in the Metro West area. Residents benefit from a supportive environment that enables them to live independently and to receive educational services. They include persons who are physically or mentally disabled, persons who are hearing impaired, single mothers with children, individuals or families who are in recovery, people who are homeless or living in transitional housing.

***Duties:*** Assisting resident individuals and families in a variety of ways, including tutoring, writing resumes, and working with children.

***Qualifications:***

Open, a CORI check may be required.

***Meeting Location & Time:***

One hour per week at Bethany Hill School, Framingham, coordinated by Christine Dunn.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Christine Dunn  
978.443.2647  
Christine@fatimasudbury.org

# CHRISTMAS GIVING TREE

***Objective:***

To provide the opportunity for parishioners to give gifts to needy children and adults during the Christmas season.

***Duties:***

Host one event for children (CCD and middle school) to assemble paper ornaments to hang on tree and another to sort gifts received.

***Qualifications:***

Willingness to share the Christmas spirit with those less fortunate.

***Meeting Location & Time:***

During the Christmas Season.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Rosemary Treacy  
(978) 443-2647  
rosemary@fatimasudbury.org

# EMPLOYMENT NETWORK

***Objective:***

To provide support for people seeking employment, with discussions focusing on networking strategies aimed at finding job opportunities.

***Duties:***

Share networking resources and provide support to one another.

***Qualifications:***

All are welcome regardless of religious affiliation or work experience.

***Meeting Location & Time:***

Monday mornings @ 8:30 a.m. to 9:30 a.m. in the Parish Center Library.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Deacon John Nicholson  
(978) 443-2647  
deacon@fatimasudbury.org

# HOLY FAMILY PARISH SUPPORT

***Objective:***

To identify and implement creative ideas and programs that Our Lady of Fatima can offer to support our sister parish, Holy Family in Dorchester.

***Duties:***

Provide a wide range of assistance such as employment counseling, Saint Kevin's School teacher support, summer camp help, parenting issues support, etc.

***Qualifications:***

An active Fatima Youth Ministry (FYM) member seeking an opportunity to mentor and tutor St. Kevin school children in an urban setting. Adult parishioner willing to assist as a driver, support person, and/or identifying other potential areas of involvement also needed.

***Meeting Location & Time:***

Involves visits to inner-city parish. Frequency of visits depends on tutoring schedule and on support requirements.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

John Ollquist  
(978) 443-4215  
john.ollquist@verizon.net

# MOMS, DADS AND TOTS

***Objective:***

To provide a casual, social atmosphere for children to play and parents to socialize, share ideas, and form a community. Toys and snacks are provided. Families attend when they can.

***Duties:***

Encourage children to play with other children as members of an extended family. Parents socialize and build a network of support.

***Qualifications:***

Moms, dads, grandparents and other caregivers with children from birth to 5 years of age.

***Meeting Location & Time:***

Wednesdays and Fridays 9:30 – 11:30 a.m. from September 1 through the end of June.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Christine Dunn  
(978) 443-2647  
christine@fatimasudbury.org

# PARISH NURSING

## ***Objective:***

The Parish Nurse Ministry works with other ministries to develop educational and other activities aimed at enhancing the well-being of body, mind and spirit of all parishioners.

## ***Duties:***

Provide health education activities, prayer for the sick, assist parishioners in locating resources, nutritional counseling, and blood pressure screening. Other duties will evolve based on the interests and backgrounds of the nurses who participate.

## ***Qualifications:***

Currently licensed as an RN or LPN.

## ***Meeting Location & Time:***

Monthly support and planning meetings are anticipated. Day and time to be determined.

## ***Length of Commitment:***

Open.

## ***Training:***

Open.

## ***Contact:***

Sheila Leonard RN  
978-443-3866  
sbleo@comcast.net

# SENIOR GROUP

***Objective:***

To bring senior members of the parish together for companionship, prayer and service.

***Duties:***

A desire to join others in fellowship, fostering a supportive network, in a relaxed environment.

***Qualifications:***

None.

***Meeting Location & Time:***

The group meets the third Monday of the month at 11:30 a.m. in the Parish Center Hall. A separate activity is planned each month.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Christine Dunn  
(978) 443-2647  
christine@fatimasudbury.org

# SOUP KITCHEN

***Objective:***

To prepare and serve meals for the disadvantaged and needy in the Metro West area, at the Salvation Army in Framingham.

***Duties:***

Prepare meals at the parish hall kitchen and/or deliver and serve meals at the Salvation Army.

***Qualifications:***

No cooking skills needed!

***Meeting Location & Time:***

Serve meals at Salvation Army in Framingham from 4:30 p.m. to 7:30 p.m. on the third Sunday of every month and/or cook and prepare meals in the parish hall kitchen the Friday before.

***Length of Commitment:***

Open.

***Training:***

Logistics of cooking, storing, transporting and serving meals provided.

***Contact:***

Rosemary Treacy  
(978) 443-2647  
rosemary@fatimasudbury.org

# WELCOMING COMMITTEE

***Objective:***

To reach out in a friendly, welcoming, and personal way to new members of Our Lady of Fatima Parish.

***Duties:***

Contact new parishioners every six months; invite them to welcoming Masses when scheduled; inform them about welcoming packets available at the parish office.

***Qualifications:***

Outgoing personality with a desire to build relationships.

***Meeting Location & Time:***

Open.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Ursula Lyons  
(978) 443-9638  
ulyons@yahoo.com

# YOUTH MISSION/RETREAT

## ***Objective:***

To provide an opportunity for high school youth to grow in faith and spirituality by working on projects to benefit those facing economic, social, spiritual, and family life challenges, e.g. Hurricane Katrina relief work in Mississippi, or Mission Honduras.

## ***Duties:***

- Work on projects to benefit the poor and underprivileged.
- Witness the plights and challenges of those facing economic, social, spiritual, and family life challenges.
- Become more aware of underprivileged people and their circumstances.
- Share spiritual reflections on each day's experiences.

## ***Qualifications:***

An active Fatima Youth Ministry member.

## ***Meeting Location & Time:***

Periodic meetings 6 to 9 months prior to mission trip

## ***Length of Commitment:***

Participate in all pre-trip meetings and fund-raising events.

## ***Training:***

None.

## ***Contact:***

Patti Cappelloni  
(978) 443-9166  
patti@fatimasudbury.org

# 500 CLUB

***Objective:***

To conduct monthly drawings that will augment the weekly offertory. Over the years the 500 Club has purchased computers, rugs, tables and kitchen equipment.

***Duties:***

Provide administrative support including sending out mailings, tabulating and recording dues payments, balancing the accounts, recruiting new members, conducting the drawings and notifying the winners.

***Qualifications:***

An active parishioner, financial experience preferred.

***Meeting Location & Time:***

Monthly in the Parish Center

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Ethel Johnson/Frank Publicover  
(978) 443-2438  
fgpub@aol.com

# BUILDING & MAINTENANCE

***Objective:***

To assist in addressing ongoing maintenance and capital improvement needs for the church property and facilities.

***Duties:***

To identify and prioritize needs, solicit bids, and make recommendations.

***Qualifications:***

Open to anyone interested in maintaining the church, property and grounds. Experience in building, and facility maintenance and construction preferred, but not necessary.

***Meeting Location & Time:***

Monthly from September to June, in the Parish Center Library as scheduled.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Deacon John Nicholson  
(978) 443-2647  
deacon@fatimasudbury.org

# CHILD SAFETY TEAM

***Objective:***

To create a safe environment in the parish for children and teens.

***Qualifications:***

Adults who are practicing Catholics and pass the CORI check.

***Meeting Location & Time:***

At the convenience of the volunteers

***Length of Commitment:***

Open.

## OPTION 1 – C.A.P. TEAM

***Duties***

- To train volunteers who have contact with children around issues of the children’s safety.
- To advise the staff concerning safety
- To be a resource of the professional and volunteer staff when safety issues arise.

***Training:***

A 2-day training session is required and provided by the Office of Child Advocacy.

## OPTION 2 – CHILD SAFETY INSTRUCTOR

***Duties***

To teach children basics skills in personal safety

***Training:***

Provided within the parish

***Contact:***

Susan Murphy  
(978) 443-9166  
susan@fatimasudbury.org

# FINANCE COUNCIL

***Objective:***

To provide advice to the pastor concerning the administration of the parish finances, budget, and property.

***Duties:***

To assist the pastor in making an annual report of income and expenses to the parish. The Council also provides periodic reports that are published in the Sunday bulletin or monthly newsletter.

***Qualifications:***

An active parishioner with experience in finance and financial budgeting and planning. This Council is appointed by the pastor. A pastoral manner and an understanding of Archdiocesan guidelines are helpful.

***Meeting Location & Time:***

The Finance Council meets approximately four to five times a year, as scheduled.

***Length of Commitment:***

One (1) year term that can be renewed up to 5 years.

***Training:***

None.

***Contact:***

Stephen Knightly, Vice-Chair  
(978) 443-7655  
sknightly@frontiercap.com

# HOSPITALITY SUNDAY

***Objective:***

To provide an opportunity to greet newcomers and build community with parishioners of all ages after Sunday Mass.

***Duties:***

Set up coffee, donuts and juice after Masses on the first Sunday of every month.

***Qualifications:***

A desire to build relationships and community within the parish.

***Meeting Location & Time:***

First Sunday of every month, after each Mass.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Ellie Aiello  
(978) 443-2650

or

Colleen Connors  
(978) 443-4691  
colleen.connors@comcast.net

# LANDSCAPE

***Objective:***

To enhance and beautify the grounds of Our Lady of Fatima Parish.

***Duties:***

Plant flowers on the Church grounds and maintain shrubs, plants, and flowering trees. Sponsor geranium and chrysanthemum sales to defray the cost of purchasing daffodils, pansies, and other flowers planted outside the church, rectory, and parish center.

***Qualifications:***

None, however a green thumb is helpful!

***Meeting Location & Time:***

As the seasons change.

***Length of Commitment:***

Open to those who want to volunteer throughout the year.

***Training:***

None.

***Contact:***

Barbara Clifton  
(978) 443-7898  
bjclifton@ieee.org

# PARISH PASTORAL COUNCIL (PPC)

## ***Objective:***

To advise the pastor in his leadership roles of planning, organizing, initiating, promoting, coordinating and reviewing the evangelization, worship, religious education and service activities within the parish.

## ***Duties:***

Attend monthly PPC meetings and provide candid and honest insight and advice to the pastor on parish issues. Additionally, the PPC works to promote unity and a sense of community in the parish by collaborating with other councils, commissions and ministries.

## ***Qualifications:***

An active church member willing to bring ideas, vision and planning to the council, in a cooperative manner and with a sense of the Church's mission. Previous ministry experience is a plus, but not necessary.

## ***Meeting Location & Time:***

The first Monday of each month, September through June from 7:30 p.m. to 9:00 p.m. in the Parish Center Library.

## ***Length of Commitment:***

Three years.

## ***Training:***

Formation guided by Archdiocesan guidelines.

***Contact:*** Fr. Michael Bova Conti  
(978) 443-2647  
pastor@fatimasudbury.org

# RELIGIOUS EDUCATION COMMISSION

***Objective:***

To initiate, implement, and support programs to catechize, educate, and evangelize all members of our Parish community.

***Duties:***

The commission advises the Pastor and Religious Education Director as they plan for the faith formation of both children and adults of the parish. Ideally, the commission should represent all the demographics of the community.

***Qualifications:***

An active parishioner who values the importance of developing and nurturing the Parish's faith life.

***Meeting Location & Time:***

Parish Center Library on the first Thursday of each month @ 7:30 p.m. (September to May).

***Length of Commitment:***

Three (3) years.

***Training:***

None.

***Contact:***

Susan Murphy  
(978) 443-9166  
susan@fatimasudbury.org

# ST. MATTHEW'S GUILD

***Objective:***

To provide services to sort, count, categorize and report the Sunday Offertory and second collections.

***Duties:***

Assist in the counting and tallying of the weekly collections.

***Qualifications:***

An active parishioner who is committed to accuracy and integrity in handling money.

***Meeting Location & Time:***

One hour in the morning, one day per week.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Chester Zwonik  
(508) 877-0492  
chet46fram@verizon.net

# STEWARDSHIP COMMISSION

***Objective:***

To provide advice to the pastor and foster an understanding in the parish community that everything we have is a gift from God. This requires that each individual be a good steward and share their gifts of time, talent and treasure with family, parish and the community at large, working to live a way of life bonded to Christ through the Holy Eucharist.

***Duties:***

Educate and promote the concept of stewardship through various communication vehicles including newsletters and ministry fairs.

***Qualifications:***

Membership is open to all active parishioners interested in promoting stewardship.

***Meeting Location & Time:***

The first Thursday of each month from September to June from 7:30 p.m. to 9:00 p.m. in the Parish Center Library.

***Length of Commitment:***

Three (3) years.

***Training:***

None.

***Contact:***

Deacon John Nicholson  
(978) 443-2647  
deacon@fatimasudbury.org

# VOLUNTEER OFFICE HELP

***Objective:***

To assist the staff with various projects involved in running the Parish.

***Duties:***

Assist the parish staff with various projects that include paperwork, mailings and data entry.

***Qualifications:***

A desire to share time and talent by assisting the parish staff.  
Computer skills and proficiency with Microsoft Word a plus.

***Meeting Location & Time:***

To be determined by the project needs. This could be at the parish office or your home.

***Length of Commitment:***

Open.

***Training:***

As required by the project.

***Contact:***

Rosemary Treacy  
(978) 443-2647  
rosemary@fatimasudbury.org

# YOUTH MINISTRY COMMISSION

## ***Objective:***

To advise the Youth Minister and Pastor on issues, programs and activities designed to help the Fatima Youth Ministry (FYM) achieve its mission.

## ***Duties:***

Provide advice and counsel to the pastor and youth minister. Plan and implement youth events and programs. Provide mentoring and support to youth as needed.

## ***Qualifications:***

An active parishioner who has an interest in guiding the spiritual development of young people. A CORI check is required.

## ***Meeting Location & Time:***

Meetings are held once a month as needed, September through May in the Parish Center.

## ***Length of Commitment:***

Open.

## ***Training:***

Archdiocesan youth training programs are available.

***Contact:*** Patti Cappelloni  
(978) 443-2647  
patti@fatimasudbury.org

# ALCOHOLICS ANONYMOUS

***Objective:***

To provide fellowship for men and women who struggle with alcohol-related problems. AA is a professional, self-supporting, non-denominational organization open to everyone who wants support fighting an alcohol addiction. This is an open speakers meeting. This group has been assembling for more than 30 years at Our Lady of Fatima Parish.

***Duties:***

Some help needed before and after meetings on a rotating basis.

***Qualifications:***

Desire to receive help with alcohol addiction.

***Meeting Location & Time:***

Tuesday evenings from 8:00 p.m. to 9:00 p.m. in Our Lady of Fatima's parish hall.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Rosemary Treacy  
(978) 443-2647  
rosemary@fatimasudbury.org

# BOY SCOUTS OF AMERICA

## TROOP 63

***Objective:***

To develop in young men good morals, leadership, and other skills that can be used throughout their lives.

***Duties:***

Through many fun trips, special activities, and service projects young men learn how to respect others and the environment.

***Qualifications:***

Open to boys who have earned the Arrow of Light Award and are at least 10 years of age or have completed the fifth grade and are at least 10, but not yet 18 years of age.

***Meeting Location & Time:***

Monday nights in the parish hall.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Dan Vogel  
978-443-5688

# CHRIST ALIVE WOMEN'S BIBLE STUDY

***Objective:***

To provide a supportive environment where women can seek a deeper knowledge of Jesus Christ through the knowledge of His word, and in the tradition of the Roman Catholic Church. Additionally, to help women live out their faith more fully, using the gifts of the Holy Spirit: prayer, praise, teaching, and healing.

***Duties:***

A core group of eight women share teaching roles. Invitations are extended to outside speakers, including priests and religious sisters. Lessons are based on scripture. The group's vision is a vocation to holiness. New members are welcome at any time of the year.

***Qualifications:***

None.

***Meeting Location & Time:***

Once a week on Tuesday mornings from September through June; July and August 4 to 6 times; 9:45 a.m. to 11:30 a.m. Babysitting is often available.

***Length of Commitment:***

Open.

***Training:***

None.

***Contact:***

Faith Wilson  
(978) 443-9455

# KNIGHTS OF COLUMBUS

## ***Objective:***

To support the Church, community, family and youth through charitable gifts and volunteer services. The Knights of Columbus is a worldwide fraternity of Catholic men.

## ***Duties:***

Participate in Council meetings and various activities.

## ***Qualifications:***

Membership is open to practicing Catholic men, 18 years or older. The Council recruits members from St. Anselm, St. Zepherin, St. Ann, and St. Julia parishes in addition to Our Lady of Fatima.

## ***Meeting Location & Time:***

The first and third Wednesday of each month at the Knights of Columbus Hall located at 708 Boston Post Road, Sudbury, MA. Meetings may also be held in the parish hall at Our Lady of Fatima.

## ***Length of Commitment:***

Open.

## ***Training:***

None.

## ***Contact:***

Bill Kneeland  
(978) 443-5457  
w.kneeland@neu.edu

# RED CROSS BLOOD DRIVE

***Objective:***

To periodically replenish the local community's supply of blood. Blood donated in Sudbury may be used anywhere in the country where there is a need.

***Duties:***

Provide administrative, clerical, or logistical support to the Red Cross medical staff in running the blood drive.

***Qualifications:***

Open.

***Meeting Location & Time:***

Blood drives are usually scheduled in February and October in the Parish Hall.

***Length of Commitment:***

5-6 hours on day of blood drive.

***Training:***

None.

***Contact:***

Tim Vaal  
Red Cross Sponsor Coordinator  
(800) 358-0025

# SUDBURY COMMUNITY FOOD PANTRY

***Objective:***

To distribute free food to anyone in need, without prerequisites such as needs tests, letters of referral or residency requirements.

***Duties:***

Assist in the stocking and distribution of food.

***Qualifications:***

Willingness to serve those who are disadvantaged.

***Meeting Location & Time:***

Open for food distribution on Tuesdays and Thursdays afternoons, from 12:00 p.m. until 2:30 p.m. in the parish hall.

***Length of Commitment:***

Open.

***Training:***

Provided.

***Contact:***

Ed Gottmann  
(978) 443-9233  
riddlered@aol.com

# S.T.O.P. PROGRAM

## *Students Together Opposing Prejudice*

### ***Objective:***

An interfaith initiative, directed at middle school youth, to help them develop skills in identifying and confronting prejudice and discrimination. The STOP program was organized in 1991 by leaders from Our Lady of Fatima, as well as Congregation Beth El and the Sudbury United Methodist Church. Young people from other churches in Sudbury are invited to join also.

### ***Duties:***

The sessions are facilitated by high school students, grades 9-12, who have completed the middle school program and want to stay involved. Adults are needed for phone calls, administrative tasks, outreach to the community and other development opportunities.

### ***Qualifications:***

Adults with an interest in young people and social justice.

### ***Meeting Location & Time:***

Seven (7) Thursday evenings from 6:45 p.m. to 8:15 p.m. in January and February; the location rotates among participating congregations.

### ***Length of Commitment:***

Open.

### ***Training:***

None.

### ***Contact:***

Susan Murphy  
(978) 443-9166  
susan@fatimasudbury.org









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