St. Joseph’s Parish Community Guidebook: Belonging and Action

Church & Hall Entrance:
174 Wilbrod Street, Ottawa

Office Entrance & Mailing Address:
151 Laurier Avenue East, Ottawa ON K1N 6N8

Telephone: 613-233-4095
Email: frontdesk@st-josephs.ca
Website: st-josephs.ca/

First edition. February 2013
This Parish Guidebook is the result of many people’s participation and dedication over the last six months. I hope that as you read through, you will share my amazement at the great scope of ministries and activities that make up our parish life.

It has been a great pleasure to work with the generous parishioners and staff in this community and to receive the gifts of your enthusiasm and leadership. May this edition be the first of many that will grow and change as our parish continues to do the same.

Angela McCanny
Writer/Editor
St. Joseph’s Parish Mission Statement

We who choose St. Joseph’s Parish are called, as part of the Body of Christ, in the Archdiocese of Ottawa to be:

A **Proclaiming community** which is a living witness to Christ in the inner city and in partnership with the Oblates of Mary Immaculate proclaims the Good News to the poor.

A **Welcoming Community** which is gathered together in weakness and strength by the Spirit of Jesus to nurture its faith by sharing the Word and breaking the Bread, remembering and celebrating God’s love for us.

A **Discerning Community** which inspired and led by the Holy Spirit on a journey of Faith, encourages the gifts of individuals to flourish;

A **Ministering Community** which serves the needs of its people and reaches out in solidarity, especially to those who are poor and marginalized in the community at large.
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*Note:* *(PC)* indicates Pastoral Care Ministries
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St. Joe’s is a vibrant, diverse and ever-evolving Catholic parish in the heart of Ottawa. It is a place where one and all are invited to experience community, contribute to social transformation and grow spiritually.

The St. Joseph’s Community extends a very warm welcome to all newcomers, visitors, new students, parents of students, church shoppers and those who are curious — those seeking more meaning, but just not sure where or what. All are welcome.

Whether you are a new parishioner just beginning your faith journey with St. Joseph’s Parish, or a long-time member, we welcome you and your involvement in the ministry of the parish.

Getting Involved in the Community

This booklet is a guide to the many opportunities for involvement in the parish. You will find:
• descriptions of the ministries and activities
• time commitment
• skills required (if any) to participate
• information about room bookings, announcements, etc. for facilitators

If you have any questions, feel free to contact the appropriate person listed on the Ministry and Activity Facilitators pages near the front of this booklet.

Take a look at the following pages and see where you might fit with your interests and time availability.
How do I get started?

When you have found something that interests you, call or email the facilitator/contact person listed on the Ministry and Activity Facilitators pages near the front of this booklet. This person will be happy to answer your questions or arrange for you to get involved in the ministry or activity.

Participation in some of the ministries will require you to fill in an application and meet with the pastoral staff or Ministry Facilitator. Ministries working with a vulnerable population may require a police check in order to participate. Other ministries simply need you to sign up.

Not sure where you fit?

If you’re not quite sure about what type of parish involvement fits for you, make an appointment with a member of the pastoral staff. They will help you discern where you can use your gifts.

Changes to this Parish Guidebook?

If you find incorrect information in this booklet or notice that something is missing, please let us know by contacting the Front Desk. We will aim to correct it in the next edition. Thank you.

Email: frontdesk@st-josephs.ca
Phone: 613-233-4095 ext 251
# Ministry and Activity Facilitators

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<tr>
<th>Cluster/Ministry/Activity</th>
<th>Facilitator or Contact</th>
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<th>Email address</th>
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<tr>
<td>Chair of Parish Council</td>
<td>Don Duthie</td>
<td>613-233-4095 x223</td>
<td><a href="mailto:duthiedon@hotmail.com">duthiedon@hotmail.com</a>;</td>
</tr>
<tr>
<td></td>
<td>John Cuddihy</td>
<td></td>
<td><a href="mailto:cuddihy@fastmail.fm">cuddihy@fastmail.fm</a></td>
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<tr>
<td>Chair of Finance Committee</td>
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<tr>
<td>Communications Committee</td>
<td>Chris Adam</td>
<td>613-233-4095 x223</td>
<td><a href="mailto:cadam@st-josephs.ca">cadam@st-josephs.ca</a>;</td>
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<tr>
<td></td>
<td>Michelle Miller</td>
<td>613-233-4095 x235</td>
<td><a href="mailto:mmiller@st-josephs.ca">mmiller@st-josephs.ca</a>;</td>
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<tr>
<td>The Bulletin</td>
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<td>Radamis Zaky</td>
<td>613-869-1587</td>
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<td>English Conversation Group</td>
<td>Pat Barr</td>
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<td>Family Ministry</td>
<td>Petra Hughes</td>
<td>613-792-3928</td>
<td><a href="mailto:Petranortier@hotmail.com">Petranortier@hotmail.com</a>;</td>
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<td>Gay Community and Allies</td>
<td>Ewelina</td>
<td>613-488-2682</td>
<td><a href="mailto:SJcglgroup@gmail.com">SJcglgroup@gmail.com</a>;</td>
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<td>History Committee</td>
<td>Terry Byrne</td>
<td>613-233-4095 x235</td>
<td><a href="mailto:terrybyrne@sympatico.ca">terrybyrne@sympatico.ca</a>;</td>
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<td>Marriage Prep</td>
<td>Michelle Miller</td>
<td></td>
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<td>Neighbourhood Project</td>
<td>Michelle Miller</td>
<td>613-233-4095 x 235</td>
<td><a href="mailto:mmiller@st-josephs.ca">mmiller@st-josephs.ca</a>; <a href="mailto:mvsali@magma.ca">mvsali@magma.ca</a>;</td>
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<tr>
<td>Centretown Group</td>
<td>Maria Virjee</td>
<td>613-234-6000</td>
<td><a href="mailto:stephen.mccanny@gmail.com">stephen.mccanny@gmail.com</a>; <a href="mailto:kathleenallan@magma.ca">kathleenallan@magma.ca</a>;</td>
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<td>Orleans Group</td>
<td>Steve McCanny</td>
<td>613-590-7798</td>
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<td>West End Group</td>
<td>Kathleen Allan</td>
<td>613-729-1903</td>
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<td>West End Family Group</td>
<td>Nikki Shadbolt</td>
<td>613-2287877</td>
<td><a href="mailto:shadbolt@gmail.com">shadbolt@gmail.com</a>; <a href="mailto:ebehrens@grenfell.mun.ca">ebehrens@grenfell.mun.ca</a>;</td>
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<tr>
<td>Resource Library</td>
<td>Elizabeth Behrens</td>
<td>613-234-4766</td>
<td><a href="mailto:equity2000@rogers.com">equity2000@rogers.com</a>; <a href="mailto:mvsali@magma.ca">mvsali@magma.ca</a>;</td>
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<td>The Stewardship Initiative</td>
<td>Herman De Souza</td>
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<td>Welcome Ministry</td>
<td>Maria Virjee</td>
<td>613-234-6000</td>
<td><a href="mailto:mvsali@magma.ca">mvsali@magma.ca</a>;</td>
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<td>Worldwide Marriage Encounter</td>
<td>Angela &amp; Steve McCanny</td>
<td>613-590-7798</td>
<td><a href="mailto:angela.mccanny6@gmail.com">angela.mccanny6@gmail.com</a>; <a href="mailto:mmiller@st-josephs.ca">mmiller@st-josephs.ca</a>;</td>
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<td>Michelle Miller</td>
<td>613-233-4095 x 235</td>
<td><a href="mailto:mmiller@st-josephs.ca">mmiller@st-josephs.ca</a>; <a href="mailto:mmmiller@st-josephs.ca">mmmiller@st-josephs.ca</a>;</td>
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<tr>
<td>Christian Meditation – Mon 9:30 am</td>
<td>George Martin &amp; Rosemarie Morris</td>
<td>613-730-0108</td>
<td><a href="mailto:morris-martin@rogers.com">morris-martin@rogers.com</a>;</td>
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<td>Christian Meditation – Fri 7:30 pm</td>
<td>Francie D'Annunzio</td>
<td>613-236-0155</td>
<td><a href="mailto:davidanthony@gmail.com">davidanthony@gmail.com</a>;</td>
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<tr>
<td>Males Spirituality Open Circle</td>
<td>David Perry</td>
<td>613 722-5787</td>
<td><a href="mailto:raphael.amato@sympatico.ca">raphael.amato@sympatico.ca</a>;</td>
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<td>L'Arche Parish Retreats</td>
<td>Raphael Amato</td>
<td>613-371-3913</td>
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<td>Oblate Associates</td>
<td>Eleanor Rabnett</td>
<td>613-315-5317</td>
<td><a href="mailto:katemacdonald@rogers.com">katemacdonald@rogers.com</a>;</td>
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<td>Parish Yoga</td>
<td>Kate Macdonald</td>
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<td>Scripture Study</td>
<td>Pamela Dixon (Canadian Martyrs Parish)</td>
<td>613-592-5569</td>
<td><a href="mailto:pkossmann@rogers.com">pkossmann@rogers.com</a>;</td>
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<td>Small Group Faith Sharing</td>
<td>Joy Heft</td>
<td>613-232-1492</td>
<td><a href="mailto:jheft@rogers.com">jheft@rogers.com</a>;</td>
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<td>Adult Initiation - R.C.I.A</td>
<td>Michèle Babin</td>
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<td>Baptism Preparation for Infants and Children</td>
<td>Kathy Crowe</td>
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<td>Sacramental Prep for Children and Teens:</td>
<td>Michelle Miller</td>
<td>613-233-4095 x 235</td>
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<td>Front Desk</td>
<td>613-233-4095 x251</td>
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<td>Bread Baking Ministry</td>
<td>Clara Nasselo</td>
<td>613-241-7085</td>
<td><a href="mailto:clara.nasellocnd@gmail.com">clara.nasellocnd@gmail.com</a>;</td>
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<tr>
<td>Celebrant’s Assistants</td>
<td>Bob Part</td>
<td>613-837-3368</td>
<td><a href="mailto:rbpard@sympatico.ca">rbpard@sympatico.ca</a>;</td>
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<td>CA Scheduler  5:00 pm</td>
<td>Tiffany Gauthier</td>
<td>613-562-3928</td>
<td><a href="mailto:tkgauthi@magma.ca">tkgauthi@magma.ca</a>;</td>
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<tr>
<td>CA Scheduler  9:30 am</td>
<td>Joy Heft</td>
<td>613-232-1492</td>
<td><a href="mailto:jheft@rogers.com">jheft@rogers.com</a>;</td>
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<tr>
<td>CA Scheduler  11:30 am</td>
<td>Marion Kizas</td>
<td>613-248-4565</td>
<td><a href="mailto:marionkizas@yahoo.com">marionkizas@yahoo.com</a>;</td>
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<tr>
<td>Children’s Liturgy</td>
<td>Petra Hughes</td>
<td>613-792-3928</td>
<td><a href="mailto:Petranortier@hotmail.com">Petranortier@hotmail.com</a>;</td>
</tr>
<tr>
<td>Counters</td>
<td>Jill Lamont</td>
<td>613-749-8619</td>
<td><a href="mailto:collind@rogers.com">collind@rogers.com</a>;</td>
</tr>
<tr>
<td>Environment Ministry</td>
<td>Dorothy Collins</td>
<td>819- 243-2222</td>
<td><a href="mailto:tom.okrainec@sympatico.ca">tom.okrainec@sympatico.ca</a>;</td>
</tr>
<tr>
<td>Eucharistic Ministers</td>
<td>Tom Okrainec</td>
<td>819- 243-2222</td>
<td><a href="mailto:cgoulet58@gmail.com">cgoulet58@gmail.com</a>;</td>
</tr>
<tr>
<td>Gospel Players</td>
<td>Sr. Connie Goulet</td>
<td>613-231-5118</td>
<td><a href="mailto:klaundy@sympatico.ca">klaundy@sympatico.ca</a>;</td>
</tr>
<tr>
<td>Lector Scheduler</td>
<td>Katherine Laundy</td>
<td>613-680-6860</td>
<td><a href="mailto:ak-3@sympatico.ca">ak-3@sympatico.ca</a>;</td>
</tr>
<tr>
<td>Lead Lector 5:00 Mass</td>
<td>Ann Kelly</td>
<td>613-749-8412</td>
<td><a href="mailto:mtruddyy@yahoo.ca">mtruddyy@yahoo.ca</a>;</td>
</tr>
<tr>
<td>Lead Lector 9:30 Mass</td>
<td>Sr. Mary Ruddy</td>
<td>613-231-3347</td>
<td><a href="mailto:babinmichele91@gmail.com">babinmichele91@gmail.com</a>;</td>
</tr>
<tr>
<td>Lead Lector 11:30 Mass</td>
<td>Michèle Babin</td>
<td>613-292-1413</td>
<td><a href="mailto:ubiquita@ekit.com">ubiquita@ekit.com</a>;</td>
</tr>
<tr>
<td>Young Lectors 3rd Sun. Family Mass</td>
<td>Louise Lafond</td>
<td>613-526-5235</td>
<td><a href="mailto:sdoerge@sympatico.ca">sdoerge@sympatico.ca</a>;</td>
</tr>
<tr>
<td>Liturgical Dance</td>
<td>Suzanne Doerge</td>
<td>613-834-4036</td>
<td><a href="mailto:crowne@sympatico.ca">crowne@sympatico.ca</a>;</td>
</tr>
<tr>
<td>Liturgy Committee</td>
<td>Kathy Crowe</td>
<td>613-315-5317</td>
<td><a href="mailto:dm42robb@gmail.com">dm42robb@gmail.com</a>;</td>
</tr>
<tr>
<td>Offertory Collectors</td>
<td>David Robb</td>
<td>613-421-1663</td>
<td><a href="mailto:rabnete@gmail.com">rabnete@gmail.com</a>;</td>
</tr>
<tr>
<td>Prayers of the Faithful</td>
<td>Eleanor Rabnett</td>
<td>613-315-5317</td>
<td><a href="mailto:pepe.gunn@sympatico.ca">pepe.gunn@sympatico.ca</a>;</td>
</tr>
<tr>
<td>Reflections Ministry</td>
<td>Joe Gunn</td>
<td>613-526-5235</td>
<td><a href="mailto:martha.dougherty@ocsb.ca">martha.dougherty@ocsb.ca</a>;</td>
</tr>
<tr>
<td>Seasonal Planning</td>
<td>Martha Dougherty</td>
<td>613-315-5317</td>
<td><a href="mailto:mvsali@magma.ca">mvsali@magma.ca</a>;</td>
</tr>
<tr>
<td>Mass Greeters and Welcome Desk Team</td>
<td>Maria Virjee</td>
<td>613-234-6000</td>
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<tr>
<td>Cluster/Ministry/Activity</td>
<td>Facilitator or Contact</td>
<td>Phone Number</td>
<td>Email address</td>
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<tr>
<td><strong>Music Cluster</strong></td>
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<tr>
<td>Music Ministry</td>
<td>Jamie Loback</td>
<td>613-233-4095 x228</td>
<td><a href="mailto:iloback@st-josephs.ca">iloback@st-josephs.ca</a>;</td>
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<tr>
<td><strong>Pastoral Care and Social Justice Cluster</strong></td>
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<td>Pastoral Care</td>
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<tr>
<td>Anointing of the Sick</td>
<td>Front Desk</td>
<td>613-233-4095 x251</td>
<td><a href="mailto:frontdesk@st-josephs.ca">frontdesk@st-josephs.ca</a>;</td>
</tr>
<tr>
<td>Funeral Ministry</td>
<td>Sharon Gravelle</td>
<td>613-837-3368</td>
<td><a href="mailto:rbpart@sympatico.ca">rbpart@sympatico.ca</a>;</td>
</tr>
<tr>
<td>Give a Ride: Need a Ride - Driving Ministry</td>
<td>Aileen &amp; Wayne Moyle</td>
<td>613-234-9012</td>
<td><a href="mailto:wayne.moyle@ocsb.ca">wayne.moyle@ocsb.ca</a>;</td>
</tr>
<tr>
<td>Healing Service Ministry</td>
<td>Eleanor Rabnett</td>
<td>613-315-5317</td>
<td><a href="mailto:rabnete@gmail.com">rabnete@gmail.com</a>;</td>
</tr>
<tr>
<td>Healing Space Ministry</td>
<td>Pierre Jean-Louis</td>
<td>613-864-9955</td>
<td><a href="mailto:p_jeanlouis@hotmail.com">p_jeanlouis@hotmail.com</a>;</td>
</tr>
<tr>
<td>One-on-One Experience of Healing Touch</td>
<td>Clara Nasello</td>
<td>613-241-7085</td>
<td><a href="mailto:clara.nasellocdn@gmail.com">clara.nasellocdn@gmail.com</a>;</td>
</tr>
<tr>
<td>Pastoral Visiting Ministry</td>
<td>Kathleen Allan</td>
<td>613-729-1903</td>
<td><a href="mailto:kathleenallan@magma.ca">kathleenallan@magma.ca</a>;</td>
</tr>
<tr>
<td>Practicing Attitudinal Healing</td>
<td>Margaret Dumoulin</td>
<td></td>
<td><a href="mailto:mijd24@hotmail.com">mijd24@hotmail.com</a>;</td>
</tr>
<tr>
<td>Seniors Ministry</td>
<td>Pierre Jean-Louis</td>
<td>613-864-9955</td>
<td><a href="mailto:p_jeanlouis@hotmail.com">p_jeanlouis@hotmail.com</a>;</td>
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<tr>
<td><strong>Social Justice</strong></td>
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<tr>
<td>Development and Peace</td>
<td>Larry Martin</td>
<td>613-526-0390</td>
<td><a href="mailto:ldmartin@sympatico.ca">ldmartin@sympatico.ca</a>;</td>
</tr>
<tr>
<td>Healing &amp; Reconciliation Circle</td>
<td>Dorothy Collins</td>
<td>613-749-8619</td>
<td><a href="mailto:collind@rogers.com">collind@rogers.com</a>;</td>
</tr>
<tr>
<td>Kairos Spirituality-for Social Justice Centre</td>
<td>Anne Taylor GSIC &amp;</td>
<td>613-236-6557</td>
<td><a href="mailto:kairos@bellnet.ca">kairos@bellnet.ca</a>;</td>
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<td></td>
<td>Marlene Kelly GSIC</td>
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<tr>
<td>Refugee Outreach Committee</td>
<td>Patrick Wells</td>
<td>613-232-6327</td>
<td><a href="mailto:patrickwells127@hotmail.com">patrickwells127@hotmail.com</a>;</td>
</tr>
<tr>
<td>The Supper Table Volunteers</td>
<td>Dave Ro</td>
<td>613-233-4095</td>
<td><a href="mailto:info@stjoessuppertable.com">info@stjoessuppertable.com</a>;</td>
</tr>
<tr>
<td>Women’s Centre Volunteers</td>
<td>Jennifer Clark</td>
<td>613-231-6722</td>
<td><a href="mailto:jclark@st-josephs.ca">jclark@st-josephs.ca</a>;</td>
</tr>
<tr>
<td>Parish Staff</td>
<td>Phone Number</td>
<td>Email Address</td>
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<tr>
<td>Pastor</td>
<td>613-233-4095 x222</td>
<td><a href="mailto:aboyeromi@st-josephs.ca">aboyeromi@st-josephs.ca</a>;</td>
<td></td>
</tr>
<tr>
<td>Executive Director</td>
<td>613-233-4095 x223</td>
<td><a href="mailto:cadam@st-josephs.ca">cadam@st-josephs.ca</a>;</td>
<td></td>
</tr>
<tr>
<td>Pastoral Associate</td>
<td>613-233-4095 x227</td>
<td><a href="mailto:mmurphy@st-josephs.ca">mmurphy@st-josephs.ca</a>;</td>
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</tr>
<tr>
<td>Music Director</td>
<td>613-233-4095 x235</td>
<td><a href="mailto:mmiller@st-josephs.ca">mmiller@st-josephs.ca</a>;</td>
<td></td>
</tr>
<tr>
<td>Young Adult Ministry</td>
<td>613-233-4095 x228</td>
<td><a href="mailto:jloback@st-josephs.ca">jloback@st-josephs.ca</a>;</td>
<td></td>
</tr>
<tr>
<td>Coordinator of Faith Formation &amp;</td>
<td>613-233-4095 x251</td>
<td><a href="mailto:frontdesk@st-josephs.ca">frontdesk@st-josephs.ca</a>;</td>
<td></td>
</tr>
<tr>
<td>Facilities Maintenance Manager</td>
<td>613-233-4095 x229</td>
<td><a href="mailto:ncacciato@st-josephs.ca">ncacciato@st-josephs.ca</a>;</td>
<td></td>
</tr>
<tr>
<td>Bookkeeper/Finance Coordinator</td>
<td>613-233-4095 x240</td>
<td><a href="mailto:edouglas@st-josephs.ca">edouglas@st-josephs.ca</a>;</td>
<td></td>
</tr>
<tr>
<td>Supper Table Manager</td>
<td>613-233-4095 x244</td>
<td><a href="mailto:info@stjoessuppertable.com">info@stjoessuppertable.com</a>;</td>
<td></td>
</tr>
<tr>
<td>Women’s Centre Director</td>
<td></td>
<td><a href="mailto:mwilson@st-josephs.ca">mwilson@st-josephs.ca</a>;</td>
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</table>
Parish Council

The St. Joseph’s Parish Council, together with the participation of our Pastor and Executive Director, is a decision-making body responsible for sustaining St. Joseph’s Parish within the Missionary Oblates of Mary Immaculate’s charism of welcoming and solidarity with the poor. The Parish Council is responsible for establishing policies, approving annual budgets, reporting to parishioners on the management of the parish, and ensuring that the vitality of the parish continues to thrive. Under the new governance structure, the Parish Council is made up of representation from five ministry clusters, one representative from each Mass, a Treasurer, the Pastor and the Chair of Parish Council.

Time commitment:
Parish Council meets at a minimum on a monthly basis, but some less critical decisions and reviews are made offline. In addition, some council members are involved in other sub-committees.

Skills/Qualities:
• Commitment to the mission of St. Joseph’s Parish
• Dedication to contribute to the Parish Council
• Collaboration
• Leadership

Training: An initial overview session is provided
Interview: Not applicable; members are elected
Finance Committee

The St. Joseph’s Parish Finance Committee is an advisory body responsible for informing Parish Council about any relevant financial information with direct bearing on its decisions. This includes the provision of sound assessments of the resources available to the Parish and any potential risks to the short- and long-term stability of the Parish.

The Finance Committee fulfills its obligations in part through:

- Overseeing the development of an annual budget which is presented to the Parish Council for approval
- Tracking variances from budget forecasts and alerting Parish Council of any significant deviations
- Drafting policies related to the Parish financial management
- Assessing and providing independent advice on the management of Parish assets and operations, including fundraising proposals and funding for proposed projects
- Carrying out any special reviews or analyses

Members: The Finance Committee consists of between seven and nine members, including a Chair and a Vice-Chair, a Recorder and the Parish Treasurer (represents the Finance Committee as a voting member of Parish Council). The members of the Parish Leadership Team (Pastor, Parish Council Chair, and Executive Director) are considered ex-officio members. The Finance Committee operates on a consensus basis.

Time commitment: The Finance Committee meets at a minimum on a monthly basis, with additional meetings where volume of work, deadlines and/or urgent issues dictate.

Skills/Qualities:
- Commitment to the mission of St. Joseph’s Parish
- Dedication to contribute to the Finance Committee
- Collaboration and leadership
- Strong understanding of principles of financial management
Community Building Cluster

English Conversation Group

I’m an immigrant, and almost every week I sit in conversation with newcomers to Canada – fellow immigrants, refugees, students, teachers, anyone new to our city who has a need to improve her or his English speaking ability. I like being part of this, helping a newcomer make progress in conversational English in order to become better equipped to participate more fully in the community. I like it, too, because the ever-changing conversations give me a unique opportunity to learn about other countries and their cultures.

This is the English Conversation Group. It is part of the fabric of St. Joe’s. With little bridges of conversation it speaks welcome, fosters understanding and brings the diverse communities, within our community, a little closer together. I like that.

Time commitment:
The group meets for conversation every Wednesday evening for 1.5 hours. Weekly attendance by volunteers is not mandatory.

Skills/Qualities:
- A decent command of English and a friendly disposition

Training: None required
Community Building Cluster

Family Ministry

St. Joseph’s vibrant Family Ministry attracts many young families to our community. Our goal is to create a welcoming and inclusive environment for families with children. In addition, we build community by connecting and supporting families through our Family Ministry e-newsletter and the St. Joseph’s families Facebook page.

Activities for families take place during the 9:30 Mass and these include:

- The Children’s Procession
- My Little Church
- Children’s Liturgy of the Word
- 3rd Sunday Family Mass
- Gospel Players Group

**Time Commitment:**
There are many different ways in which you can become involved with the Family Ministry, each with varying time commitments. Contact the facilitator for more information.

**Skills/Qualities:**
We are looking for people to develop and further enrich this ministry; your gifts and suggestions are welcome.

**Training:**
For some aspects of this ministry, we provide a workshop and shadowing experience. Ample resources and guidance are available to help you be comfortable and successful.

**Police Check:** Required
Community Building Cluster
Gay Community and Allies at St. Joseph's

Hi, my name is Ewelina. I am a Catholic lesbian, and I volunteer with the Gay Community and Allies group in the parish. When I first found a parish community that would accept me as I am, my life changed. Love from the community was God's love for me, love that I was unable to see until then. And I got the courage to love, too!

Together with our group at St. Joe's, I want to build bridges between LGBT people and the rest of the Catholic community because I believe: Everybody has the right to love.

Gatherings:
Our group meets once a month for discussions, faith sharing, praying and socializing. Volunteers can also get involved in social justice projects.

Skills/Qualities:
• All-are-welcome attitude
Community Building Cluster

History Committee

The History Committee is responsible for researching, documenting, updating and maintaining the history of St. Joseph’s Parish.

It accomplishes its responsibilities by:

a) ensuring that church records (baptisms, marriages, funerals, bulletins, The Spirit, etc) are in good usable condition;

b) ensuring that any article or artefact is reviewed to ascertain its importance as a historic document or item before it is destroyed;

c) researching church stories in various publications and meeting with people who may have information of interest to further capture our history;

d) maintaining photos of the parish and identifying events, timeframes and parishioners in these photos;

e) presenting items of historic interest in the two showcases in the front entrance of the church;

f) researching and producing one-page histories of the parishioners who served in WWI and WWII to order to breathe life into the plaques that commemorate their service.

Time commitment:
- A couple of hours a month

Skills/Qualities:
- Good written communication skills and an eye for detail

Training: Will work with a member of committee to learn about the work and the tools at our disposal.
Community Building Cluster
Marriage Prep: Couples’ Weekend Sessions

We presently hold two sessions of Marriage Preparation each year, one in the spring and one in the fall. Couples preparing for marriage attend and participate in the sessions, which are hosted by facilitator couples.

“By leading the conflict resolution and interfaith marriage sections of the Marriage Prep sessions, we are able to re-examine our own marriage and reflect on the growth in our marriage over the last 11 years. It is great to have the opportunity to meet young couples who are full of love and to absorb the youthfulness of their relationships, re-invigorating our own love for each other.”

Time commitment:
Most facilitator couples would present once in the spring and once in the fall. Each workshop is about an hour. Topics include: communication, spirituality, sexuality, conflict resolution, finances, etc. We also hold a general team meeting once or twice a year.

Skills/Qualities:
We do seek couples here as opposed to individuals. Couples should both be at ease in front of groups and willing to share the blessing and challenges of their own marriage journey as related to their given topic.

Training: Provided
Interview: Yes
Community Building Cluster
Marriage Prep: The FOCCUS Inventory

The FOCCUS inventory is a pre-marital inventory that helps a couple as they prepare for marriage. One of its main strengths is to help couples become aware of important areas of discussion as they move forward with their commitment. A couple preparing for marriage completes the inventory online. The FOCCUS facilitator(s) would receive a couple’s results online and meet with the couple for about two hours to go over the results. You can use the parish rooms or invite couples into your home. Facilitators can be couples themselves or individuals.

Time commitment:
You decide how many couples you want to meet in a given year. Each meeting will take about two hours per couple.

Skills/Qualities:
This ministry can be provided by a couple or an individual. This is not marriage counselling but good listening skills are important.

Training: Provided
Interview: Yes
Community Building Cluster
The Neighbourhood Project

The Neighbourhood Project is designed to reach parishioners in the many areas where members of the parish live. Many St. Joseph’s parishioners travel from various parts of the Capital region and consciously choose this parish as their spiritual home. To address this reality, St. Joe's has started The Neighbourhood Project with the hope that fellow parishioners in the same neighbourhood can get to know each other. By meeting in groups from a smaller geographical area (usually grouped by postal code) parishioners can build community with each other and perhaps offer hope, service and outreach to others in their neighbourhoods.

Groups meet for prayer, spiritual reflection, fun and support. The groups provide an intimate faith experience and enrich our experience of the parish.

“It was so good to talk about what drew us to St. Joseph’s! We had so much in common.”

Time Commitment:
Each group decides when, where and how often they would like to meet.

Currently, there are four neighbourhood groups in the early stages of meeting each other: Centretown, Orleans, West End and the West End Families Group. If you are interested in meeting or establishing a group in your area, please contact the facilitator.
Community Building Cluster

Resource Library

A Resource Library has recently been established in the dining room area on the 2nd floor of the Parish Office.

The Resources:
All are welcome to use and borrow from this collection of over 1,000 books, including many on: liturgy, meditation, prayer, sacraments, scripture, spirituality and theology, as well as children's literature, resources for catechists and teachers, and reference materials. There are also a small number of religious CDs, DVDs and videos.

Items are arranged by the Library of Congress system, with easy access by author, title and subject listings. Borrowing will be on a self-serve honour basis, with a two-week loan period.

"As a recent member of the parish and retired university librarian, I volunteered to organize the Resource Room and hope that many will enjoy both the space and the collection."

Visiting the Library:
The Resource Library is open during Parish Office hours. It is also available after weekend Masses but please advise a staff member that you are visiting.

It can be accessed through the Parish Office (or through the Church on Sundays), where you proceed from the main hallway up the central staircase. This space may have been reserved by groups in advance, so please call ahead if you are making a special trip to visit the library.
Community Building Cluster
The Stewardship Initiative

Stewardship and Community: Fulfillment of Participation

An Invitation:
The St. Joseph’s community, which is currently reshaping itself with new governance models and new structures for making our missioning prayer a living reality, is also undertaking a new exploration of stewardship.

What is it? Who shares in it? What are its roles and responsibilities? What are its benefits, blessing and graces?

If our stewardship takes the shape we hope, all of us would become active stewards of both our St. Joe’s home and the projects that embody our commitment to social justice.

So What Does Stewardship Involve?
That is the question at the heart of our exploration. That is the conversation we want to have. That is the open space we want to fill with the creativity of our community. True stewardship, which moves us beyond congregation to community, lies at the heart of our journey. We hope to gather ideas from across the parish.

We hope everyone in the community will join in this conversation. At present, we are expanding our small working committee and welcome your participation.

Time commitment: Will vary as the Initiative develops.

Skills/Qualities: Commitment and regular participation

Blessings from the Stewardship Initiative
Community Building Cluster

Welcome Ministry

“It is an ancient Catholic tradition that all are welcome.”

At St. Joseph’s Parish we try to make this sentence come alive:

- We greet people with a smile at weekend Masses at the church doors.
- We speak to other parishioners in the pews.
- We provide advice and information at the Welcome Desk.
- We write welcome letters to new parishioners, meet them over coffee for more information and the personal touch.
- We introduce new parishioners to other parishioners over a relaxed lunch or dinner.

Time commitment:
This varies greatly according to activity: writing welcome letters, making personal contact, hosting/organizing welcome meals.

Skills/Qualities:
- Good interpersonal skills; enjoying entertaining and meeting new people

Interview: No official interview but discussion with Ministry Coordinator
Marriage Encounter is a Catholic ministry to married couples and religious. It begins with a weekend away, offered once a year in March, in the Ottawa area. This provides married couples with a chance to spend time together, away from the distractions and tensions of everyday life, while encouraging them to focus on each other and their relationship. The atmosphere is relaxed and non-invasive. Most participants say they are hardly aware of the others in attendance.

During the weekend, a series of presentations is given by a team of Catholic couples and a priest. Each presentation allows you to look at yourself as an individual, and then to look at your relationship to those with whom you live and work and to whom you minister. Married couples view all these relationships in terms of their own vocation, but the principles are freely applicable to the priesthood and religious life as well.

Watch for our bulletin announcements in January.

“Marriage Encounter keeps our relationship fresh and exciting. I listen better, I understand better and I find it easier to give new energy to our marriage.”

Time commitment:
Initially, one weekend, Friday evening to Sunday afternoon. Opportunity for ongoing monthly involvement, if interested.

Skills/Qualities:
• Willingness to risk getting to know each other better.
Community Building Cluster
Young Adult Ministry for those 18 - 39

At St. Joe's we have a particular outreach to young adults. Those in their late teens, twenties and thirties are an important part of the community and are involved in all aspects of parish life. Young adults serve in many ways during the Sunday Liturgy, at our social outreach programs and assisting with formation for the children and teens of the community.

**Monthly Young Adult Brunch:**
There is a monthly young adult brunch for all those 18-39 usually held in the 2\textsuperscript{nd} floor lounge on the 3\textsuperscript{rd} Sunday of the month, after the 11:30 am Mass. During the warmer months, you can find us on the deck.

**College and University Students:** Given the proximity to the University of Ottawa, we are delighted to journey with so many students who call St. Joe’s home while they are studying. We also have students from Carleton, Saint Paul University and Algonquin College.

**Sunday Evening University Mass:** Although young adults participate in all of our weekend Liturgies, the Sunday evening University Mass is a dedicated time for students and other young adults to gather and worship together. It is a low-light, peaceful and contemplative liturgy, aimed at taking a break from the business of life and resting in God. Young adults serve in all liturgical ministries and gather after Mass for home-baked cookies provided by parishioners. Once a month, this after-Mass gathering moves to the 2\textsuperscript{nd} floor lounge for pizza, or the like.

**Young Adult Contact List:** All young adults are invited to join the young adult contact list, found at the Welcome Desk at the church entrance or through the website.
Community Building Cluster
Youth Ministry: Grades 6-8 and Grades 9-12

The St. Joe’s Youth Ministry is developing in the Fall/Winter of 2012/13, to provide an opportunity for teens to come together in community, for friendship, faith, fun and support. Currently, there are two age levels: grades 6 - 8 and grades 9 - 12.

Youth Ministry is a place to:
• connect with others
• celebrate together and support one another in difficulties
• prepare for sacraments
• have spiritual conversation about matters of faith
• make new friendships and deepen others
• reach out to the larger community
• express and explore ideas
• have fun

This gives young people a much needed welcoming space as they go through some of the most intense experiences of their lives.

If you are interested in checking out activities in the youth ministry or would like to get involved as a leader and mentor, please contact the facilitator.
Faith Formation and Initiation Cluster

Adult Initiation – R.C.I.A.

The RCIA Team works in partnership with adults who are seeking to grow in their faith in God within the Catholic faith and community. We journey with both baptized and unbaptized who are interested in learning more about the Catholic faith or are seeking to join the Catholic Church.

“Being involved with RCIA has been a great place for me to journey. I love to learn, to discover God in places I had yet to notice God. I feel blessed to share and learn with others who are discerning, growing and manifesting their connection to God in our faith community.”

Time commitment: There are various ways to get involved.

- **Team Member**: The formation sessions occur most Sundays after one of the Masses, but generally team members are on only once a month. We also meet monthly for Team meetings.
- **Dismissal Leader**: This facilitator leads a group sharing on the Mass readings for the last half of Mass each week. Monthly commitment is great.
- **Sponsor**: Many people do not know other Catholics, and we look to match candidates with a sponsor who can journey with them on their faith journey. You will get out more than you put in!
- **One-Time volunteering**: Volunteering for a one-time event is also possible.

Skills/Qualities: This varies, but one of the most important qualities of this ministry is to be a good listener. We can help you discern where your gifts will be best used.

Training: Provided
Interview: Let's chat.
Faith Formation and Initiation Cluster

Baptism Preparation for Infants and Children

The Infant Baptism Preparation team assists parents who are preparing to initiate their young children into the Catholic faith. We facilitate a series of group sessions where the parents learn about the sacrament of Baptism. They have an opportunity to reflect on their own faith journey and discuss their role as Christian parents.

Time commitment:
- Three preparation series (usually) are planned per year, during the fall, winter and spring.
- Team members attend the Sunday liturgies for the pre-anointing rituals and for the baptisms.
- On the Sunday preceding the baptism Sunday, team members meet with the families after Mass for about 20 minutes to discuss the upcoming ceremony.
- On baptism Sundays*, the team members arrive about one hour before Mass for set-up and stay for about 20 minutes after the Mass for tidying up.
- Finally, the team members meet a few times throughout the year for planning.

*Note that baptism Sundays are usually scheduled once a month, except during Advent and Lent.

Skills/Qualities:
- Ability to facilitate group discussion
- Comfort with sharing own faith experience
- Flexibility in accommodating special requests and circumstances

Training: Orientation is provided and leader resources are available.
Faith Formation and Initiation Cluster

Christian Meditation

Rooted in Christian tradition from earliest times, Christian Meditation is a form of prayer rediscovered in recent years by John Main, a Benedictine monk, and renewed through his teachings. It is a way of simplicity in which we quiet the mind and become still and attentive to God. It is a prayer of silence which takes us beyond words, thoughts and images to experience the presence of Christ within us.

Time commitment:
It is recommended that we meditate twice daily – morning and evening – for 25-30 minutes. We can meditate alone or with others.

St. Joseph’s parish offers two periods of meditation at the church each week:
• Monday morning at 9:30 am.
• Friday evening at 7:30 pm.

Everyone is welcome. Each meditation session consists of a 15-20-minute recorded teaching by John Main followed by a 25-minute period of meditation. There is time for questions and comments, and a closing prayer.

Skills/Qualities:
• Willingness to gather with others to pray in stillness and silence

Training: No special training. Learn as you go. Orientation is offered at each session, as required. There are written materials available.
Faith Formation and Initiation Cluster
L’Arche Retreats at St. Joseph Parish

L'Arche is a unique vision of care giving and community building in which people who have developmental disabilities, together with those who come to assist, share life and daytime activities in family-like settings that are integrated into local neighbourhoods.

In 2002, L’Arche Ottawa decided to attempt to bring the wisdom, knowledge and lived experience of L’Arche and Jean Vanier, who founded the intentional community in 1972, and disseminate it with the aim of creating a more compassionate and caring society. To do this, the members of L’Arche have developed a series of retreats and reflective sessions which they share with St. Joseph parish. L’Arche Ottawa develops these retreats attentive to what is being lived at St. Joseph’s, as well.

Here are some past retreats that have been offered by L’Arche:
- Celebrating Life: Preparing for our Final Journey
- Embracing our Belovedness
- Being a Healing Presence in a Wounded World
- The Journey to Forgiveness
- Being First: The Spirituality of Ageing - Moving from Doing to Being

Time commitment:
Retreats range from a single evening to half- or full-day. All are welcome. Watch the bulletin for future events. For those interested in helping, preparation for the retreat takes about 3-4 days a year, and facilitation of retreat is anywhere from 3-9 hours.

Skills/Qualities:
All of the L’Arche retreats involve core member (persons with a developmental disability) and assistants.
Faith Formation and Initiation Cluster

Males Spirituality Open Circle
and The Centre for Initiation and Education (CIE)

www.malespirituality.ca

The intention of the Males Spirituality Open Circle is to create and hold a sacred space for men to explore and express the shape and language of the male inner journey.

The monthly circles are a weave of drumming, short teaching, small group reflection, and a healing prayer/ritual/contemplative sit. We’ve had the odd foray into the wilderness, and anticipate more natural adventures. Our mentors are Richard Rohr (OFM), Robert Moore (Jungian psychologist) St. Paul, Bill Wilson (of A.A.), and Thomas Merton, as well as the many artists that inspire us. We ride on their coat-tails. They have left us some incredible wisdom and tools with which to work, do the inner journey and pray.

Men range in age from 18-68, all walks of life, all faiths, from across Ottawa all the way to Pembroke. One great blessing is the participation of students from the universities and colleges.

“*The Circle provides an inclusive environment for men of all ages to come together and connect. The Circle is a non-judgmental meeting space, where men are able to open up and look deep within themselves. The combination of drumming and reflection often leaves one with a sense of awe.*” – Phil, student at the University of Ottawa

**When:** Last Monday of the month, year-round, from 6:30-8:30 pm.
**Where:** Usually in St. Joe’s Hall but it changes. Watch the bulletin.

Our partners include St. Joe’s, the Ottawa Folklore Centre and The Ottawa Folk Festival (for the loan of Djembe drums), St. Luke’s Anglican Church and the international group ‘Illuman’ (which is the successor group to Fr. Rohr’s men’s work).
Faith Formation and Initiation Cluster

Oblate Associates

Being an Oblate Associate is one of the many ways parishioners enter into association with the Missionary Oblates of Mary Immaculate, the order that founded our parish. For many, this association comes in the form of working for and with the Oblates, while for others it comes from years of personal relationship with one or several Oblates. Membership in M.A.M.I. (Missionary Associates of Mary Immaculate) is one form of living in association with the Oblates.

Oblate Associates are a group of people who in relationship with the Oblates, enter into a specific spirituality and make it a way of living. These are people who feel drawn to live out their Christian lives through the charism of St. Eugene de Mazenod and the mission of the Oblates. They seek to respond to God’s call in an intentional way in a committed relationship with the Oblates of Mary Immaculate.

If you are interested in learning more about the Oblates of Mary Immaculate, St. Eugene de Mazenod, Founder of the OMI, or about the Oblate Associates, please contact the pastor or the contact representative for this group.
Faith Formation and Initiation Cluster

Parish Yoga

My name is Kate Macdonald. I have practised yoga in various forms for about 35 years, and recently completed a 200-hour teacher training program.

The Parish Yoga Project seeks to create new pathways of health through the practice of yoga asana, pranayama and meditation.

We want to nourish existing connections and create new ties within the Parish community, and welcome members of the larger community to share the practice of yoga with us at St. Joseph’s.

Please Bring:
Participants will need to bring a yoga “sticky mat,” and are encouraged to invest in two 4”x6”x8” yoga blocks and a canvas web yoga belt.

Upcoming Sessions:
Please watch the bulletin for dates, or contact the facilitator for more information.

There is no charge for the classes.
Faith Formation and Initiation Cluster

Sacramental Preparation for Children and Teens: First Communion, Reconciliation and Confirmation

A. First Communion and Reconciliation
Each spring we gather with the families who have children who wish to prepare for First Communion and First Reconciliation. We hold preparation sessions with the children as well as with the parents.

Time commitment:
Ideally, a few catechists would share the leadership of the sessions with the children. We also seek parents whose children have already received these Sacraments to be willing to meet with these parents to reflect on raising families in faith. Each session would require some preparation time.

B. Confirmation
We gather each winter/spring with teens who wish to prepare for Confirmation. This process is done as part of a comprehensive youth ministry model.

Time commitment:
Pairs of catechists lead weekly sessions of faith formation with the teens through the winter and spring

Skills/Qualities:

Working with the children:
- A love of children and/or teens
- Openness
- Honesty
- Patience

Working with the parents:
- Authenticity
- Willingness to share your experience

Training: Provided
Interview: Let's chat.
Police Check: Required
Faith Formation and Initiation Cluster

Scripture Study

This scripture study is offered jointly by the “sister” Oblate parishes of St. Joseph’s and Canadian Martyrs on Main Street to provide an opportunity to reflect on the Word of God. A session leader directs discussion and allows for exploration of a specific portion of the Bible (e.g. The Gospel according to Mark or the Book of Exodus) using scripture text, a commentary by a recognized scholar and a study guide. Discussion could also include noted historical, cultural or sociological references, personal understanding or reflections and shared experiences.

“It is always exciting and fascinating to see if my understanding of what was read matches that of others from the group. I find this a truly fulfilling way to deepen my understanding of the Word of God and then to live/apply it in today’s society.”

Time commitment:
- 20 minutes/day Friday through Wednesday at home
- 90-min. group discussion and prayer
- Sessions are usually 10 weeks in length.

Skills/Qualities:
- Willingness to read the assigned readings
- Willingness to share reflections, thoughts or comments on the assigned readings
- Leader may have to become familiar with DVD, audio-visual equipment
- Leader should be able to steer discussions such that all feel they have participated (if they wish); focus on specific questions that may generate discussion; and/or encourage many different perspectives to be shared on a theme.

Training: Leaders will require some training on AV equipment.
Faith Formation and Initiation Cluster
Small Group Faith Sharing

For the last several years, this group has met weekly during Advent and Lent to prepare for the following Sunday’s liturgy. Through scripture reading, guided questioning and faith sharing, participants reflect and share their personal faith experiences. The group also prays together for common or personal concerns.

Some people join the group at a particular time in their life - bereaved, recently retired, new or enquiring Catholic, student – and move on. Others return from season to season, providing some continuity to the group. Over the course of the season, the group grows in their sense of community with each other and enjoys the opportunity to meet parishioners from other Masses.

“I have very much enjoyed the Advent preparation sessions, which provided time for faith sharing, quiet reflection, prayer, readings and discussion, and the opportunity to hear the perspectives and insights of others, in a contemplative and respectful atmosphere.”

“To hear the thoughts of others was always enriching to me, showed me hitherto unnoticed shades of meaning or gave me a completely new perspective. I feel close to the members of our Small Christian Community; they somehow became part of my life and of my faith. And this community brought me closer to God, made him more real because he was reflected so openly in the lives of the others.”

Time commitment:
We meet at 7:30 pm on Wednesday evenings during Advent and Lent. Watch for details in the bulletin and sign-up at the Welcome Desk, so that the resource booklet Celebrating the Word can be ordered. Participation is flexible and people are welcome to attend even if they cannot attend all of the sessions.
“We need to fall, to fail, and to jump into the mystery of our own existence, or we literally stay on the surface of life.”  (Richard Rohr, OFM)

The Spiritual Seekers Series is a mini-retreat experience, every month. The sessions provide a meaningful spiritual, scriptural or psychological teaching along with a communal experience of prayer, reflection and shared meals. Based on the spiritual threads of the likes of Fr. Richard Rohr, OFM, each session explores new pathways to identity and freedom in the mystery of God, inviting awakening to our Christ-Self. Our language is Christian, but we see it as complementary and non-competitive with seekers on all paths.

“The session I went to gives me a real sense of hope that there is something for me in the church after all. The talk by Fr. Richard Rohr answered a lot of nagging questions about Christianity that I hadn’t been able to articulate. It was also great to meet open-minded people who were asking questions about their faith. I’ve been looking for a way to connect with the church, something that taps into the ideas that excite me, and this could be it.”

**When:**  2nd Saturday of the month, from 10 am – 2 pm.
**Where:**  Sometimes at St. Joe’s, but watch the bulletin for details.

**Time Commitment:**  It’s called a series, but often people just attend whichever events they can.

There is no charge for the series, though freewill offerings are appreciated. A free lending library allows people to catch up on missed talks or borrow other presentations (DVD or CD) and books.

The Spiritual Seekers Series is hosted by CIE, an Ottawa based non-profit, in collaboration with St Joe’s.
Altar Linen Ministry
Each week, the altar linens are gathered, washed and returned to the church in preparation for the following weekend Masses. Most weeks, only the purificators need washing and ironing, but occasionally there is an altar cloth or alb, as well.

“To me it is a sacred privilege to launder the purificators. I do them by hand all by themselves. I know I am in the right ministry.”

Sure easy way of removing red wine stains: hold the stained linen over a bowl and pour BOILING water over them. Watch them come out!

Time commitment:
Each person’s turn comes only once a month, by pre-set schedule (i.e. second Sunday of the month).

Skills/Qualities:
- Willingness to pick up and return the linens in time for the following weekend

Training: Not required
Liturgy Cluster

Bread Baking Ministry

My name is Clara Nasello and I co-ordinate the bread baking ministry. We are happy to offer the option of baked bread at the weekend Masses from September to June.

“Those who offer to bake the bread see it as a privilege and a prayer.”

Time commitment:
There are 15 bread-bakers who make a commitment to making the bread. This commitment is renewed each year in October. Everyone has a chance to bake bread for the Eucharist three times during the year. Sometimes people are unable to renew their commitment, and there is a need for more bakers. I always make this known in the bulletin and through an announcement at Mass.

Skills/Qualities:
Bakers need to be able to follow the provided recipe and deliver the bread to the church according to the schedule.

Training:
Each year, there is a demonstration in February, graciously provided by one of our parishioners. This Tea and Bread Afternoon is an opportunity to get to know the other bread bakers.
Liturgy Cluster

Celebrant’s Assistants

The Celebrant's Assistant (CA) functions as the “Master of Ceremonies” for Liturgical Celebrations at St. Joseph’s Parish. In ecclesiastical terminology, this is the Liturgical Ministry of Acolyte.

This Ministry is all about "service" to the community, by eliminating distraction and miscues during the Liturgy. The CA is responsible for ensuring that all other ministries interact smoothly and efficiently with each other, by providing discreet direction to all concerned. Like the director of a play, the CA operates as much as possible “behind the scenes.”

“My experience as a CA is both humbling and proud: proud to enable Liturgies that proceed smoothly and prayerfully and humbling to know all about the efforts that others put into creating a meaningful and cohesive Liturgy.”

Time commitment:
The CA usually serves for one weekend liturgy every 4 to 6 weeks. The CA should arrive about 20 minutes before the beginning of the Liturgy to ensure that all is in order. The CA may be required to assist with clean-up following the Liturgy.

Skills/Qualities:
• Knowledgeable concerning liturgical practices / theology and liturgical “flow,” especially at St. Joe’s
• Able to provide direct support and assistance to the presider throughout the Liturgy
• Watchfulness and ability to respond as needs arise
• Comfortable being visible throughout the Liturgy
• Comfortable with making announcements during the Liturgy.

Training: Provided
Interview: Meeting with the CA Coordinator
Liturgy Cluster

Children’s Liturgy of the Word

During the school year at the 9:30 Mass, children are invited to gather for about 15-20 minutes to break open the Word of God. We recognize that children are equal in discipleship to adults. Their experiences and contributions are validated and treated with respect. In our activities, we invite children to express their faith at a level appropriate to their age and help nourish their spirituality.

“Watching and listening to the children express their spirituality is life-giving, moving and just wonderful. When I help the children reflect on what it means to be a follower of Jesus, I learn so much myself and come away recharged and refreshed with words of wisdom to live by for the week ahead.”

**Time commitment:**
Our Children’s Liturgy program always requires many volunteers. We facilitate three separate groups and require a leader and an assistant for each group, who typically help once per month. If you are a leader, some preparation is required. We communicate mostly through emails, but volunteers meet from time to time throughout the year for fellowship and to share experiences.

**Skills/Qualities:**
- A joy and affinity for working with children
- Some experience in managing small groups of children is handy
- A measure of creativity, sense of humour and patience

**Training:** We provide a workshop and shadowing experience. Ample resources and guidance are available to help you be successful.

**Police Check:** Required
Liturgy Cluster

Counters

Monetary donations to the parish and its various ministries are counted each week by volunteers. It is probably the oldest activity in our church, as there has always been a need to count the donations given for the church and for the needs of the people the church supports.

Two counters serve each weekend. The tasks are generally divided by the preferences of the counters and decided between them.

Responsibilities:
- Accurately count the monies donated; record cheques
- Sort envelopes by number
- Complete the deposit book
- Record donations as designated, e.g. Supper Table
- Maintain tax receipt information for visitors and non-registered parishioners
- Ensure that deposits are placed in safe

Time Commitment:
Generally, Counters are scheduled for about two hours, once a month, according to their preferred day and time. On Sundays, counters normally attend the 9:30 Mass and count afterwards. Counting is also possible after the 11:30 Mass or on Monday mornings. There is good flexibility for holidays and other commitments.

Skills/Qualities
- Comfortable knowledge of basic mathematics
- Ability to work in an organized fashion and follow procedure
- Sense of humour

Training: Provided
Liturgy Cluster

Environment Ministry

Those responsible for decorating the church attempt to develop a liturgical environment that will reinforce the Word as presented in the Gospel message. While it is not our intention to have parishioners focus on the decor, it is our hope that those who visit the church will be drawn to a decor that will encourage and direct quiet personal reflection.

Time commitment:
- Attendance at liturgical seasonal planning meetings
- Before Advent /Christmas and Lent /Easter seasons, it is possible that there would be a need for a lot of preparation for the seasonal decorations. The time required depends on the project "ideas" that inspire us. Inspiration may come as a result of Seasonal Planning meeting discussions or occasionally from personal reflection.
- Aside from meeting the major seasonal needs for decor, we also attempt to set a tone for ordinary times and other events that become a parish focus (for example, "Setting our Sails" in 2011).
- After preparations are completed, it generally takes a day to change the decor.

Skills/Qualities:
- A love of visual arts
- Time and space in which to develop various banners etc.
- A degree of physical strength. There is some heavy lifting and climbing etc.
- An ability to share ideas as a member of the liturgical planning team

Training: Training is not provided. Any course work or artistic experience, though not essential, would be considered an asset.
My name is Tom Okrainec. I have been a Eucharistic Minister in our parish since 1987 and have served as Ministry Head since 1990.

Eucharistic ministers help to distribute the Body and Blood of Christ during the Liturgy. They are individuals from all walks of life and experiences who have a love for the Eucharist and want to serve at the Table of the Lord.

“I feel so called, blessed and compelled to serve my parish and to grow in my faith in the grace of God. I feel very proud to be a Eucharistic Minister in our parish.”

Time commitment:
Frequency of serving Communion varies during the year from once a month to every Sunday (the need is greater during the summer months). Eucharistic Ministers need to arrive 10 minutes before the beginning of Mass and check in with the Mass coordinator.

During the Mass, Eucharistic Ministers come to the front of the church after the Amen and form a semi-circle around the altar (you will receive training about when to come up, where to stand, etc.). They are also encouraged to help clean up after Mass.

Skills/Qualities:
- A person can become a Eucharistic Minister after he or she is confirmed in the Catholic faith.
- Willingness to learn how to serve Communion and follow procedures
- Feel comfortable being with people and serving Communion

Training: Provided
Liturgy Cluster

Gospel Players

The Gospel Players are children from age 8 who want to bring the Gospels to life by acting them out. In this way, the message of Jesus becomes more alive for them and helps them and the congregation to spread the Good News throughout the whole world. These children present the Gospel dramatization from the Children's Lectionary at the 9:30 Family Mass on the third Sunday of each month. They also join older groups for dramatic presentations throughout the Liturgical Year.

"It makes the Church more of a Community. It allows more young people to get involved."

"It was fun. And I learned more about the Bible."

"It was easy to go up and do it, and you make people happy."

**Time Commitment:**
At a short meeting following the 9:30 Mass on the first Sunday of the month, the children receive copies of the Gospel, choose the parts they want to play and have a brief practice. Often their parents help them to understand the Gospel better, speak the words clearly and assist them with the acting. Then on the third Sunday they attend a 9:10 a.m. practice just before their presentation.

**Skills/ Qualities:**
Any young children who show an interest in joining The Gospel Players are most welcome. They learn quickly from the experienced children and from the directors, who are made up of both adults and older children.

**Training:** Provided
Lectors

Lectors proclaim the Word at the Sunday Liturgies with the goal of making the Word of God alive and meaningful for the congregation. In order to better understand the Word of the Lord, lectors also commit to attending a Practice and Reflection session during the week that they are scheduled to be a lector.

Each Mass community has a “Lead Lector” who looks after all matters pertaining to that particular Mass, including training new lectors, communicating information, etc.

“I learn so much about the readings and grow in my faith through meeting with other lectors at the Practice/Reflection sessions. It feels like an honour to proclaim the Word at Mass.”

Time commitment:
Lectors will be scheduled to read at approximately 8 Masses per year, with additional reading possible during Holy Days. Lectors need to arrive 15 minutes before their scheduled Mass. During the week prior to the scheduled Mass, the lector will also attend a Practice and Reflection session, usually on a Wednesday or Thursday evening, from 7:00 to 8:00 p.m. (The schedule will specify the exact date.)

Skills/Qualities:
- Comfort speaking in public and in front of a microphone
- Clear pronunciation in English
- Willingness to prepare individually and with other lectors

Training: Provided
Liturgy Cluster

Young Lectors

Young lectors, who range in age from early elementary grades to the end of high school, proclaim the Word and compose and read the Prayers of the Faithful at the Family Mass on the 3rd Sunday of every month, from September to June.

This is an opportunity for the younger members of the congregation to more fully participate in the Liturgy of the Word and to bring their own concerns to the Prayers of the Faithful.

**Time commitment:**
For the lector: practising at home with the text and then practising 30 minutes before Mass at the microphone.

For the lector writing the Prayers of the Faithful: writing out the prayers at home and then practising 30 minutes before Mass at the microphone with the other lector.

**Skills/Qualities:**
- Basic reading skills (even new readers are welcome)
- Basic writing skills
- Willingness to learn to speak into a microphone in front of others

**Training:** Provided
Liturgical Dance

The Liturgical Dance Ministry has been a part of St. Joseph’s Parish for over 20 years. Liturgical Dance Ministry is a form of prayer through creative movement. Liturgical dancers seek to invoke the power and presence of the Holy Spirit to visually proclaim God’s presence within and among us. It is not a performance but an invitation for all in the assembly to go deeper into the music or the Word. With his or her whole being, the dancer seeks to carry and lift the prayers in our hearts.

Time commitment:
Dance Ministry meets in the weeks leading up to the special Sundays when we dance. These are usually Advent, Christmas, Lent, the Triduum and Pentecost.

Skills/Qualities:
To be in the Liturgical Dance Ministry, a person does not need to be a professional or trained dancer, but simply be prepared to allow the Spirit to breathe through you. There are currently six dancers, and we welcome more. Any person over 12 years of age is welcome to join the ministry.

Training: We learn from each other as we dance and practise together.

Interview: We would be happy to talk with you if you are interested in joining the ministry.
Liturgy Cluster

Liturgy Committee

The Liturgy committee works with the pastor and reports to Parish Council. The role of the liturgy committee is to:

- Formulate liturgical policy and recommend such policy to Parish Council;
- Perform long- and short-term liturgical planning and work with the Seasonal Planning Committee; recommend such plans to Parish Council for inclusion in the Parish Plan;
- Research and evaluate liturgical practices at St. Joseph’s Parish with a view to maintaining Roman Catholic teaching, innovation, cultural harmony, Diocesan norms and local values;
- Foster, theoretically and from a pastoral perspective, the liturgy and the full and active participation in the liturgy by the assembly;
- Promote the liturgy through education, ongoing consultation with members of St. Joseph’s Parish, other liturgical ministries at St. Joseph’s, the Commission of Liturgy of the Canadian Conference of Catholic Bishops and the Diocesan Liturgical Commission.

Time commitment:
The committee typically meets on a monthly basis for two hours from September to June. Additional meetings are occasionally required for special projects.

Skills/Qualities:
- Willingness to learn about and discuss issues related to liturgy
- Openness to diversity of opinion and experience
- Knowledge and understanding of St. Joe’s mission and values
- Understanding of Catholic liturgical tradition and spirituality

Training: Resources available
Liturgy Cluster

Offertory Collectors

At each weekend Mass, just after the Prayers of the Faithful, the Offertory Collectors pass the collection baskets throughout the community to receive their monetary offerings. Usually a total of four Collectors are required, but this figure may rise to as many as eight for special masses when the church is full or overflowing. Collector duties in such special occasions also include ushering members of the congregation during Communion.

Each mass has a Collector Coordinator named to enlist the aid of other Collectors. After passing of the baskets, the coordinator and one other Collector bring the collection forward during the offertory procession.

The coordinator is responsible for finding a replacement to take over when he/she is away.

Time commitment:
- Collectors serve for approximately 5-10 minutes during the Mass.
- The coordinator needs to be at church in time to recruit and explain the collection process to new Collectors, as well as to help the Pastoral Assistant and other ministries, if necessary.

Skills/Qualities:
- Ability to communicate and interact with others
- Pro-active nature, watching for ways to help others

Training: The Collector Coordinator will provide instruction when he/she invites a parishioner to serve as a Collector.
Liturgy Cluster

Prayers of the Faithful

In the “Prayers of the Faithful,” the members of St. Joseph’s community respond to the Word of God and to their baptismal commitment to the Christian way of life. Prayers are offered for the Church, for those who govern, for those weighed down by various needs, for all humanity and for the salvation of the world.

Prayers of the Faithful are included in each weekend Eucharistic celebration and also for particular celebrations, such as Confirmations, marriages or funerals.

“In formulating the Prayers of the Faithful, one can truly enter into the spirit of our faith by contemplating the needs of the Church, the community, the afflicted, the poor and the numerous challenges and needs facing our world today.”

Time Commitment:
Time is required to reflect on the Word of God for the particular celebration of the liturgy and for developing an awareness of current needs that require prayer and petition. The task of writing the prayers can be coordinated by having different volunteers writing the prayers for each Sunday. For example, with four volunteers, each would formulate the prayers for one Sunday per month.

Skills/Qualities:
It requires writing prayers which are sober, composed with a wise liberty and in few words expressive of the entire community.

Training: An orientation to the structure used in formulating the prayers is provided.
Liturgy Cluster

Reflections Ministry

The members of St. Joe’s Reflections Ministry are lay and ordained parishioners who attempt to break open the Sunday readings for the congregation in ways that are engaging, thought-provoking and true to the values and mission of our parish and church. These reflections are prepared with a view to discovering new meaning for all: in the richness of the lessons themselves, in the context of the daily life of the people of our parish and their pressing concerns and in the mission of St. Joe’s various ministries.

Time commitment:
- Several hours to prepare a reflection
- Attendance at Saturday evening Mass and two Sunday Masses to deliver your reflection.
- Attendance at periodic committee meetings

Skills/Qualities:
Persons are invited to get involved in the Reflections Ministry after they have been identified by the parish team as individuals who:
- have a passion for scripture
- attempt to live a reflective life
- and can share in a reflective way with a faith-filled community

An attempt is made to represent the wide variety of parishioners who belong to St. Joe’s, in terms of their age, gender and life experiences, etc.

Training: The group meets for prayer, training and discussion several times a year.
Liturgy Cluster
Seasonal Planning Committee

The liturgical ministries each send a representative to several planning meetings through the year in order to prayerfully reflect and prepare the seasonal liturgies for the community. The committee discusses events in Ottawa and around the world. It considers how we respond in faith and how these relate to the readings of the season.
What is Music Ministry?
Our Ministry serves to enhance the experience of the Eucharist and the Word in our weekly gathering, finding expression both vocally and instrumentally. We minister to all who gather at Mass in a spirit of service, promoting their active participation in musical liturgy.

The Music Ministry at St. Joseph’s isn’t concerned with “performance” so much as with the active integration of music into the ongoing spiritual life of the parish community. The objective is to enhance the liturgical experience by encouraging and leading the gathered assembly in song, and, consequently, deepening our relationship with God. We all form a single chorus, raising our voices in songs of praise and thanksgiving at our weekly gathering.

Who can take part and minister?
ALL ARE WELCOME! – St. Joseph’s Music Ministry welcomes people of all ages, from children and youth to seniors, and from a broad spectrum of ability and gifts – such as those who have never sung before to those whose talents lie in playing various instruments.

Every member of the Music Ministry is a parishioner. Led by the Music Director, we are dedicated to promoting musical and liturgical education and ensemble development. Choir members often find that their vocal skills grow through their involvement in the choir.

St. Joseph’s Parish is blessed with four choirs, one at each weekend liturgy. The choirs join together as one ensemble during the Christmas Season and the Easter Triduum. While many choose to join the choir from the Mass they most frequently attend, you can also discuss with the Music Director which choir might best suit your availability or interests.
Saturday Evening 5 pm Mass Choir:
The Saturday 5 pm choir currently consists of fewer than 10 regular members. This tightly-knit, but musically disciplined, “family” is nonetheless increasingly able to deliver SATB (soprano, alto, tenor and bass) harmonies. While the 5 pm choir successfully tackles music that would challenge a larger choir, their greatest strength lies in bringing heart to every Mass at which they sing.

This choir rehearses every Saturday from 4–4:45 pm, before the 5 pm mass.

Sunday Morning 9:30 am Mass Choir (Family Choir):
The 9:30 am choir is a multi-generational group of singers and instrumentalists, whose mission is twofold: to support the assembly in their song; and to call forth and develop the musical talents and leadership abilities of our younger parishioners. This group is also a happy mix of nationalities, something that draws us to discover and explore music from around the world. Each Sunday, our goal is to sing out gladly!

This choir rehearses at 8:45 am before Mass.

Sunday Morning 11:30 am Mass Choir:
The Sunday 11:30 am choir is a traditional SATB choir. In addition to singing St. Joseph's “canon” of beloved hymns, this ensemble also leads the assembly in singing decidedly untraditional music. The choir sings selections from recent compositions by Canadian composers to songs from every continent, reflecting the cultural diversity of the St. Joseph community.

This choir rehearses every Thursday evening from 7:30-9:30 pm and again on Sunday morning, beginning at 10:45 am.
Music Ministry Cluster (continued)

Sunday Evening 7:30 pm (University Mass) Choir:
The University Mass Choir is comprised mainly of university students who enjoy music. All members of the community who wish to join them in their music-making are welcome.

This choir rehearses Sunday evening an hour before Mass, at 6:30 pm, in the church.

Time Commitment for all choirs: Depending on the choir, the weekly time commitment can range from 2-4 hours, in order to do the work necessary to be able to lead the assembly in musical prayer and liturgy. Choristers are expected to have regular attendance at rehearsals, both during the week (depending on the choir) and immediately prior to Mass. During the Christmas and Easter Seasons, additional rehearsals are added in order to prepare for these larger celebrations.

Skills/Qualities:
Those interested in the Music Ministry should be able to carry a basic melody. All singers are expected to attend rehearsals and Mass with a positive and respectful attitude and be willing to accept directions given by the Music Director.

Training: Provided

Interview: A brief meeting with the Music Director to determine your placement within the choir.
Pastoral Care and Social Justice Cluster

Anointing of the Sick

"If One member suffers in the Body of Christ, which is the Church, all the members suffer with that Member." (I Corinthians 12:26)

It is the ministry of the Church to minister to the sick. Their vulnerability calls us into service. In turn, in the anointing, those who are sick are missioned to live this time of suffering in faith and to accept the support of others.

In receiving the Anointing of the Sick, some will find physical and mental cures, while many find the gift of internal healing. But the great gift that is often forgotten is that this anointing reminds us that we are not alone. God is with us through the love of community and the expression and faith of the Body of Christ.

Being ill is a mysterious time for us, and this sacrament helps to strengthen and heal us for the journey ahead.

Receiving the Sacrament:
We recommend this sacrament for all who feel in need of God's healing love. You can call for an appointment, and we can meet you in your home or the hospital or after Mass. We have even set aside time where families and friends have gathered in our Healing Space to pray together, lay hands on the person who is sick and anoint them.

Contact:
If you feel you want to celebrate this sacrament, you can make an appointment with Fr. Andy through the Front Desk.

If you are in a hospital, the chaplain can be called.
Pastoral Care and Social Justice Cluster
Development and Peace
(Canadian Catholic Organization for Development and Peace)

My name is Joan O’Connell and I have been a member of Development and Peace (D&P) for 10 years and a member of the parish D&P committee since coming to St. Joe’s last year. Being involved in this Catholic social movement has given me a profound opportunity to put my faith into action and do what Jesus asked of us all in the Gospel. By raising funds for Development and Peace, I am helping to support my struggling brothers and sisters in the Global South. By participating in education and action campaigns here in Canada, I can help raise awareness about the reality of social injustice faced in the Global South, our own complicity and how we can all be agents for change.

**Time commitment:**
Our major activities take place in the Fall and during Lent.

**Fall:** Education and action campaigns

**Lent:** Preparations for the annual Share Lent collection

You will learn about other social justice events that you may also want to participate in.

**Skills/Qualities:**
- Openness to learn
- Interest in discussing global issues
- Willingness to just pitch in for whatever needs doing
- If you don’t mind speaking in front of a group occasionally, you could be part of a team that gives a short talk about our campaigns at Mass. (You would be well briefed and prepared.)

**Training:** Learn as you go; more experienced members will help you in your journey. It’s a rewarding, life-long education.

**Interview:** Come to a meeting and interview us, or contact the Ministry Head for more information.
Pastoral Care and Social Justice Cluster

Funeral Ministry

The Liturgical Planners meet with the families of the deceased and guide them in the preparation of all aspects of the Funeral liturgy. We prepare all the scripts for the Liturgy and sometimes a wake service and committal as well. We set up for the funeral and are present to support and guide the families through the liturgy.

Various roles:
- Liturgical Planners and Facilitators
- Trained Celebrant Assistants
- People to set up and disassemble
- Greeters
- People to manage the overheads

“This is a very rewarding ministry. We believe we are privileged to walk with families in their grief. In our ongoing involvement with funerals, we become more deeply aware of the pain and suffering endured when a loved one dies. While people journey through this mystery, we hope that our compassion and assistance begins to help families in the grief and healing process.”

Time commitment: The Liturgical Planners and Facilitators provide about 12-15 hours per funeral. People in the other roles spend the time it takes for the funeral and then about an extra 45 minutes before or after the funeral. There are about 12 funerals a year.

Skills/Qualities:
- Members should have a willingness and ease to deal with people in grief in a compassionate manner.
- Liturgical planners and facilitators need some computer skills and good communication skills.

Training: Provided
Interview: Yes - to determine which role
Pastoral Care and Social Justice Cluster

Give a Ride/Need a Ride: Driving Ministry

This ministry seeks to match parishioners who need a ride to a weekend Liturgy, either temporarily or long term, with those who are willing to provide a ride.

**Time commitment:**
Drivers are contacted by the coordinators on a “needs basis.” Efforts are made to ensure that no driver is required to provide a ride more often than once each month.

**Skills/Qualities:**
- A vehicle with an empty seat and an interest in meeting new people

Please contact the coordinators if you need a ride or are in a position to give one.
Pastoral Care and Social Justice Cluster

Healing and Reconciliation Circle

This ‘circle’ was established in 2009 in response to the apologies made to Canadian Aboriginals by the Canadian Government and the Canadian Council of Catholic Bishops. Establishing this circle was St. Joseph Parish’s attempt to actively support the healing process of the aboriginals in the Ottawa community. We recognized that we needed to learn more about the aboriginal communities in order to understand the full impact of the Canadian Residential Schools on our native brothers and sisters.

At this time, however, the Healing and Reconciliation Circle is without leadership, but there is certainly the desire to continue to keep the parish informed about native issues and to stay involved. We will maintain contact with the Kateri Native Ministry of Ottawa to stay informed.
Pastoral Care and Social Justice Cluster

Healing Service Ministry

“For where two or three are gathered in my name, there am I among them.” Matthew 18:20

Here at St. Joe’s, healing is a part of our personal and community life. Where two or three are gathered God is present with us and we encounter a new beginning. Every person experiences healing differently, but together we are called to walk in harmony as we continue to seek healing from things that may hold us back from becoming more alive in our God and in each other.

The Healing Service Team offers 3 – 4 Healing Services a year, which are usually held on a Saturday morning or a weekday evening so as to be available to all who wish to take part. Members of the Healing Service Team offer their gifts in a variety of roles by: helping to plan the service, ensuring that each service is noted in the bulletin, managing the overheads for the music, greeting, Proclaiming the Word, offering a Reflection, anointing with oil and laying of hands, offering and sharing hospitality at the end of each service.

Members of the team take turns with the different roles that they are most comfortable with.

**Time Commitment:**
Members of the Healing Team are involved in the planning meeting (usually 1.5 hours) for each service. Each service involves 20 min. to setup, approx. 1 hr for the service itself and as much as 30 min. of hospitality at the end of each service.

**Skills/Qualities:**
- Comfort in praying with people and joy in serving others.

**Training:** Training is provided as requested.
Pastoral Care and Social Justice Cluster

Healing Space Ministry

As a team, we are preparing a healing space where people can reflect on the presence of God and ask for God’s healing touch. It is meant to be a warm, safe and inviting place to be alone or with others; where one can open up to someone and gain the healing power of forgiveness and where we can meet and discuss the many aspects of God’s healing power.

“As I sit in the reflective space of the Chapel of the Eucharist, I hear the words: be still and know that I am God.”

Two spaces have been created and the third needs to be designed. We need to create a design and find materials that fit the purpose and work within a budget that was donated for this specific purpose.

**Time commitment:**
- 4 -6 hours a month

**Skills/Qualities:**
- Planning ability
- Visioning new possibilities in old spaces
Pastoral Care and Social Justice Cluster
Kairos Spirituality-for-Social Justice Centre

Kevin Doyle, Marlene Kelly, GSIC, and Anne Taylor, GSIC, who are parishioners of St. Joe’s, see a wonderful connection between our participation in Sunday Eucharist with kindred spirits and our ministry at Kairos.

At Kairos, located in the Bronson Centre, 211 Bronson Ave., we gather small groups of persons who are aware that we are being called into a new expression of spirituality that is emerging in our time. This spirituality is a furthering of all that is good and true of our evolving Christian Tradition.

In our regular programs such as Kitchen Table Theology and Emerging Earth Community, we gather to think and question and pray, and to ponder new learnings that enrich our understanding of our place in the world as followers of Jesus today. All of this strengthens us to take informed action to bring about positive change throughout Earth Community.

For further information see website: greysisters.ca/engagingwithourworld/ourministries/kairosspirituality.html
Pastoral Care and Social Justice Cluster

One-on-One Experience of Healing Touch

My name is Clara Nasello. For over a year now, a small team has been offering a one-on-one experience of healing touch to anyone who is interested. This is open to parishioners and their friends who are experiencing spiritual, emotional or physical stress or pain. The purpose of it is to restore physical, emotional and spiritual harmony and well-being. It creates relaxation, calm, light-heartedness, clarity of thought and peace. The 15-20-minute sessions are available on scheduled Fridays during the year in the church.

Upcoming dates in 2013:
One-on-One Experience of Healing Touch will be offered on the following Fridays from 9:30-11:30 am:
- Feb. 22nd
- April 5th
- May 10th
- June 14th

Please sign up at the Welcome Table in the weeks prior to each session, or contact the coordinator to book a session.
Pastoral Care and Social Justice Cluster
Pastoral Visiting Ministry

Once a week we visit retirement homes in Sandy Hill. Six parishioners go to three retirement homes to bring the Holy Eucharist, lead a prayer service and visit the residents. While most residents come down to the chapel or a specially designated area, we also go up to the rooms and visit. No visit is complete without tea and good conversation with the residents and staff. One parishioner also visits Catholic patients at the Ottawa Civic Hospital.

“It is an honour and privilege to be so warmly welcomed by the elderly residents who look forward to our weekly celebration of the Holy Sacrament. We are invited to their birthday parties and special occasions, just like family.”

“I find it life-giving and faith-strengthening because these people have kept the faith...very humbling.”

Time commitment:
- Two teams spend 1-1½ hours, the other spends 2½-3 hours. The Civic is 3-4 hours weekly
- The last Wednesday on alternate months from September to May, we gather for noon Mass and a meeting. Two of these are potlucks. At each meeting (last Wednesday of month), we share the joy and experiences in our ministry.

Skills/Qualities:
- Listening skills, patience and compassion
- Non-judgemental
- Able to put people at ease
- Provide friendly and welcoming atmosphere

Training: Pastoral Care Training
www.ottawapastoralcare.com
Interview: Yes
Police Check: Yes
Hi, my name is Margaret, and I serve as a facilitator for the “Practising Attitudinal Healing” course as part of the healing ministry at St. Joe’s. Based upon the 12 Principles of Attitudinal Healing, participants are invited to learn to see ourselves and others in a different light, to look at life positively. By exploring the thoughts, feelings and attitudes about people and events that cause us conflict or fear, we can eventually see things differently and begin to heal. This begins with a willingness to find another way of looking at the world, at ourselves and at our relationships.

“Having applied these principles in my own life has enabled me to be more positive in any given situation and to seek God’s love in all.”

Time commitment:
• 7 week course (3 hours/week)

Please feel free to contact the facilitator for dates and more information.
Pastoral Care and Social Justice Cluster
Refugee Outreach Committee

The Refugee Outreach Committee aims to provide support and friendship to refugees in our congregation and community. We want to show welcome and acceptance to people who are fleeing hardship and persecution, and assist them in their transition to an unfamiliar country and culture.

We also try, where we can, to raise awareness of refugee issues, vulnerable as they are to discrimination and hostility here in Canada, a place where they hope to find safety and security.

“I believe in God's immense compassion, and my involvement in the work of the ROC is a way to acknowledge that. It is also a response to Jesus' call to welcome the stranger, and a belief in our common humanity.”

Time commitment:
Committee meetings are held once a month, on the second Wednesday of each month. They typically last two hours. Otherwise, the time commitment is variable, but amounts to about one hour every week.

Skills/Qualities:
Befriending a refugee needs only openness, generosity and enthusiasm. There are long-term committee members who have much valuable advice and experience to share in this regard.
Pastoral Care and Social Justice Cluster

Seniors Ministry

The Seniors Ministry organizes gatherings that are both social and educational. These gatherings give people the opportunity to share their adventures of having lived a full life and to reflect on their experience of preparing to leave this world (although hopefully not too soon). We gather to find ways that we can help elders to accept, embrace and cherish this stage in their lives.

“Working with seniors creates a circle of faith that honours who we are by honouring those that lead the way. Working with seniors creates a community where we listen and learn the lessons that only can be learned from those who walk several steps ahead of us in the journey through life. It is clear that age alone does not determine people’s stamina, drive or desire to help others.”

Time commitment: 4 - 8 hours a month

Skills/Qualities:
- Welcoming smile
- Open to listening
- Organizational skills
Our volunteers come in daily from 4 to 6:45 pm in teams of 6-8 people to prepare and serve dinner and clean up afterward. Our volunteers liberally dispense a warm welcome and some good cheer with their smiles and kindness to our guests who come to our door hungry.

“We dedicate ourselves to feeding the hungry. We welcome those who are homeless, at risk of being homeless and the working poor in a non-judgemental environment with dignity and respect.”

Services we provide to our community
- Serve hot nutritious meals weekdays, beginning at 5 pm
- Distribute bread and vegetables to our guests to take home
- Provide clothing and toiletry items to our guests when available
- Serve as a Food Bank every Friday to single adults and families with children in Sandy Hill

Time commitment:
- Once per week for 3 hours (mornings, afternoon or evening)

Skills/Qualities:
- Willingness to give your time and talents

Other ways to contribute:
We always welcome donations, both gifts of money and food. (We regularly run out of sliced bread.) Watch the bulletin for requests for chili or casseroles to be made at home and brought to the Supper Table (recipes provided).

Training: Provided
St. Joe’s Women’s Centre serves a diverse group of women and children from many walks of life. Each year, hundreds of volunteers donate their time and efforts to help the Centre continue its work. Students considering careers such as social work, law counseling and health care would find a wonderful learning opportunity here.

“My name is Ali and I am a fourth-year student studying Criminology and Women's Studies. At first I found it difficult to know how to interact with the women at the Centre and to know where my help was needed most. Over time, it has become easier to talk with all the women and listen to the experiences they have to share.”

Daily tasks & opportunities for student placements & volunteers:
- Sort and supervise distribution of toiletries, clothing and food
- Ensure that the baby cupboard runs efficiently
- Organize and prepare the school snacks and lunch
- Assist Coffee House participants and women exiting/entering
- Develop and implement activities and programs (i.e. Get Fit, Scrapbooking Group and the New Beginnings Group)
- Daily maintenance: computers, washrooms, printing, etc.

Other ways to contribute: Watch the bulletin where specific needs for donations, Christmas sponsorships, etc. will be posted.

Time commitment: We ask that our volunteers aim to make a long-term commitment to their role.

Skills/Qualities: To qualify as a volunteer or student, you must be female, 18 years of age or older.

Training: Provided
Interview: Yes
Police Check: Yes
A. Parishioner Booking Procedures

1. Book your room through the Front Desk office.
   Email: frontdesk@st-josephs.ca
   Phone: 613-233-4095 ext 251

2. Parish meetings and events are scheduled during office hours, 8 am – 9 pm Monday through Friday, and 11 am – 5 pm on Saturday, unless a staff person is part of the event or meeting, and/or a parishioner has been designated to lock up and set the alarm, or another arrangement has been made.

3. Ensure that all volunteers sign in their cars at the front desk, or a parking ticket may be issued. Regular volunteers who come in at least twice per week may be added to the permanent parking list.

4. All meeting members must exit the building by 9 pm so that staff can lock up and set alarm.

5. Meeting rooms are to be left clean, with any dishes, cups etc. returned to their proper place.

6. Please use the 2nd floor kitchen for your coffee, tea etc. All dishes can be returned and placed in the dishwasher, or washed by hand (prior to 9 pm). Instructions are available in the kitchen.

7. Any extra food can be wrapped and stored in this kitchen with a label. (See kitchen and room signage for more details).

8. If using the Supper Table kitchen items, please put everything back where you found them. It is difficult to search for items when we need them. Please do not use coffee, teas or paper products without permission as these come out of the Supper Table’s operating budget. The gas stove/oven has specific safety instructions and can only be used if permission is granted by the
Supper Table Manager or the Front Desk. Please be sure the vent is ALWAYS on when the stove/oven is in operation.

9. Close all windows and ensure lights are off in the rooms you have used. Hall lights on all levels should be left on for security.

10. Exit through the assigned exit door and NO WHERE ELSE (for security reasons).

B. Rooms for Use

<table>
<thead>
<tr>
<th>Room name</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Main Floor Meeting Room</td>
<td>Seats 12 comfortably in a boardroom setting, or seats 15-20 in a circle configuration with tables folded and stored in the back of the room. Can also be used with children seated on the floor as they do with Children’s Liturgy of the Word.</td>
</tr>
<tr>
<td>Sacristy Meeting Room</td>
<td>Seats 8 comfortably around the table. Seats 4–5 in the smaller casual sitting space in the window alcove. Nice for small groups, spiritual direction, counselling.</td>
</tr>
<tr>
<td>Pastoral Associate’s Office</td>
<td>Available for small meetings of 5 or fewer. The front desk will confer Mary for booking. Use of computer and phone. Good for counselling, spiritual direction, small meetings but busy hallway.</td>
</tr>
<tr>
<td>Faith Formation Coordinator's Office</td>
<td>Available for small meetings of 5 or fewer. The front desk will confer with Michelle for booking. Use of computer and phone. Good for counselling, spiritual direction, small meetings but busy hallway.</td>
</tr>
<tr>
<td>Room name</td>
<td>Description</td>
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</tr>
<tr>
<td>Music Room</td>
<td><em>Can be used with permission from the Music Director.</em></td>
</tr>
<tr>
<td></td>
<td>This space has a piano and is usually set up with about 25 folding chairs. If using the piano, be sure to check current bookings in the Main Floor Meeting room next door since the music does carry through to that room.</td>
</tr>
<tr>
<td>Church Entrance</td>
<td>The church entrance can hold about 100 people standing for receptions etc. Or up to 50 seated at tables. A small kitchen is available. Sound and hearing need to be considered and a microphone may be necessary. Wi-Fi is not strong in this space.</td>
</tr>
<tr>
<td>Church Platform Area</td>
<td>This is the area behind the banner in the church. It is an intimate area and can be used for meetings. There are pews to sit on, but chairs can be moved from the choir area to help accommodate additional seating.</td>
</tr>
<tr>
<td>Healing Space (in the Church)</td>
<td>Seats 6 comfortably, can accommodate 10. Located in the Chapel of the Holy Eucharist (on the east side of the church, in front of the tabernacle). It is meant to be a quiet and safe place where people can reflect, meditate, pray, read and sit in the silence of God. This space is not to be used for meetings during the hours the Church is open so as not to disturb those in need of this pause in life. This peaceful space is dedicated to Garry Byrne.</td>
</tr>
<tr>
<td>Room name</td>
<td>Description</td>
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</tr>
<tr>
<td>Reconciliation/ Counselling Room (in the Church)</td>
<td>Seats 3 comfortably. Sound-proof with glass privacy door. Located in the renovated confessionals off the Healing Space. Good for counselling, spiritual direction.</td>
</tr>
<tr>
<td>Oblate Lounge 2nd Floor</td>
<td>Seats up to 16 at the table and has a living room area with more relaxed seating. Room can be reconfigured for allowing people to sit in a circle or do other group-type work.</td>
</tr>
</tbody>
</table>
| Resource Library/ Dining Room 2nd Floor        | This is an open space; there are no doors. The dining room table seats 6 comfortably; there is a 2’ leaf in the closet to accommodate more. There are 6 dining room chairs. Is good for working meetings.  
When not reserved, this space is open for use by those utilizing the collection of books and resources also contained in this space. There is a kitchen component available as well. Please provide your own coffee, teas, paper products, napkins, food and drinks. Please put dishes in the dishwasher. |
<p>| Deck 2nd Floor (at the top of the stairs, turn left and go to the end of the hall) | The Deck is available for ministry groups to use in the warmer months. There are several chairs, a gazebo covering and a table. A BBQ is also available, but use of this requires a donation for gas. Check gas level before planning. Be aware that it is easy to be locked outside. This door must be locked when your group is finished. |</p>
<table>
<thead>
<tr>
<th>Room name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peace Room 2&lt;sup&gt;nd&lt;/sup&gt; Floor (across from kitchen)</td>
<td>Seats up to 6. Private space with glass door. Good for counselling, spiritual direction, small meetings. No central heat so a space heater is provided—please be sure to unplug when leaving.</td>
</tr>
<tr>
<td>Women's Centre Main Area</td>
<td><strong>Permission to use this space will be given by the Front Desk in coordination with the Women's Centre.</strong>&lt;br&gt;&lt;br&gt;This room is of use for larger meetings of 20 or so and can be re-configured with or without tables. There is a kitchen component available as well. Please provide your own coffee, teas, paper products, napkins, food and drinks. Please wash any dishes and place them in the sanitizer.</td>
</tr>
<tr>
<td>Women's Centre Computer Room</td>
<td><strong>Permission to use this space will be given by the Front Desk in coordination with the Women's Centre.</strong>&lt;br&gt;&lt;br&gt;A table and chairs can be used for meetings of 8-10 people.</td>
</tr>
<tr>
<td>Supper Table</td>
<td>The Supper Table can be available for meetings. It has a TV and DVD player. Please note that the noise of the refrigerator compressor can make discussions difficult, etc. Best used for meals or socials before, during or after meetings.</td>
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<table>
<thead>
<tr>
<th>Room name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supper Table - <em>continued</em></td>
<td>If using the Supper Table kitchen items, please put everything back where you found them. It is difficult to search for misplaced items when we need them and expensive to replace them. Please provide your own coffee, teas, paper products, napkins, food and drinks. Please wash any items used and place them in the sanitizer. The gas stove/oven has specific safety instructions and can only be used if permission is granted by the Supper Table Manager or the front desk. <strong>All instructions for using the gas stove must be followed as there are serious hazards that can develop with improper use.</strong> Please be sure the vent is ALWAYS on when the stove/oven is in operation. Before you leave, please take empty boxes or garbage to the garbage bin (on the east side of the church), instead of leaving them in the back hall or at the Supper Table.</td>
</tr>
<tr>
<td>Hall (downstairs below Church)</td>
<td>The use of the Hall requires approval by the Executive Director. The Front Desk will coordinate this. There may be an expectation of a small fee to help cover the costs of electricity, heating, set-up and clean up afterward, etc. Arrangements and fee will be set individually through the Front Desk, the Executive Director and the ministry coordinator.</td>
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<table>
<thead>
<tr>
<th>Room name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall - continued</td>
<td>Events in the Hall may occur outside of regular office hours. However, the event contact will be in charge of getting the key prior to event, getting an orientation to the Hall, its kitchen, the lights and the locking procedure prior to the event or meeting. The event contact is in charge of locking up the hall. The hall can seat up to 320 people at round tables with no dance floor and 250 people at round tables with a dance floor. Full kitchen and small stage area are available. Wi-Fi is available. When using the hall for large gatherings, you may need to have a volunteer take down licence plate numbers for the event as people enter. Smaller gatherings should register at the Front Desk. Please note: the kitchen is best used for reheating only as the ventilation system cannot manage cooking fumes, and cooking may trigger the fire alarm. The hall is a source of funding for the parish, so rentals will sometimes take precedence. Check with the Front Desk for details. This space can also be rented for non-parish parties, receptions, etc. Bookings and fees for non-parish events must also be arranged with the Front Desk and the Executive Director.</td>
</tr>
</tbody>
</table>
C. Equipment Use and Room Set Up

We have the following equipment available for use:

- projector
- flip chart and paper
- markers
- large monitor
- VCR and DVD
- large free-standing screen

If you need any of the above equipment, please indicate this to the Front Desk when you are booking and ask for confirmation that this is approved. (We have only one of each, so it may be in use elsewhere.)

To have the room changed in any way:
You may set up the room yourself in a new configuration, but it must be returned to original design before you leave. You can also request that the room be changed for your specifications. Contact the Front Desk to discuss this.

Email: frontdesk@st-josephs.ca
Phone: 613-233-4095 ext 251

D. Observations about the Facilities - Damaged Room, Broken Equipment, etc.

Please let the Front Desk know if any repairs need to be done in the room (e.g. if something has stained the carpet, windows don’t work, etc.) or if any equipment is acting up.

You can do this by leaving a message at the Front Desk. If they are gone, leave a message by phoning the Front Desk at 613-233-4095 ext 251) or leaving a message under the door to the Front Office.

No fees will be charged, but we just need to know when something doesn't work so that is can be repaired. Accidents happen.
E. Safety and Security

An evacuation process will be posted in each room, as well as an emergency phone number.

F. Holidays

The Office is closed on holidays. No meetings are to be held unless permission is given and arrangements are made for opening and closing of the building.

G. Pens, Stationery, Name tags and Photocopier

Pens, stationery and name tags can be found in the sacristy. Please return when finished. The photocopier is for parish-related use only and the code is “5000.” Try to double-side everything. Do not use colour unless absolutely necessary.

H. Parish Prayer

The Parish Council and the Finance Committee are using a standard prayer. It can be found in the sacristy with the pens, etc. It is recommended that it might be a good prayer for all groups to use for their gatherings this year. (Just return prayer copies to sacristy, please.)

I. Parish Resource Library

The Parish Resource Library is now open on the 2nd floor in the Dining Room space. It can be accessed through the Parish Office (or through the Church on Sundays), then proceed from the main hallway up the central staircase.
All are welcome to use and borrow from this collection of more than 1,000 books, including many on liturgy, meditation, prayer, sacraments, scripture, spirituality and theology, as well as children's literature, pedagogical and reference materials. There is also a small number of religious CDs, DVDs and videos.

Items are arranged by the Library of Congress system, with easy access by author, title and subject listings. Borrowing will be on a self-serve honour basis, with a two-week loan period.

The Resource Library is available during Parish Office hours, unless it has been previously reserved. Please note that this is shared space with other meeting areas. The resource library is also available after Mass, but please advise a staff member that you are visiting.

J. Parish Website  

st-josephs.ca/

1. Content must be submitted to your staff representative and will be posted by staff or designated and trained delegates.

2. Permission for photos of your group or individuals must be given by written permission. A form is available from your staff representative.

3. We are attempting to maintain a consistent look and flow to the parish website. Suggestions for format changes or change in location of your information must be in writing and submitted for approval.

4. Some information was misplaced during the installation of the new website and so it would be appreciated if you could take a look at the website and give us refreshed content and contact information for your ministry or activity.

5. No personal addresses should be on the site.
6. **Web Calendar**  
   [st-josephs.ca/events/](st-josephs.ca/events/)

   Ministry facilitators who would like events to be added to the web calendar need to make that request explicitly. There is no guarantee that events will be automatically added when a bulletin announcement has been submitted.

7. Forms and surveys used by your ministry can be designed or formatted for the website. Please contact Chris Adam through the Front Desk for more information.

**K. Parish Bulletin**

1. All bulletin announcements must be submitted through the website form (for location, see point 4, below).

2. Bulletin info must be in by Wednesday at noon. Most announcements will run each week until the event.

3. All bulletin content is subject to editing. Significant editing will be reported back to the sender.

4. The Bulletin Submission form can be found at:  
   [st-josephs.ca/publications/bulletins/submission/](st-josephs.ca/publications/bulletins/submission/)

5. To receive the bulletin (in colour!) via email each Saturday, please email the Front Desk.  
   [frontdesk@st-josephs.ca](frontdesk@st-josephs.ca)

   You can also access it by going to the [st-josephs.ca](st-josephs.ca) site. Move your mouse to **Publications** in the top menu bar, pull down to **Bulletins** and to your right to click on **Bulletin Submissions**.

**L. Announcements at the End of Mass**

1. Announcements are to be emailed to the Front Desk  
   [frontdesk@st-josephs.ca](frontdesk@st-josephs.ca) by Saturday at noon.
2. Do not include addresses or phone numbers.

3. Announcements are to be a single sentence only, with more information to accompany it in the bulletin or left at the Welcome Table. Consider leaving a sign-up sheet at the Welcome Table for people to request more information.

4. If you desire to speak personally, rather than having the CA read the announcement, please let the Front Desk know. These announcements are also to be one sentence in length. Most announcements end with, “I will be at the entrance/Welcome Table after Mass with more information.”

5. At times it will not be possible to make an announcement after Mass because the announcement time has been allotted to a special project or presentation.

M. Fund Raising

All fund raising must be approved by Parish Council. Contact the Chair of Parish Council, Don Duthie duthiedon@hotmail.com.
We are a Roman Catholic church served by the religious order of the Oblates of Mary Immaculate, whose main mission is to serve those in the margins of the church. Tens of thousands of people have been parishioners at St. Joseph’s over the past 155 years. Some were heroes, others were well known, but most were (and are) simply everyday people.

For well over 30 years, this parish has grown into a community that supports lay leadership and involvement. The parish is formed in the belief that we are all part of the Body of Christ, and you will see this emphasized in how we celebrate our liturgy. The presence of Christ is in the representation of the priest, of the Word and the Eucharist, but also in each one of us as individuals, as well as community.

We do our best to notice a new face or to answer a question. And we ask for your help, too. If you want to connect with us, you can sign up on the “Connection Form” at the Welcome Table at the Church entrance, and we will connect by email. No formal registration or commitment is required for those “connecting.”

Welcome Table:
This is in the gathering space on the east side as you enter the Church. This is where you can register, or sign up for further information, or pick up donation envelopes, or ask questions.

There are often petitions or event sign-ups here, as well.

Food for the Hungry:
We have a soup kitchen, called St. Joe’s Supper Table stjoessuppertable.com, that serves up to 150 people an evening, Monday through Friday, from 5-6:15 pm. The entrance is located at the Parish Office at 151 Laurier Ave. You can also check it out by going through the sacristy (behind the altar area) and walking straight down the main hall. It is at the end of the hall to your left.
The food we bring up during the preparation of the gifts at Mass is used for our guests as either food bank items or for serving.

A large donation box for Supper Table donations can be found near the Welcome Table at the back of the church.

**Items for Women and Children:**
Our parish is also home to the St. Joe’s Women’s Centre [stjoeswomenscentre.org](http://stjoeswomenscentre.org), located on the bottom level at 151 Laurier Ave. and open 9 am-4 pm, Monday to Friday. Donations for women and children can be placed in the labelled bin by the Welcome Table. At various times through the year, specific needs such as donations, Back-to-School supplies, Christmas sponsorships, etc. will be posted in the bulletin or on the bulletin boards at the back of the church.

**Washrooms:**
There is one washroom on the main level near the parking lot side entrance (or the east side entrance), while the larger washrooms are located part way down the stairs on either side of the coat room.

**Security:**
Please do not leave anything unattended in the coat room or at your pew while you are away from your seat. This includes when you gather around the altar and go up for Communion.

**The Liturgy...What's happening?**

The priest joins us in our silent preparation and meditation before Mass, and, together as one body, we turn and greet one another as we remember Christ in each other.

**The Introductory Rites** were created to help us reflect more deeply on the Gospel message and connect with our lives from the past week.

At the **9:30 am Mass**, the children are invited to go for a Liturgy of the Word with their peers. On the **3rd Sunday of the month**, at the 9:30 Mass, the children stay in the large gathering space and everyone joins
the children in their celebration. Our Family Ministry coordinator encourages parents to join the e-mail chain to help with communication, catechesis and creating family social time. We also have a St. Joseph's families Facebook page. Do have a look and join in!

Silence after each reading is part of your prayer and part of listening to the Word. If you are not used to this, it may seem awkward at first, but try to remember one word that touched you. Or reflect on what is God saying to you in this reading.

The Homily or Reflection: The homily is given by a priest or deacon, while a reflection is given by lay people who belong to the Reflections Ministry. These are people chosen by the pastoral staff to reflect on the Word.

Adult Initiation Dismissal: Throughout the year, we welcome those who wish to join the Catholic faith. As they prepare to join at the Table of the Eucharist, they usually leave the Mass after the Liturgy of the Word to reflect more deeply on the Word of God with a facilitator. Please keep them in your prayers.

At the Preparation of the Gifts, members of our community carry up the gifts of bread, wine and donations to the Supper Table.

Everyone is invited to come and stand around the altar. This began as a way to help children prepare for First Communion, but many in the community came to appreciate it, finding it meaningful to take that small walk from their pew to the area around the altar. At St. Joe's, there are many ways to express your faith, just as there are variations in practice throughout the world. So please feel comfortable about coming to the altar, remaining standing at your seat, or even kneeling or sitting, if you prefer. Kneelers can be found in various pews around the church.

Just before we all process for communion, the priest holds up the bread and wine and says, “We proclaim our faith in the Body and Blood of Christ,” and the community says, “Amen” as one body. Then all are
invited to come forward to receive the bread and wine, the body and blood of Christ.

**If you have allergies**, please see the Welcome Desk prior to Mass, and they will lead you to the sacristy to help you connect with the Eucharistic Minister in charge who can help.

**After communion**, we sit for silent prayer and thanksgiving. Then we have community announcements.

Finally, together, we pray our **missioning prayer**.

At times during the year, we may also have liturgical dance, drama and rites of initiation celebrated during Mass.

If you have questions or want more information, please contact the facilitator of the Liturgy Committee.