



***Handbook of Parish
Ministries and Activities***

**St. Francis de Sales Parish
North Kingstown, RI**

We the people of God of St. Francis de Sales Parish, as a faith-sharing Catholic community, endeavor to live our lives like Christ through prayer and service. Nourished by the Eucharist and other Liturgies, meaningful lay ministries, and on-going educational opportunities, we are a compassionate people inviting all to share in our spiritual journey.

Parish Staff

Pastor	Fr. David Procaccini
Deacon Assistant	Deacon Ron DePietro
Parish Secretary	Carole Brown
Bookkeeper	Linda Blanchette Tremblay
Maintenance	Troy Bourgette

Religious Education/Faith Formation

Director	Kristen Soucie
Secretary	Karen Paul

Music Ministry

Director	Kyla Madonna-Kenney
Saturday Vigil Organist	Patrick Aiken

Telephone numbers

Parish Office	401-884-2105
Religious Education	401-885-3639
Fax	401-885-4315
Prayer Line	401-942-2632

Email

Fr. David Procaccini	pastor@saintfds.org
Deacon Ron DePietro	rhdepietro@gmail.com
Parish (Carole Brown)	parishoffice@saintfds.org
Bookkeeper	linda@saintfds.org
Director of Religious Education and Faith Formation	kristen.sfds@gmail.com
Secretary, Religious Education and Faith Formation	karen.sfds@gmail.com
Music Ministry Director	madonnakenney@gmail.com
Prayer line	pstraussw@aol.com
Website	www.saintfds.org
Facebook	www.facebook.com/Saintfds

Saint Francis de Sales Roman Catholic Church was founded in 1960 and is considered one of the ‘young’ parishes in the Diocese of Providence. Our present church was dedicated in 2011.

Saint Francis de Sales, our Patron, lived in the early seventeenth century. He was born in France and put aside a prosperous secular career in law to be ordained a priest and a bishop. His book, Introduction to the Devout Life, is considered a classic. In this work, he preached that anyone could be holy, a radical idea for his time. As a missionary, he brought the Catholic faith to the simple people in France and converted many Calvinists.

For us, Francis, the saint, is also Francis, the role model. Energized by the Sacramental Life we share as Catholics, we work to bring a sense of family and belonging, by reaching out in love to one another.

The many committees and ministries in this booklet are a result of how seriously we take the words of Jesus.

We encourage you to help with the wonderful work of our parish and ask you to contact the person named if you are interested in volunteering for a specific committee.

We thank all those who helped to make this revision of the booklet possible, and we hope to continue to update this information on a regular basis.

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Liturgy and Worship

Adoration and Exposition of the Blessed Sacrament

Contact: Parish Office 884-2105

parishoffice@saintfds.org

Adoration of the Blessed Sacrament is held in the Chapel every Friday from 8:30 am to 6:00 pm. Parishioners are encouraged to sign up for a specified time to visit and pray, so that someone is with the Blessed Sacrament throughout the day. Please call the parish office to let us know what time you are available for Eucharistic Adoration. Parishioners are also welcome to stop in at their convenience for prayer and meditation. Adoration concludes with Benediction at 6:00 pm.

Altar Servers

Contact: Fr. David Procaccini

884-2105

pastor@saintfds.org

The Mass is the central act of our community and our source of life together. To serve at the altar is very special and brings with it not only responsibility, but also great joy. Young people who have received First Eucharist and are in the 3rd grade or older are most welcome to become altar servers. By preparing the altar and assisting the priest, you become witnesses to others. If you are interested in this rewarding ministry contact Father David.

Extraordinary Ministers of Holy Communion

Contact: Fr. David Procaccini

884-2105

pastor@saintfds.org

Contact: Marie Trivelli

884-7417

marietrivelli@gmail.com

Extraordinary Ministers of Communion to the Sick

These ministers assist the priests in bringing the real presence of Christ in the Eucharist. Ministers are entrusted with the responsibility of handling and distributing the Body and Blood of Christ at Mass or to the sick and homebound of the parish.

Each minister goes through a brief training period during which faith in the Eucharist is explained and proper handling of the Eucharist is demonstrated. Ministers are commissioned to a five-year term and assigned to serve based on parish needs and the person's availability.

Greeters

Contact: Gene Ripa

626-7922

Gene.Ripa@Gmail.com

Our goal is to have a greeter at every doorway of the church for each Mass to welcome the community with warm hospitality – a smile upon entering and a pleasant greeting when the bulletin is placed in the hands of a departing worshipper.

Greeters arrive 15 minutes before the start of Mass. They greet worshippers and are available in case anyone needs assistance. After Mass, they hand out the bulletin at the doors of the church. Interested individuals can contact Gene for further information.

Lectors

Contact: Gene Ripa

626-7922

Gene.Ripa@gmail.com

The primary responsibility of the lectors is to proclaim the Word audibly and meaningfully at weekend liturgies and on Holy Days. Since this is an awesome task, it is important that lectors be familiar with their text and with the message it reveals. A guidebook is available for the preparation of assigned passages. Included in it are punctuation and enunciation guidelines, as well as suggestions for its communication to the congregation. Lectors should be at ease when addressing large numbers of people and should be willing to spend considerable time in preparation and reflection. You can select the Mass time that you prefer.

Liturgy Committee

Contact: Marie Trivelli

884-7417

marietrivelli@gmail.com

Fr. David Procaccini

884-2105

pastor@saintfds.org

Meeting Schedule: Quarterly or as needed

Liturgy is the public prayer of the Church. In the Mass, Christ is present in the Eucharist, in the proclamation of the Word, in the ministers, and in the assembly. Christ is manifest when all participate according to their specific functions. Within the cycle of a year, the Church unfolds the whole mystery of Christ, from His incarnation and birth through His death, resurrection and the day of Pentecost.

The role of the committee, therefore, is to prepare and plan for weekly and seasonal liturgies in order to effect meaningful, reverent and prayerful celebrations. The committee also

concerns itself with providing special opportunities for communal prayer, such as the annual Mass of Remembrance and the Mass with Anointing of the Sick.

Church Decorating: Liturgy Sub-Committee

Contact: Kathy Siok

304-7077

kathys5@cox.net

This committee helps decorate the Church for major Holidays. If you are interested in helping, contact Kathy Siok.

Offertory Collectors /Ushers

Contact(s): Chris Smith

885-5754

Frank Crump

222-9213

Ushers help parishioners find seats in the church. Collectors pass the baskets during the offertory.

Music Ministry

Contact: Kyla Madonna Kenney

884-2105 Ext 7

madonnakenney@gmail.com

The Music ministry provides music for Sunday Masses, Holy Days, holidays and other special Masses.

All high school aged students and older are invited to join the choir! All vocalists welcome. Instrumentalists are invited to audition. The choir rehearses throughout the school year September-June. No experience necessary. Join us to sing God's praises!

Sacristans (High School)

Coordinator: Fr. David Procaccini 884-2105

pastor@saintfds.org

Sacristans must be in high school and are responsible for preparing the church for the celebration of Mass on Saturday at 5:00 pm, Sunday at 11:30 am and for other liturgical celebrations. Contact the Parish Office for more information.

Friends of the Altar

Contact: Don Champagne

497-6809

donnichamp@verizon.net

The Friends of the Altar has been in existence for over thirty-five years. This group of dedicated volunteers is organized into nine teams that take responsibility for cleaning the church each weekend. Each team consists of a captain and several workers that are scheduled on a rotating basis. On Saturday morning, the scheduled team will dust, vacuum, sweep, and clean windows in preparation for weekend Masses. Long term volunteers are always welcomed.



Sacramental Preparation and Religious Education

Baptismal Preparation

Call the Parish Secretary at 884-2105 to obtain information about the Baptism of your child.

Our Baptismal program recognizes that parents are the primary educators of their children; therefore, parents are required to attend a Baptism Preparation class. The purpose of the class is to deepen the parents' understanding of the sacrament of Baptism, to help the parents begin the process of faith sharing with their child, and to strengthen the family's sense of commitment to the church. We hope that through this sharing of faith, parents will experience being members of the Body of Christ.

Classes are held periodically throughout the year. Pre-registration is necessary.

Order of Christian Initiation of Adults (OCIA)

Contact: Deacon Ron DePietro 884-1687

rhdepietro@gmail.com

Parish Office 884-2105

parishoffice@saintfds.org

The O.C.I.A. is a process whereby adults are fully initiated into the Roman Catholic Church. In our parish, this program is open to those who are not baptized, those who have been baptized in

another Christian church but now wish to become Catholic, and to those baptized Catholics who wish to receive the sacraments of Eucharist and Confirmation.

Every candidate will have a sponsor who is actively involved in special liturgies that take place during the year. Meetings, which usually consist of prayer, lecture and sharing, are led by various members of our parish family. We try to acquaint candidates with as many people in the parish as possible to help them feel welcome and at home. At the end of this program participants receive the sacraments at the Easter Vigil.

Post-Easter meetings focus on living the life of the spirit and sharing more fully in parish activities.

Generations of Faith and Sacramental Preparation

Religious Ed Secretary: Karen Paul **885-3639**
karen.sfds@gmail.com

Director of Religious Education and Faith Formation: Kristen Soucie **885-3639**
kristen.sfds@gmail.com

Generations of Faith (GOF) is an approach to faith formation (religious education) that helps the parish become a community of lifelong learners by creating monthly faith formation gatherings that incorporate the liturgical church life (Advent, Christmas, Lent, Easter, etc.). **GOF** embraces all ages and

generations and promotes faith growth at home and most importantly through participation in church life.

Generations of Faith is a thematic approach to learning. Each year, a topic such as Prayer, Creed, Liturgical Year, Sacraments, Morality or Justice, is chosen and looked at over 7 sessions beginning in October and concluding in April. Sessions begin with a shared meal, followed by an age-based group lessons, and conclude with a prayer and dessert. For more information about GOF, including current dates for the upcoming year, please contact the Religious Education Office at 401-885-3639.

Sacramental Preparation

Eucharist

First Reconciliation and Holy Communion Preparation is a 2-year program that begins in first grade with a year of Generations of Faith (GOF). In 2nd grade, in addition to GOF, students meet for class on specific Sundays from 10:00am-11:15am. Call the Religious Education Office for more information or to register, 401-885-3639.

Pre-Confirmation (Grades 6 & 7)

In addition to Generations of Faith, students in grades 6 and 7 gather for a monthly class and attend a retreat. Participation in parish life is strongly encouraged!

Confirmation

Confirmation is a 2-year program beginning in 8th grade (Confirmation I) and continues in 9th grade (Confirmation II)

with the expectation of continuous participation in religious education following First Holy Communion. Confirmation I and II students attend Sunday classes each month, in addition to Generations of Faith (GOF), participate in a retreat and perform Works of Mercy. Please contact the Religious Education Office for more information or to register at 401-885-3639.

Sacraments for Older Children (SOC)

We understand that sometimes the completion of religious education requirements may be interrupted. We are happy to meet with and develop a plan with families to complete all requirements. Contact the Religious Education to begin or resume your child's faith formation journey at 401-885-3639.

Volunteers

Sacramental preparation and GOF have numerous volunteer opportunities: teachers, kitchen help and hospitality crew. Sacrament Formation needs teachers and assistants for each year.



Parish Outreach Programs

Christmas Toy Drive

Contact: Esmond & Kimberly Kane 294-7744

We support the Children's Friend by collecting toys for children at Christmas. We collect unwrapped gifts for girls and boys ages 2-12. Instead of children getting wrapped gifts, parents will be invited to a special night to choose gifts for their children.

Families Helping Families at Christmas

Contact: Kristen Soucie 885-3639

kristen.sfds@gmail.com

Wal-Mart gift cards will be distributed to families in our parish who are in need so they can shop before Christmas.

Food Pantry

Contact: Kristen Soucie 885-3639

kristen.sfds@gmail.com

Parishioners may donate non-perishable food items on a weekly basis by placing them in the basket at the doors of the church. This food is distributed to the North Kingstown Food Pantry once a month or more frequently if needed. If you are interested in volunteering at the Food Pantry, please call them at 885-3663.

Jacobs Gift

Contact: Linda Reis-Zullo

699-4132

“Because of the promise given to him from God, Jacob vowed that he would return one tenth of all that he received to the Lord in Thanksgiving.” We, as a faith community, are invited to share “Jacob’s Gift” to a particular agency on a monthly basis in thanksgiving for all that we have received. Donations can be made in the Jacob’s Gift boxes located in the church and the parish center.

Thanksgiving Gift Card Donations

Contact: Parish Office

884-2105

The Parish community collects gift cards from Daves and/or Stop and Shop instead of asking for food items to create Thanksgiving baskets. These gift cards will be distributed to families in need instead of food baskets. The recipients of the gift cards remain anonymous and are distributed by the leaders of the committee.

Rides to Mass

Contact: Ron Fiore

787-3822

Parishioners who are able to get around on their own but unable to drive to Mass, can request a ride. Volunteer parishioners provide transportation to and from church each weekend. Contact Ron Fiore for further information.



Community Building

Annual Golf Tournament

Contacts: Joanne Hogan

965-2108

Ann Keating

884-8578

Parish Office

884-2105

parishoffice@saintfds.org

Our parish golf tournament is held annually. We encourage parishioners to attend this fun day of golf and a lunch. The committee welcomes new members who can assist with obtaining sponsorships, gifts, selling raffle tickets and signing up golfers. **Meeting Schedule:** As needed or once a week a month before the tournament.

Coffee and Fellowship

Contact: Parish Office

884-2105

parishoffice@saintfds.org

Coffee and fellowship is held after each of the Sunday morning Masses. The purpose of these gatherings is to develop and nurture fellowship within the parish community. Coffee, lemonade and donuts are served by volunteers, who also set up and clean up afterwards. Two volunteers are needed for each Mass and are scheduled once per month.

Yard Sale

Contact: Parish Office

884-2105

parishoffice@saintfds.org

Our annual yard sale is held each fall. Members of the parish donate items such as gently used jewelry, specialty items, furniture, electronics, CD's/DVD's, and kitchen items. Breakfast and lunch can be purchased along with home baked goods. The yard sale is typically held on a weekend in October. Volunteers are needed to help sort and price items the week before the sale, to help on the day of the sale and to help clean up at the end of the sale.

500 Club Contacts:

Coordinator: Kathy Siok 304-7077-kathys5@cox.net

Ann Keating ackeating@cox.net

Sue Moniz sjm60@cox.net

Drawing Schedule: After 9:00 am Mass on the last Sunday of each month.

In existence since 1976, the 500 Club is made up of up to 500 members who pay \$5 per month for the chance to win a monthly prize of \$500.

The drawing is held in the Parish Center following the 9:00 am Mass, and all are welcome to attend. It is not necessary that you be present in order to win, but your number must be in good standing – paid up to date. New numbers may be purchased, and monthly payments made, after the drawing at Mass or by contacting the coordinator.

You may join the 500 Club anytime during the year.

Food Gift Card Purchase Program

(Stop & Shop or Dave's Market)

Contact: Carole Brown

884-2105

Parishoffice@saintfds.org

Anyone can purchase gift cards at St. Francis de Sales which are used as cash at all stores of these local markets. The cards are purchased by the church at a 5% discount and sold at face value, giving the parish a 5% profit. Therefore, if you purchase \$100 in gift cards, the church will profit \$5. The money is then used to assist with parish ministries.

Details about this program:

- Gift cards are available in the parish office. Please call ahead at 884-2105. Cards are available in denominations of \$25, \$50 or \$100.
- You may purchase the cards with cash, credit card or with a check made out to St. Francis de Sales.
- Since the cards are like cash, we cannot be responsible for their loss after purchase.

Parish Picnic

Contact: Ron Riccio

885-3755

A family picnic in the early fall that provides a burger and hot dog lunch after 11:30 am Mass. It is a chance to enjoy some music, shared dishes, and fellow parishioners during the early New England Fall.

Parish Luncheon

Contact: Parish Office

884-2105

parishoffice@saintfds.org

In the early winter months and in honor of Saint Francis de Sales, the Parish celebrates with a luncheon available for all parishioners. This luncheon gives us an opportunity early in the year to extend our love and belonging to community as Saint Francis did.

Ice Cream Social

Contact: Melissa Kapalka

378-0707

Melissa.Kapalka@gmail.com

This fun event takes place on the lawn behind Driscoll Hall in the springtime. There is a variety of ice cream flavors and toppings for everyone to enjoy. There will also be some fun games for the children to play.

Mardi Gras

Contact: Melissa Kalalka

378-0707

Melissa.Kapalka@gmail.com

Mardi Gras is an annual event for our young parishioners, primarily in grades K through 6. It's held on the evening before Ash Wednesday, and there is a wide variety of games—something for everyone! Each game winner is awarded tickets which can be redeemed toward a prize. High school, Confirmation students and Junior High students volunteer, run the games, and help with refreshments and prizes.

Young at Heart

Contact: Helen Ripa

263-3345

Helen.Ripa@yahoo.com

Providing lunch and social gathering for seniors and all young at heart parishioners and friends monthly, September through May. Members of this ministry help by taking reservations, setting /cleaning up, menu planning, and serving.



Pastoral Ministry

Legion of Mary

Contact: Jim Nicastro

363-8751

tjnicastros@verizon.net

The Legion of Mary is a worldwide organization of the lay apostolate, in which Catholic men, women and youth sanctify themselves through prayer and apostolic work in union with Our Lady under the guidance of a priest.

The purpose of the association of Catholics is to make its members better Catholics, to mobilize the Catholic laity, and to raise the spiritual level of the entire community through direct contact with and interest in every member and potential member of the Mystical Body of Christ. The sanctification of its own members is achieved through prayer and work. Each weekly meeting offers to the Legionaries, the recitation of the rosary, spiritual reading, a short talk by the Spiritual Director and a discussion of Catholic doctrine and devotion. At the meeting two hours of apostolic work is assigned to each member, to be performed in pairs during the week and to be reported at the following meeting.

The Legion of Mary performs various types of apostolic work and always under the guidance of a Spiritual Director. Legionaries are known for their zeal in visiting nursing homes and shut-ins, visiting new families to help incorporate them into the life of the parish family and participation in all apostolic endeavors assigned to them by the Spiritual Director. Legion meetings are held once a week throughout the year.

Knights of Columbus
Contact: Frank Crump

222-9213

ST. FRANCIS KNIGHTS OF COLUMBUS COUNCIL #2011 OF NORTH KINGSTOWN

Membership

For more than 139 years the Knights of Columbus have empowered Catholic men to live our faith at home, in our parish, and in our community. Last year, the Knights world-wide donated more than \$177 million and provided more than 176 million man-hours to those in need. We are the largest Catholic Fraternal Benefits organization in the world. Here in North Kingstown, our council, **St. Francis Council #2011** has supported both **St. Francis de Sales Church** and St. Bernard Church in service, as well as town wide and throughout Rhode Island. A few of our programs are listed below:

Catholic Faith-Based Financial Instruments, Men of St. Joseph International/Cor, Scholarships/School Book & Projects Awards, Leave No Neighbor Behind (to aid those in need), Operation R.O.V.A.C (support for Veterans), State Charity Gala & Social Programs, Coats For Kids (New Winter Coats), Teens Are Dynamite, (support for CYO Programs), Keep Christ In Christmas (Awareness), Food For Families, Food Bank & Parish Aid, Keep The Heat On (Diocese of Providence), Citizen Essay Contests for Students.

For more information about the Knights, please visit KofC.org/joinus, contact Michael Benson, Council Membership Director at mbenson.rikofc@gmail.com or call (401) 301-3823.

St. Vincent de Paul Society

Contact: Cheryl Gemme

218-8549

chergem116@yahoo.com

St. Vincent de Paul Society assistance request line - 871-8936

St. Vincent de Paul Society is a Catholic lay organization that serves people in need on a person to person basis inspired by Gospel values...most importantly, seeing the face of Jesus in each and every one of our neighbors.

Our group here at St. Francis de Sales works closely with the St. Francis of Assisi Conference in Wakefield to assist residents of North Kingstown. Through home visits and scheduled visits in our parish center on the third Saturday of each month, we assess the needs of our “neighbors” and provide assistance. The assistance is usually financial, and comes from various local agencies, the SVdP Conference at St. Francis of Assisi, St. Bernard’s and our St. Francis de Sales parish. It is sometimes in the form of service which could include food bank deliveries to single mothers without cars, helping with a move, tutoring, budget advice, or job interview prep. We begin and end our visits with a prayer and always work in pairs.

Men of St. Joseph

Contact: Gene Ripa

626-7922

Gene.Ripa@Gmail.com

This group for men meets every Saturday morning at 8:00 am in the parish center for about 30 to 40 minutes year round. We read and study the upcoming Sunday gospel along with a commentary, and group question, followed by faith sharing. We begin and finish each meeting with prayer.

We also meet about every few months for Saturday morning Mass, continental breakfast and an inspirational speaker. The speaker leaves us with a faith question that we share in small groups. Events are outlined in the bulletin and are open to all men.

Women's Faith Sharing

Contact: Terry Nicastro

885-4153

tjnicastros@verizon.net

The Saint Francis de Sales Women's Faith Sharing Group meets Tuesday evenings at 6:30 pm in the parish center. The meeting is comprised of a reading and reflection on the Gospel for the coming Sunday, open faith sharing and intercessory prayer. The group deviates from this schedule once per year while they read and discuss a spiritual book. Also, the group has 2-3 social meetings per year. A weekly commitment is not necessary. Come when you can. All women are welcome. Meeting times do change with holidays and school vacations.

Parish Prayer Line

Contact: Willough Strauss

732-7073

pstraussw@aol.com

The prayer line is a team of people within St. Francis de Sales parish who offer intercessory prayer every day for the special intentions of our parishioners. These intentions are left on voice mail, retrieved frequently and passed on to the team by e-mail and telephone.

Respect Life Committee

Contact: Marnie Crawford

487-7168

mcrawford63.mc@gmail.com

The Diocesan Office of Life and Family guides this ministry in collaboration with the USCCB pastoral plan to build a culture of life in our parishes through prayer, pastoral outreach, education and advocacy. This ministry supports and encourages the faithful to work and protect the infinite dignity of the human person in every stage and every circumstance. Many outreach programs provide care and accompaniment to young families as well as education and support to vulnerable ill and elderly people facing end of life issues. Volunteers are trained and oriented to work in serving the church and promoting the Gospel of Life.

Teen Life Ministry

Contact: Melissa Kapalka

378-0707

This ministry is offered to middle school and high school students with a focus on spirituality, community service and peer socialization. The ministry meets once a month throughout the school year and for additional social gatherings and community service events in the parish or community.



Administration

Finance Council

Contact: George Whalen

885-0397

georgewhalenri@gmail.com

Meeting Schedule: Quarterly or as needed

The purpose of the Finance Committee is to review parish finances with the Pastor. It approves funding of specific parish projects and activities and prepares an annual financial statement for the diocese, providing a summary for parishioners.

Parish Pastoral Council

Contact: Fr. David Procaccini

884-2105

pastor@saintfds.org

Meeting Schedule: Monthly or at the call of the Pastor or Chairperson

The Parish Council is an advisory and consultative group to the pastor. The council provides the perspective of the parishioners and identifies the needs and services of the parishioners.

Members are selected annually and serve 3-year terms.

Property Planning Committee

Contact: George Whalen

georgewhalenri@gmail.com

The committee was established to first assess the property and facilities of the parish, and then to develop a strategic plan to evaluate the parish's needs and the life of the assets. In the evaluation process the current facilities were reviewed and needs for future development were examined.

The committee, with all its expertise, currently has an ongoing goal of monitoring all parish structures and property to best utilize them for the needs of the parish and community.

Ongoing efforts are focusing on better usage of space for the parish needs and on continuing improvements on our church, the parish center and rectory.

The committee meets as needed. Meetings are scheduled with members at their convenience to ensure attendance.

Be At Peace.....

Do not look forward in fear to the changes of life; rather look to them with full hope that as they arise, God, whose very own you are, will lead you safely through all things; and when you cannot stand it, God will carry you in His arms. Do not fear what may happen tomorrow; the same everlasting Father who cared for you today will take care of you then and every day. He will either shield you from suffering, or will give you unfailing strength to bear it. Be at peace and put aside all anxious thoughts and imaginations.

St. Francis de Sales

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