

ST. LUKE THE EVANGELIST CHURCH

Rectory & Church Office

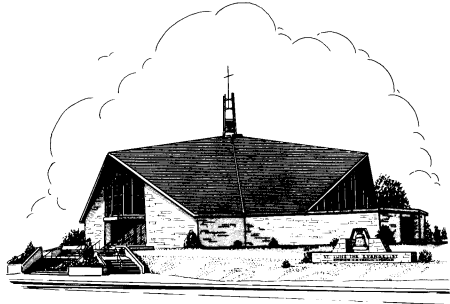
2316 Fairhill Avenue
Glenside, PA 19038

215-572-0128

Fax: 215-572-0482

StLukeRC@aol.com

www.stlukerc.org



Easton Road at Fairhill Avenue
Glenside, Pennsylvania

Parish Handbook

Mission Statement

We, the parish family of St. Luke the Evangelist Roman Catholic Church, respecting our tradition, affirming our strong family ties, and valuing our diverse community, are called by Baptism to commit ourselves to:

- *Give glory to God by liturgy which unites and strengthens the community of faith;*
- *Build a church community that welcomes all, encouraging each home to be a domestic church;*
- *Listen to the Gospel of Jesus, live it in our daily lives, and share it with one another; and*
- *Serve others as Jesus did, especially the poor and those in need.*

Contact Information

Pastor	Rev. Msgr. J. Michael Flood pastor@stlukerc.org 215-572-0128, x 10
Parochial Vicar	Rev. John F. McBride rectory@stlukerc.org 215-572-0128
Permanent Deacon	Deacon Thomas M. Croke deacon@stlukerc.org 215-572-0128, x 17
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General	Rectory Office stlukerc@aol.com 215-572-0128; 215-572-0482, fax
Secretary	Tina Dean secretary@stlukerc.org 215-572-0128, x 10
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Business Manager	Deacon Tom Croke businessoffice@stlukerc.org 215-572-0128, x 17
Development Office	Beth Stieritz development@stlukerc.org 215-572-0128, x 16
Director of Music Ministries	Molly Mahoney mollymus@aol.com 215-991-0801
Director of Parish Services	Jeanne Kyle stlukerc@aol.com 215-572-0128, x 18
Maintenance	John Alekna & Dave Daniel rectory@stlukerc.org 215-572-0128
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Director of Religious Education Assistant Director	Deacon Tom Croke Maria Hughes prep@stlukerc.org 215-884-2080
Principal of St. Luke School	Sr. William Adele, SSJ principal@saintlukeschool.org 215-884-0843; 215-884-4607, fax

INTRODUCTION

The handbook is a guide for all parishioners to the many organizations that function in the parish. It is organized based on the *Characteristics Found in Vital Parishes* by the Archdiocese of Philadelphia. The first seven sections are the fundamental areas identified in that document.

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This handbook was produced in September 2010. Please be aware that the contact persons for the groups as well as meeting times and locations change over time. If you are interested in more information about an organization, please contact the person listed with the organization or the rectory office during regular office hours.

WORSHIP

Rectory Office..... 215-572-0128

Altar Servers

Rectory Office..... 215-572-0128

Open to all children in grades 6 to 8, whether in the parish school, PREP (Parish Religious Education Program for Children), or private Catholic school. Masses are assigned on a rotating basis.

Altar Society

Wynn timer Schmidt..... 215-886-6758

Volunteers from the parish who give one hour a week on a rotating basis. They take care of the altar linens, vestments, and cleaning the sanctuary.

CYO Choir

Andy Harbison 215-884-4776

The musicians and singers who assist at the 9:30 a.m. Mass on the first Sunday of the month. They have also sung the national anthem at Phillies games.

Eucharistic Adoration

Cynthia Fackler..... 215-886-6543

Mary Lou Smart 215-887-6484

The parish has Exposition of the Blessed Sacrament on Tuesdays. In the summer Exposition is in the air-conditioned Chapel House, 2330 Fairhill Avenue. Parishioners may sign up for their regular adoration times.

Extraordinary Ministers of Holy Communion

Deacon Tom Croke 215-572-1028

Tina Dean..... 215-572-1028

Jeanne Kyle..... 215-572-0128

They assist the parish priests with Communion at Masses and bring the Eucharist to the homebound and Abington Hospital on Sundays.

Mass Schedule

Saturday Vigil - 5:00 p.m.

Sunday - 7:30, 9:30, 11:30 a.m.

Daily Monday, Wednesday, Friday - 6:30 a.m.

Tuesday, Thursday, Saturday - 8:30 a.m.

Holy Days - varies; Holidays - varies

Sacrament of Reconciliation

Wednesday - 7:30 - 8:00 p.m. & Saturday - 4:00 - 4:30 p.m.

Sacrament of Baptism

Parish celebrations of Baptism are usually held during the 9:30 a.m. Mass on the first Sunday of the month and at 1:00 p.m. the other Sundays. Baptisms are not usually celebrated during Lent. Parents must attend the pre-Baptismal program offered by the parish. Call the Parish Secretary to register for the program and the Baptism.

Sacrament of Confirmation

Confirmation is administered in the parish yearly. Preparation for children is through Catholic school religion classes or the Parish Religious Education Program for Children. Adults who wish to be confirmed should contact the rectory office. Our next parish celebration of Confirmation will be in the first half of 2011.

Sacrament of Holy Orders

Those considering a call to the priesthood or diaconate may discuss this with the parish priests. For information call the Vocation Office for Diocesan Priesthood at 610-667-5778 or the Department of Permanent Deacons at 610-664-2213.

Sacrament of Marriage

The parish must be contacted at least six months in advance of the desired wedding date. All engaged couples should attend a Pre-Cana program early in their engagement. See more information at www.stlukerc.org/wedding_arrangements.htm

Sacrament of Anointing of the Sick

The Sacrament of Anointing of the Sick will be administered upon request. This sacrament is also usually celebrated in church on the first Saturday of the month at 4:30 p.m.

Communion Calls

Those who are homebound are visited weekly by Extraordinary Ministers of Holy Communion. Priests of the parish visit approximately monthly. Call the rectory office to make arrangements.

Funerals at St. Luke

The Church encourages the family of the deceased to have an active part in planning the Funeral Liturgy.

Quite often the family chooses to have a Mass. If most of the family is not Catholic, it is appropriate to have a Funeral Liturgy without Mass; this consists of Introductory Rites and Liturgy of the Word, just as in Mass, and a Final Commendation and Procession, also as in Mass.

The family may choose the readings from the Lectionary (book which contains Scripture passages), the Responsorial Psalm, and Hymns for the Liturgy. The family is provided with the texts of the readings and with the list of Psalms and Hymns suitable for funerals. We also have these Psalms and Hymns on CD and tape to aid the family in their selections.

Most frequently there is an organist and cantor at funeral liturgies; there are additional musical options available to the family.

A priest and/or bereavement minister from the parish assist the family in planning the liturgy.

Guitar Group

Molly Mahoney..... 215-991-0801

The musicians and singers who assist at the 9:30 a.m. Mass.

Lectors

Jeanne Kyle 215-572-0128

Readers of the Sacred Scripture at Masses and other liturgies.

Liturgy Team

Jeanne Kyle 215-572-1028

Dianne Ryan..... 215-887-2663

A team that studies and evaluates liturgies, plans special liturgies, works to educate parish about liturgy.

Music Ministry

Molly Mahoney..... 215-991-0801

All members of the assembly are a part of the music ministry since music, especially congregational singing, is an important part of the liturgy.

Special music ministries include: cantors, choir, organists, other instrumentalists, music director.

Pilgrimage Group

Pat Sharkey 215-884-7209

Coordinates group trips to local Pilgrimage sites, for example, the St. John Neumann Shrine, St. Rita Church, St. Katharine Drexel Shrine.

Sodality & Miraculous Medal Novena Devotions

Teresa Duff..... 215-887-4727

Marie Winstanley 215-886-3863

This groups meets in the Church on Tuesday evenings at 7:00 p.m. from October to May for the Office, and Novena and Devotions in honor of the Blessed Mother. Mass is usually celebrated on the last Tuesday of each month.

Ushers

Pete Wilson 215-884-1609

Ushers help with seating, the collection, and good order at all Sunday Masses and special liturgies.

COMMUNITY

Boy Scouts

Mark Zehner..... 215-576-1243

A program for boys 11 and older which promotes self-reliance, self-esteem, and traditional values. Activities include camping, outdoorsmanship, and relying on Scout craft skills. High moral standards are integrated into historical program.

Calix

Ken 215-327-3236

Amy..... 610-405-7747

.....StLukeCalix@comcast.net

Communion with Christ enhancing our Twelve Step Program. Calix (founded in 1942) is an international association of Catholic alcoholics who are maintaining their sobriety through affiliation with, and participation in, the Fellowship of Alcoholics Anonymous. St. Luke's group meets every Wednesday in the Chapel House, beginning with a Holy Hour starting at 6:45 p.m., and on the last Saturday of each month at 8:30 a.m. Mass followed by a meeting. This chapter has received approval from the Archdiocese of Philadelphia and has a participating chaplain.

Calix's first concern is to interest Catholics with an alcohol problem in the VIRTUE of total abstinence. The second purpose is to promote the spiritual development of their membership. The participation in all other spiritual activities of Calix, such as the frequent celebration of Mass, Sacraments, personal prayer, Holy Hours, retreats, etc., aids in the third objective, namely, striving for personal sanctification. It should be noted that Calix is also for members of Al-Anon and other 12-step programs. Our web address is www.stlukecalix.org

Camp Fire Girls

Carolyn Jones..... 215-572-0713

A scouting program for girls in the parish. The program runs from kindergarten through grade 12. Meetings are held once a week during the school year. There are also overnight camping trips and day camps in the summer.

Cub Scouts

Patrick Foley..... 215-885-5679

Operates during the academic year with Den Meetings once a week and Pack Meetings once a month. Tiger Cub program is for grade 1 and the Cub Scout program is for grades 2 to 5. There are special activities throughout the year.

C.Y.O. (Jr)

Mike Dubyk..... 215-884-6066

..... *cyo@stlukerc.org*

A program of athletic, social, cultural, service, and spiritual activities open to all children in the parish (whether in the parish school, PREP, or private Catholic school) who are in grades 5 to 8.

Faith and Light

Anna Filmyer (Parish Disability Contact). 215-884-0844

Joan Kelly 215-884-3556

Jeanne Kyle 215-572-0128

An organization for those who are developmentally delayed and their family and friends. The group plans social, spiritual, and service activities.

Hospitality Committee

Tina Dean, Jeanne Kyle 215-572-0128

This committee organizes coffees and socials throughout the year.

Marriage Encounter

Carol Kluchinski 215-884-4662

Worldwide M. E. offers married couples the opportunity to rediscover each other and focus on their relationship for an entire weekend, during which the couples learn a communication technique which facilitates discussion of important areas of their relationships to one another, to God, the Church, and the world.

Moms with Tots

Tricia Bakley..... 215-885-2244

Mothers and their young children get together on Thursday mornings at 10:00 a.m. during the school year in Fr. Fitzpatrick Hall.

Over 50's Club

Kay Maley 215-886-3025

Usually meets on the first Tuesday of each month at 11:00 a.m. in Fr. Fitzpatrick Hall (Church auditorium) from September to May. Various social events, guest speakers, bingo, and trips are conducted throughout the year.

Separated and Divorced Catholic Ministry

Deacon Tom Croke 215-572-0128

The purpose of this ministry is to provide a support for separated and divorced Catholics to enable them to understand their experiences and to start and to continue the recovery process of spiritual and emotional healing. The first ten-week Separated and Divorced Catholics program was held in the Fall of 2006. If you are interested, please contact Deacon Croke.

Spaghetti Supper

Jim Vasta..... 267-241-6050

Annual event, usually the first Sunday of March. Members of the parish prepare and serve an outstanding Italian meal that can be enjoyed in Fr. Fitzpatrick Hall or taken home. Volunteers are also needed to help seat and serve.

St. Luke School Alumni Association

Beth Stieritz..... 215-572-0128

The Alumni Association is open to all graduates of St. Luke School, and serves to keep graduates in touch with St. Luke School and each other. The St. Luke Alumni News is published quarterly to keep Alumni engaged and informed on Alumni and school news. The Association will work in tandem with Alumni to coordinate reunions and special events. www.stlukerc.org, click on ALUMNI.

Summer Stock

Marcie Fiorella 215-576-5484

..... slsummerstock@verizon.net

Summertime fun and creativity for children from 1st to 8th grade. In 2008 the show was Aladdin Jr. In 2009 the show was Beauty and the Beast Jr. In 2010 the show was High School Musical, Jr. Show dates are in August. Adult talents and help can also be used.

Venturing

Allison Hafft..... 215-886-7262

This is a youth development program of the Boy Scouts of America for young men and women who are 14—20 years of age. Venturing’s purpose is to provide positive experiences to help young people mature and to prepare them to become responsible and caring adults. It is a program of exciting and meaningful activities that helps youth pursue their special interests, to grow, to develop leadership skills, and to become good citizens.

Women’s Bowling

Pat Sharkey..... 215-884-7209

Bobbie Schuyler 215-887-8554

Ann Nedbal..... 215-885-6153

Join the Women of St. Luke Bowling League. They meet every Friday from September to May, 9:15 - 11:30 a.m., at Thunderbird Lanes in Willow Grove.

Youth Group

Charlie Spencer..... 215-886-3506

.....*Saintlukesyouthgroup@gmail.com*

This group is working toward our dream: *We have vibrant, multi-faceted **youth and young adult** groups for ages 14-18, 18-25, and 25-40. There is important interaction among groups.* There are various activities during the years for High School students. At certain times activities are also planned for college aged parishioners.

EVANGELIZATION

Jeanne Kyle, Rectory Office..... 215-572-0128

Connections

Group spiritual direction for life and work. The groups are composed of about ten people who meets once a week for about ten weeks to explore the spiritual dimensions of their life and work.

Evangelization Team

Reenie MacDonald..... 215-884-3279

This committee acts as a catalyst with other organizations of the parish to carry out the parish's evangelization efforts.

Faith Sharing Communities

The parish has several small faith-sharing communities. A small faith-sharing community usually contains fewer than 15 members. Some groups meet in the Chapel House or Lyons Den at Church, others meet in the homes of members. Most groups meet weekly. The members share prayer and reflection on the word of God. Some groups are formed to meet during the six weeks of Lent.

Landings

Reenie MacDonald..... 215-884-3279

A process to welcome back Catholics. Parishioners provide a supportive community for returning Catholics. They meet together to share their time and faith. They ask questions, discuss issues, learn from the spiritual journeys of one another.

RCIA

The Rite of Christian Initiation of Adults is the program through which people prepare to join the Church. It meets throughout the year. The RCIA team is composed of parishioners who share their faith and aid on the faith journey of those joining.

Spiritual Lending Library

Ed Heffernan..... 215-886-5036

Mary Lou Smart 215-887-6484

The library is located in the Church's Easton Road vestibule. This is a self-serve library. Donations of books are always welcome.

Vocations Awareness Committee

Deacon John Hunter 215-572-5834

Dick Burke..... 215-572-0945

This committee promotes religious vocations in the parish through prayer experiences, invitation, celebration, education, and awareness programs.

EDUCATION - PARISH SCHOOL

St. Luke the Evangelist School

Sr. William Adele, SSJ, Principal..... 215-884-0843

The parish school is located along Fairhill Avenue. The mailing address is 2336 Fairhill Avenue, Glenside, PA 19038. It is staffed by the Sisters of St. Joseph and lay faculty. The school has over 300 students who attend grades K-8. Kindergarten has both half-day and full-day programs. The school is accredited by the Middle States Association of Colleges and Schools. Its curriculum follows the guidelines of the Office of Catholic Education of the Archdiocese of Philadelphia. **www.saint luke school.org**

Home & School Association

Mary Ellen Ginty..... 215-885-1140

This association is dedicated to fostering and enhancing the Catholic education of each child. They work to enrich the education experience of each child and support parents by offering family-oriented programs. They have several fundraisers during the year, including the Craft Fair, to meet the school's special needs. The organization is composed of members who are elected for three-year terms.

EDUCATION - RELIGIOUS EDUCATION FOR CHILDREN

Deacon Tom Croke 215-884-2080

Maria Hughes..... 215-884-2080

Parish Religious Education Program for Children (PREP)

This is the religious education program for children who attend public or private schools and those who are home-schooled. There are over 300 students enrolled. Classes are held on Mondays from September through May and meet in the upper school building. Registration is required. Afternoon sessions meet from 4:15 - 5:30 p.m., grades 1-6. Evening sessions meet from 7:15 - 8:30 p.m., grades 4-12

EDUCATION FOR ADULTS

Rectory Office..... 215-572-0128

Various education programs are offered for adults throughout the year; some programs may be part of a series, others may be single presentations. The programs are publicized in advance in the weekly Church Bulletin and on the web page.

Adult Faith Formation Team

Planning team for Adult Faith Formation whose aim is to aid parishioners to consciously grow in the life of Christ through experience, reflection, prayer, and study.

Good News with Sr. Assumption

The Bible from Genesis to Revelation. Meets at 7:30 pm Thursdays at the Handmaids of the Sacred Heart of Jesus convent at Ancillae Assumpta Academy.

Pre-Baptism Program

Instruction and preparation given to parents before Baptism of their child. Call rectory office to schedule.

Pre-Cana for Engaged Couples

This is a marriage preparation program. The parish team, composed of trained married couples, offers a weekend program in the spring and fall. This program is an alternative to the Archdiocesan four night program. Registration is required. Call the rectory to register.

SERVICE

Aid for Friends

Kathy Cassidy..... 215-884-7971

A program to provide meals for the isolated homebound. Fill trays with a balanced meal (usually leftovers from dinner). Freeze the trays and place in the freezer at Church in the room just off the parking lot by the chain-linked fence.

Bereavement Ministry

Tina Dean..... 215-572-0128

This group will assist the family and the priests of the parish in the planning of the funeral liturgy. They will extend to the family the care and concern and support of the parish family during the initial period of bereavement.

Bereavement Support Group for Friends and Family

Jeanne Kyle..... 215-572-0128

A professional counselor facilitates this Support Group which meets on alternate Tuesdays (September to December, March or April to June) at the Chapel House. From 7:00 pm to 8:30 pm. There is no charge.

Environment Committee

Jeanne Kyle..... 215-572-0128

This group is interested in increasing parish awareness of and in deepening parish work in care for the environment.

Hearts and Hands Quilting Group

Bonnie Dalzell..... 215-887-7191

This ecumenical group meets monthly to make machine-assembled quilts for charity. A time for prayer is also part of the day. The group began with the *Quilts for Kosovo* project in April, 1999.

Peace and Justice

Joan Markham 215-887-7055

This is a scripture-based prayerful group interested in increasing parish awareness of and in deepening parish work for peace and justice. Projects have included: Gifts Cards for Haiti, Gifts for the needy through the Epiphany and Fathers' Day collections of toiletries for men and women served by St. John's Hospice, Women of Hope, and De Paul House, Advent prayer cards, guest speakers in the parish, Lenten study groups, prison ministry, recycling.

Remembrance Card Ministry

Gloria D'Agui 215-886-2088

Members of the group act on behalf of the entire Church community in offering condolences to recently bereaved families and remembering them throughout the year on anniversaries, birthdays, Christmas, and Easter.

Right-to-Life Committee

Michael Miller..... 215-886-9481

This committee embraces the Church's teachings on the sacredness of human life and aims to apply them through activities in the parish, school, and local community. Committee members pledge to promote a greater respect for human life—at all stages of its development, from conception to natural death—through prayer, education, fundraising, and peaceful action that will change hearts and minds in order to re-establish the culture of life in our nation.

St. John's Hospice

Mary Fran McNamara..... 215-886-9649

St. John's Hospice is located in Philadelphia at 1221 Race St. The Archdiocese has operated the Hospice since 1963 to help inner-city homeless men. St. John's feeds a hot meal to over 500 men each day. It also provides temporary living quarters for 39 men where they can shower, shave, and experience the comfort of a clean bed in a safe and caring surrounding. The Hospice provides counselors to help the men with the causes of their homelessness and works to help them correct their problems. There are health professionals to attend to minor health problems and there is an eleven-bed facility for men with serious medical problems.

Donations of food (casseroles), clothing, toilet articles, and simple medical supplies (aspirin, cold tablets, band aids, etc.) are needed and welcome. The parish Donation Day is the third Monday of each month. Pick up is at 9:00 am. Please refer to the church bulletin or call Mary Fran McNamara for any further information.

St. Malachy Food Collection

Ed Heffernan..... 215-886-5036

This group gathers, sorts, packs, and delivers the food brought by St. Luke parishioners for the needy in the area of St. Malachy's Church in North Philadelphia. Collection boxes are by the church doors.

St. Vincent de Paul Society

Rector's Office..... 215-572-0128

Visits those in need offering moral and material comfort. Anyone in need may contact this group for confidential help with food, clothing, bills. Your donations enable the Society to accomplish its mission. Envelopes for donations can be found in church.

The Society receives *clothing* donations at a permanent drop-off box located at the VFW hall at 2519 Jenkintown Rd (at Roslyn Ave.).

The Society has clothing drives twice a year at St. Luke, usually in April and October. Furniture and other large items can be donated by calling 215-288-8160 for pick-up.

The Society also welcomes donation of vehicles (generally newer than 14 years old) - cars, trucks, vans, boats, or motorcycles—working or not. All you need to do is to provide the vehicle’s title and they will do the rest, including free towing. You will receive a receipt that makes your donation tax-deductible. Call 215-288-8160.

Triest Hall

Brother Michael Lonsway, FC..... 215-887-6361

The Brothers of Charity sponsor and operate Triest Hall, a group living home for adults with mild mental retardation. The home is on a 6.5 acre estate at 7720 Doe Lane, Laverock, Cheltenham Township, and has capacity for eight residents. The program provides group living skills including housekeeping, cooking, shopping, socialization, and problem solving. The program also provides personal skills including hygiene, self advocacy, employment search (where appropriate), money management, and use of leisure time. The method used at Triest Hall is one of common living modeled on L’Arche style of living. It is designed so that the residents learn from staff and each other. There is total shared living with respect for individual privacy needs.

Volunteers fulfill a very important role in assisting the staff of Triest Hall in various ways. They provide or assist the staff in recreational, social outings, one-to-one buddy activities, assistance with skill training, driving to or from work, appointments, church outings, conduct arts and crafts, in-house parties and special events. They also assist in fundraising and development activities.

Tutoring

Jeanne Kyle..... 215-572-0128

We have tutoring sessions for children of two families who are refugees from Burma (Myanmar). During the school year we provide homework help. In the summer we provide help with English and Mathematics. This is a good service project for high school students. The sessions for the Fall of 2010 will be from 4 to 5 p.m. on Tuesdays in Fr. Fitzpatrick Hall

LEADERSHIP

Rectory Office..... 215-572-0128

Parish Pastoral Council

Members of the parish council are elected or appointed. Membership also includes the Pastor, Parochial Vicar, Deacon, School Principal, the Director of Religious Education, and the Director of Parish Services. The council meets approximately monthly and serves an advisory function to the pastor.

STEWARDSHIP

Rectory Office..... 215-572-0128

Finance Committee

Advises the pastor in parish financial matters.

Food Certificate Program

Cathy Berry..... 215-572-0128

The food certificate program is run to support our youth organizations. Food certificates (scrip) may be used at Acme, O'Neill's, Pathmark, Giant, or Shoprite markets. Certificates may be purchased after the Saturday evening and Sunday Masses, and at the rectory. We also participate in the *e-scrip Program* which includes Genuardi's market.

Fort Knox

The team of people who handle the collections at Mass.

Gardening Committee

Ellen Potter ellenpotter403@comcast.net

Tina Dean..... 215-572-0128

Group to plan and maintain special planting areas of the church grounds.

Kitchen Committee

Deb Campbell..... Deb.Campbell@verizon.net

Group that aims to keep the kitchen in Fr. Fitzpatrick Hall organized!

St. Luke Development Office

Beth Stieritz..... 215-572-0128

The Development Office was established in September 2005 and is located in the Rectory. The Development Office serves many purposes and will take on many roles, the most important of which is to facilitate the meaningful involvement of people in our mission and vision for the future. The Office has created the St. Luke Alumni Association, which is open to all graduates of St. Luke School. The Office produces publications such as the quarterly St. Luke Alumni News and the Development Update Bulletin. The Development Office has implemented a school and parish paper recycling program which earns income for the school, and also actively seeks other sources of funding for the parish and school, such as the E-Rate telephone rebate program.

OTHER ORGANIZATIONS

Jeanne Kyle..... 215-572-0128

ANCHOR Library

Part of their library is in the Lyons Den. See our web site for more information.

Breath of Dawn

Bonnie Dalzell..... 215-887-7191

Lorrie Szuch..... 215-300-8527

This is a group of singers, musicians, and visitors who bring music and comfort to the bedside of those who are dying. This group was formed by the Lay Auxiliary of the Glenside Ministerium.

Glenside Ministerium

This is a organization with members from most churches in the Glenside Area.

Sister Parish

Our sister parish in Haiti is Notre-Dame de la Presentation in Los Palis in the Diocese of Hinche. We assist the parish with our prayers and have given them financial assistance with the building of a bakery and a high school. We also help educate the children of the parish with continuing financial assistance.

SAFE ENVIRONMENT PROGRAM

Jeanne Kyle..... 215-572-0128

All adults who work with children in parish programs must comply with all the Safe Environment Program requirements. They are required to have a Pennsylvania State Police Criminal Record Check and receive a Pennsylvania Department of Public Welfare Child Abuse History Clearance. Also they must attend Safe Environment training and agree to the Standards of Ministerial Behavior and Boundaries.

Leaders of organizations must see that their volunteers comply with the requirements.

Volunteers may not be actively involved in parish activities with children until all documentation is complete and in the rectory office.

Remember the Child Abuse Clearances are mailed to individuals' homes. These clearances must be brought to the rectory.

FREQUENTLY ASKED QUESTIONS

1. What are the rectory office hours?

9:00 am - 6:45 pm, Monday

9:00 am - 8:00 pm, Tuesday-Thursday

9:00 am - 3:00 pm, Friday

The Summer (end of school to Labor Day) hours are

9:00 am - 3:00 pm, Monday

9:00 am - 7:00 pm, Tuesday-Thursday

2. How do I register in the Parish?

Visit the rectory during regular office hours (see FAQ 1).

3. Where are the rooms that are referred to in this handbook?

Lyons Den (a/k/a **Alumni Room**) - a meeting room located in FFH
Chapel House - the house at 2330 Fairhill Avenue, next to (and down the hill from) the upper (new) school building.

Fr. Fitzpatrick Hall (FFH) - the church auditorium, located beneath the church. It has entrances from the Easton Road vestibule of the Church and an outside entrance located by the steps into church nearest the parking lot. There is an elevator from outside to the hall.

Music Ministry Room - a meeting room located in FFH, across from the Lyons Den.

4. How do I arrange for a funeral?

Most of the arrangements for a funeral are made through the funeral home. The funeral home contacts the church for the funeral date and time. The family then makes arrangements with the church regarding the funeral liturgy. (See page 6)

5. How do I get a letter of eligibility to be a sponsor?

A letter of eligibility is issued by the current parish of a sponsor. It states that the sponsor meets the requirement to be a sponsor. (See FAQ 6)

6. What are the requirements for a sponsor for Baptism and Confirmation?

A Catholic Godparent or sponsor must be a practicing Catholic; have received the three Sacraments of Initiation (Baptism, Confirmation, Eucharist); be at least 16 years old (or have approval of pastor); and if married, the marriage must have been approved by the Church.

7. How do I get a Mass intention?

Contact the rectory during regular office hours (see FAQ 1). The stipend for an announced Mass is \$10. (The date and time are given.) The stipend for an unannounced Mass is \$5. (The date, time, and location are unknown.) Mass intentions are accepted for up to a year in the future.

8. How do I arrange for sponsorship of the Pro-Life Rose or the St. Vincent de Paul Carnations?

The flowers placed before the statues of Mary and St. Joseph in Church are called the '**Pro-Life Rose**' and the '**St. Vincent de Paul Carnations**.' In addition to honoring Mary and Joseph, the flowers usually are used to remember or honor a loved one.

The donations (\$5.00 each) are used to defray the cost of the flowers and to support the programs of the Right-to-Life Committee and the Society of St. Vincent de Paul, respectively. Contact the rectory at 215-572-0128 for more information.

9. How does my organization reserve a room and get an event on the parish calendar and in the bulletin?

You can arrange for an event for your organization by contacting Tina Dean or Jeanne Kyle at the rectory, 215-572-0128 or stlukerc@aol.com. Contact Tina or Jeanne with items to be placed in the bulletin.

Keep our dreams alive -**Dreams 2005**

We gathered the dreams of the parish by asking everyone to complete this sentence: *It would be marvelous and a great blessing for St. Luke the Evangelist Parish if someday....* Then everyone had the opportunity to indicate to which of those dream themes they had a strong commitment. (There were 7,350 strong commitments.) At an assembly we reviewed the dreams and developed some goals for the top ten dream themes. At a parish assembly in early April, 2001, we reviewed the goals and selected the top goals of the parish, our Dreams 2005 goals. We hoped that we would realize our Dreams by our 100th anniversary in December 2005.

We have vibrant, multi-faceted **youth and young adult** groups for ages 14-18, 18-25, and 25-40. There is important interaction among groups.

We have a strong identity as a “**Church Family**”; current members recognize it; new members are welcomed and soon become part of it. We recognize that we all have needs and we can meet others needs.

We are a **caring community** that addresses needs in our own parish (including spiritual and social programs for developmentally delayed people and support for those with mental health issues) and we have strong outreach programs (including programs for the homeless, released prisoners, and currently incarcerated people).

We are a parish that is strongly committed to social **justice** issues, locally, nationally, internationally.

We have an active ministry to all the **children** in the parish which promotes a strong sense of unity among them, including a range of religious education opportunities (for example, Summer Bible School).

We recognize the necessity of active **Evangelization**, especially among Catholics. We work on this through a variety of methods, including liturgy, adult faith formation (education), and other aspects of all the goals of Dreams 2005.

INDEX & CONTACT INFORMATION

Organization.....	Page	Contact.....	Telephone/Email
Adult Faith Formation Team.	14	Jeanne Kyle	215-572-0128
Aid for Friends.....	14	Kathy Cassidy	215-884-7971
Altar Servers	4	Rectory office	215-572-0128
Altar Society.....	4	Wynnie Schmidt	215-886-6758
Alumni Association.....	10	Beth Stieritz.....	215-572-0128
ANCHOR Library	19	Jeanne Kyle	215-572-0128
Anointing of the Sick	5		
Baptism.....	5		
Bereavement Ministry	15	Tina Dean	215-572-0128
Bereavement Support Group	15	Jeanne Kyle	215-572-0128
Breath of Dawn	19	Bonnie Dalzell	215-887-7191
.....		Lorrie Szuch	215-300-8527
Boy Scouts.....	8	Mark Zehner.....	215-576-1243
Calix.....	8	StLukeCalix@comcast.net
Camp Fire Girls.....	8	Carolyn Jones	215-572-0713
Communion Calls.....	5		
Confirmation.....	5		
Connections	11	Jeanne Kyle	215-572-0128
Cub Scouts	9	Patrick Foley	215-885-5679
C.Y.O. (Jr).....	9	Mike Dubyk	215-884-6066
C.Y.O. Choir.....	4	Andy Harbison.....	215-884-4776
Development Office	19	Beth Stieritz.....	215-572-0128
Education for Adults.....	14	Jeanne Kyle	215-572-0128
Environment Committee	15	Jeanne Kyle	215-849-7997
Eucharistic Adoration	4	Cynthia Fackler	215-886-6543
.....		Mary Lou Smart.....	215-887-6484
Eucharistic Ministry to the Homebound	4	Tina Dean	215-572-1028

Organization	Page	Contact.....	Telephone/Email
Eucharistic Ministry to Abington Hospital	4	Deacon Tom Croke	215-884-6657
Evangelization Team	12	Reenie MacDonald.....	215-884-3279
Extraordinary Ministers of Holy Communion	4	Jeanne Kyle	215-572-0128
Faith and Light	9	Anna Filmyer	215-884-0844
.....		Joan Kelly	215-884-3556
.....		Jeanne Kyle	215-572-0128
Faith Sharing Communities..	12	Jeanne Kyle	215-572-0128
Finance Committee.....	18	Deacon Tom Croke	215-572-0128
Food Certificate Program	18	Cathy Berry	215-572-0128
Fort Knox	18	Pete Wilson	215-884-1609
Funerals	6	Rectory office	215-572-0128
Gardening Committee	18	Ellen Potter	ellenpotter403@comcast.net
.....		Tina Dean	215-572-0128
Glenside Ministerium	19	Jeanne Kyle	215-572-0128
Good News with Sr. Assumption.....	14	Rectory office	215-572-0128
Guitar Group	7	Molly Mahoney	215-991-0801
Hearts and Hands Quilting Group.....	15	Bonnie Dalzell	215-887-7191
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Home & School Association.	13	Mary Ellen Ginty.....	215-885-1140
Hospitality Committee	9	Tina Dean	215-572-0128
.....		Jeanne Kyle	215-572-1028
Kitchen Committee.....	19	Deb Campbell	Deb.Campbell@verizon.net
Landings	12	Reenie MacDonald.....	215-884-3279
Lectors	7	Jeanne Kyle	215-572-0128
Liturgy Team	7	Dianne Ryan	215-887-2663
.....		Jeanne Kyle	215-572-0128

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Marriage.....	5		
Marriage Encounter	9	Carol Kluchinski	215-884-4662
Mass Schedule	5		
Moms with Tots.....	9	Tricia Bakley	215-885-2244
Music Ministry	7	Molly Mahoney	215-991-0801
Over 50's Club	10	Kay Maley	215-886-3025
Parish Disability Contact	27	Anna Filmeyer.....	215-884-0844
Parish Pastoral Council.....	18	Msgr. Flood	215-572-0128
Peace and Justice.....	15	Joan Markham	215-887-7055
Pilgrimage Group	7	Pat Sharkey	215-884-7209
Pre-Baptism Program	14	Rectory Office	215-572-0128
Pre-Cana.....	14	Rectory Office	215-572-0128
PREP (Parish Religious Education Program for Children)	13	Deacon Tom Croke	215-884-2080
.....		Maria Hughes.....	215-884-2080
RCIA	12	Jeanne Kyle	215-572-0128
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Recycling (paper).....	28	Beth Stieritz.....	215-572-0128
Religious Education for Children	13	Deacon Tom Croke	215-884-2080
.....		Maria Hughes.....	215-884-2080
Remembrance Card Ministry	15	Gloria D'Agui.....	215-886-2088
Right-to-Life Committee	16	Michael Miller	215-886-9481
Safe Environment Program..	20	Jeanne Kyle	215-572-0128
Separated and Divorced Ministry.....	10	Deacon Tom Croke	215-572-0128
Sister Parish.....	20	Jeanne Kyle	215-572-0128
Sodality & Miraculous Medal Novena Devotions.....	7	Marie Winstanley.....	215-886-3863
.....		Teresa Duff	215-887-4727

Organization	Page	Contact.....	Telephone/Email
Spaghetti Supper	10	Jim Vasta	267-241-6050
Spiritual Lending Library	12	Ed Heffernan	215-886-5036
.....		Mary Lou Smart.....	215-887-6484
St. John's Hospice	16	Mary Fran McNamara	215-886-9649
St. Luke Development Office	19	Beth Stiertiz.....	215-572-0128
St. Luke School Alumni Association.....	10	Beth Stieritz.....	215-572-0128
St. Luke the Evangelist School.....	13	Sr. William Adele, SSJ	215-884-0843
St. Malachy Food Collection	16	Ed Heffernan.....	215-886-5036
St. Vincent de Paul Society..	16	Rectory Office	215-572-0128
Summer Stock	10	Marcie Fiorella.....	215-576-5484
.....		slsummerstock@verizon.net
Triest Hall.....	17	Brother Michael Lonsway, FC ...	215-887-6361
Tutoring.....	17	Jeanne Kyle	215-572-0128
Ushers	7	Pete Wilson.....	215-884-1609
Venturing.....	11	Allison Hafft.....	215-886-7262
Vocations Awareness	12	Dick Burke.....	215-572-0945
.....		Deacon John Hunter	215-572-5834
Women's Bowling	11	Pat Sharkey	215-884-7209
.....		Bobbie Schuyler.....	215-887-8554
.....		Ann Nedbal	215-885-6153
Youth Group.....	11	Charlie Spencer	215-886-3506
.....		saintlukesyouthgroup@gmail.com

Parish Disability Contact: In a continued effort to include all members of our community in the life of our parish, a member of the parish, Anna Filmyer, is our representative in the Archdiocesan Disability Parish Contact Program. The mission of this program is to assist the parish in welcome and access to people of all abilities to full parish participation. If you or someone you know has a disability and would like to meet with our parish contact please feel free to call or email Anna at 215-884-0844 or anacan@verizon.net.

ST. LUKE THE EVANGELIST CHURCH

Easton Road at Fairhill Avenue
Glenside, Pennsylvania

Paper recycling

St. Luke's is now recycling ALL of our school (classroom/office) and parish paper. We have contracted with Abitibi Recycling, who supplied us with a bright green/yellow Paper Retriever Bin (lower parking lot) free of charge, and will pay us by the ton for our paper.

We need all your:

Newspapers

Magazines

Shopping Catalogs

Office/School Papers

Mail

No Cardboard or phonebooks

Aluminum Cans and Tabs recycling

We collect aluminum tabs in containers in the rear of Church. We collect aluminum cans several times a year. The aluminum is sold and the proceeds go to our Sister parish in Haiti.

Support St. Luke School while Searching the Web!

GOODSEARCH a brand new search engine powered by Yahoo will donate 1 cent to St. Luke School for every web search we do!

Log onto **www.Goodsearch.com**

and designate St. Luke the Evangelist School as your charity of choice. Check out the option to make Goodsearch your home page.

The **Playground** is located adjacent to the Church near the parking lot. It is open to parishioners during non-school hours from dawn to dusk. During school hours it is reserved for the use of the students.

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