



Holy Cross Ministries Handbook

**Final
September 2023**

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This is a guide to ministries of Holy Cross Catholic Church. It does not include the many other community volunteer efforts in which individual parishioners are involved. This handbook is divided into three categories: Faith Formation, Liturgical Ministries, and Ministries of Charity. Updates or suggestions for this booklet should be sent to: scriptureathc@gmail.com

Ministry Guidelines (What Is Generally Expected?)

1. Ministry leaders, after their initial meeting with the Pastor, are appointed for a period of three (3) years. Within the first year after their appointment, leaders must identify a successor, who will also be interviewed and approved by the Pastor.
Ministry leadership is not a lifetime appointment; you are expected to offer other parishioners the opportunity to serve. The need for continuity is essential for ministries to survive. Any ministry that cannot provide for succession will cease to exist.
2. Ministry leaders are expected to assist their group in developing a clear mission statement aligned with Holy Cross's Vision and Mission Statements (see below), yet specific to the ministry. This mission statement and the ministry's name (which must incorporate the name of the ministry's patron saint) must be approved by the Pastor.
3. Each ministry group will report to the parish on at least an annual basis: (a) highlights of its accomplishments, (b) what it needs from the parish, and (c) new opportunities for other parishioners to join and help with the ministry. This will primarily be done in *Flocknote* but may also include speaking during the pre-Mass Ministry Minute.
4. Each ministry should meet regularly. Each meeting should begin with prayer, in order to reflect on and discern how God is calling the group to grow in faith and service.
5. Ministry leaders and their potential successors are expected to participate in leadership activities and training when offered by the parish.
6. Specific expectations are given within each ministry.

Faith Formation Ministries

Adult Faith Formation

Primary contact name: Kaky Bowden

Primary contact phone no.: 434-846-5245

Primary contact email: Kbowden@holycrosslynchburg.org

Secondary contact name: Tom Pratuch

Secondary contact phone no.: 434-846-5245

Secondary contact email: scriptureathc@gmail.com

Description of activities/purpose: Adult formation facilitates continuing spiritual and catechetical growth for parish adults. The formation of adults to live out their baptismal call is fostered by scripture studies, sacramental and communal gatherings, and the sharing of the Gospel message with others. As adults, all are called to grow in discipleship, help build our parish, and grow in communities of faith and service. Classes use DVD or video streaming to cover topics from scripture or the Church's history. One- to two-week break between major topics.

Member's time commitment: 1.5 hours per week/topic.

Meeting schedule: Varies. Generally, Tuesday at 10:00 a.m. with repeat of class at 6:30 p.m. Class on second topic Thursday, 10:00 a.m. Class topics can vary from one session to 22 sessions. Each class is announced in Flocknote.

Meeting location: Commons.

Rite of Christian Initiation for Adults

Primary contact name: Kaky Bowden

Primary contact phone no.: 434-846-5245

Primary contact email: Kbowden@holycrosslynchburg.org

Secondary contact name: Jeff Pratum

Secondary contact phone no.: 434-846-5245

Secondary contact email: scriptureathc@gmail.com

Description of activities/purpose: The Rite of Christian Initiation for Adults is a period of intellectual, moral, and spiritual formation to prepare people to become members of the Catholic Church. This faith journey is both personal and communal, allowing the person to grow in awareness of God's call to conversion. Participants will gradually uncover the workings of the Holy Spirit as revealed in the beliefs, sacramental life, and spiritual practices of the Catholic Church.

Member's time commitment: 1.5 hours per week (evening), plus Sunday Mass.

Meeting schedule: 7:00 to 8:30 p.m., Monday evenings.

Meeting location: Church Commons.

Youth Ministry

Primary contact name: Kaky Bowden

Primary contact phone no.: 434-846-5245

Primary contact email: Kbowden@holycrosslynchburg.org

Description of activities/purpose: Youth group involves and engages young people by empowering them to live as disciples of Jesus in our world today through active participation in the life, mission and work of our Parish and the global Church. Youth are called to use their gifts, grow in their identity as Catholics, and strengthen their relationship with our Lord.

Member's time commitment: 5 hours per month for fellowship, prayer, and service.

Meeting schedule: Flexible. One social outing/month; one service opportunity/month.

Meeting location: Not provided.

Liturgical Ministries

St. Joseph of Arimathea Cemetery Ministry

Primary contact name: Annette Flagg/Jim Naples

Primary contact phone no.: 434-846-5245

Primary contact email: Not applicable

Description of activities/purpose: The ministry helps families who have suffered a loss with the following: contacts with funeral home, alerting parish of funerals and burials, sales of plots in Holy Cross Cemetery, and upkeep/maintenance of the cemetery.

Member's time commitment: 5-15 hours/week.

Meeting schedule: All members every 90 days in Church Commons or cemetery.

Funeral Reception

Primary contact name: Kathy Wesley

Primary contact phone no.: 434-239-5384

Primary contact email: wjk53blu@verizon.com

Description of activities/purpose: Prepare a main or side dish for funeral reception and deliver to church kitchen in a disposable container. You may help set up, serve, or clean up as you are available.

Member's time commitment: Depends on number of funerals and your availability.

Meeting schedule: Four times a year at church for one hour.

Extraordinary Ministers of the Eucharist to the Homebound

Primary contact name: Marc and Mary Zoccola

Primary contact phone no.: 434-846-5245

Primary contact email: maryzocolla47@outlook.com

Description of activities/purpose: Visit members of the parish and take them communion in their home/facility after the family contacts the Church.

Member's time commitment: Flexible schedule, 2-10 hours/month.

Meeting Schedule: Quarterly.

Funeral Planning

Primary contact name: Marge Chamberlin

Primary contact phone no.: 434-846-0531

Primary contact email: nursemom07@yahoo.com

Secondary contact name: Kathy Wesley

Secondary contact phone no.: 434-239-5384

Secondary contact email: wjk53Blu@verizon.net

Description of activity: Assist priest and family to plan a funeral: readings, music, family participation, schedule.

Member's time commitment: 2-3 hours per funeral.

Meeting schedule: Pastoral care meetings approximately 4 times a year at church for one hour, if possible.

Extraordinary Ministers of the Eucharist in the Hospital

Primary contact name: Joe Seiffert

Primary contact phone no.: 434-384-3583

Primary contact email: joe4counil@aol.com

Description of activities/purpose: Visit members of the parish and take them communion in the hospital after the patient contacts the Church.

Member's time commitment: 1-2 hours every 3 months as needed.

Meeting Schedule: TBD

St. Julian Greeters

Primary contact name: Cathy Wills

Primary contact phone no.: 434-229-4749

Primary contact email: cathywills99@comcast.net

Description of activities: Greet people at the door; welcome people at table on left side of entryway; answer questions.

Member's time commitment: 0-.5 hours per week as assigned.

Meeting schedule: Training for new volunteers scheduled as a group or one-to-one. General meetings once per month for 20 minutes both before and after mass. Safety meetings/VIRTUS training as required.

Adult Choir and Cantors

Primary contact name: Rachel Love

Primary contact phone no.: 434-420-2796

Primary contact email: rlove@holycrosslynchburg.org

Description of activities/purpose: To provide music for the 4 p.m. Vigil Mass and the 8 a.m. Sunday Mass and to support congregational singing.

Member's time commitment: 2 hours per week

Meeting schedule: Rehearsals: 1 hour Thursday, 6-7 p.m.; 45 minutes prior to Mass.

Meeting location: At church in Choir Room in lower level.

St. Therese Altar Flowers

Primary contact name: Kaky Bowden

Primary contact phone no.: 434-846-5245

Primary contact email: Kbowden@holycrosslynchburg.org

Description of activities/purpose: Purpose: Give parishioners opportunity to honor loved ones with flowers to glorify God. Annual sign up in fall. Make reminder phone calls. For Easter & Christmas: Make arrangements with VA Garden Supply for flowers and arrange in front of altar.

Member's time commitment: 20 hours per year plus 1 hour per month. (This has been done by one person. Another volunteer would be helpful).

Meeting schedule: None.

Baptismal Garment Sewers

Primary contact name: Marge Denham

Primary contact phone no.: 434-384-9413

Primary contact email: fdenham08@comcast.net

Description of activities/purpose: To provide a baptismal garment to each newly baptized child, up to age 12. Marge provides kits. Each sewer sews at home (4 garments per year).

Member's time commitment: 4 hours per garment.

11 a.m. Mass Choir

Primary contact name: Paddy Dougherty

Primary contact phone no.: Not provided

Primary contact email: Paddy.Dougherty@gmail.com

Secondary contact name: Beth Bolton

Secondary contact phone no.: 434-420-1049

Secondary contact email: boltlizzy@gmail.com

Description of activities/purpose: To provide music and singing at 11 a.m. Mass. Activity: Lead parishioners in congregational singing.

Member's time commitment: 2-3 hours per week.

Meeting schedule: Rehearsals on Wednesday at 7:30 p.m. for 1-2 hours; Mass weekly for 1 hour.

Meeting location: At church in Choir Room (lower level).

Ushers

Primary contact name: Brian K. Clifford

Primary contact phone no.: 434-509-8715

Primary contact email: BCliff4454@yahoo.com

Description of activities/purpose: To provide support and assistance to parishioners at all the Masses. Activities: Assist with seating, sacred elements procession, communion reception; pass collection basket, secure collection pouch. During Mass be aware of facilities safety and any medical emergency.

Member's time commitment: 1.5 hours per week (per Mass when assigned; 1-2 Masses per month).

Meeting schedule: No scheduled meetings.

Ministries of Charity

Our Lady of Solace Grief Fellowship

Primary contact name: Gwen Naples

Primary contact phone no.: Not provided

Primary contact email: gwenwnaples@gmail.com

Secondary contact name: Kathy Wesley & Ellen Nygaard

Secondary contact phone no.: 434-239-5384 (Kathy); 434-426-0651 (Ellen)

Secondary contact email: wjk53Blu@verizon.net (Kathy) or enygaard@mac.com (Ellen)

Description of activity: The purpose of this ministry is to offer support to those who have experienced the loss of a loved one. This group gathers to help each other deal with grief. The spiritual, emotional, physical, familial, and social aspects of grief are explored and acknowledged. It is a sacred space to find comfort, acceptance, encouragement, and fellowship.

Member's time commitment: 1.5 hours per month

Meeting schedule: Meets the third Monday of each month at 1 p.m. for one hour at church.

St. Pasqual's Food Pantry

Primary contact name: Mimi Amate

Primary contact phone no.: Not provided

Primary contact email: campmimi@hotmail.com

Secondary contact name: Irma Campbell

Secondary contact phone no.: Not provided

Secondary contact email: Not provided

Description of activities/purpose: Provide food for parishioners and community in need. People find out by word of mouth by packing bags of food daily. Do special packing for holidays: Easter, Thanksgiving, Christmas.

Member's time commitment: 2 hours per month—time to pack 10-12 bags.

Meeting schedule: No regular meetings at this time.

Hospital Follow-Up

Primary contact name: Glenda Desmond

Primary contact phone no.: 434-239-1006

Primary contact email: desfam124@gmail.com

Description of activity: Phone parishioners after hospital discharge to determine their need of meals, transportation, Holy Communion or medical equipment.

Member's time commitment: 1 hour per week.

Meeting schedule: Not provided

St. Elizabeth Seton Parish Nurses

Primary contact name: K. Aysque

Primary contact phone no.: 434-841-8651

Primary contact email: khaysq@gmail.com

Secondary contact name: Jane Flores

Secondary contact phone no.: 434-420-8168

Secondary contact email: Fdavidtester@gmail.com

Description of activities: Nurses in the parish check blood pressure after Mass monthly, offer health information and education, plan annual blood drive, and maintain educational bulletin board.

Member's time commitment: 1 hour per week.

Meeting schedule: One to two meetings a year at church for approximately one hour.

St. Teresa of Avila Medical Equipment Closet

Primary contact name: Paula Warwick

Primary contact phone no.: 434-941-5088

Primary contact email: ptwarwick@msn.com

Description of activities: Receiving and distributing durable medical equipment (DME) from/to parishioners and at times, the Lynchburg community; ensuring equipment is clean and in working order. Excess equipment donated to local nonprofit distributing DME to low-income population in greater Lynchburg community.

Member's time commitment: Depends upon requests for equipment. Approximately 1 hour per week.

Meeting schedule: Meet approximately four times a year.

Bus Transportation to Mass

Primary contact name: Rob Deddens

Primary contact phone no.: 434-946-6609

Primary contact email: rnccdeddens@msn.com

Description of activities: Drive parishioners to Saturday Vigil Mass using personal car or church bus.

Member's time commitment: 1.5–2 hours per week

Meeting schedule: Not provided

Drive a Friend

Primary contact name: Marge Chamberlin

Primary contact phone no.: 434-846-0531

Primary contact email: nursemomof7@yahoo.com

Description of activities/purpose: Upon request, drive a parishioner in your personal vehicle to doctor, physical therapy, shopping, drug store. Time can usually be arranged between parishioner and volunteer.

Member's time commitment: Varies according to need and driver availability.

Meeting schedule: Pastoral Care meeting at Holy Cross Church four times a year; one hour.

St. Clare of Assisi Prayer Shawl Ministry

Primary contact name: Paula Warwick

Primary contact phone no.: 434-941-5088

Primary contact email: ptwarwick@msn.com

Secondary contact name: Lisa Patrick

Secondary contact phone no.: 510-334-4467

Secondary contact email: lpatrick410@gmail.com

Description of activities/purpose: Gathers as a group or done at home individually using crochet or knitting skills to create shawls and lap robes for those in need. A prayerful, tangible support to the recipient from Holy Cross Church.

Member's time commitment: 2 hours per month.

Meeting schedule: Meets first Wednesday of each month at Holy Cross Church at 1 p.m. Gather to present shawls in a brief, prayerful ceremony.

Phone a Friend

Primary contact name: Rosemary McDonald

Primary contact phone no.: 434-509-5042

Primary contact email: Not provided

Description of activities: Upon parishioner's request, call to check on their status, chat, pray together. Time required is agreed upon by parishioner and volunteer.

Member's time commitment: 0.5 hour per week

Meeting schedule: If possible, attend Pastoral Care meeting at church for one hour approximately 4 times a year.

Prayer Line

Primary contact name: Irma Campbell

Primary contact phone no.: 434-237-7937

Primary contact email: mincampbell@yahoo.com

Description of activities/purpose: After receiving confidential prayer request, pray at your convenience as Holy Spirit guides you.

Member's time commitment: Variable

Meeting schedule: TBD

St Louise de Marillac Prepare a Meal

Primary contact name: Joe Schill

Primary contact phone no.: 434-509-8727

Primary contact email: Joe.G.Schill@hotmail.com

Description of activities/purpose: Provides several meals per week for a limited time period for parishioners recovering from major surgery.

Member's time commitment: Variable. Generally, not more than providing a few meals every 4 months.

Meeting schedule: Meet once per year for one of the Lenten Friday Stations of the Cross soup suppers.

Ladies of Charity

Primary contact names: Linda VanScooter & Emily Sublett

Primary contact phone no.: 434-385-9430 & 434-385-1976

Primary contact email: Not provided

Secondary contact name: Mary Lexa

Secondary contact phone no: 434-525-0499

Secondary contact email: Not provided

Description of activities/purpose: Three circles of women devoted to serving those in need:

Our Lady of Peace Circle – Linda VanScooter

Our Lady of Lourdes Circle – Emily Sublett

St. Jude Circle – Kathy Wesley

Member's time commitment: Varies

Meeting schedule: All three circles meet once a month. Second Monday at 1 p.m. at the Commons and classrooms. Each circle has its own meeting and agenda. Common projects involve fundraising, Mass, rosary, baby shower for pregnancy center, feeding the visually impaired, and basket weavers.