



## **Mission Statement**

We are the people of St. Francis Xavier Church, a Roman Catholic Community, serving Otisville and the surrounding rural areas in the northeast corner of the Lansing Diocese. We strive to be open to the Holy Spirit in promoting Christian unity, peace and friendship. We proclaim the Good News of Jesus Christ by growing in faith and by serving the spiritual and corporal needs of our brothers and sisters.

*St. Francis Xavier offers various possibilities to grow in faith and love, from education, faith and social ministries, community outreach, to celebrating the word of God.*

*Below is a brief description of each ministry within St. Francis Xavier.*

*Training will be provided for each ministry every other month or as needed.*

*Please contact the parish office for further information at 810-631-6305.*

## **LITURGICAL MINISTRIES**

### **PROCLAIMER OF THE WORD (READER)**

- There is one lector at each Mass. The Lector gives glory and praise to God through the proclamation of Sacred Scripture, prayers of the faithful, and announcements at Mass with a humble heart.

### **EXTRAORDINARY MINISTERS of Holy Communion (CHALICE & HOST SERVER)**

- This ministry is for those who feel a strong devotion and calling to serve Jesus Christ to others during the Eucharist and the way they live their lives.

### **ALTAR SERVERS**

- Altar servers are participants on the altar which includes service to the priest and/or deacon during weekly Masses, weddings, funerals, and other liturgical ceremonies as needed.

### **USHERS**

- Men, women, and older teens of the parish are invited to join this ministry.
- Ushers provide guidance and direction for visitors.
- Greet parishioners as they enter the worship space, direct people to seats, and assist those in need.
- Direct communion lines and assist during Mass as needed.
- The usher would confirm the gift bearers are present. If not, then the usher would request a parishioner to present the gifts to the altar.

### **HEAD USHER**

- Open and secure church operations. Training and checklist will be provided.
- Provide guidance and direction for any situations of a medical nature that may come up, and for the safety of the environment during the Liturgy.
- Collect the weekly offerings after Mass, secure monies, and place the bag in the safe.

## GIFT BEARERS

- 2-3 Volunteers to present the host and wine to the priest for blessing.

## GREETERS

- Those called to this ministry should have a heart for the people of God, a desire to share the joy of welcoming every individual who walks through the door.

## MASS SETUP

- Mass Set Up is the source of our Catholic faith.
- You will be guided to prepare the serving tray with the items which come into contact with the Holy Body and the Holy Blood of the Lord, liturgical items and cloths, and Roman Missal.
- A rotating schedule will be provided.

## MUSIC MINISTRY

- St. Francis Xavier's Music Ministry serves to bring together those with a love and a talent for music to lead and support the congregation in unanimous sung prayer, enhance the sacredness and beauty of parish liturgies, and to evangelize through the sharing of music and song. By offering our time and our talents, we minister to all who listen as well as each other.
- Singers and musicians of all ages are welcomed! Looking for musicians who are willing to share the gifts that God has blessed them with. No experience necessary!
- The group rehearses throughout the year for holy days, holidays, funerals, weddings, and liturgical ceremonies.

**All ministers participating in Mass** should arrive at least 20 minutes before the service. Masses include Holy Days, Holidays, Funerals, Weddings, and liturgical ceremonies as needed.

*A liturgical schedule will be provided for weekly Masses throughout the year.*

Training and instruction will be offered every other month for each ministry prior to participating. An in-service is provided periodically.

Anyone interested in the ministries should be confirmed in the Catholic Church and in good standing; the Pastor may approve exceptions.

## PRAYER SERVICES

### INTERCESSORY | OPEN DOOR PRAYER GATHERING

- Everyone is invited to pray with us. Intercessory prayer is the act of praying on behalf of others. Christian prayer becomes intercession since it is offered to God through and by Christ. Jesus closed the gap between us and God when he died on the cross for us. Because of Jesus' mediation, we can now intercede in prayer on behalf of others, for the lost, and for those asking God to grant their requests according to His Will.
- Please see the weekly bulletin for days, times and additional details.

### MORNING PRAYER

- Is offered for anyone who would like to start their day with communal prayer. The prayer service lasts approximately 30 minutes. Members of the gathered assembly lead the service.
- Please see the weekly bulletin for days, times and additional details.

## PRAYER CHAIN

- St. Francis Xavier's Prayer Chain provides spiritual support and healing for parishioners, and their families and friends. Prayers may be concerns for the sick, hospitalized, chronically ill, or for a loved one during a troubled time.
- Your prayer request will be included in the daily prayers of our members.
- When placing someone on the prayer chain, please obtain their permission when giving full names and circumstances. All prayers are confidential to our prayer warriors.
- Please see the weekly bulletin or call the parish office for the ministry contact.

## ROSARY

Pope Francis invites everyone to rediscover the beauty of the rosary, "I invite you to pray the rosary, and to carry it in your hands or in your pockets. The recitation of the rosary is the most beautiful prayer we can offer to the Virgin Mary; it is a contemplation on the stages of the life of Jesus the Savior with his Mother Mary and is a weapon that protects us from evils and temptations."

- Please consider joining the rosary group in prayer before Saturday and Sunday Mass. All are welcome! We practice the rosary as our devotion to prayer and meditation on the life of Jesus, as well as a prayer to Mary to offer our prayers to God.
- Please see the weekly bulletin for days, times and additional details.

## ADORATION with PRAISE & WORSHIP

St. Mother Teresa of Calcutta said, "The time you spend with Jesus in the Blessed Sacrament is the best time you will spend on earth. Each moment that you spend with Jesus will deepen your union with Him and make your soul everlastingly more glorious and beautiful in Heaven and will help bring about everlasting peace on earth."

- We must be willing to humble ourselves before God, surrender every part of our lives to His control, and adore Him for who He is, not just what He has done. Worship is a lifestyle, not just an occasional activity. Jesus said the Father is seeking those who will worship Him "in spirit and in truth" ([John 4:23](#)).
- Please see the weekly bulletin for days, times and additional details.

## SACRAMENTAL PREPARATION

- Please contact the parish office to schedule a meeting for sacramental preparation:
  - Baptism
  - Confirmation
  - Eucharist
  - Penance and Reconciliation
    - Reconciliation: Tuesday at 6 pm and Saturday at 4 pm.
    - Fr. Ken is available by appointment; please call the parish office to schedule an appointment.
  - Anointing of the Sick
  - Holy Orders
  - Marriage
- First Communion
- First Reconciliation
- Confirmation
- Candidates of all ages can prepare for Baptism, First Reconciliation, First Eucharist, and Confirmation through the RCIA process, as well. Please contact the parish office for further information.

## COUNCILS AND MINISTRIES

### PARISH COUNCIL

- The role of the Parish Pastoral Council is to help set a vision for the parish and to be consultative to the pastor. They assist and update the pastor with parish happenings, listen to parishioner's concerns, and to act as the voice for the parishioners.
- The council also serves to give feedback on new ideas or proposals, and to give parish members a chance to provide input on parish needs and concerns. The mission is to stay informed and to communicate our parish goals to the faith community and to recognize St. Francis Xavier Parish as a vibrant and holy parish.
- Members must be confirmed catholic and an active member in the parish. The suggested term of service is 3 years, the parish council meets every other month from September to May.

### FINANCE COUNCIL

- The Mission of the Finance Council is to advise the pastor in the execution of the church budget. Its role is to monitor expenses and income to assure that resources are properly allocated and accounted for.
- Members must be confirmed catholic and an active member in the parish. The suggested term of service is 3 years, the finance committee meets quarterly or as needed throughout the year.

## SERVICE & HOSPITALITY

**Grow in your faith life.** With your support, our parish continues to strengthen our relationship with God. There are numerous possibilities to grow in different areas of your faith. This is an invitation to become a steward of our Catholic faith community to serve others by enriching their lives. Please consider one of the following opportunities to give back and engage in our faith.

### SACRISTAN

- Sacristans take care of the Church by cleaning the sacristy, altar, church, St. Francis Hall, and parish office.
- Teams of two are scheduled weekly and rotated. They may choose a day and time that fits their schedule.

### LAUNDER ALTAR LINENS AND ALTAR SERVER ALBS

- We need volunteers to take turns laundering altar linens, purificators, corporal, and towels on a weekly basis.
- Occasionally altar server albs become soiled and are in need of a good washing and ironing.

### EUCCHARISTIC MINISTERS FOR HOMEBOUND

- The faith-filled members of St. Francis Xavier Parish Homebound Ministry are committed to minister to those parishioners who are temporarily or permanently confined to their homes due to age, illness or disability; offering the Eucharist, comfort and a sense of belonging to the St. Francis Xavier faith community.

### SOCIAL MINISTRY COMMITTEE

- Serves to empower the entire parish community to fulfill the gospel mandate of justice and charity. The social ministry commission coordinates and initiates organized efforts to facilitate this social mission into every aspect of parish life. The breadth of this mission is guided by the social teachings of the church.
- Those interested in this ministry or would like to attend a meeting, please contact Colleen LaBean at 989-871-4078.

## BEFRIENDER MINISTRY

- This ministry is a listening ministry providing pastoral care for people in all kinds of difficult and transitional situations. They are trained lay volunteers who extend the care of the faith community.
- Those interested in this ministry or would like to attend a meeting, please contact Colleen LaBean at 989-871-4078.

## LITURGY / WORSHIP COMMITTEE

- Liturgy is the coming together of our community in prayer and worship of God. Our community, the body of Christ, is made up of many members, each gifted in a special way. It is the desire of the Liturgy Committee to coordinate our coming together so that each member of the community may bring their gift to the Altar and feel very much a part of the liturgical Celebration.
- The Worship Commission meets and coordinates the Liturgical seasons in accord with the guidelines of the church doctrine.
- The Decor committee is part of our Worship Commission. The Decor committee makes changes to the church according to the Liturgical season with the Pastor's guidance.
- Decor welcomes parishioners to share creative ideas, decorate and beautify, and water indoor plants.

## BUILDING, MAINTENANCE & GROUNDS

- We believe everyone has unique skills and abilities, however great or small, which can be used to keep the properties of the parish in good repair to provide a safe and inviting environment for all parish activities.
- Managing a parish facility is very similar to managing any other type of building or campus. The only difference being a parish needs to rely on volunteer labor to identify needs, schedule maintenance, and get the job done.
- Volunteers are appreciated for ongoing projects such as mowing, grooming, and maintaining the grounds, landscaping, watering, planting flowers, fall and spring cleanup, shovel snow, light painting, floor maintenance, operational needs, and special projects.
- Please contact the parish office if you are interested in this service. You will be connected to the chairperson.

## ST. JOSEPH'S MEN GUILD (Men's Club)

- As a member of the parish, and at least 18 years old, you are a member of the St. Joseph's Men Guild (Men's Club).
- All men are invited to join. We participate in helping the needs of the parish and community. This Guild is linked to Genesee County parishes. Each year on May 1st, the feast of St. Joseph, the parishes gather for Mass and luncheon.
- Please contact the parish office if you are interested in this service. You will be connected to the chairperson.

## ST. FRANCIS XAVIER WOMEN'S GUILD

- As a member of the parish, and at least 18 years old, you are a member of the Women's Guild.
- All women are invited to attend. Meetings are held at 9 am on the third Saturday of the month from September through May.
- Monthly meetings are organized with one or two of the following: speakers, crafts, potluck, special events, and crafts.
- The Women's Guild is responsible for care to the needs of the Altar and works closely with the Worship committee.

- The women participate in various events, such as bazaars, raffles, rummage sales, bake sales and various fundraising events. In addition, they initiate social events for the parish, for example Lenten Soup Suppers.
- Please contact the parish office if you are interested in this service. You will be connected to the chairperson.

#### GENERAL OFFICE MINISTRY

- Please contact the parish office to assist with small clerical jobs as needed during the workday. Various tasks may involve the preparation of mailings including folding and stuffing the letter, stamping, sealing envelopes, and transporting mail to the local post office; stuff and fold bulletins, assist with event callings, and assist with projects as needed.
- Assist with the website per the direction of the parish support person locating catholic articles or YouTube stories that may be of interest. Update parish Facebook with current parish events, services, or seasonal inspirations.
- Please contact the parish office if you are interested in this service. You will be connected to the chairperson.

#### FUNERAL LUNCHEON MINISTRY

- A member of the Women's Guild communicates with the family to organize a luncheon for those attending the funeral. The Women's and Men's Guild work together to prepare the facility for the grieving family and friends.
- This ministry is in need of volunteers who are willing to serve at these luncheons. Assistance is appreciated for setting up and tearing down chairs and tables, preparing and serving drinks, displaying food on the buffet table by the time the guests arrive. In addition, a crew is needed for cleanup and a designated person to pick up the catering and transport the food to the church.
- Parishioners who volunteer to help at funeral luncheons see firsthand how grateful the families are and that the people who attend can feel the love and compassion extended to them by our parishioners.
- Please contact the parish office if you are interested in this service. You will be connected to the chairperson.

#### OUTREACH EAST FOOD PANTRY

- St Francis Xavier Outreach Food Pantry began in 1994 serving Otisville, Millington, Columbiaville, and Otter Lake. It is a non-denominational program.
- It is available on the last Thursday of each month from 11 am to 2 pm in Quaderer Hall with 25-30 families receiving our services.
- Clients may call St. Francis when emergency services are needed. The parish office will contact the chairperson to provide assistance.
- Supported by the generosity of our community through local individuals, churches, businesses and organizations. This cannot be done without the caring hearts of those that donate food, money, services, and time.
- Volunteers keep the program running smoothly. Please contact the parish office if you would like to serve those in need.
- If you are in need of this service, then please contact the parish office and you will be connected to the appropriate chairperson. *This provided service is confidential.*

#### COFFEE & DONUTS

- Please join us every 3rd Saturday or 3rd Sunday after Mass for coffee & donuts. This is a time to catch up with each other and fellowship.

- Volunteers are needed to host, prepare coffee, serve, set up and tear down. The most important thing is to make everyone feel welcome!
- Training and a checklist are provided.
- Please contact the parish office if you are interested in this service. You will be connected to the appropriate person.

#### Card Party

- October through May there is a social gathering after the Saturday evening Mass on the third Saturday of the month to play cards in St. Francis Hall. Everyone brings their own beverages and a snack to share. Men and Women enjoy playing cards, and everyone has a wonderful time.

#### Scrapbooking & Card Making

- Scrapbooking and Card Making are fun ways to share time with others and preserve your memories. This ministry is the third Saturday of the month, from 2:00 pm to 8:00 pm. You can bring your pictures and supplies and get pointers and share ideas and get ideas from others who love getting together. There are scrapbooking tools you can use and we always have a Make and Take if you care to join in.
- Please contact Colleen LaBean at 989-871-4078 for more information.

ADDITIONAL OPPORTUNITIES: Please contact parish office for additional information

Knights of Columbus

Volunteer Opportunities at St. Luke's New Life Center

Catholic Charities

Respect Life

Children's Liturgy

Rosary Makers

Money Counters



St. Francis Xavier Catholic Church  
212 Center Street | Otisville, MI 48463

Parish Phone: (810) 631-6305  
Website: <https://sfxotisville.org/>  
Email: office212.sfx@gmail.com

### **Parish Staff**

Please call the parish phone to connect with parish staff at (810) 631-6305.

Pastor: Fr. Kenneth Coughlin  
pastor@sscharlesandhelena.org

Secretary / Bulletin: Chelsey Cobb  
office212.sfx@gmail.com

Director of Faith Formation - Grace Guzowski

Bookkeeper - Sue Boyden

Choir Director - Stephanie Barnum

Organist - Carla Montpas

Maintenance & Grounds - Edward LaBean

### **Parish Ministries**

Parish Pastoral Council Chair  
Crystal Quaderer - (810) 441-1283

Finance Council Chair  
Karen Church (989) 871-4832

St. Joseph Guild Men's Club  
Edward LaBean - (989) 871-4078

Women's Guild & Prayer Chain  
Kathy Schupp - (810) 516-3107

BeFriends Ministry & Social Ministry  
Colleen LaBean - (989) 871-4078

Food Pantry & Outreach - Please call parish office at (810) 631-6305