



HOLY NAME
323 Dickinson Street
Springfield, MA 01108
(413) 733-5823

PARISH HANDBOOK

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Eucharistic	_____	Spanish Ministry	_____
Ministers	_____		
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Commission	_____	Young Adult	_____
Food Pantry	_____	Prayer Group	_____
Forever Young	_____		
Gift Shop	_____		

Name: _____

Address: _____

Telephone: _____

Email: _____

Please return to the Parish Office, 323 Dickinson Street,
Springfield, MA 01108 or drop in the collection basket.

Thank You!



BASEBALL AND SOFTBALL:

Coaches

Registration Volunteers

- Boys and Girls
 - Age 5 – T Ball
 - Ages 6 – 16 Teams
- Late January Registration
- Minimal Fee

Contact: Rick Roy (413) 364-3443

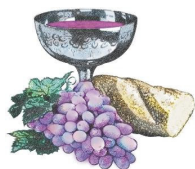
Athletic Association Events

- Craft Fair
 - Late November
 - See “Craft Fair” page
- Themed Dance
 - February
- Basketball Banquet

Contacts: Liz Mulcahy (413) 733-1474
 Jim Syner (413) 733-0161
 Rick Roy (413) 364-3443

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Special Thanks to the Holy Name Men’s Club for printing the book, Meyers Brothers Kalicka, P.C. for donating the paper, and to the students at MCDI for organizing the materials.



EUCCHARISTIC MINISTERS

The Eucharist is distributed at Mass and brought to the Homebound of our parish by those trained to serve.

Contact: Sr. Catherine (413) 781-1785

- † Weekday Mass
- † Weekend Mass
- † Homebound



LECTORS

Lectors proclaim the Word of God at Mass on a scheduled basis. Training is provided: Weekend and Daily

Contact: Virginia Thomas (413) 733-6898



USHERS

Assist in passing the Collection Basket at all Masses.

Contact: Deacon John Vennard: (413) 733-5823

HOLY NAME ATHLETIC ASSOCIATION

The Holy Name Athletic Association offers organized Sports for children of our parish and our community.



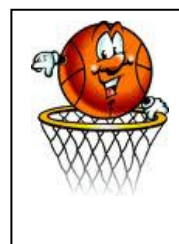
SOCCER:

Coaches

Registration Volunteers

- Boys and Girls
- Under 6 Teams (4 & 5 year olds)
- Under 8 Teams
- Under 14 Teams
- Fall – June/July Registration
- Spring – Late January Registration
- Minimal Fees

Contact: Liz Mulcahy (413) 733-1474 or email: ecmulcahy@comcast.net, Jim Syner (413) 733-0161



BASKETBALL:

Coaches, Registration Volunteers, Snack Bar set up, Snack Bar shopping, Snack Bar selling, Scoreboard, Game Book, Gym set up (Friday pm), Gym break down (Sunday pm), Gym cleaning

- Boys and Girls
- Kindergarten thru 2nd Grade
 - Bidy Ball
 - Saturday am (Nov. – February)
 - Grades 3-8 Western Mass CYO
 - Games Friday thru Sunday
 - October Registration
 - Minimal Fee

Contact: Andy Murray: 262-0052



SPANISH MINISTRY

Participants attend the 12:30pm Sunday Liturgy.

Choir rehearses on Wednesday evenings at 6:00 pm.

Bible Study meets on Tuesday at 7:00 pm.

Prayer Groups meet in various houses.

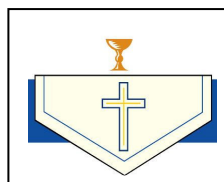
Contact: Blanca Davila: (413) 734-5987



JUNIOR LECTORS

Junior Lectors Grade 6 and older, proclaim the Word of God at the 9:45 Mass during the school year.

Contact: Jeanne Haley: (413) 788-8589
Eileen Cusick: (413) 739-8977

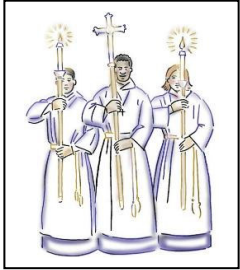


SACRISTAN

The sacristan prepares the necessary items for each Mass.

Training for new sacristan is done individually.

Contact: Mary Flahive: (413) 224-1516



ALTAR SERVERS

Grades 4-12:

Young people who have received the Eucharist are welcomed to serve weekend Liturgy. Training is provided.

Contact: Mary Flahive: (413) 224-1516



R C I A

Adults wishing to receive Baptism, Eucharist or Confirmation prepare to receive the Sacraments at the Easter Vigil.

Contact the Rectory: 733-5823



ADULT SERVERS

Parish funerals are served by adults. Training is provided.

Contact: Sr. Catherine: (413) 781-1785

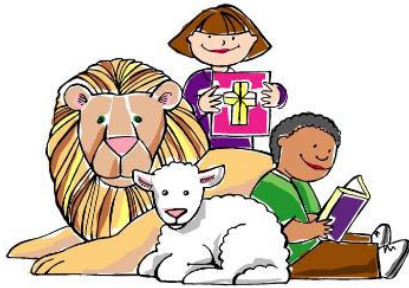


BAPTISM CLASS

Parents wishing to have children baptized at Holy Name must meet for an interview and information session with the program director. Baptisms are scheduled monthly.

- Sew Baptismal Robes

Contact: Anne Marie Ferraro at the Rectory
(413) 733-5823



Religious Education

GRADES K – 10:

*Religious Education for Children
Meet Sunday 11:00am to 12:00 pm*

- Catechists : teaches Religious Education
- Class Room Assistant: Assistant aids the catechist
- General Assistant/Aide: an adult present in building
- Craft Assistants: like the teacher's aide, helps with classroom activities
- Substitutes

Confirmation is celebrated in the Spring of each year for young adults in Grades 11 and older (public and parochial school) who have participated in the Religious Education Program.

Contact: *Claudine Bouchard Collins:*
(413) 733-5823 ext. 123



GREETERS

*We welcome and greet all people
who wish to share in Christ as
they come to Holy Name Church.*

It would be wonderful to have

Greeters at each door at each Mass.

- † Select a Mass
- † Arrive 20 minutes before the start of the Mass
- † Greet people as they enter the Church
- † Hand out bulletins at the end of Mass
- † When there is a special collection, i.e. mittens, food, etc. bring back to the back of the Church

Contact: Kit Devlin: (413) 782-0075

Trudy Devlin: (413) 567-0072



CHURCH DECORATIONS

*The Church is decorated at
Christmas and Easter by volunteers.
The Chairperson, in consultation
with the Rectory, orders necessary
flowers and plants and helps to plan
the décor.*

During ordinary time church plants need to be watered and Mary's Shrine attended to.

- † Chair for Christmas or Easter
- † Decorate Christmas or Easter
- † Water church plants
- † Care for Mary's Shrine

Contact: *Sr. Catherine: (413) 781-1785*



Music Ministry

*The Holy Name Music Ministry
Proclaims the Message of Jesus Christ
Through Praise and Hymns*

CHOIR:

Director of Music: Contact: Tom Veto (413) 250-7812

- Vocalists
- Holy Week
- Christmas
- Special Events
- Minimal Musical Experience
- Practice as needed

WINGS OF PRAISE:

*Contact: Doris Poirier (860) 888-2406
or after 5:30 Mass*

- Vocalists
- Musicians
- Minimal Musical Experience
- Sunday 5:30 Mass
- Practice: Thursday 6:00 pm
-

SPANISH CHOIR:

- Vocalists
- Musicians
- Sunday 12:30 Mass
- Practice: Wednesday 6:00 pm

CHILDREN'S MASS MUSIC

Contact: Joe Lamothe (joel.lamothe7@gmail.com)

- Vocalists
- Musicians
- Sunday 9:45 Mass
- Practice: Friday 6:00pm



HABITAT FOR HUMANITY

Habitat for Humanity:

*Contact: Laura or Paul Manship (413) 525-1607
e-mail: l_p_manship@yahoo.com*

November:

- Recruit and sign up volunteers

Construction:

- Work on site designated Saturdays
- Make lunches Saturdays during construction
- Serve lunch at construction site
- Serve snacks Saturday during construction

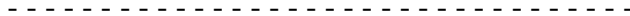


FOOD PANTRY

Contact: Mary Ann Maloney: (413)737-8036

Parishioners donate non-perishable goods, which are distributed at the Rectory on Tuesday and Thursday to those in need.

- Donate non-perishable food (leave at church door)
- Prepare bags



LOAVES AND FISHES

Contact: Pren Boss: (413) 736-4748

*Christ Church Cathedral
Chestnut Street, Springfield*

- Feed the homeless
- Prepare and deliver meals (menu in Sunday's bulletin)
- Serve meals – any first Monday of the month at 4:30pm



EUCCHARISTIC ADORATION

Each Tuesday following the 8:15 Mass, the Eucharist is brought to the altar for adoration until 5:30pm. We welcome people to spend quiet or personal time in prayer for personal, church and world needs.

No need to contact – Just come.



PRAYER LINE

Members of the Prayer Line commit themselves to praying for those who request our prayers. Members are notified daily by telephone or email of the intention.

Contact: Sr. Catherine (413) 781-1785



BLUE ARMY PRAYER GROUP

Members of the Blue Army Prayer Group meet Saturday morning, following the 8:15 Mass in our cry room, to pray the Rosary for World Peace. All are welcome.

Contact: Margaret Martin (413) 737-4471



YOUNG ADULT PRAYER GROUP

Adults ages 25-40 are welcomed to the last Tuesday of each month, following the St. Jude Novena Mass, to pray together and share the Word of God for the upcoming Sunday.

Contact: Kateri Walsh (413) 781-8042



The Parish Pastoral Council provides a process for parishioners to share a vision of the parish's mission and see that it is lived out. Council members are elected by parishioners for a 3 year, renewable, term and work collaboratively with the pastor and staff.

President: Tom Moriarty: (413) 781-2886



PIONEER VALLEY PROJECT

- Concerned about our neighborhoods
- Concerned about the future of our community
- Empowering people to voice their decisions and shape their lives
- Holy Name is one of 26 congregations, unions and organizations working to create a better "Greater Springfield"

Contact: Melinda Pellerin-Duck (413) 827-0781



COMMUNITY SERVICE COMMISSION

The Holy Name Community Service Commission strives to meet the needs of those struggling to help themselves.

Contact: Pren Boss: (413)736-4878

- January: Box collected winter coats
Deliver clothing to shelters
- May: Box collected towels
Deliver towels to shelters
- June: Box collected eyeglasses
Deliver eyeglasses
- August: Box collected school supplies for Appalachia and deliver boxes for shipping
- November: Box collected Thanksgiving Food Baskets
Deliver food baskets to community
- December: Box collected toiletries
Deliver toiletries to shelters



SPIRITUAL LIFE COMMISSION

The Spiritual Life Committee meets at 6:00 pm on the first Tuesday of the month.

This committee helps plan all Special Religious Services for the parish. Special events include: Blessings, Novenas, Advent and Lenten Activities.

Contact: Nancy Demars (413) 783-9647



HOLY NAME GIFT SHOP

The Gift Shop is located at the Dickinson Street Church entrance.

The Shop offers statues, rosary beads, medals and Holy Cards for purchase. The Gift Shop can be opened one week a month after each Mass when we have a manager who will place orders and volunteers to staff it.

- Manager
- Volunteers to cover Masses

Contact: Sr. Catherine (413) 781-1785

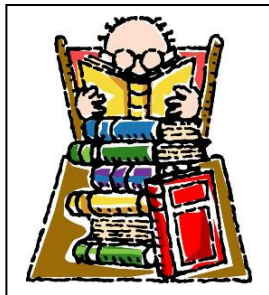


The Holy Name Shawl Ministry knits prayer shawls for parishioners who are in need.

Meet the 2nd Tuesday of each month in the sacristy following the St. Jude Novena Mass (6:00 pm) to pray for those who receive the shawls and work on them.

- Knit/crochet with group
- Knit/crochet at home
- Donate yarn (each shawl uses 3/6 oz Lion Brand Homespun)

Contact: Karen Matz: (413) 733-6263



HOLY NAME BOOKSHELF

Located behind the Altar, the Bookshelf offers a free lending of books and video tapes of Spiritual Interest.

Books are borrowed and returned on the honor system.

Contact: Louise Croll (413) 567-2186



We welcome all senior members of our parish.

Ours is a social club that meets monthly for shared interest in our faith, sociability, friendship and companionship.

- We often invite speakers.
- We work together to plan meetings

At this time our parish is working on finding a place to meet.

Contact: Arlene Felton 782-6767



BAKERS

Bakers for finger desserts are needed for various Parish functions, like Confirmations or Celebrations

Contact: Mary Ann Maloney: (413) 737-8036



HOLY NAME CRAFT FAIR

The Holy Name Craft Fair is a festive holiday event held on the Saturday before Thanksgiving of each year in

the Social Center to benefit the Holy Name Athletic Association.

June to September:	Contact Vendors
June to September:	Send Mailings
June to November:	Place Advertising
End of October:	Construct and paint church lawn sign to advertise the fair
November:	Solicit Bakers
Anytime:	Solicit Raffle Prizes
Day before the Fair:	Bake Decorate Set up
Night before the Fair:	Arrange Raffle Baskets
Day of the Fair:	Staff Bake Tables, Tag Sale Table, Raffle Table
Day of the Fair:	Kitchen help is needed.
Day of and/after the Fair:	Contact Raffle Winners (many jobs can be done from home)
<i>Contact: Jennifer Markey: (413) 746-5512</i>	



FAMILY LIFE COMMISSION

Our goal is to provide opportunities for parishioners to gather and spend time getting to know each other better outside the actual church setting.

Parish outdoor picnic on the Second Sunday in June at Heritage Park in East Longmeadow at 11:30 am

Volunteer Fundraisers:

- Make and sell football lollipops after Masses on the weekend of NFL Superbowl in January
- Make and sell Halloween lollipops after Masses on the last weekend of October
- Help with the car wash on the second Saturday in May at Holy Name prior to the picnic
- Sell tickets at the end of Masses on three weekends before the picnic
- Plan children's activities

Day of the Picnic:

- Organize and bring whatever is necessary for Mass
- Set up chairs and tables
- Collect tickets
- Help with children's activities

More Volunteer Opportunities!!

Please join our commission and help create and plan other events.

Contact: Terry Hegarty (413) 783-7020



MEN'S CLUB

All Men are welcome to join to help Holy Name Parish's activities and functions

- Pancake Breakfast - a Sunday in May
- Pancake Breakfast – a Sunday in December
- Shop for Children's Christmas Gifts
- Help manage and work in the kitchen each Wednesday for Bingo
- Help in finding men and women to cook a meal (casserole) for 20 people and bring it to the Social Center once every six weeks.
- Cooks can bring a receipt and be reimbursed for the ingredients.
- Help in asking men and women to bake cakes, pies and cookies. (No brownies please).
- Men's Club will help you set your schedule.

Contact: Ed Gosselin: (413) 733-7524



From September through June, a Coffee and Donut Reception is held one Sunday per month in the Social Center, following the 8:00 and 9:45 Masses. Please join us for coffee and conversation. Watch the bulletin for the date!
Contact: Peg Pellerin: (413) 231-4721



BINGO

Bingo takes place each Wednesday in the Holy Name Social Center from 5:00 – 9:30 pm. The Social Center opens at 4:00pm.

Volunteers are needed from 4:00 – 9:30pm. If you cannot be there from 4:00 – 9:30pm, you can discuss your time schedule with Bernie MacArthur at (413) 782-4093.

Volunteer to work in the various parts of the bingo game. Training is provided on site.
Contact: Bernie MacArthur: (413) 782-4093



Bingo

Volunteer Opportunities: Kitchen Help

- Kitchen Work:
- Meal Preparation
- Baking

(See Men's Club)

Contact: Ed Gosselin at (413) 733-7524