

# OLMC Volunteer Handbook



Our Lady of Mount Carmel Parish  
Chicago, Illinois

## Pastor's Welcome

Dear Parish Family,

One of the projects launched by our recent Parish Transformation Program was to increase the number of active ministers and volunteers in our parish in an effort to help people get to know each other and create a warmer and friendlier community. We thought it might help a great deal to make known what opportunities are already available, let people know who to contact to join or to get more information, and to invite your ideas on what activities would interest you, or be helpful to you.

Thus the OLMC Volunteer Handbook was born. It is a compilation of information, procedures, and invitation to make it easier for you to jump in and become more active in the life of the parish. I am grateful to those who worked on this handbook and put it together. I hope you will peruse it, perhaps find an area of interest, and contact the staff member who oversees that area of parish life. Or contact me and I will get you to the right person. I look forward to praying, working, learning, building, serving, celebrating, and just enjoying ourselves as a more closely woven family of faith!

God bless you.  
Fr. Pat

### Our Lady of Mount Carmel Church Mission

Our Lady of Mount Carmel Parish  
is a diverse Catholic community of faith  
in East Lakeview.

In union with the local and universal Church,

**we seek to glorify God**

by responding to the Gospel  
and promoting the human person  
through the celebration of the Eucharist,  
religious education and formation,  
and service programs.

We care for and empower people  
to grow as individuals and as a community  
**in the life and love of Jesus Christ.**



## Parish Staff

PASTOR		<p><b>Rev. Patrick J. Lee</b>          Responsibilities include celebrating liturgy and the sacraments; Chief Administrator of the Parish; Convening Parish Council, School Board. Finance Council, Catechetical Board and Staff Meetings.          Email: <a href="mailto:Olmcinfo1@aol.com">Olmcinfo1@aol.com</a>          Phone: 773 525 0453, x220</p>
ASSOCIATE PASTOR		<p><b>Rev. Phillip F. Cioffi, Orat.</b>          Responsibilities include celebrating liturgy and the sacraments, parish and school; baptism and marriage preparation; hospital and homebound visitation; RCIA team; high school and young adult ministry support; attend vicariate, diocesan and Deanery functions; represent pastor as needed; pastoral presence for school and religious education functions, Bible study.          Email: <a href="mailto:frphil20@gmail.com">frphil20@gmail.com</a>          Phone: 773 525 0453, x216</p>
DEACON		<p><b>Thomas Lambert</b>          Responsibilities include baptism preparation, mental illness ministry and ministry of care.          Email: <a href="mailto:olmcinfo2@aol.com">olmcinfo2@aol.com</a>          Phone: 773 525 0453, x221</p>
DEACON		<p><b>Richard Johnson</b>          Responsibilities include Outreach, nursing/retirement home communion, jail ministry.          Email: <a href="mailto:olmcoutreach@aol.com">olmcoutreach@aol.com</a>          Phone: 773 525 0453, x223</p>
PRINCIPAL		<p><b>Shane Staszczuk</b>          Principal of Our Lady of Mount Carmel Academy, including all administrative, planning, coordinating activities.          Email: <a href="mailto:staszczuk@olmca.org">staszczuk@olmca.org</a>          Phone: 773 525-8779, x300          Cell/emergency: 773 318-9689</p>
RELIGIOUS EDUCATION		<p><b>Razia Khokhar</b>          Responsibilities include Religious Education, Sacramental Preparation for School and Religious Ed, Rite of Christian Initiation of Adults (RCIA), Children's Liturgy of the Word..          Email: <a href="mailto:olmcredu@aol.com">olmcredu@aol.com</a>          Phone: 773 525 0453, x214</p>

LITURGY DIRECTOR		<p><b>Stephen Palanca</b>  Recruits, trains &amp; schedules new &amp; current liturgical ministers/Seasonal worship environment/ Prepares weekend Mass texts/ Prepares weekly bulletin &amp; worship aids/leads church tours/ leads wedding rehearsals/ schedules &amp; prepares Parish devotions.  Email: <a href="mailto:olmcinfo@aol.com">olmcinfo@aol.com</a>  Phone: 773 525 0453, x222</p>
MUSIC DIRECTOR		<p><b>Paul French</b>  Responsible for all Parish liturgical music. Directs five Parish choirs (two for adults and two for children. Plans all congregational and choral repertoire. Works with Parish cantors, instrumentalists and organist, Kelly Dobbs-Mickus. Insures the maintenance of Parish instruments (pianos and pipe organs). Plays organ at OLMCA school Masses and at weekend and Holy Day liturgies. Works with couples preparing for their weddings to ensure beautiful and appropriate sacred music. Works with families of deceased to prepare music for funerals.  Email: <a href="mailto:pkmcfrench@aol.com">pkmcfrench@aol.com</a>  Phone: 773 525 0453, x217</p>
BUSINESS MANAGER		<p><b>Annie Gomez Vasquez</b>  Responsibilities include maintaining accurate financials, processing credit card transactions, preparing annual budgets, entering and maintaining employee payroll, coordinating employee benefits, and tracking compliance with Virtus training.  Email: <a href="mailto:olmcbusmgr@aol.com">olmcbusmgr@aol.com</a>  Phone: 773 525 0453, x224</p>
ADMIN. ASSISTANT		<p><b>Denise Wagner</b>  Responsibilities include phone, copying, room reservations, general administration of the Pastoral Ministry Center. Contact for completing room scheduling requests.  Email: <a href="mailto:olmcsecretary@aol.com">olmcsecretary@aol.com</a>  Phone: 773 525 0453, x210</p>
EVENING RECEPTION		<p><b>Robert Kosticak</b>  Responsibilities include phone, copying, room reservations, general administration of the Pastoral Ministry Center. Contact for completing room scheduling requests.  Email: <a href="mailto:olmcsecretary@aol.com">olmcsecretary@aol.com</a>  Phone: 773 525 0453, x210</p>
ASST. PRINCIPAL / TECHNOLOGY MCA		<p><b>Ian Van Cleaf</b>  Responsibilities include assistant principal duties, technology programming, athletic director, technology teaching.  Email: <a href="mailto:vancleaf@olmca.org">vancleaf@olmca.org</a>  Phone: 773 525-8779, x301</p>
DEVELOPMENT DIRECTOR MCA		<p><b>Dominic Moretti</b>  Responsibilities include serving as contact to learn more about the admissions process, scholarship opportunities and communications at Our Lady of Mount Carmel Academy.  Email: <a href="mailto:moretti@olmca.org">moretti@olmca.org</a>  Phone: (773)525-0453, x212</p>



## Frequently Asked Questions

For those who are exploring volunteer opportunities, the following information will make your search easier:

### How can I become involved as a volunteer in the mission of Our Lady of Mount Carmel Parish?

First of all, it is important for you to realize how grateful the Parish is for your interest in becoming a volunteer and how welcome your work on behalf of the mission is.

A helpful first step in exploring the types of volunteer activities that interest you and that call on your gifts is to review all of the volunteer opportunities as they are outlined on the last page of this handbook. There are numerous opportunities for volunteers at Our Lady of Mount Carmel Parish.

The volunteer opportunities listed on the Volunteer Sheet outlines activities that *currently* involve volunteers as well as those activities that are *projected* to be developed as part of the *OLMC Transformation Plan*. A review of the Parish plan indicates start dates spanning the next 3-5 years. The *OLMC Transformation Plan* is available for your review on the Parish's website.

If you are interested in volunteer activities that are already in place, please indicate your interest on the Volunteer Sheet and return it to Fr. Pat, who will channel it to the staff person responsible for that activity, or you may speak to that staff person directly.

If you are interested in volunteer activities that have not yet been established or are still in the planning stages, again please indicate your interest on the Volunteer Sheet and you may be enlisted to assist in the planning of those activities. The Parish is very interested in volunteers who have expertise and/or intense interest in being a part of these future initiatives for the Parish.

### How can I become involved with the music ministry at the Parish?

Our Lady of Mount Carmel Church is a musical church; where music is not just performed, but rather a place where music and worship are woven together. It is home to a congregation where many voices come together in praise and thanksgiving actively celebrating the felt presence of the spirit of God. Music isn't decoration here; it's a channel for the Holy Spirit.

Volunteers for the ministry of music, whether as choir member, cantor or instrumentalist, are encouraged to contact Music Director Paul French to speak about the various musical opportunities, which include:

The **Morning Choir**, which sings at the 11am Mass on Sunday mornings from mid-September to early June, rehearses on Wednesday evenings and sings a broad classical repertoire. Members of this group generally have good choral experience and a proficiency with sight reading. A repertoire list for the season and rehearsal schedules are available from Paul French.

The **Contemporary Choir**, which sings at the Sunday afternoon 4:30pm Mass, rehearses on Thursday evenings, and sings, as its name suggests, a more contemporary, piano-based repertoire. Members of this choir have lots or little choral experience, some read music, while others do not. In an effort to appeal to those singers who are seeking a more limited time commitment, the Contemporary Choir begins rehearsals in mid-November and sings for the Advent-Christmas seasons, takes a break, and then returns to sing for the Lent-Easter seasons.

The **Treble Choir** (grades 4-8) and the **Junior Choir** (grades 1-3) are open to students who attend Our Lady of Mount Carmel Academy, as well as other local public and private schools and home-schooled youth. Both choirs rehearse on Wednesday afternoons and sing for Parish liturgies on a monthly basis. Treble Choir rehearsals are spent learning the liturgical repertoire, and lessons in music theory and voice are also an important part of this curriculum. The younger Junior Choir's rehearsal hours are spent learning how to sing correctly and to produce a healthy tone, learning notes and clefs, and, of course, having fun singing beautiful music.

Our newest choir, the **High School Schola**, is a mixed voice ensemble (SATB) that sings for parish Masses and sacramental occasions once a month. There is no weekly rehearsal for our over-scheduled young people, but instead the choir meets prior to the choral liturgy to prepare the repertoire. All students interested in participating in the Schola should be in contact with Mr. French.

OLMC's choirs have a Facebook page, [www.facebook.com/choirolmc](http://www.facebook.com/choirolmc), where photos of liturgies, concert performances, rehearsals and social events can be found. Another valuable orientation to the choral program is to sit in and observe a choir rehearsal or two so as to become more familiar with rehearsal pace and the repertoire to help determine if singing in one of our parish choirs is right for you. Contact Paul French (773-525-0453 x 217, [pkmcfrench@aol.com](mailto:pkmcfrench@aol.com)) for more details. Come sing (and play) God's praise with us!

### **What is involved in becoming a volunteer in the Parish liturgy?**

There is a parish-wide recruitment for liturgy volunteers (readers, Eucharistic ministers, etc.) in mid-October and mid-May via a bulletin insert. But if you wish to be a minister anytime of the year, you are welcome to contact the Director of Liturgy, Steve Palanca, at 773 525 2774, x222 to set up a training session. No prior experience is necessary, just a willingness to serve fellow parishioners and be a fully initiated Catholic (baptized, received Confirmation and Eucharist) and be a registered parishioner.

### **What is involved in becoming a volunteer with Parish Outreach activities and/or Religious Education activities?**

If you are interested in serving at soup kitchens in the area or other volunteer outreach opportunities, please contact Deacon Richard Johnson at 312 860 1210 or [richardjohnson712@gmail.com](mailto:richardjohnson712@gmail.com) to be added to the volunteer email distribution list. You will then receive the schedule for visits to shelters/nursing homes and you can volunteer for any event scheduled. Monthly opportunities for serving the community are listed in the Sunday bulletin and on the Volunteer Sheet at the end of this Handbook.

Policies and procedures for volunteering for Religious Education are detailed on the parish website under the Religious Education tab (<http://www.mt-carmel.org/index.php?page=volunteer-to-be-a-catechist>). More volunteers are needed to continue passing on our faith to the young members of our parish community. Religious education takes place on Thursday evening in the school building. Classes start in September and run from 6:30 pm to 7:30 pm. If you like working with children, are a practicing Catholic, are registered with the parish and are willing to commit your time to teaching children about Jesus, please call Razia Khokhar at 773-525-0453, x214. Razia will walk you through the volunteering process.

### **What is involved in becoming a volunteer at Mount Carmel Academy?**

Many opportunities for volunteering at Our Lady of Mount Carmel Academy are detailed on the school's website under the "Get Involved" tab ([http://olmca.org/apps/pages/index.jsp?uREC\\_ID=248960&type=d](http://olmca.org/apps/pages/index.jsp?uREC_ID=248960&type=d)).

### **Are background checks required for ministry leaders and volunteers?**

All adults who work with children are required to complete the Archdiocesan "Safe Environment" requirements. They include the following five items:

1. Criminal Background Screening
2. Virtus "Protecting God's Children" Safe Environment Training
3. Code of Conduct
4. Child Abuse and Neglect Tracking System (CANTS) Form
5. Archdiocese of Chicago Application for Employment or Volunteer Service (Form 7703) (not required for OLMCA parents & guardians)

Please access the following Mount Carmel Academy website for detailed information:

[http://mountcarmelacademy.entest.org/apps/pages/index.jsp?uREC\\_ID=201394&type=d](http://mountcarmelacademy.entest.org/apps/pages/index.jsp?uREC_ID=201394&type=d)

*Archdiocesan Policies for the Protection of Children & Youth* [§602] and *Safe Environment Compliance* [§603] can be found by going to <http://policy.archchicago.org> (Book II – The People of God, Part I Church Personnel). In addition, the *OFFICE FOR THE PROTECTION OF CHILDREN AND YOUTH Compliance Guidelines – FALL 2014* is available on the Parish's website.

### **What is involved in becoming a volunteer in the new Transformation Plan initiatives such as the Communications/Gathering Family Home/Stewardship/Spiritual Life committees or activities?**

Since these initiatives are just getting off the ground, please indicate your interest in these committees and activities directly to Fr. Pat, who will forward them to other emerging leaders in the Parish.





For those who are starting their volunteer service, the following points of interest will facilitate your experience as an OLMC volunteer:

### How do I enter Casey Hall or the Parish Ministry Center for meetings “after hours?”

Given the high volume of pedestrian traffic in front of the Parish, both Casey Hall and the Parish Ministry Center (PMC) are kept locked at all times. Office hours at the PMC are 9 AM to 9 PM Monday through Thursday and 9 AM to 5 PM on Friday. If there already are people in the building, simply ring the door bell and those inside will answer the door and welcome you. Outside of office hours and on weekends, it will be necessary for you to arrange beforehand to meet someone there who has a key and who will be able to let you in. It is a good practice to have your cell phone and the cell number of those who will be heading the meeting in case you need to contact them.

If you are in charge of the evening activity and wish to arrange for one of the buildings to be accessible, please call Father Pat in advance so that he can arrange with the evening staff or other persons to accommodate your activity. Please, please: *never prop a door open*, which we ask based on unfortunate experience. For events at Casey Hall, it is a good idea to arrange for a greeter until your entire group has arrived.

### How do I reserve a meeting room at Casey Hall or the Parish Ministry Center?

To ensure availability of a particular room (Parish Ministry Center or Casey Hall) all requests should be submitted by calling the parish office at 773-525-0453 x210 or by e-mail to: [olmcsecretary@aol.com](mailto:olmcsecretary@aol.com) to make a room reservation. E-mail requests will be confirmed by return e-mail. Parish staff will make appropriate notation in the scheduling book. On school days, Casey Hall is used by the Academy until 6:00 pm. Rooms in Casey Hall also may be reserved for activities/meetings after 6:00 pm by calling the Parish office.

### Whom should I contact for audio-visual support?

The contact for audio-visual support at Casey Hall is Ian Van Cleaf. You can contact Ian by phone (773 525-8779, x301) or email ([vancleaf@olmca.org](mailto:vancleaf@olmca.org)). Every type of AV and computer resource is available through the Academy in Casey Hall.

The PMC has limited AV resources, but it does have a TV to watch AV material (though not to access TV programs in progress), DVD player, pull-down screen, LCD projector and white boards. The Parish office or Steve Palanca can arrange for these materials if you contact them by phone or email. Please be forewarned that the PMC's wireless signal is fairly weak at this point, although there are plans to establish a stronger signal.

### How do I get copies made?

Please call the Parish office to arrange for copies to be made and for pick-up if after regular hours at the PMC. The file to be copied may be emailed to [olmcsecretary@aol.com](mailto:olmcsecretary@aol.com) or the originals delivered to the PMC. Please allow several days' notice for large jobs.



### **How do I – or may I – put an announcement in the Parish bulletin?**

Contact Steve Palanca ([omcinfo@aol.com](mailto:omcinfo@aol.com), x222) to place an announcement in the Parish bulletin. The deadline for the Sunday bulletin is 10:00 am on Tuesday. Please be as concise as possible, as the space in the bulletin is limited and announcements may sometimes be edited for space.

### **How do I handle ministry/volunteering expenditures? Do I have a budget? What is the approval process?**

The leader of your group, whether a Parish staff member or a colleague volunteer, will be able to assist you in determining which expenses are needed/approved/budgeted. The Parish has a specific budget for each activity which involves volunteers. If the initiative is brand new, however, the budget may not yet have been set.

Please be advised that all printing should be handled at the PMC, as printing at copy centers can be quite expensive. Once purchases have been approved for the Parish, ask the Parish Business Manager for a *tax exempt letter* to present to the retailer in order to be exempt from taxes involved in the purchase. You should not incur an expense on behalf of the Parish unless the expenditure has been approved.

### **What types of materials does the Parish supply and what should a volunteer purchase?**

The Parish does buy some items in bulk in order to purchase at a lower cost, such as paper products, coffee cups, writing utensils, tape, etc. Office supplies, such as charts, white boards, etc., are generally available. A copy / fax machine is available for Parish volunteer use. If you need any of these items, inquire at the Parish office about their availability.

### **What is the procedure for approval and reimbursement of expenses?**

Expenses incurred on behalf of the Parish must first be approved by Father Pat. Please call in advance to get this approval. Once approval is given, please complete an *Expense Reimbursement Form* that is available for printing or electronic completion on the Parish's website. Please submit the reimbursement form to the Business Manager, who will cut a check to provide reimbursement. The Expense Reimbursement form will require a description of the expense as well as supporting receipts.

### **What is my responsibility regarding set-up and clean-up for events?**

The Parish relies on its volunteers to set up for events and to restore facilities after events. You are asked to please return tables and chairs back to the storage area, put trash in the plastic containers provided (which will be emptied by maintenance staff the following morning), and – very importantly – to dispose of food or any material that encourages pests. Large plastic bags are available in the Casey Hall kitchen.

This is not the most glorious part of your generosity in volunteering for the Parish, but the whole Parish community is most grateful for your care in maintaining parish facilities.

### **I'm struggling with my volunteer role – or I am ready for a change – and am not sure what to do. Whom can I call?**

Please feel welcome to consult with Father Pat or any Parish staff member in charge of the area that you may be involved with. They are available to discuss any of your concerns or hopes with you.

### I have an idea and would like to start or create a new ministry. How should I proceed?

Again, please feel very welcome to consult with Father Pat or any Parish staff member. A plan for implementing your ideas can be developed and vetted by the staff and your colleague volunteers. The Parish is grateful for your initiative and your creativity.

### Do you have any guidelines for running an effective meeting?

If you are leading the meeting, we recommend the following guidelines:

- † Know your meeting purpose and set expectations with the group
- † Have an agenda and stick to it
- † Stay within meeting time commitment and assign a timekeeper and note taker
- † Assign a meeting participant to lead the opening and closing prayer
- † Plan meeting room logistics (refer to Facility Scheduling Policy) and arrive early to ensure appropriate room arrangements
- † Conclude meeting with recap of meeting outcomes and next steps
- † Create a friendly and supportive atmosphere
- † Ask questions to elicit participation and input
- † Have fun!

If you are a participant at the meeting, please consider the following guidelines:

- † Arrive on time prepared for the meeting
- † Take the lead of the person who is chairing the meeting. None of us would conduct a meeting in exactly the same way, so it is important to respect the strategy that the designated chair has adopted in order to facilitate the meeting and its outcomes.
- † Try to put the matter under consideration in the context of the “good of the whole,” rather than simply one’s own private good.
- † Volunteer for follow-up if your time will allow.
- † Show respect and courtesy for your colleagues at the meeting by your manner and your willingness to listen.

### Attachments:

Archdiocesan Office for the Protection of Children and Youth, *Compliance Guidelines* – Fall 2014

OLMC Expense Reimbursement Form

Volunteer Catechists for Religious Education and Children’s Liturgy



# Volunteer Ministry Opportunities

## Liturgy

- Altar Server (4<sup>th</sup> grade-adult)
- Extraordinary Minister of Holy Communion
- Reader
- Liturgical Environment and Flowers
- Sacristan
- Usher/Greeter
- Minister of Care



## Spiritual Life

- Programs to deepen spiritually
- Prayer Groups
- Scripture Study

## Communio (Mission) Committee

- Greeter Ministry
- Parish-wide Social Activities
- Gatherings After Mass
- "Buddy System" for the ill, homebound or alone
- Welcoming Committee for new Parishioners

## Communication Committee

- Technology Subcommittee
- Weekly OLMC TV Teens Program
- Enhance use of technology and website
- Develop Parish Vocation Directory

## Stewardship Committee

- Work to bring new Parishioners
- Work to increase giving of Parishioners
- Work on *To Teach Who Christ Is* campaign
- Develop a Parish Annual Event to engage Parishioners

## Evangelization Committee

- Reach Out to People one on one
- Faith Day program
- Outdoor prayer service
- Increase involvement of Parish in social action
- Host "Catholics Coming Home"
- Minister to alienated: divorced, LGBT, etc.

## Catechetical Board

- Review formation of current & new catechists
- Establish family catechesis program
- Develop programs to support elderly, disabled, dying
- Teach stewardship
- Develop RCIA for cradle Catholics
- Develop Youth Catechesis program
- Organize service opportunities for youth
- Send OLMC delegation to World Youth Day
- Organize Community Based Speaker Series

## Music Ministry

- Morning Choir (Sun., 11am)
- Contemporary Choir (Sun. 4:30pm)
- Treble Choir (Grades 4-8)
- Junior Choir (Grades 1-3)
- High School Schola
- Cantor
- Instrumentalist

## Religious Education

- Catechist
- Assist with Religious Ed Program
- Children's Sunday Liturgy of the Word
- Sacramental Preparation

## Parish Outreach

- Sarah's Circle
- Cornerstone Community Outreach
- Marah's Place
- Lincoln Park Community Shelter
- The Grove Nursing Home
- Old Irving Park Community Clinic

## Volunteer at OLMC Academy

- Improve facilities
- Market availability of financial aid
- Expand Pre-K with 3-day program
- Coaching
- Create partnerships with local businesses

## Respect Life Committee



Please return this sheet indicating your area of interest for volunteering to:

Father Pat Lee

Email: [olmcinfo1@aol.com](mailto:olmcinfo1@aol.com)

Parish Ministry Center Office or Collection Basket

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

