

# MINISTRY DIRECTORY

2017-2018



Sacred Heart Parish is blessed with numerous and varied ministries that are critical in carrying out our parish Mission:

***Sacred Heart Parish is a welcoming Catholic community which inspires faith in God through prayer, sacraments and service while living Gospel values as faithful followers of Jesus Christ.***

Enclosed is a short snapshot of the various ways you can use your time and talent to serve as a faithful steward in the parish. Please use the contact information listed to learn more about a ministry of interest to you.



## ADMINISTRATION MINISTRIES

**COACHES FOR CATHOLIC YOUTH ORGANIZATION (CYO)** are dedicated to encouraging parish children to develop and share their unique athletic gifts, to play together as teams, and to honor each other's talent through sports. Volunteers receive training through the Archdiocese of Seattle and with local trainers to coach boys and girls (Kindergarten through 8th grade) in soccer, cross country, basketball, and volleyball. For more information contact Matt Reinke at [matthew.t.reinke@us.pwc.com](mailto:matthew.t.reinke@us.pwc.com)

**FACILITIES COMMITTEE** provides for the general care of our parish and school campus, including the clean-up and beautification of parish grounds. Adults and high school youth who enjoy God's creation and like working outdoors are best suited to this ministry. Group clean-up mornings are scheduled periodically throughout the year. For more information contact Bridget Darrow at [b\\_darrow@msn.com](mailto:b_darrow@msn.com)

## FAITH FORMATION MINISTRIES

**BAPTISM TEAM** assists with baptism preparation for parents and godparents of infants and young children. The baptism team supports families on the day of the celebration of the Sacrament, and helps to welcome the whole family into the parish throughout the year following. This ministry is especially suited for those eager to work with young parents and share the importance of our sacramental life with them. For more information, contact Carol Guenther at [cguenther@sacredheart.org](mailto:cguenther@sacredheart.org)



**CHAPERONES** for youth events are generous and caring adults who are willing to drive children and youth to Archdiocesan events and offer adult supervision on service projects offered off campus. Training is required and access to a safe vehicle. Contact Jeff Kress at [jkress@sacredheart.org](mailto:jkress@sacredheart.org)

**CHILDREN'S LITURGY OF THE WORD LEADERS** are adults who have a special love for Sacred Scripture and are eager to help children develop a deeper appreciation of the Mass. Children's Liturgy of the Word is celebrated during the 8:30am and 11:00 am Sunday Masses.

Children in pre-kindergarten through 2nd grade are dismissed to hear the Word proclaimed in an age appropriate manner, returning to their families at the Preparation of the Gifts for the remainder of the Mass. are invited to assist in this ministry. Please contact Debs Pokos Dugan for more information: [dpokos@sacredheart.org](mailto:dpokos@sacredheart.org)

**SACRED HEART LIFE COMMUNITY COORDINATORS** help facilitate our parish's intergenerational faith formation gatherings. Coordinators to ensure that the agenda flows smoothly and promote good communication between community members. Sacred Heart Life Communities are made up of parents & children, senior parishioners, young adults, couples without children in the home...any parishioner who would like to continue to learn and grow closer to God. They meet twice per month (15 sessions/year) following each of our weekend masses and each community has two coordinators. Training is provided and the time commitment outside of the Community gatherings is minimal. For more information, contact Carol Guenther at [cguenther@sacredheart.org](mailto:cguenther@sacredheart.org)

**SACRED HEART LIFE COMMUNITY KITCHEN CREWS** cook and serve one of the meals that begin the Sacred Heart Life Community gatherings throughout the year. Crew members choose the dates and times they are available to serve. The time commitment is 1 1/2hr, per shift. All menus and food supplies are provided as well as orientation to the kitchen. For more information, contact Carol Guenther at [cguenther@sacredheart.org](mailto:cguenther@sacredheart.org)



**RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA) TEAM** assists unbaptized adults, adults baptized in other ecclesial communions, and baptized Roman Catholics who are completing their initiation into the Catholic Church. Members of the team assist catechumen and candidates as they deepen their relationship with Jesus Christ through Catholic teaching and worship. Team members help as friends, discussion leaders and guides throughout the year. The RCIA meets twice monthly on Sundays, 9:45-10:45am. For more information contact Carol Guenther at [cguenther@sacredheart.org](mailto:cguenther@sacredheart.org)

**RITE OF CHRISTIAN INITIATION OF ADULTS *adapted for children* TEAM** assists children ages 7 to 14 who are unbaptized or baptized in other ecclesial communions as they seek to become Catholic. With parental and guardian permission, children receive catechetical

instruction adapted to their age and circumstances and, when deemed ready, receive the appropriate Sacraments. Team members assist with teaching and hospitality. Please contact Debs Pokos Dugan for more information: [dpokos@sacredheart.org](mailto:dpokos@sacredheart.org)

**SPONSORS** are members of the parish who offer support to parents for infant baptism, children & adults in the RCIA, and teenagers and adults preparing for Confirmation. Sponsors attend formation sessions, retreats and other rituals with the parishioner they are supporting. Adults who enjoy discussing church teaching and are excited to welcome newcomers to Sacred Heart make ideal sponsors. Please contact Carol Guenther at [cguenther@sacredheart.org](mailto:cguenther@sacredheart.org) for more information.

**SUNDAY CHILD CARE ASSISTANTS** are adult, high school, & middle school parishioners who help the Nursery Coordinator in caring for children during the Sunday 8:30am & 11 am masses throughout the year. One of the biggest benefits of this ministry is the joy of seeing young children grow and thrive over the years. For more information contact Carol Guenther at [cguenther@sacredheart.org](mailto:cguenther@sacredheart.org)



**VACATION BIBLE CAMP** is offered the last week of June each year, 9am – noon for children ages K-5th grade. Adults and High School youth are needed to support the games, crafts and Camp activities. Contact Debs Pokos Dugan for more information: [dpokos@sacredheart.org](mailto:dpokos@sacredheart.org)

## LITURGICAL MINISTRIES

**ALTAR SERVERS** assist at Mass on weekends, Holy Days of Obligation and other Masses as needed. Altar Servers must be in the fourth grade or older (there is no upper age limit) and receive training. Altar Servers learn deeply about the celebration of Mass and other sacraments, as well as assist the assembly in prayer. Please contact Fr. Steve to join this ministry: [ssallis@sacredheart.org](mailto:ssallis@sacredheart.org)

**SACRED HEART CHORALE** members help lead the community in our sung prayer. Members share the love of Christ, prayer-filled liturgy, and the healing that comes from musical expression. Adult choir members represent all levels of musical ability. Rehearsals are on Wednesday nights, 6:30-8:00 pm. For more information, contact Theresa Galvez at [tgalvez@sacredheart.org](mailto:tgalvez@sacredheart.org)

**CHILDREN'S CHOIR** is open to children of various musical abilities in 1st through 5th grades.



Choir members have weekly rehearsals on Wednesdays from 3:30-4:15pm. Parent helpers are also needed. For more information please contact Theresa Galvez at [tgalvez@sacredheart.org](mailto:tgalvez@sacredheart.org)

**EXTRAORDINARY MINISTERS OF COMMUNION** assist with the distribution of Communion at Mass. Extraordinary Ministers of Communion have a deep appreciation for the Eucharist in the life of the Church, have received the Sacrament of Confirmation and have received training. All liturgical ministers are scheduled through a user-friendly, on-line program that allows parishioners to designate when they are available. For more information contact Sean Crowder at [sfcrowder@gmail.com](mailto:sfcrowder@gmail.com)

**GREETERS** offer a friendly, welcoming presence to all who come to Mass. Attentive to the needs of others, providing worship aids, directing individuals to seating in the church, and answering questions, greeters help everyone feel welcome. This ministry is an opportunity to share the loving welcome of Jesus and is open to children as well as adults. For more information contact Carol Guenther at [cguenther@sacredheart.org](mailto:cguenther@sacredheart.org)

**LAY PRESIDER OF WORD AND COMMUNION** is a trained, fully initiated adult who loves the daily prayer of the Church and offers liturgical leadership on days when mass will not be celebrated in the parish. Tuesdays is typically a day when we celebrate a morning Word & Communion Service instead of Mass, but there are other opportunities as well when our Pastor is away. Lay presidors are scheduled according to their availability. The average time commitment is 1 hour/month. This is a wonderful ministry for Readers and other liturgical ministers who are available weekday mornings. For more information, contact Carol Guenther at [cguenther@sacredheart.org](mailto:cguenther@sacredheart.org)

**READERS** proclaim the Scriptures during Mass. Readers love Scripture, possess vocal clarity and resonance, and have a willingness to invest in preparation and oral skill development. Readers are scheduled at a given Sunday or Saturday Vigil Mass once every 3-4 weeks. Readers must be confirmed and receive training. All liturgical ministers are scheduled through a user-friendly, on-line program that allows parishioners to designate when they are available for more information contact Frank Ciaramello at [frank.ciaramello@cornell.edu](mailto:frank.ciaramello@cornell.edu)



**SACRISTANS** help prepare for Mass by setting up the altar. After Mass responsibilities include cleaning vessels, and putting things away. Sacristans are needed for daily as well as Saturday Vigil and Sunday Masses. Training is offered. For more information contact Lydia Bumgardner at [lydiabumgardner@comcast.net](mailto:lydiabumgardner@comcast.net)

**USHERS** assist before, during and after Mass by seating people, taking up the collection, assisting people during Communion, handing out the church bulletin, providing leadership during emergencies, and participating in cleaning the church following mass. Adults, High-school parishioners as well as families are invited to share in this rewarding ministry. Please contact Alan White for more details: [valanwhite@comcast.net](mailto:valanwhite@comcast.net)

## **SOCIAL CONCERNS MINISTRIES**

### **ADVENT GIVING TREE SUPPORTER**

Each year during Advent, Sacred Heart Community has the opportunity to purchase needed items for different agencies supporting the poor over the holidays. Supporters take one or more tags from the tree and return the requested item by mid-December for distribution. Agencies we have partnered with in the past include: Sophia Way Women's shelter in Bellevue; The Nativity School in Seattle; St. Francis House (providing food and support to those in need in Seattle); Nuestros Pequeños Hermanos (an international organization providing a loving & safe family environments for children living in extreme conditions), Immaculate Conception Parish, Seattle; and Matthew House (a local organization dedicated to assisting children and the families of people incarcerated in Washington's prisons). For more information contact Diana Schiro at [Schiro\\_family@hotmail.com](mailto:Schiro_family@hotmail.com) or Jackie Weeks at [weeksje4@aol.com](mailto:weeksje4@aol.com)

## **FALL SCHOOL SUPPLIES DRIVE SUPPORTER**

Every summer, Sacred Heart parishioners have the opportunity to support low-income Bellevue School students who are in need by supplying required school supplies. Supporters donate backpacks, notebooks and other requested supplies that are assembled for over 14,000 particular students at each grade level in partnership with Congregations for Kids' Good Start Back to School. Donations are due mid-august. For more information, contact Rosemary Easter at [roseeaster@comcast.net](mailto:roseeaster@comcast.net)

## **JUBILEE SERVICE DAY WORKER**

Every Saturday in August, Sacred Heart Parishioners partner with other Eastside Churches, business, & organizations in serving the local Bellevue community as one body, responding to the command to love our neighbors. Jubilee Service Day workers are assigned to local schools, helping with cleaning and classroom set-up, or in neighbors' homes, with projects such as house painting and landscape projects. This is a great ecumenical service day that makes a big impact in Bellevue. For more information contact Mary Dickins at [mdickins@sacredheat.org](mailto:mdickins@sacredheat.org) or [www.jubileereach.org/serviceday](http://www.jubileereach.org/serviceday)

**THE KNIGHTS OF COLUMBUS** support many activities at Sacred Heart Parish and School,



provide financial assistance for Seminarians studying for the priesthood, and assist our parish in feeding the homeless. Men 18 years and older are welcome to this service organization and international fraternity of Catholic men who focus on improving the world around them, one community at a time. Sacred Heart Knights meet on the third Thursday of each month at 7pm. For details

contact Sean Cronkite at [threecronkites@me.com](mailto:threecronkites@me.com)

**NOVEMBER MEALS FOR THE HOMELESS** volunteers sign up for one or more evenings in November to be part of a meal team: purchasing, preparing, delivering and serving hot dinners for men at the Congregations for the Homeless Eastside shelter. Sacred Heart Parish is responsible for the whole month of November, including Thanksgiving. Each meal team is assigned a menu for the evening and the team divides the responsibility among themselves. This is a great ministry for anyone looking for direct contact with some of the neediest in our community: single men trying to make the transition from homelessness to permanent housing and stable, independent living. Sign-ups take place at the back of Church during the month of October. For more information, please contact Michelle Bartell at [mmbartell@comcast.net](mailto:mmbartell@comcast.net) or [www.cfhomeless.org](http://www.cfhomeless.org)





**ST. VINCENT DE PAUL SOCIETY** carries out the vision of its patron saint by assisting the poor and needy who live within our parish boundaries. Members 18 years of age or older take turns providing assistance Monday, Wednesday and Friday mornings in the parish office. This group also meets monthly on the third Thursday during the day to coordinate their ministry. Members benefit not only by bringing Christ to others but also in seeing Christ in those they serve. For more information contact Colleen Meehan at [colleemeeh@cs.com](mailto:colleemeeh@cs.com)

## **SOCIAL/PARISH LIFE MINISTRIES**

**BOOK CLUB** meets monthly on the last Tuesday at 7 pm in the parish hall to discuss books chosen to broaden thinking. The club reads fiction, non-fiction, an occasional classic or mystery, many of which are literary award-winners. Books selected are generally available in paperback, at the library, and are less than 400 pages. The selection for the month is publicized in the bulletin in advance. No sign-up necessary. Adults are invited to attend any session. For more information contact Betsy Komarnitsky at [bjkomar@icloud.com](mailto:bjkomar@icloud.com)

**CARPE DIEM STEERING COMMITTEE** assists with planning the Carpe Diem ministry at Sacred Heart. Carpe Diem provides opportunities for parishioners 55 and over for spiritual and personal growth, social connection and outreach, and service within the parish and wider community. Members and friends enjoy quarterly catered luncheons, monthly Mass with the anointing of the sick with hospitality hour, and potluck dinners. There are also weekly bridge groups and occasional daytrips. For more information on joining the steering committee and serving this vibrant part of our community, contact Mary Dickins at [mdickins@sacredheart.org](mailto:mdickins@sacredheart.org)

**PARISH LIFE COMMITTEE** is dedicated to creating a sense of community by hosting parish-wide social events to provide opportunities for parishioners to meet and socialize throughout the year. Events include the Oktoberfest, Lenten Fish Fry, newcomer dinners and the Parish Festival held every Spring. Ongoing responsibilities include hospitality after weekend masses. Membership is open to adults and families. For more information contact Barbara Hagen at [cmthagen@gmail.com](mailto:cmthagen@gmail.com)

**WEEKEND HOSPITALITY** is hosted by adults and families who encourage fellowship following mass by setting up cheese & crackers after the Saturday 5 pm Vigil Mass and coffee & donuts following the 8:30am and 11:00am Sunday Masses. Many hands and smiling faces are needed to share in this important work. This is a great ministry for newcomers or those who have time to volunteer when they are at church for mass on the weekend. Training is provided. For more information contact Barbara Hagen at [cmthagen@gmail.com](mailto:cmthagen@gmail.com)



**WELCOME COMMITTEE** members minister to the many new parishioners who join Sacred Heart throughout the year. They host quarterly social gatherings and reach out to newcomers to answer questions and offer ways to get involved. If you like meeting new people, this is the ministry for you! Contact Lisa Ludwig for details at [lisagludwig@gmail.com](mailto:lisagludwig@gmail.com)

## **PASTORAL CARE MINISTRIES**

**FUNERAL RECEPTION MINISTRY** provides loving support for bereaved families, their friends and guests through hospitality following the Funeral Liturgy. Availability to serve on a weekday and/or Saturday morning is required. This is an ideal ministry for those who enjoy hosting and appreciate the ministry of presence. Contact Mary Dickins at [mdickins@sacredheart.org](mailto:mdickins@sacredheart.org) for more details

**GRIEF MINISTRY TEAM** commits to providing spiritual support and comfort by journeying through the grieving process with members of the parish community who are experiencing the death of a loved one. Two eight-week sessions of bereavement groups are provided to the parish each year. The Grief Ministry Team meets monthly. For more information contact Mary Dickins at [mdickins@sacredheart.org](mailto:mdickins@sacredheart.org)

**MINISTRY TO THE SICK TEAM** provides spiritual support to those who are sick at home, in the hospital or at a nursing/group home. Ministers are trained to bring Holy Communion to the homebound, to provide Communion Services in group settings and to pray with those who are ill or dying. For more information contact Mary Dickins at [mdickins@sacredheart.org](mailto:mdickins@sacredheart.org)



## SACRED HEART SCHOOL

**SACRED HEART SCHOOL VOLUNTEERS** help with hundreds of short term and long term projects including school fundraisers, school communications, classroom assistance and art projects. This is an opportunity to serve that is especially suited for those who have time during the day and love being with children. For more information, contact Kerry Wyman [kwyman@sacredheart.org](mailto:kwyman@sacredheart.org) at the school office at (425) 454-9536.



## COUNCILS AND COMMISSIONS

*Membership on all Councils and Commissions is discerned through a parish-wide process each Spring. Please contact any pastoral staff member to be considered for one of these leadership positions.*

**FAITH FORMATION COMMISSION** members work to support growth and understanding of our Catholic faith for parishioners of all ages. Preparation for joining the Commission includes reading the three major documents of Faith Formation from the United States Catholic Conference. This is a great ministry for those who love to learn and develop a greater commitment to living the Catholic tradition. Members help form our ongoing parish faith formation offerings. The Faith Formation Commission meets monthly on Wednesday evenings. For more details, contact Carol Guenther at [cguenther@sacredheart.org](mailto:cguenther@sacredheart.org)

**FINANCE COUNCIL** supports the mission of Sacred Heart by advising the Pastor, Pastoral Council and School Commission regarding effective stewardship of the Parish's financial and personnel resources. This



council also develops and oversees the parish budget, engages in long-range financial planning, and keeps the parish informed of its financial well-being. Members benefit by learning more about the parish organization as well as archdiocesan financial policies that apply to our parish. For more information contact Eric Adams at [e.c.adams@comcast.net](mailto:e.c.adams@comcast.net)

**PASTORAL COUNCIL** works to promote communication in the parish community through dialogue; fosters understanding among parishioners, parish organizations, the archdiocese and the universal church; collaborates with the Pastor on issues related to the Parish and recommends priorities and direction through long range planning and visioning. Pastoral Council members have the opportunity to meet fellow parishioners, deepen their faith, and become familiar with the big picture of the parish. For more information contact: Linda Geere at [lindageere@gmail.com](mailto:lindageere@gmail.com)

**SACRED HEART SCHOOL COMMISSION** members work together, especially in their area of expertise, by offering their talents in marketing, fundraising, development, finance, and academics. This commission helps implement initiatives identified in the school five-year plan, and advises the principal and pastor on matters of policy. Members have the opportunity to assist in maintaining excellence in our parish and the school. For more information contact David Burroughs at [dburroughs@sacredheart.org](mailto:dburroughs@sacredheart.org)

**SOCIAL CONCERNS COMMISSION** members explore the needs of our local community as well as global concerns in partnership with Catholic Relief Services to fulfill the Church's mission outlined in Catholic social teaching. They meet on the 3<sup>rd</sup> Wednesday evening of the month. Any parishioner interested in exploring this ministry based in works of charity & advocacy, please contact Mary Dickins at [mdickins@sacredheart.org](mailto:mdickins@sacredheart.org)

**STEWARDSHIP COMMISSION** promotes stewardship of time, talent, and treasure as way of life by providing education and developing methods of fostering gratitude, generosity and service among parishioners. Commission members provide leadership, for the annual parish fall stewardship renewal of time, talent and treasure and the welcoming of new parishioners, while bringing awareness and commitment to stewardship as a way of life. For more information contact Sarah Webster at [sarahmwebster@hotmail.com](mailto:sarahmwebster@hotmail.com)

**WORSHIP COMMISSION** is charged with setting goals and standards for the overall liturgical life and activities of the parish. This includes assessing diverse worship and spiritual needs of the parish, recommending permanent art and environmental aspects of the worship space, recruiting, training and supporting liturgical ministers, preparing liturgies for the feasts and season of the liturgical year, and reviewing past liturgies to discern that parish needs are met. Being a member of the Worship Commission is an opportunity to learn more about the liturgy, deepen one's appreciation of the richness of our Catholic liturgical life, and to play an active role in supporting the liturgical and spiritual life of the parish. For more information contact Renata Lampkin at [renata@pacific1st.com](mailto:renata@pacific1st.com)

**PARISH OFFICE**

**425-454-9536**

**PARISH STAFF:**

Rev. Steve Sallis, Pastor

Ext. 105

Carol Guenther, Pastoral Associate

Ext. 110

Debs Pokos Dugan, Pastoral Assistant for Children's Faith Formation

Ext. 112

Theresa Galvez, Pastoral Assistant for Liturgical Music

Ext. 106

Mary Dickins, Pastoral Assistant for Pastoral Care & Social Concerns

Ext. 108

Jeff Kress, Pastoral Assistant for Youth & Young Adult Ministry

Ext. 111

John Meyer, Pastoral Assistant for Administration

Ext. 102

Robert Eubanks, Facilities Supervisor

Ext. 157

Christine Kerr, Admin. Assistant for Giving & Data

Ext. 109

Lucy Paulsen, Admin. Asst. for Reception & Formation

Ext. 103

Jeanine Kasprick, Bookkeeper

Ext. 154

**PARISH SCHOOL**

**425-451-1773**

David Burroughs, Principal

Nicole Pickett, Vice-Principal

Amy Davis, Dean of Students

Susana Knapp, Admissions Director

Katy Gregg, Development Office

Kerry Wyman, Office Manager

