

# OUR LADY OF THE MOUNTAINS ROMAN CATHOLIC CHURCH



## LAY MINISTRY PROFILES

### *Parish Mission Statement*

***Our Lady of the Mountains Roman Catholic Parish is a faith community called to serve the residents and visitors of the Mount Washington Valley in the name of Jesus Christ.***

***We are committed to creating an environment of welcoming and fellowship through worship, outreach and evangelization.***

*2905 White Mountain Highway, North Conway NH 03860-5111*

**Parish Administration**  
**603-356-2535**

Rev. Rev. Steve Lepine - Pastor (ext. 14)  
Rev. Mr. Jack Carey – Deacon (ext. 11)  
Louise Michaud - Business Manager (ext. 10)  
Dolores Deschambeault – Ass't. Admin. (ext. 23)  
Deborah Karmozyn – Office Assistant (ext. 10)

Please visit our website at:  
[Ourladyofthemountainsnh.org](http://Ourladyofthemountainsnh.org) for email addresses.

**Religious Education**  
**603-356-7582**

Cristina Campo – Religious Ed Coordinator (ext. 18)  
Please visit our website at:  
[Ourladyofthemountainsnh.org](http://Ourladyofthemountainsnh.org) for email addresses.

**Parish Address**

Location:  
2905 White Mountain Highway  
North Conway NH 03860-5111  
[ourladynh@myfairpoint.net](mailto:ourladynh@myfairpoint.net)



## **Ministries**

Adult Faith Formation	4
Altar Servers	5
Church Properties Maintenance	6
Eucharistic Minister	7
Giving Tree	7
Lector	8
Liturgical Environment	9
Ministry of the Sick	10
Music – Cantor and Choir	10
OLM Hospitality Ministry	11
Parish Finance – Ways & Means Committee	12
Parish Outreach	13
Parish Pastoral Council	13
Protecting God’s Children	15
Reflection Group	16
Religious Education, Grades 1-6	16
Religious Education, Jr/Sr High	17
Respect Life Committee	18
Sacramental Preparation	19
Sacristan/Care of the Sacred Linens	20
Ushers and Greeters	21
300 Club	22

## **Catholic Organizations**

Knights of Columbus	23
---------------------	----

## **ADULT FAITH FORMATION MINISTRY**

### *Purpose of Ministry*

The Ministry focuses on deepening spiritual growth and development of the members and friends of Our Lady of the Mountains by expanding our Catholic understanding of the Christian Faith in the fellowship of Our Lady of the Mountains parish community.

### *Activities of the Ministry*

Our Journey on earth is to know, love and to serve God.

It is our intent to provide a variety of experiences and opportunities that will develop all aspects of the participant's knowledge, affection, and willingness to do God's will, thereby helping them find joy and peace in:

- What we believe as stated in the Creed
- What we celebrate in the Sacraments
- How we pray as a community and individuals
- How we live as followers of Christ.

It is our hope that these opportunities will be one more way to help us bond as a community of faith and also, be useful as a good review for all who want to increase their knowledge of the teachings of the Church.

**Contact:** Gloria Theophelakes  
**Phone:** (603) 515-9944  
**Email:** [gtgamen@gmail.com](mailto:gtgamen@gmail.com)

## ALTAR SERVERS

### *Purpose of Ministry*

The primary role of the altar server is to assist at all liturgical celebrations. This is accomplished through specific actions and by setting an example to the congregation by active participation in the liturgy (hymns, responses, etc.), and by sitting or standing at the appropriate times.

### *Activities of Ministry:*

Servers carry the processional cross and candles, hold the book for the celebrant when not standing at the altar, carry the incense and censer, present the bread, wine, and water to the priest during the preparation of the gifts or assist him when he receives the gifts from the people, wash the hands of the priest, assist the priest celebrant and deacon as necessary.

Servers respond to the prayers and dialogues of the priest along with the congregation. They also join in singing the hymns and other chants of the liturgy.

*Contact:* Rev. Steve Lepine  
*Phone:* (603) 356-2535  
*Email:* See website  
ourladyofthemountainsnh.org for email address



## **CHURCH PROPERTIES MAINTENANCE**

### *Purpose of Ministry*

The up-keep of all church properties using a combination of outside professional services and volunteers from within the parish who are willing to share their talents in this ministry

### *Activities of Ministry*

Church upkeep: Vacuum, sweeping, dusting, window washing.

Parish Hall: tables set up, dusting, kitchen clean up

Cemeteries (North Conway and Bartlett):

Pick-up dead flowers, trimming around grave markers

Planting and maintaining flowers at Mary's Statue

General up-keep of cemeteries when needed

### Gardening – Church

Flowers are planted at the beginning of the season. We need volunteers to take care of the flowers during the summer months. Spring & Fall clean up of flowers.

### Rectory:

There is always clean up that needs to be done at the rectory, especially in the spring and fall. We have small trees that need cutting, and just general pick-up of grounds that need to be done.

**Contact:** David Doherty  
**Phone:** (603) 447-5445  
**Email:** [david@conwaypepsi.com](mailto:david@conwaypepsi.com)



## **EUCCHARISTIC MINISTER**

### *Purpose of Ministry*

Eucharistic Ministers are called not only to minister the Body and Blood of Christ, but also to take on Christ's likeness. The ministers accomplish this by strengthening their faith from within and sharing it with the faithful at Communion time.

### *Activities of Ministry*

The members of this ministry assist the Presider in administering the Eucharist to parishioners during parish liturgies. Eucharistic ministers also distribute the Eucharist to the hospitalized, homebound and those residing in our local nursing homes

*Contact:* Joe Grdinich  
*Phone:* (603) 447-6649  
*Email:* [railroadfan@roadrunner.com](mailto:railroadfan@roadrunner.com)



## **GIVING TREE**

### *Purpose of Ministry*

To provide our parishioners with an opportunity to share the true meaning of Christmas with others who are less fortunate.

### *Activities of Ministry*

Identify an organization that requires help with acquiring Christmas presents for the needy.

Then create the name tags and presents to be purchased for each individual on the list. Set up the Christmas tree and place the name tags on the tree for the parishioners to purchase. Ensure that an announcement is made and something placed in the bulletin that identifies the organization to be helped and when the gifts are to be returned. Co-ordinate the pickup and distribution of the gifts to the identified organization.

Contact: Barbara Hoyt  
Phone: 447-2612  
Email:



## **LECTOR**

### *Purpose of Ministry*

Lectors have a critical role in the celebration of the Mass. Since the Lector proclaims not just any word, but the Word of God, it is essential that they develop the skills required to communicate God's message competently. The ministry of the lector calls for a person to grow in a warm and loving knowledge of Scripture, the living Word of God. He or she is invited to enter into a relationship with a Word that is creative, powerful and effective.

### *Activities of Ministry:*

The call to be a Lector is something that demands preparation. No one should get up to read to the community gathered for worship without this preparation. In becoming a Lector,



you are accepting the responsibility to do your best, to practice, to make frequent self-evaluations and to continually look for ways to improve your ability to communicate the Word of God clearly to the congregation.

*Contact:* Joseph Grdinich  
*Phone:* (603) 356-6649  
*Email:* [railroadfan@roadrunner.com](mailto:railroadfan@roadrunner.com)



## **LITURGICAL ENVIRONMENT**

### *Purpose of Ministry*

To enhance the liturgical celebrations, feasts and seasons with tasteful and appropriate decoration.

### *Activities of Ministry*

Consult with the pastor for his input, share ideas for decorations of the narthex, nave, sanctuary, We also sew altar cloths, frontels, etc. And chose flowers.

### *Location(s) and frequency that ministry volunteers meet/serve:*

Usually in the narthex at church before and after major seasons - Advent, Christmas. Lent, Easter, Pentecost, Ordinary Times

*Contact:* MaryAnn and Bill Volk  
*Phone:* 356-9650  
*Email:*



## **MINISTRY OF THE SICK**

### *Purpose of Ministry:*

Bring Communion to the homebound

### *Activities of Ministry:*

Eucharistic services once a week at Merriman House and Sunbridge, over 25 receive Communion. Mass is celebrated once a month in Sunbridge.

Bring Communion and camaraderie to the homebound.

*Contact:* Jack Carey

*Phone:* (603)356-2535 ext 11

*Email:* See website

ourladyofthemountainsnh.org for email address

## **MUSIC: CANTOR AND CHOIR**

### *Purpose of Ministry*

Provide music for all liturgies and services to assist us in learning to worship God through praise and adoration

### *Activities of Ministry*

Providing music for all liturgical services

Choir Development:

Building and expanding an adult choir, to sing at all Holiday liturgies; Developing a children's choir to sing at regularly scheduled children's liturgies.

### Cantor Program:

There is a Cantor at every Mass, including funerals and weddings. We provide ongoing vocal training and song-leader development to qualified individuals.

*Contact:* Jill MacMillan – Music Director  
*Phone:* 447-3093  
*Email:* Please visit our website at:  
Ourladyofthemountainsnh.org for email address



## **OLM HOSPITALITY MINISTRY**

### *Purpose of Ministry*

To create community in the parish by hosting parish socials throughout the year.

### *Activities of Ministry*

Sunday Coffee Hour after Masses.

The tempting array of sweet offerings comes from the kitchens of generous parishioners. Women and men serve as hosts and coffee makers on a Sunday by Sunday volunteer basis after one or both of the Masses. This weekly event which is coordinated and staffed by Carolyn Brown provides a warm welcome to church members and visitors alike. Volunteers to bake and/or help out after a Sunday Mass are needed to serve once or repeatedly in our ministry. Call Carolyn or stop to see her after Mass to learn more about assisting the hospitality team in nurturing parish fellowship.

Pot Luck Suppers are also hosted by this committee. Help is always needed when pot luck is being planned for the parish.

*Contact:* Carolyn Brown  
*Phone:* (603) 356-2768  
*Email:* [valleytailor@gmail.com](mailto:valleytailor@gmail.com)



## **PARISH FINANCE – WAYS AND MEANS COMMITTEE**

### *Purpose of Ministry*

The finance council is an advisory body. The mission of the finance council is to assist the pastor and pastoral council in the administration of parish finances, in achieving the goals set forth in the parish mission statement, and to assist in the administration of temporal goods of the parish.

### *Activities of Ministry*

- To be informed and aware of the goals of the parish
- To assess the resources of the parish in achieving these goals
- To assist in the preparation of the annual budget by which these goals can be achieved
- To present this budget to the pastor
- To monitor the performance of this budget on an interim basis
- Organize fund raisers to meet the parish budget

Contact: David Doherty  
Phone: (603) 447-5445  
Email: [david@conwaypepsi.com](mailto:david@conwaypepsi.com)



## **PARISH OUTREACH**

Purpose of ministry: To provide acts of kindness, inclusive of but limited to one-time stop-gap monetary assistance in times of crisis to those in need. To assist OLM Pastoral Staff in ministering to the needy.

### *Activities of Ministry*

See above.

Contact:  
Phone: 603-356-2535 (ext. 16)  
Email:



## **PARISH PASTORAL COUNCIL**

### *Purpose of Ministry*

To assist the pastor in his leadership role of planning, organizing, initiating, promoting, coordinating and reviewing the evangelization, worship, religious education/formation and service activities within the parish.

### *Activities of Ministry*

The council carries out its ministry through regular monthly meetings devoted to prayer and pastoral planning through which the various gifts

and talents of the council are directed towards the pastoral needs of the community.

Through the pastoral planning process, the pastor and pastoral council leads the parish in the discernment and expression of its mission. In communication and cooperation with the parish staff, finance council, parish organizations and committees, and all parishioners, the parish council focuses the vision of the parish on the essential elements of parish life. A service of leadership that is rooted in the Spirit has the potential to continually pour the new wine of God's Word into the wineskin that is the parish. By re-visioning the parish through the ministry of the Parish Pastoral Council, the entire parish joins together in fulfilling its unique role within the local and universal church.

*Contact:* John Colbath  
*Phone:* (603) 387-8623  
*Email:* [goforitnow49@netscape.net](mailto:goforitnow49@netscape.net)



## **PROTECTING GOD'S CHILDREN**

### *Purpose of Ministry*

A safe environment program begins with a "code of conduct" for all adults who work with youth on a regular basis. A "code of conduct" establishes acceptable behavior that is legal, professional, and responsible and it must include standards of conduct with regard to sexual abuse and harassment.

### *Activities of Ministry*

A "safe environment" program requires training of parents, ministers, educators, church personnel, volunteers and others regularly involved with minors as to the issue of abuse of children, to include sexual abuse, when they believe that child abuse, to include sexual abuse, may be occurring. Training relating to prevention, identification, response and reporting is to be provided to ministers, educators, parents, volunteers, church personnel and others who have regular contact with youth.

*Contact:* Bonnie Kimnach  
*Phone:* (603) 356-2316  
*E-Mail:* [bkimnach@roadrunner.com](mailto:bkimnach@roadrunner.com)



## **REFLECTION GROUP**

### *Purpose of Ministry*

We are an open discussion group for everyone interested in deepening their understanding of Scripture by reflecting on the previous Sunday's readings and the homily.

### *Activities of Ministry*

We meet weekly in the parish classroom #4 on Monday mornings from 9:30 to 11:30, to share our observation and understanding regarding the Scripture readings and the homily and how they apply to our lives. We also pray for the needs of other parishioners.

*Contact:* Gloria Theophelakes  
*Phone:* (603) 515-9944  
*E-Mail:* [gtgamen@gmail.com](mailto:gtgamen@gmail.com)

## **RELIGIOUS EDUCATION - GRADES 1-6**

### *Purpose of Ministry:*

The elementary religious education ministry provides the families of the parish a well-organized program of instruction of the Catholic Faith for the children of school grades 1 through 6. The volunteer educators (catechists, aides & helpers) led by a staff member strive to develop the growth of children into faithful, caring and sharing members of the Parish community and to grow personally in their love of Jesus through instruction and meaningful activities.



*Activities of Ministry*

Twenty-five weeks of curriculum study using the "WE BELIEVE" series. We nurture caring by having the children construct greeting cards for Nursing Home residents. We instruct the children about the traditions of the Church throughout the Liturgical Year and encourage the children to participate at Christmas, Ash Wednesday, Palm Sunday and weekly liturgies. Sacramental Preparation for Reconciliation and Communion includes weekly classroom instruction, as well as Saturday workshops. Team members and parent volunteers teach and/or help with this program.

*Contact:* Cristina Campo  
Phone: (603) 356-7582 ext. 18  
Email: See website  
ourladyofthemountainsnh.org for email address



**RELIGIOUS EDUCATION – JR/SR HIGH**

*Purpose of Ministry*

To teach our youth about their faith and prepare them for Confirmation. To offer our youth their rightful place as full members of the community.

*Activities of Ministry*

Classes are held in the Church Hall Wednesday nights and Sunday mornings, from Sept. to May. We meet from 6 p.m. to 7:45 p.m. for classes. There are four special meetings a year for the Confirmation candidates.

*Contact:* Cristina Campo

Phone: (603) 356-7582 ext. 18  
Email: See website  
ourladyofthemountainsnh.org for email address



## **RESPECT LIFE COMMITTEE**

### *Purpose of Ministry*

The Diocesan Respect Life Office implements the U.S. Catholic Conference of Bishops Plan for Pro-Life Activities in the Diocese of Manchester: <http://www.usccb.org> it is our Christian duty as a parish community to cooperate in the creation and redemption of our world by promoting respect for life for individuals, families, communities, and the environment.

### *Activities of Ministry*

Particular attention should always be given, following the example of Jesus, to those most vulnerable: the unborn, the sick, our elders, children, the poor, and those whose lives are most threatened. We are stewards of all life that God has entrusted to our care. It is our loving duty to provide access to life giving services that affirm individual worth, dignity and community well-being. We are committed to creating compassionate, non-judgmental pathways to healing.

*Contact:* John Fogarty  
*Phone:* (603) 356-7450  
*E-Mail:* [jwfogarty131@roardunner.com](mailto:jwfogarty131@roardunner.com)



## **SACRAMENTAL PREPARATION**

### *Purpose of Ministry*

Sacramental preparation includes baptismal preparation, marriage preparation, and the RCIA program. Each of these programs provides individuals and couples with the necessary theological and spiritual backgrounds to ensure their readiness to properly receive the Sacraments.

### *Activities of Ministry:*

Baptismal preparation is provided by a single session that covers the background of the sacrament, the requirements of the parents and Godparents, and a walk through of the baptism liturgy.

Marriage preparation is provided by a series of meetings with the couple to help prepare them for the sacrament. Additionally the couple participates in the FOCCUS evaluation program and an Engaged Couple's Seminar.

RCIA (Rite of Christian Initiation of Adults) through weekly sessions this ministry helps those who are seeking information about the Catholic faith to understand what we believe as Catholics, what the Church teaches, and what it means to live our lives as members of the Catholic Church.

*Contact:* Deacon Jack Carey

Phone: (603) 356-2535

Email: See website

ourladyofthemountainsnh.org for email address



## **SACRISTAN/CARE OF THE SACRED LINENS**

### *Purpose of Ministry*

Behind-the-scenes preparation of the externals of the liturgy for the public celebration of our communal worship of God.

### *Activities of Ministry*

Preparation and care of the altar, tabernacle, vestments, sacred linens, sacred vessels, altar breads, candles & their accessories and liturgical supplies.

Location(s) and frequency that ministry volunteers meet/serve:

Only as needed, after initial training.

### *Volunteer/Participant Qualifications:*

- You would like to serve in a very quiet yet important way.
- You don't mind performing a function that is rarely noticed except when it is not done.
- You want to be involved but don't feel comfortable "up front".
- You enjoy setting the stage for important events.
- You love the liturgy and want to contribute to the liturgical life of OLM.

### *Ministry Needs*

- Additional sacristans
- Men and women to help clean God's house 2 X a year, and special projects as needed.

Contact: Kennyta Flores  
Phone: (603) 662-0283  
E-Mail: [kenyflores24@yahoo.com](mailto:kenyflores24@yahoo.com)



## **USHERS AND GREETERS**

### *Purpose of Ministry*

Greet and help people find seats as needed. Answer questions. Help anyone in need of assistance.

### *Activities of Ministry*

- Prepare church for Mass.
- Prepare money baskets.
- Greet people as they come in, answer their questions, and, if new to church, tell them a little about the church. Hand out missals. Open door for people.
- Get a group or family to bring down the gifts/organize the Offertory procession.
- Light candles if not done (ten minutes before Mass).
- Do collections (1 or 2) and lock bag in sacristy safe.
- Guide people at Communion time.
- Pass out bulletins and collect missals after Mass.
- Clean up church and move book stands to back of church.
- Extinguish candles.

### *Location(s) and Frequency that ministry volunteers meet/serve:*

Volunteers serve weekly at the church at the Mass they attend. Ushers do not meet as a group.

### *Volunteer/participant qualifications:*

Must be comfortable meeting all people.

*Ministry Needs:*

Need more ushers and greeters for each Mass.  
Make sure somebody will be at each Mass on holy days.

*Contact:* There is no one person responsible for all ushers/greeters

4:30 PM - Bill Jones & Jim Lyons

8:30 AM - Claire & Paul Bouffard

10:30 AM - Phil and Cathy LeBlanc

Phone: see ushers after Mass

E-mail:



**300 CLUB**

*Purpose of Ministry*

Raise money for the Parish's "Wish List" and other miscellaneous expenses that the budget cannot afford. A scholarship fund was established for youth who are active in parish ministries to assist them with higher education expenses.

*Activities of Ministry*

Participants donate \$80 annually to become members of the club - entitles them to the monthly drawings and a free dinner at the annual dinner dance. There are six winners each month.

*Contact:* Louise Michaud

Phone: (603) 356-2535

Email: See website

ourladyofthemountainsnh.org for email address



## CATHOLIC ORGANIZATIONS

### **KNIGHTS OF COLUMBUS**

#### *Purpose of Organization*

The Knights of Columbus is a fraternal organization of Catholic men which supports various charitable programs in New Hampshire and throughout the world.

#### *Activities of the organization:*

Monthly community dinners  
Tootsie roll drive for handicapped  
Blood Drives  
Scholarships for seminarians and students

Contact: Joe Alexander  
Phone: 447-6230  
Email: [joevin58@gmail.com](mailto:joevin58@gmail.com)



*Updated: April 1, 2019*