

Directory of Ministries and Organizations at Immaculate Heart of Mary Parish

Adopt a Flower Bed

Various parishioners take responsibility for specific “gardens” on the parish grounds. Work includes: planting flowers, mulching, pulling weeds, and maintaining the beauty of these parish “gardens”.

- **contact:** Anita Smith (Parish Secretary/Administrative Assistant)
 - o **phone:** (717) 259-0611
 - o **email:** asmith@hbgdiocese.org

Adult Enrichment

This ongoing course is designed to especially help adult parishioners learn more about the Catholic Faith. Topics include areas of Catholicism, such as teachings on the Eucharist, the Blessed Virgin Mary, and many others. The current theme is the history of the Catholic Church, beginning with the first Christians and reaching up to modern times. In a special way, parents of children in CCD are invited to attend as they wait for their children, so that both may be participating in religious education.

- **contact:** Dennis Hallisey (instructor)
 - o **phone:** (717) 432-9037
 - o **email:** dennishallisey@gmail.com
- meets weekly from 9:30 to 11:00 am in FLH

Adventure Club

This new parish-based group is an opportunity for parishioners and others to come together for social outings, such as day trips and longer bus trips to a variety of venues. Possible destinations include: Sight and Sound Theater, EWTN studios, and fall foliage tours.

- **contact:** Janet McIntyre (coordinator)
 - o **phone:** (717) 633-9384
 - o **email:** jmcintyre124@centurylink.net
- meets for events as scheduled and planned

Altar Serving

This liturgical ministry is one of the popular ways that children and teens can serve our parish family at weekend Masses. Adults are also invited to participate in this ministry by serving for funeral Masses. Training is conducted by the pastor.

- **contact for weekend Masses:** Heilman Family (Alison Heilman – scheduler)
 - o **phone:** (717) 259-5871
 - o **email:** altarservers@ihmparadise.org
- **contact for funeral Masses:** Fr. Timothy Marcoe (pastor)
 - o **phone:** (717) 259-0611
 - o **email:** frtmarcoe@hbgdiocese.org

Bereavement Luncheon Ministry

This ministry prepares luncheons in the parish social hall following funeral Masses that take place in the church. Assistance is needed in food preparation, as well as in helping with meal service. This is a compassionate way to reach out to those families grieving by showing them this tangible support.

- **contact:** Jan Melhorn (coordinator)
 - o **phone:** (717) 308-2532
 - o **email:** jkmelhorn@comcast.net

Bible Study

This group meets to reflect upon and discuss the Scripture readings that will be proclaimed at the upcoming weekend Masses.

- **contact:** George Severns (facilitator)
 - o **phone:** (717) 292-0328
 - o **email:** academia2@comcast.net
- meets every Tuesday following the 9am Mass in FLH

Boy Scouts (Troop # 127)

A prominent values-based youth development organization, which provides a program for young men that builds character, and helps build the future leaders of this country by combining educational activities and lifelong values with fun.

- **contact:** Kevin DePaulis (Scout Master)
 - o **phone:** (717) 528-8745
 - o **email:** kevindepaulis@gmail.com
- meets on Thursdays 7:00-8:30 PM in the Scout Lodge

Building & Grounds (Facilities) Committee

This committee meets with the pastor, and concerns itself with the church facility, other buildings on the church grounds, and the overall upkeep of our parish structures and property. Projects of larger scopes that require outsourced bids are discussed with this committee. Membership by permission of pastor.

- **contact:** John Livelsberger (chair)
 - o **phone:** (717) 225-5678
 - o **email:** jhlmel1994@comcast.net
- meets as needed (approximately quarterly)

Catholic School Liaison

This position serves to foster communication and enhance collaboration between our parish and our local Catholic elementary school (Immaculate Conception, New Oxford). *Position currently vacant.*

- **contact:** Fr. Timothy Marcoe (pastor)
 - o **phone:** (717) 259-0611
 - o **email:** frtmarcoe@hbgdiocese.org

CCD Catechist (Teacher)

Catechists meet weekly with children (grades pre-K through 8) for religious instruction in CCD. This very important ministry is one way that the parish assists parents in their role as primary formators of their children in the ways of faith.

- **contact:** Sr. Rosanne Karmazin (Director of Religious Education and Faith Formation)
 - o **phone:** (717) 259-0611
 - o **email:** srrkarmazin@hbgdiocese.org
- meets each Sunday of the school year from 9:30 to 11:00 am in the REC

Cemetery Committee

This committee meets with the pastor to discuss all aspects related to our parish cemetery – both old and new sections. Membership by permission of pastor.

- **contact:** Tracy Haper (chair)
 - o **email:** tlhaper@aol.com
- meets as needed in the REC

Charismatic Prayer Group (“Upper Room”)

A prayer group comprised of various local parishes that focuses special attention on the role the Holy Spirit plays in our daily lives as disciples of Jesus Christ. All are invited to attend and participate so as to grow in the life in the Spirit.

- **contact:** Fred Staub (leader)
 - o **phone:** (717) 880-5759
- meets on Mondays at 7 PM in FLH

Charitable Children Group

This new ministry offers families with children through 8th grade opportunities to help others in need. The group will participate in activities such as visiting personal care residents to hand out crafts and sing songs, or delivering food baskets to parish shut-ins.

- **contact:** Jennifer DeRienzo or Rachel Brewer (coordinators)
 - o **phone:** (717) 259-5643 or (717) 225-8811
- meets according to planned schedule in FLH, and additional activities are included throughout the school year as scheduled

Children's Liturgy of the Word

Children (ages 3 through 2nd grade) are called forward during Mass and then sent forth with their teachers to hear the Word of God (the Bible readings) at an age-appropriate level, and then to interact with the Word through song and activity to help them better understand.

- **contact:** Rachel Brewer (coordinator)
 - o **phone:** (717) 225-8811
 - o **email:** Brewer337@hotmail.com
- meets each Sunday of the school year at the 11:15 am Mass in FLH (approx. 20 min)

Choir/Music Ministry

Lend your voice unto the Lord at Mass as a member of our parish choir, or as an individual cantor. There is both an adult choir which sings regularly throughout the academic year, as well as a children's choir which may sing for special occasions. Occasionally, instrumentalists can be utilized at various liturgies too.

- **contact:** Roy Wainwright (parish organist)
 - o **phone:** (717) 792-3408
 - o **email:** gerimenu1@comcast.net
- meets on Thursday at 7 PM in the choir loft of the church for choir practice

Coffee and Donuts Crew

This group of parishioners organizes the monthly coffee and donuts social held on the 1st Sunday of the month after the 8:15am Mass on Sundays during the academic year. Help is needed to set-up and clean-up each time.

- **contact:** Anita Smith (Parish Secretary/Administrative Assistant)
 - o **phone:** (717) 259-0611
 - o **email:** asmith@hbgdiocese.org

Collection Stewards

Each weekend the offertory collection is taken up at all Masses. Collection stewards are responsible for counting the collection and accurately reporting the various collections as needed.

- **contact:** Fr. Timothy Marcoe (pastor)
 - o **phone:** (717) 259-0611
 - o **email:** frtmarcoe@hbgdiocese.org

Cub Scouts (Pack # 127)

A youth development organization that provides a fun and educational experience concerned with values. Besides providing a positive place where boys can enjoy safe, wholesome activities, it also focuses on building character and teaching practical skills.

- **contact:** Jim Rumbaugh (Den Leader)
 - o **phone:** (717) 262-5313
 - o **email:** melissarumbaugh@yahoo.com
- meets on Mondays at 6:30 PM in the Scout Lodge

Cursillo

Cursillo in Christianity is a retreat-like experience over the course of a three-day weekend that focuses on showing lay people how to grow in their faith by becoming effective Christian leaders in their daily lives. Several talks are given over the course of the weekend, and there are many opportunities for prayer, reflection, and discussion. The major emphasis of Cursillo is to ask participants to take what they've learned back into the world through ongoing personal spiritual development. *Although our parish connection to Cursillo is currently inactive, more information for Cursillo in the Diocese of Harrisburg can be found at: www.harrisburg-cursillo.org.*

Extraordinary Ministers of Holy Communion (EMs)

This liturgical ministry is carried out in the context of Mass. EMs assist the priest in distributing the Sacred Body and the Precious Blood of our Lord Jesus Christ at Mass. EMs also may assist with bringing Holy Communion to the sick and home-bound outside of Mass. Additionally, they may help with the distribution of ashes and other functions in various liturgies. All interested in serving in this ministry should approach the scheduler. Permission is granted by the pastor. An official mandate from the Bishop must be received, along with training.

- **contact:** Claire Wentz (scheduler)
 - o **phone:** (717) 476-9733
 - o **email:** clw-dmg@comcast.net

Food Pantry Ministry

A joint ministry among various churches in the Abbottstown-East Berlin area exists to assist those with food-based needs. Parishioners of supporting churches and others are encouraged to help in various ways, including: organizing food pantry donations, assisting guests with their shopping, and cleaning up.

- **contact:** Pat Renaut
 - o **phone:** (717) 637-1110
 - o **email:** patrenaut@hotmail.com
- 1st Wednesday of every month from 2 to 6pm at Trinity Church (117 W. King St., East Berlin); set-up is from 12noon to 2pm.

Information Technology (IT) Committee

This new committee meets with the pastor to look to the IT needs of our parish by developing an IT Plan involving computers and other media, and continues to evaluate this plan into the future. Membership by permission of pastor.

- **contact:** Kevin Heliman (chair)
 - o **phone:** (717) 259-5871
 - o **email:** pgk13692@comcast.net
- meets as needed (approximately quarterly)

Knights of Columbus

Our parish council of this fraternal order of Catholic men, built upon the principles of charity, unity, and fraternity. The Knights perform works of service for our parish, the larger Church, and the local community. Only members may attend meetings, but all Catholic men are invited to join.

- **contact:** Kevin Heilman (Grand Knight)
 - o **phone:** (717) 259-5871
 - o **email:** pgk13692@comcast.net
- meets 1st Wednesday of each month at 7 PM in FLH

Ladies Auxiliary of the Knights of Columbus (Columbiettes)

Our parish organization of Catholic women that aids the Knights of Columbus Council spiritually, socially, and financially. *Currently inactive.*

- **contact:** Cathy Heilman (coordinator)
 - o **phone:** (717) 259-5871
- meets 3rd Wednesday of each month at 7 PM in FLH

Landings

Landings is a program that provides a safe harbor (or a “landing” place) for returning Catholics to explore their faith and their future with the Church. For those who are active parishioners, Landings provides an opportunity to participate in the Church's evangelization mission by opening your hearts to those who have been away. Sharing your time, your resources, and your faith can help bring others back to the Church.

- **contact:** Bernadine Filliben (coordinator)
 - o **phone:** (717) 259-9006
- meetings and times vary

Lector (Reader)

This liturgical ministry is carried out in the context of Mass and other liturgical celebrations. Lectors proclaim the Word of God (the Sacred Scriptures contained in the Bible) for the congregation to hear. All interested in serving in this ministry should approach the scheduler. Permission is granted by the pastor, and training must be received.

- **contact:** Dianne Giampietro (scheduler)
 - o **phone:** (717) 476-9734
 - o **email:** clw-dmg@comcast.net

Legion of Mary

Our parish chapter of this international organization, which focuses on evangelization and charitable works. Members are committed to doing some works of apostolate for the Legion each week, such as visiting those who are home-bound, residing in nursing homes, or are new to our parish. There are also auxiliary members, who commit to praying the Legion prayers daily but do not attend meetings or do Legion work.

- **contact:** Janet Todt (president)
 - o **phone:** (717) 528-4755
- meets on Tuesdays at 7:30 PM in Room 5 of the REC

Media Outreach

This ministry aims at providing various forms of media (books, CDs, etc.) to parishioners for ongoing spiritual formation. The current provider of materials is a joint initiative between Lighthouse Catholic Media and Stewardship: A Mission of Faith. The display is located in the main vestibule of the church.

- **contact:** Andrew Altobelli (coordinator)
 - o **phone:** (717) 292-6733
 - o **email:** ajaltobelli@hotmail.com

Mentor Couples (Marriage Preparation)

This ministry is directly involved in the marriage preparation process for those couples seeking to marry in the Catholic Church. Engaged couples meet with mentor couples, in addition to the priest, to prepare to receive the Sacrament of Marriage. Mentor couples are married couples from the parish, who receive special training from the Diocese to carry out this ministry at the pastor's invitation.

- **contact:** Fr. Timothy Marcoe (pastor)
 - o **phone:** (717) 259-0611
 - o **email:** frtmarcoe@hbgdiocese.org

Ministerium (Council of Churches)

The Abbottstown-East Berlin Ministerium is the body of Christian pastors from the local community that plans various events, such as Advent and Lenten ecumenical prayer services. This listing in this directory is an open-ended invitation for all parishioners to join in the above-mentioned planned events.

- **contact:** Fr. Timothy Marcoe (pastor)
 - o **phone:** (717) 259-0611
 - o **email:** frtmarcoe@hbgdiocese.org

Ministry of Liturgical Preparations

This ministry carries out the special purification and cleaning of the linens used during Mass. The schedule rotates on a weekly basis. Instruction provided.

- **contact:** Joyce Menges (coordinator)
 - o **phone:** (717) 259-0062

Mission Trips

This parish-related initiative provides opportunities from time to time for parishioners to participate in international mission trips, where service in the name of Jesus Christ is provided to those in need. Mission trips to Jamaica and Uganda with the Missionaries of the Poor have been conducted in recent times.

- **contact:** Roy Wainwright (for information)
 - o **phone:** (717) 792-3408
 - o **email:** gerimenu1@comcast.net

Outreach to Inactive Catholics

This initiative of the Parish Pastoral Council is one proposed way of directly reaching out to our brothers and sisters registered at our parish, but who have been inactive in the practice of their faith. *Currently this initiative is being studied.*

- **contact:** George Severns (chair)
 - o **phone:** (717) 292-0328
 - o **email:** academia2@comcast.net

Parish Archives

Our parish is over 200 years old – that means we have a lot of history! Although there is no official parish archives established, there is a wealth of information that could be organized and catalogued for the preservation of our patrimony and the information of our parishioners. *This is a proposed initiative.*

- **contact:** Fr. Timothy Marcoe (pastor)
 - o **phone:** (717) 259-0611
 - o **email:** frtmarcoe@hbgdiocese.org

Parish Caring Committee

This relatively new ministry offers assistance to parishioners on an as-needed basis, and can provide services such as: visitation, care giver relief, meals, light household chores, local transportation, and a limited supply of medical equipment to borrow. Many volunteers are still needed!

- **contact:** Anita Smith (Parish Secretary/Administrative Assistant)
 - o **phone:** (717) 259-0611
 - o **email:** asmith@hbgdiocese.org

Parish Council of Catholic Women (PCCW)

Our parish chapter of this national council of more than 3,000 affiliated Catholic women's organizations. The PCCW acts through its members to support, empower and educate all Catholic women in spirituality, leadership and service. Their ministry includes organizing events such as the Angel Tree, collecting items for babies for the Gabriel Project, and assisting in the white ribbon against pornography campaign.

- **contact:** Pat Slonaker (president)
 - o **phone:** (717) 624-3245
 - o **email:** paslonaker@comcast.net
- meets on the 2nd Wednesday of the month in the FLH

Parish Missions, Retreats, and Days of Recollection

These periodic events are parish-wide initiatives aimed at renewing us individually and collectively as church through music and the preaching of a visiting priest or other preacher.

- **contact:** Anita Smith (Parish Secretary/Administrative Assistant)
 - o **phone:** (717) 259-0611
 - o **email:** asmith@hbgdiocese.org

Parish Finance Council

The Finance Council serves in a critical advisory and consultative role to the pastor in all business affairs of the parish. Responsible financial management requires that the Finance Council, in concert with the pastor, maintain vigorous oversight of the financial affairs of the parish. Together, they regularly oversee the accounting function, and review items such as budgets and financial statements reflecting income and expenses, parish savings and indebtedness. They regularly evaluate operating and capital requirements as well. Membership by appointment by pastor.

- **contact:** Bill Bowker (chair)
 - o **phone:** (717) 259-7475
 - o **email:** wjbowker@glatcocu.com
- meets at least quarterly (but more often, as needed) in the REC

Parish Pastoral Council

The Pastoral Council is a consultative body, pastoral in nature that strives to discern the movement of the Holy Spirit among God's people in the parish. It investigates, under the authority of the pastor, all those things which pertain to pastoral works – to ponder them, and to propose practical conclusions about them. The Pastoral Council assists the pastor in his leadership role of planning, organizing, initiating, promoting, coordinating, and reviewing the various missions of the parish, which are: evangelization, education, pastoral ministry, liturgy, social concerns and outreach, and ecumenism and interfaith concerns. General membership positions through election by the entire parish.

- **contact:** George Severns (chair)
 - o **phone:** (717) 292-0328
 - o **email:** academia2@comcast.net
- meets approximately every month during the academic year in the REC

Parish Social Events

From time to time various parish-wide social events are held, such as the Parish Picnic and the Veterans' Day dinner and movie. It is desired to offer such social events more frequently. The help of various parishioners is needed to propose, plan, and organize, as well as staff these events in various capacities.

- **contact:** Sr. Rosanne Karmazin (Director of Religious Education and Faith Formation)
 - o **phone:** (717) 259-0611
 - o **email:** srrkarmazin@hbgdiocese.org

Prayer List

Listed in our bulletin each week is people who have asked for our prayers. All parishioners are encouraged to pray for these people and their intentions. Parishioners are also invited to call the parish office to add names of people to this Prayer Chain. (The parish office should also be contacted when the names of these people can be removed from this list).

- **contact:** Anita Smith (Parish Secretary/Administrative Assistant)
 - o **phone:** (717) 259-0611
 - o **email:** asmith@hbgdiocese.org

Prayer Shawl Ministry

In this relatively new ministry, members knit prayer shawls, lap blankets, and other items (as needed) for the needs of the elderly or the infirm. Members do individual work at home, praying for the intended recipients as they work. They also gather monthly, and pray together for the needs of these recipients as they work together.

- **contact:** Jan Melhorn (coordinator)
 - o **phone:** (717) 308-2532
 - o **email:** jkmelhorn@aol.com
- meets approximately every month, or as needed

RCIA (Rite of Christian Initiation of Adults)

Stretching back to ancient times, the Church has always accompanied men and women that would like to become members of the Body of Christ. RCIA is the modern-day process in which people learn about the Catholic Church, with the possibility of receiving the Sacraments of Initiation. All inquiries are welcome. Participating in RCIA does not necessarily imply that reception into the Catholic Church is expected or mandatory.

- **contact:** Sr. Rosanne Karmazin (Director of Religious Education and Faith Formation)
 - o **phone:** (717) 259-0611
 - o **email:** srrkarmazin@hbgdiocese.org
- meets one evening each week during the school year for 1 ½ hours in the REC

Respect Life Committee

A group of parishioners, which gathers informally to organize various respect life events at our parish, such as collecting signatures for the pro-life advertisement that appears in the newspaper, as well as organizing a group to participate in the annual March for Life in Washington, D.C.

- **contact:** Bernadine Filliben (coordinator)
 - o **phone:** (717) 259-9006
- meetings and times as necessary

Small Christian Communities (SCC)

Small gatherings of parishioners, who regularly meet to pray, reflect, and help one another to grow in faith. Currently three existing communities exist. Development of new SCCs is highly encouraged – for where just two or three of us meet, there is Jesus in our midst!

- **main contact:** Roy Wainwright (leader)
 - o **phone:** (717) 792-3408
 - o **email:** gerimenu1@comcast.net
- Wainwright Group (meets 2nd & 4th Wed. at 6:30 PM in REC)
 - o **contact:** Roy Wainwright (group leader)
 - **phone:** (717) 792-3408
 - **email:** gerimenu1@comcast.net
- Aiello Group (meets 1st & 3rd Monday at 7 PM in the REC)
 - o **contact:** Kim Aiello (group leader)
 - **phone:** (717) 259-7656
- Thursday morning Group (meets Thursdays after the 9 AM Mass in the FLH)
 - o **contact:** Bernadine Filliben (group leader)
 - **phone:** (717) 259-9006
- meets as needed (approximately quarterly)

Usher

This liturgical ministry involves interaction with the congregation at various liturgical celebrations. Ushers first greet parishioners upon entering the church. They conduct the collection during the Preparation of Gifts (offertory), assist with the procession during Holy Communion, and they distribute bulletins after Mass has ended. Ushers also assist members of the congregation with any needs they may have by providing them directions or answering questions. In general, they are helpful points of contact for information and assistance.

- **contact:** Lee Wicker (for further information)
 - o **phone:** (717) 259-1128
 - o **email:** wicker72@verizon.net

Vacation Bible School

This annual week each summer for young children is aimed at helping them to grow in their Catholic faith through prayer, song, and other activities that pertain to a particular Bible theme. Volunteers (young and old) are needed to assist with various aspects of VBS, including: chaperones, teachers, games, and snacks. One must receive the permission of the Director of Religious Education to assist.

- **contact:** Sr. Rosanne Karmazin (Director of Religious Education and Faith Formation)
 - o **phone:** (717) 259-0611
 - o **email:** srrkarmazin@hbgdiocese.org

Youth Ministry

This new ministry reaches out to teens in high school (grades 9 through 12), and seeks to provide a forum for them to continue exploring and being formed in the Catholic faith through spiritual, service, and social activities. This occurs in an interactive, relationship-based environment, as opposed to a classroom setting. All high school teens are invited to participate!

- **contact:** Jeff Seifert (coordinator)
 - o **phone:** (717) 870-8160
 - o **email:** jeff.seifert2@gmail.com
- meets according to planned schedule in FLH, and additional activities are included throughout the school year as scheduled