

CATHEDRAL OF
ST. MATTHEW THE APOSTLE

MINISTRY HANDBOOK



CATHEDRAL OF SAINT MATTHEW THE APOSTLE • 1725 Rhode Island Ave NW, Washington, DC 20036
Tel: +1-202-347-3215 • Fax: +1-202-347-7184 • www.stmatthewscathedral.org

Updated: September 2013

INTRODUCTION

Welcome to the Cathedral parish of St. Matthew the Apostle. This Ministry Handbook presents all of various ministries found within the Cathedral parish of in Washington, D.C., and includes the many activities each ministry organizes along with a contact person(s) and how each person can be reached. We hope that this Ministry Handbook will be useful to you.

As our Cathedral parish continues to grow, we are always looking for individuals with various skills and abilities, for short-term volunteer opportunities to longer term leadership roles, as well as those whom we might call on in special needs situations. This Handbook presents opportunities where we can use our time to reflect our stewardship way of life. Some of these offer an opportunity to grow in our relationship with God while others give ways to thank God by serving our parish and local community.

In our daily lives, we rely on each other to contribute our talents in many places and situations. We invite our parishioners to use their talents not only to earn a living and provide for family, but also to serve God and others in their community. We must take time to discern what talent we have to offer our parish and other community organizations. After this reflection, we should consciously, lovingly pledge these talents to the mission and ministry of God.

Please let us know of ways that you might lend us your talents.



TABLE OF CONTENTS

Consultative Ministries	- 1 -
Finance Council:	- 1 -
Parish Pastoral Council (PPC)	- 1 -
Faith Formation Ministries	- 1 -
Rite of Christian Initiation of Adults	- 2 -
Adult Confirmation	- 2 -
Children’s Faith Formation	- 2 -
Faith Formation Committee (PPC)	- 2 -
Lay Liturgical Ministries	- 3 -
Altar Servers	- 3 -
Extraordinary Ministers of Holy Communion.	- 3 -
Lectors	- 3 -
Hospitality.	- 3 -
Music Ministry	- 4 -
Liturgy Committee (PPC)	- 4 -
Social Ministries (<i>Parish Organizations</i>)	- 4 -
Always God’s Children	- 4 -
Cathedral Young Adult (C†YA) Ministry	- 5 -
JustMarried	- 5 -
School of Community	- 5 -
Service Ministries (<i>Social Justice and Community Services PPC</i>)	- 6 -
Adopt-a-Family Program	- 6 -
English as a Second Language (ESL) Program	- 6 -
Spanish as a Second Language (SSL) Program	- 6 -
Homeless Ministry	- 6 -
Ministry to the Sick, Seniors, and Homebound	- 7 -
Respect Life Ministry	- 7 -
Single Servings of Service	- 7 -
Advocacy and Education Program	- 8 -
Stewardship Ministry	- 8 -
Stewardship Committee (PPC)	- 8 -
Evangelization and Communications Ministry	- 8 -
Evangelization and Communications Committee (PPC)	- 8 -
Hospitality Ministry	- 8 -
Hospitality Committee (PPC)	- 8 -
Cathedral Tour Guides	- 8 -
Additional Ministries	- 9 -
Reparation Society of Mary’s Immaculate Heart	- 9 -
St. Matthew’s Cathedral Volunteers	- 9 -
Vocations Ministry	- 9 -

CONSULTATIVE MINISTRIES

FINANCE COUNCIL:

Church law requires each parish to establish a Finance Council to administer the temporal goods of the parish according to the local laws of the Archdiocese as determined by the Archbishop. The Finance Council provides advice and counsel to the Rector for this purpose and is especially concerned with the parish budget and the funds directed to its execution. The Finance Council meets four times each year to assess the financial condition of the parish and advise on matters within the purview of its responsibility. For more information contact the cat: Aldonna Robbins at aerobbins@mindspring.com.

PARISH PASTORAL COUNCIL (PPC):

At St. Matthew's Cathedral, the Parish Pastoral Council (PPC) acts as both a strategic planner and the implementation arm to meet the needs of the parish. The PPC advises and assists the Cathedral rector in developing, organizing, and supporting programs, ministries, and other activities to enhance the spiritual and temporal life of the parish community.

The PPC consists of up to 18 voting members, 12 who are elected and six who are appointed by the Rector. The Council maintains six permanent committees and creates other ad-hoc committees as needed. The PPC meets at 6:45 p.m. on the first Monday of the month (except holidays). All parishioners are welcome to attend. For more general information about the Parish Pastoral Council, please contact Sherry Hughes, Chair of the Council, at shughes@marymount.edu, or Monsignor Ronald Jameson, President of the Council, at (202) 347-3215 or email cathstmatt@stmatthewscathedral.org.

FAITH FORMATION MINISTRIES

The Cathedral parish seeks to meet the spiritual and catechetical needs of our parishioners and the local community as they strive to live their faith in their daily lives. Among these efforts are Fall and Lenten lecture series devoted to theological and spiritual topics by noted guest lecturers. Different lectures are presented in both English and Spanish in the evenings and in English at lunchtime.

During Advent and Lent, parishioners are invited to attend a seasonal Day of Reflection. These days include spiritual talks, time for prayer and personal reflection, and celebration of the Eucharist. The Cathedral parish also offers periodic series on Catholic teaching and Scripture, book and film discussions, and special lectures.



For more information or to register for Faith Formation events or programs, please contact Heather Kinney, Director of Faith Formation, at (202) 347-3215, Ext. 530 or email hkinney@stmatthewscathedral.org.

RITE OF CHRISTIAN INITIATION OF ADULTS:



The Rite of Christian Initiation of Adults (RCIA) is a process of spiritual and catechetical formation for adults who seek to become full members of the Catholic Church. RCIA is open to unbaptized persons, those baptized in other Christian denominations, and baptized Catholics who have not received the sacraments of Confirmation and Eucharist. Adults interested in RCIA may begin the Inquiry process at any time. Beginning in the summer, inquirers who want to continue their faith journey meet weekly with the Director of Faith Formation and a team of parishioners to learn about and discuss Catholicism and to reflect on the Scriptures. Their journey of faith typically culminates at the Easter Vigil when they become full members of the Body of Christ, the Church, through the Sacraments of Baptism, Confirmation, and Eucharist. Parishioners wishing to become team members or sponsors should contact the Director of Faith Formation to arrange an interview. For more information about RCIA, please contact Heather Kinney, Director of Faith Formation, at (202) 347-3215, Ext. 530 or email hkinney@stmatthewscathedral.org.

ADULT CONFIRMATION:

The Cathedral parish offers Confirmation preparation for Catholic adults who, as children, received the sacraments of Baptism and Eucharist but not Confirmation. Preparation consists of five evening sessions and a day retreat. Confirmation is celebrated at the end of the Easter season, on or near Pentecost Sunday. For more information about Adult Confirmation, please contact Heather Kinney, Director of Faith Formation, at (202) 347-3215, Ext. 530 or email hkinney@stmatthewscathedral.org.

CHILDREN'S FAITH FORMATION:

Catechesis for school-age children is offered in English on Sundays from September through May at the Education Center. These classes are designed to teach children and their parents about our Catholic faith. We have offerings for all grade levels, including classes to prepare children to receive the sacraments of Reconciliation, Eucharist, and Confirmation. Parishioners wishing to become teachers for the children's program should contact the Director of Faith Formation to arrange an interview. For more information about Children's Faith Formation, please contact Heather Kinney, Director of Faith Formation, at (202) 347-3215, Ext. 530 or email hkinney@stmatthewscathedral.org.

FAITH FORMATION COMMITTEE (PPC):

The Faith Formation Committee focuses on Christian education and spiritual formation of parish members with programs designed, in the spirit of the Second Vatican Council's Declaration on Christian Education, to give clarity and vigor to faith, to nourish a life lived according to the spirit of Christ, to lead to the proclamation of the Good News, to apostolic action and evangelization through words and deeds, and to knowing and active participation in the liturgical ministry.

The Faith Formation Committee advises and assists the Rector and staff in planning, organizing, and presenting lectures, seminars, study groups, book and film discussions, and other such programs on topics of Scripture, Church doctrine and history, Christian spirituality, and Christian practice that are faithful to the teachings of the Magisterium; advises and assists the Rector and staff regarding the instruction of those seeking reception into the Catholic Church through the Rite of Christian Initiation of Adults; supports the Rector and staff in organizing activities that address specific needs of the parish community on faith formation; informs the parish on catechetical offerings of the Archdiocese and other institutions, and regularly communicates information about such offerings to the parish. (Under special circumstances, the committee itself organizes and supports the Cathedral in offering such events.)

To become involved in this committee, please contact Jeffrey Collmann, Chair of the Faith Formation Committee, at collmanj@georgetown.edu, or Heather Kinney, Staff Liaison, at (202) 347-3215, Ext. 530 or email hkinney@stmatthewscathedral.org.

LAY LITURGICAL MINISTRIES

ALTAR SERVERS:

Any male or female at least 13 years old is called to assist the priest and assembly in celebrating the liturgy by performing such tasks as carrying the processional cross, the candles, the presider's book and incense using during the liturgy. For more information, contact Karin Quiroga (bebecia@aol.com).

EXTRAORDINARY MINISTERS OF HOLY COMMUNION:

Any male or female at least 18 years old is invited to assist the priest and deacon in distributing Holy Communion in both consecrated species of bread and wine to the assembly and to those parishioners who are sick, homebound or otherwise unable to attend the liturgy. For more information, contact Ngoc Le (nle@imf.org).

LECTORS:

Any male or female at least 21 years old is invited to proclaim readings from scripture and where needed the particular responses and the prayers of the faithful during the liturgy. For more information, contact Gloria Harrington (gharrington@stmatthewscathedral.org).



HOSPITALITY (USHERS/GREETERS):

Any male or female at least 18 years old are invited to assist the assembly before, during and after the celebration of the liturgy by welcoming all who come to worship, by helping with the collection and preparation of gifts, and by looking after other special needs of assembly before, during and after the liturgy. For more information, contact Dan Corrin (danielcorrin@yahoo.com).

MUSIC MINISTRY:

Music is a vital part of every Catholic parish and is considered one of the most important ministries of a Cathedral. The Cathedral is served by two choirs, resident instrumental ensembles, and both professional and volunteer cantors. The Schola Cantorum, the Cathedral's principal choir, specializes in Renaissance polyphony and Gregorian chant and the rich treasury of Catholic Church Music. The Schola sings on most Sunday mornings at the 10 a.m. and 11:30 a.m. Masses from September through June.



The Contemporary Choir brings great expertise and versatility to the 5:30 p.m. Sunday Mass throughout the year. Both choirs audition prospective members as openings occur. Significant previous choral experience and sight-reading are pre-requisites. At special times in the Church year, additional singers are auditioned for the St. Matthew's Festival Singers, particularly for Advent and Christmas.

For more information, please contact Tom Stehle, Pastoral Associate for Liturgy and Director of Music Ministries, at tstehle@stmatthewscathedral.org, or call (202) 587-5141.

LITURGY COMMITTEE (PPC):

The Liturgy Committee of Parish Pastoral Council is responsible for supporting the planning, celebration and evaluation of the worship life of the parish. This includes the regular and special liturgical celebrations and the particular devotions scheduled during the year. It also includes the responsibility for the liturgical ministries of Server, Communion, Lector and Hospitality and for coordination with the Music Ministry and the Hispanic Community. For more information contact Deacon Bart Merella (bmerella@verizon.net).

SOCIAL MINISTRIES

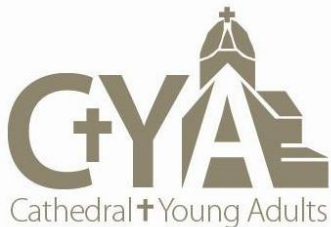
(PARISH ORGANIZATIONS)

ALWAYS GOD'S CHILDREN:

Always God's Children (AGC) is a Cathedral ministry that fosters Christian community and spiritual growth among persons who are gay, lesbian, or bisexual, as well as their friends and family members. This occurs primarily through regular meetings for discussion of issues, and other activities. It affirms the teaching of the Catechism that all "enjoy an equal dignity" (1934); that persons who are gay, lesbian, or bisexual "must be accepted with respect, compassion, and sensitivity" (2358); and that "all Christ's faithful are called to lead a chaste life in keeping with their particular states of life" (2348). Please contact Monsignor Ronald Jameson at (202) 347-3215 or email cathstmmatt@stmatthewscathedral.org or stmatthewsagc@gmail.com.

CATHEDRAL YOUNG ADULT (C†YA) MINISTRY:

The Cathedral young adult ministry serves the community of Catholic adults in their 20s and 30s who live and work in DC, supporting them in the continued growth of their faith, discernment of their vocations, and development as stewards of the Church through opportunities for socializing, community service and spiritual reflection.



C†YA hosts many events to bring together young Catholics, including bimonthly happy hours, monthly dinners at restaurants around the city, monthly hospitality after the 5:30 PM Mass, a monthly women's group, regular service opportunities, discussions on theology, retreats, and much more!

You can view upcoming events on the website (www.stmatthewscathedral.org/cya) or you can subscribe to the listserv by sending a request to stmattsyam@gmail.com.

C†YA sends out newsletters twice per month to highlight its activities as well as events of interest at the Cathedral and across the Archdiocese, such as Theology on Tap, holy hours, lectures, and retreats. You can also like the Facebook page, www.facebook.com/CYAdc.

JUSTMARRIED:

Are you recently married (within 3 years) and interested in meeting other newly married parishioners for fellowship and service projects? Please join members of St. Matthew's "JustMarried" group for dinner the second Sunday of each month after the 5:30 Mass, or for fellowship and service projects, including volunteering at Thomas House on Sundays at 11:30am. For more information, contact the Cathedral or email justmarried.stmatthews@gmail.com.

SCHOOL OF COMMUNITY:

School of Community is a weekly moment of formation and fellowship offered to the public by Communion and Liberation, an Ecclesial Lay Movement in the Catholic Church. School of Community aims at being a true school which, through the reading and discussion of texts helps participants develop the awareness that the Catholic Christian Faith is a personal encounter with the Risen and Living Christ; and that it is this ongoing, continuous, "encounter with Christ" which enriches and gives new meaning to every aspect of life. For more information, contact Luisa Mimmi at luisamimmi@yahoo.com.

SERVICE MINISTRIES

(SOCIAL JUSTICE AND COMMUNITY SERVICES)

St. Matthew's provides ongoing ministries and service programs to assist the poor and vulnerable in our community. The following describes various volunteer opportunities under the Social Justice & Community Services Ministry.

ADOPT-A-FAMILY PROGRAM:

This annual gift-giving program provides gifts of everyday necessities to low-income families in our community. Through partnership with neighboring businesses and the parish's generosity through the Giving Tree, this program provided thousands of gifts to hundreds of families over the past few years. These families received clothing, household items, furniture, and toys. This program requires the time of many volunteers to help interview families, organize the "wish lists," create tags for the Giving Tree, and to help organize, wrap, and distribute the gifts. Though the Adopt-A-Family program began as a Christmas giving drive it has grown to include a School Supply Drive and Thanksgiving and Easter gift card drives. For more information, contact Miss Norma Cindy Canedo, Social Concerns Facilitator, at ncanedo@stmatthewscathedral.org.

ENGLISH AS A SECOND LANGUAGE PROGRAM:



The English as a Second Language (ESL) Program provides English language instruction to adults during three semesters: fall, spring and summer. Language instruction is provided at Level 1 (Beginner) through Level 5 (Advanced). In the previous two school years (i.e. from Fall 2010 to Summer 2012), the ESL Program provided instruction to 146 students. Sixty-six percent of the students came from 16 countries in Latin America and 34 percent came from 21 countries in Europe, Asia, Africa and the Middle-East. As an all-volunteer program, the instruction was provided to the students by 95 volunteers. For more information, please contact Krista Cox at stmattsesl@gmail.com.

SPANISH AS A SECOND LANGUAGE PROGRAM:

The Spanish as a Second Language (SSL) Program of St. Matthew's Cathedral provides Spanish language instruction to adults during three semesters: fall, spring and summer. Language instruction is provided at Level 1 only. While the SSL Program seeks to provide Spanish language instruction to persons engaged in serving their brothers and sisters in the Hispanic communities of the Washington, DC metropolitan area, the Program also accepts students who are interested in learning Spanish solely for their personal enrichment. For more information, please contact Krista Cox at stmattsssl@gmail.com.

HOMELESS MINISTRY:

Every Monday morning, teams of volunteers gather to serve 45-60 homeless adults to provide for their material and spiritual needs in a welcoming environment. The program begins with a light breakfast, followed by discussion about the Gospel, and then distribution of clothing, toiletries, and brown bag lunches

made by volunteers. There are openings for people interested in volunteering from 7:30-10:00 on Monday mornings or for those who would like to provide lunches or breakfast food on a regular basis. If interested, please contact Jim Walsh at stmattshm@gmail.com.

MINISTRY TO THE SICK, SENIORS, AND HOMEBOUND:

"I was sick and you visited me." - Matthew 25:36

The Social Justice & Community Services Committee and the Cathedral's Extraordinary Ministers of Communion are working together to provide home and nursing home visits - both with Communion and social companionship visits - to seniors, the sick and homebound in our parish. Volunteers will visit with parishioners at least twice monthly. We also provide transportation for those unable to make it to Mass on their own. If interested, please contact Mary Coogan at sm.homebound@gmail.com.

RESPECT LIFE MINISTRY:



"Where life is involved, the service of charity must be profoundly consistent. It cannot tolerate bias and discrimination, for human life is sacred and inviolable at every stage and in every situation; it is an indivisible good."

- Pope John Paul II, The Gospel of Life

The Cathedral of St Matthew the Apostle's Respect Life Ministry provides the parishioners, visitors and residents of Washington, DC with educational outreach, prayer, pastoral care and other activities to witness and promote the dignity of all human life at every stage and condition. The ministry has four main areas of concern: The first is providing education and information about the Church's position on matters regarding morality such as end of life issues, capital punishment, human trafficking, HIV/AIDS, and abortion. The second area of concern includes providing pastoral care for women, mothers, infants, individuals and families whose life has been impacted by crisis pregnancy, abortion, capital punishment, and domestic violence. The third area of concern is the dissemination of information on legislations that enhances or threatens the dignity of life, such as contacting legislators regarding pending bills or organizing peaceful demonstrations. The ministry also focuses on facilitating prayer services for the respect and dignity of all human life. To get involved, please contact Justin Silvers and Amy Bilyeau at stmattnewsrespectlife@yahoo.com.

SINGLE SERVINGS OF SERVICE:

Parishioners are given the opportunity to volunteer in a meaningful way without making a long-term commitment. There are two to four Single Servings of Service events per month. Copies of the schedule of events can be obtained from the weekly bulletin, or St. Matthew's website, www.stmatthewscathedral.org (click on Social Justice and Community Services programs). This service program allows St. Matthew's to reach out to and serve a wider community since recipients of Single Servings of Service are a variety of nonprofit service agencies that serve different populations within the Washington, D.C. area. If interested, contact Franz Kuo at franzkuo@gmail.com.

ADVOCACY AND EDUCATION PROGRAM:

In collaboration with the Archdiocese of Washington's Legislative Network and the Washington Interfaith Network (WIN), St. Matthew's supports Catholic social justice issues that include: poverty, access to healthcare, and affordable housing, among others. The Social Justice & Community Services Committee also promotes the social justice issues and community service components of our Catholic faith, such as through our collaboration with Just Faith, an extended educational and spiritual formation program. If interested, contact Franz Kuo at stmattsadvocacy@gmail.com.

STEWARDSHIP MINISTRY

STEWARDSHIP COMMITTEE (PPC):

The Stewardship and Development Committee is concerned with identifying, analyzing, and recommending strategies to develop long-term, quality pastoral ministries and programs and to achieve the active involvement of the Cathedral's parishioners. The committee achieves this by leading the parish in fostering a Christian community that lives the principles of stewardship: the giving of our time, talent, and treasure to the local Church and our community. To become involved in this committee, please email stmatthewsstewards@gmail.com, or call Monsignor Ronald Jameson, Staff Liaison, at (202) 347-3215.

EVANGELIZATION AND COMMUNICATIONS MINISTRY

EVANGELIZATION AND COMMUNICATIONS COMMITTEE (PPC):

The Evangelization and Communications Committee is concerned with spreading the message of Jesus Christ and Catholicism through sharing information about worship, education, community, and service at the Cathedral parish. The ECC provides guidance and training to other committees regarding outreach and also works with the parish staff to maintain the Parish website under the direction and guidance of the Cathedral's Rector, clergy, and staff.

To become involved in this committee, please contact JonMarc Buffa, Chair of the Communications Committee, at jonmarcbuffa2001@yahoo.com, or Deacon Clayton Nickel, Staff Liaison, at (202) 541-5264 or email deaconnickel@me.com.

HOSPITALITY MINISTRY

HOSPITALITY COMMITTEE (PPC):

The Hospitality Committee helps bring the parish closer to God by encouraging Christian fellowship. The committee welcomes new parishioners, helps bring the parish family together through regularly scheduled receptions and special events, and leads the Parish Pastoral Council in coordinating its events. To become involved in this committee, please contact Kirse Kelly (kirsekelly@gmail.com) and Iker Aceves (ikaceppc@gmail.com), or call Monsignor Ronald Jameson, Staff Liaison, at (202) 347-3215.

CATHEDRAL TOUR GUIDES:



Cathedral tour guides are ambassadors of the Cathedral who welcome visitors of all faiths and orient them to its beauty and sacredness by sharing information on its history, architecture, and art. Tour guides commit to becoming knowledgeable in these areas through group and one-on-one training. If you are interested in becoming a Cathedral tour guide, please contact [Maureen Hurley](mailto:Maureen.Hurley@stmatthewscathedral.org) at (202) 347-3215 or email mhurley@stmatthewscathedral.org, or [Gloria Harrington](mailto:Gloria.Harrington@stmatthewscathedral.org) at (202) 347-3215 or email gharrington@stmatthewscathedral.org.

ADDITIONAL MINISTRIES

REPARATION SOCIETY OF MARY'S IMMACULATE HEART:

The society, founded in 1946 in response to the pleas of Our Lady of Fatima, was established to offer prayers asking Mary to help repair a world saddened by sin and suffering and on behalf of world peace. The parish chapter of this society meets on the first Saturday of each month and participates in the regular 12:10pm Mass, after which a special service is held during which the rosary is prayed and benediction of the Blessed Sacrament is given. For more information, contact Milo Sandoval at (202) 332-6287.



ST. MATTHEW'S CATHEDRAL VOLUNTEERS:

St. Matthew's Cathedral Volunteers are a team of parishioners who come together for special events and occasions to assist with projects for which the staff requires extra hands. Volunteers typically help with large mailings, usher at special Masses and holy days, and help with other tasks, large and small. It's a great way to give time to your parish, meet other parishioners, and above all have fun! Call [Maureen Hurley](mailto:Maureen.Hurley@stmatthewscathedral.org) at (202) 347-3215 or email mhurley@stmatthewscathedral.org if you are interested in becoming part of the team.

VOCATIONS MINISTRY:

The Vocations Ministry invites lay parishioners to share in the ministry of the Archdiocese of Washington to pray, support, and participate in the work of promoting vocations to the priesthood and consecrated life. There are no scheduled committee meetings but as special events, such as Holy Hours and ordinations, are scheduled, interested lay volunteers are asked to participate as their schedules permit. For more information, please contact [Maureen Huley](mailto:Maureen.Hurley@stmatthewscathedral.org), Assistant to the Rector, via phone (202) 347-3215 or email mhurley@stmatthewscathedral.org.

