



## **St. Catherine of Alexandria**

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## Parishioner Definitions

**Registered & Active** - registered for at least 3 months, attends mass at least 3 times monthly, plus Holy Days, participates in Sacraments and activities of the parish, gives regularly through envelopes or online giving.

**Registered, Not Active** - Registered at SCA, but has not been active within 2 years (not active in ministry), not actively donating, possibly registered with another parish, and/or not registered at SCA.

**Active, Not Registered** - Not registered at SCA, has not completed a registration form, gives regularly or from time to time, active member of parish ministry, possibly registered with another parish.

**Exceptions** - Not giving but active member of parish ministry, not giving due to hardship, illness, or military family deployed in another city, Giving quarterly or once a month, not giving adult children of registered & active parishioners.



## Parishioner Rights & Responsibilities for Registered & Active Parishioner

### Rights & Responsibilities

**Rights** - Reception of Anointing of the sick, reception of the Holy Eucharist at daily mass, Baptism of children, Faith formation, RCIA, Confirmation, First Communion, Reconciliation (fees may apply), Wedding ceremonies, including marriage convalidation after required waiting period and appropriate fees for parishioner/non-parishioner, Funerals, Vigils, Burials for catholic/Christian individuals living in the jurisdiction of the parish and appropriate fees.

**Responsibilities** - Registered at SCA for 3 months, if transferring from another church; provide a letter from the previous parish that states the family was active and in good standing with the previous parish. Faithful in attending mass on Sundays, and Holy days at least 75% a year. Support the mission of the church by continuously providing financial support to the parish through online giving/weekly envelopes. If you choose to offer your full tithing once a month, please know that it is still necessary to submit your weekly envelopes as that is how mass attendance is established. Active in parish activities and ministries. Minimum 10 hours per year.

**Weddings** Parishioners who wish to be married in our parish, can anticipate a charge of \$350.00. Non- Parishioners can anticipate a charge of \$1,000.00

**Funerals** For our parishioners who wish to have a funeral mass at St. Catherina of Alexandria can anticipate a charge of \$150.00; Non-Parishioners can anticipate a charge of \$300.00. For those wishing to have a reception after the funeral the parishioner rate is \$250.00 and Non-Parishioner rate is \$450.00

**Baptisms** Parishioners who wish to have their children baptized can anticipate a charge of \$30.00 per child. Must be registered in the parish and active for 3 months prior to the Baptism. Non-Parishioners can anticipate a charge of \$100.00.

**Quinceañeras** Parishioners who have teenagers who will be celebrating a Quinceañera can anticipate a charge of \$300.00. Non-Parishioners can anticipate a charge of \$800.00.

**Faith Formation** Parishioners who have children or for adults there is no charge to participate in our parish Faith Formation program (participants need anticipate instructional materials fee at time of registration). For RCIA, Confirmation, Reconciliation, or First Communion parishioners need anticipate a retreat and instructional materials fee.

Non Parishioners can anticipate a registration fee of \$110.00 coupled with retreat and instructional materials fees.

## STAFF LIAISON MINISTRY COUNCIL CHART

JAN 2022

| DCN. PAT NECERATO  | MARIA BARTH                         | JECKIE ALCARAZ                          | EUGENE EBLE                     | YOLANDA ORTIZ                 | SHARLA ORTIZ               | SHARLA ORTIZ                                | MARIO CUARESMA        |
|--------------------|-------------------------------------|---|---------------------------------|-------------------------------|----------------------------|---|-----------------------|
| PASTORAL ASSOCIATE | SPANISH MINISTRY &<br>PRAYER GROUPS | PARISH ACCOUNTANT<br>FELLOWSHIP/ SOCIAL | OFFICE/FACILITY MGR             | LITURGICAL<br>ENGLISH/SPANISH | YOUTH & YOUNG ADULT MIN.   | CATECHETICAL MINISTRIES<br>SACRAMENTAL PREP | OUTREACH              |
| Pastoral Council   | Funeral Ministry                    | Social Ministry                         | <i>Clean-Up/Facility Coord.</i> | <i>Liturgical Mass Coord.</i> | Youth Ministry             | Formation- Youth                            | SVDP                  |
| Finance Council    | Guadalupanos                        | Counters                                | <i>Safety/Security Coord.</i>   | Albs                          | Young Adult Ministry       | Formation -Adults                           | Funeral Ministry      |
| Ministry Council   | Bautizos                            | DDF                                     | Knights of Columbus             | Altar Servers                 | Community Service/Outreach | Sacraments- Youth                           | Bereavement Min.      |
| Vocations          | Grupo de Jovenes                    | Filipino Ministry                       | Office Volunteers               | Blessed Chapel                | Mission Trips              | Sacraments- Adults                          | Parish Prayer Network |
|                    | La Purisima Conception              | Womens Guild                            | Campus Maintenance              | Environment & Art             | Safe Environment           | RCIA- Youth & Adults                        | Wedding               |
|                    | Grupo de Oracion Vivamos            | RMC                                     | Divine Mercy                    | Eucharistic Ministers         | Parish Events Coordination | Family Catechesis                           |                       |
|                    | Movimiento Familia                  | Rosary Makers                           | Our Lady of the Holy Rosary     | Greeters                      | Secretary to Vicar Forane  | Little Church                               |                       |
|                    | Uncion de los Enfermos              |   | Consecration to BVM             | Readers                       |                            | Family Event & VBS                          |                       |
|                    | Vivamos El Evangelio Group          |   | St. Peter Group                 | Linen                         |                            |   |                       |
|                    |                                     |   | Homebound                       | M3                            |                            |   |                       |
|                    |                                     |   | Hospitals                       | MC                            |                            |   |                       |
|                    |                                     |   | Convalescent Homes              | Music                         |                            |   |                       |
|                    |                                     |   |                                 | Korean Ministry               |                            |   |                       |
|                    |                                     |   |                                 | Holy Communion/Sick           |                            |   |                       |
|                    |                                     |   |                                 | Baptism Ministry              |                            |   |                       |
|                    |                                     |   |                                 | L3                            |                            |   |                       |

### INTRODUCTION TO THE STAFF LIAISON PROCESS

In order to simplify the lines of communication we use Staff Liaisons to coordinate activities between staff and ministries.

-What is a Staff Liaison?

A staff liaison is a person who serves as a bridge between a ministry and the Pastor. And in our Church, the Staff Liaison is also the head of their department, so the ministry, for the most part, has uninterrupted communication with their liaison.

A liaison also advises the Pastor and ministry members in areas of his/her expertise...like fund-raising, religious education, liturgy, care for the sick, the elderly, and the needy.

The liaison also assists the ministry by providing advice, communication, action, and cooperation among committees and members.

-Who is a Staff Liaison?

The person who acts as a liaison is a member of the parish staff and is experienced in the workings of their areas of responsibility.

The chart shows who the Staff Liaison is and their areas of responsibility and the ministries they work with.