

St. Michael Church		
401 S. Main St.		
Newark, NY 14513		
315-331-6753		
stmichaelsnewark.org		
facebook/stmichael		
Mass Schedule		
Sunday Schedule	2017 Calendar Year Average	October 2017
4:30 p.m.	127	116
8:15 a.m.	131	136
10:30 a.m.	159	153
*10:30 includes Children's Liturgy of the Word	417	405
Seating Capacity using 22 inch width	400	
Daily Mass (Chapel in Church Basement)		
Monday - Thursday 8:00 a.m.	22	
Friday - Communion Service 8:00 a.m.	10	
Saturday - 7:30 a.m.	10	
Sacrament of Reconciliation		
Saturdays 3:00 - 4:00 p.m.	3 (estimated)	
2nd Tuesday of each month 4:00-6:00 pm.	5 (estimated)	

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Nursing Homes/Assisted Living/Homebound		#Attendees	#Volunteers
DeMay	Mass - 1st Monday of the Month	10	2
	Communion Weekly	40/30	1
Newark Manor	Mass - 2nd Monday of the Month	6	1
	Communion Weekly	12	2
	Monthly Rosary	12	2
WCNH-Mass by St. Joseph the Worker	Rosary	18	2
The Terrace	Weekly Communion Services	24	3
Armstrong Living Center	Monthly Communion Service	6	1 Staff
High Rise Apartments	Communion Service (monthly)	5	1 Staff
Newark Hospital	Priest visits weekly	varies	staff
	Pastoral Associate visits weekly	varies	staff
	Parishioners take Communion every Sunday	varies	3
Homebound	Spanish	15	Spanish P.A. + 3 Volunteers
	Coordinated by Pastoral Associate who also does # visits/month	10	staff

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Parish Statistics	2012	2013	2014	2015	2016	2017
Total Number of Baptized Catholics	2637	2637	2,605	2,518	2188	
Number of Registered Families	1150	1,136	1,185	1185	1017	950
Average Saturday Evening/Sunday Attendance	520	575	543	460	513	405
Number of Baptisms	14	15	14	14	8	13
First Communion	18	18	13	10	14	7
Confirmations	8	16	10	0	4	20
RCIA	1	1	4	7	1	1
Weddings	5	4	1	2	2	7
Funerals	49	55	37	45	39	41

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Faith Formation and Sacramental Preparation Enrollment

	2013-2014	2014-15	2015-2016	2016-2017	2017-2018
Sunday Faith Formation and Youth					
K-5	29	30	29	26	25
6-8		15	13	20	22
9-12		4	17	18	16
Total		49	59	64	63
Children in Catholic Schools					
St. Francis St. Stephens Geneva				11	13
St. Mary's Canandaigua				1	0
Mercy High School				1	1
McQuaid High School					1
Total				13	15
Sacramental Prep					
Penance & Eucharist				6	5
Confirmation - Year 1				4	10
Confirmation - Year 2				18	4

 denotes numbers not available

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Rev. Jeffrey S. Tunncliff, Pastor	Full-time	Pastor
June Sherman, Pastoral Associate	Full-time	All liturgies
		Funerals
		Homebound
		Poor Fund
		Baptismal Prep
Vacant, Catechetical Leader	35 hours/week school year	Children's faith formation
	28 hours/week summer	Youth Groups
		Sacrament Prep
		Family Activities
Gary Pierce, Finance Director	2 days here (3 days Penn Yan)	Finance Director
Tim Schramm Music Director	Part-time	Sunday & Holy Day Masses
		Funerals
		Weddings
		Other services
Katie Childs, Secretary	28 hours/week	Secretary/bookkeeper
Sr. Kay Schwenzer, Hispanic Ministry	DOR employee	Hispanic Ministry - Bible Study and Home Visits
Jack Dubler, Liturgy Volunteer	Volunteer	Composes Prayers of the Faithful & Announcements
Dominic Vitaro, Maintenance	15 hours/week	Maintenance & Cleaning
Janet Galipeau, Adminstrive Assistance	4 hours/week	Office help
Margaret Cepulo, Housekeeper	4 hours/week	Rectory & Office Housekeeper

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Councils	Staff	#Volunteers		Needs
Pastoral Council	Pastor & Pastoral Associate	12 adults/2 youth	monthly (less summer)	Meeting space with wi-fi
Finance Council	Pastor & Finance Director	7	quarterly	Meeting space with wi-fi
Committees				
Building & Grounds	Pastor & Finance Director	4	as needed	Meeting space with wi-fi
*newly formed two years ago				
Groups				
Rosary & Altar Society	Average meeting attendance 20, Due Paying Members 27, total list of members is 64 included those in nursing homes, etc.		monthly (less summer)	Meeting space

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Ministries	#Leaders/ Trainers	#Volunteers	
Liturgical Ministries			
Lectors	1	29	
Commentators	1	19	
Extraordinary Ministers of Holy Communion		38	
Set-up	Pastor/P.A.	4	
Altar Servers	Pastor/P.A.	24	
Ushers		12 (est.)	4 per Mass
Arts & Environment	1	12	storage space
Music Ministries			
Cantors	Music Director	5	
Funeral Choir		8	
Children's Choir		4	
Faith Works		4	
10:30 choir		9	
Visitation			
Homebound/Hospital/Nursing Homes	see nursing home tab		
Faith Formation			
Children's Faith Formation K-5	Catechetical Leader	8	<i>*should have wi-fi and video capabilities</i> Sunday morning weekly model (some grades combined)

Middle School Youth Group		1	Monday evenings
High School Youth Group		1	Sunday evenings
Sacrament Preparation		1	
Family Ministry			
RCIA	1	3	Core Team plus presenters
Social Ministry			
Jail Ministry		4	Weekly Men's Bible Study
Martha Ministry	3	53	Funeral Receptions (servers/cooks/bakers)
Advent Giving Tree	1 + P.A.	varies on sorting day	Names received only through Newark School District needs storage space
Poor Fund	P.A.		\$25 gift cards, in 2016-2017 gave out 158 Save-A-Lot cards and 58 Gulf Station cards
*there was a Social Ministry Committee in the past - defunct due to declining numbers			
Fundraising/Events			
Festival (annual)	1		No one list of all volunteers. Working on this for the future
Christmas Bazaar (every other year)	1	20	event space, storage space, work bee space
Rumange Sales (twice a year)	2	45 (varies)	storage, take up hall for 2 1/2 weeks each sale
Prayer Groups			
Faith Sandwiched In	1	6	meeting space
Wednesday Night Study Group	1	5	meeting space
Hispanic Bible Study	Spanish P.A.	8	meeting space
Other			
Hispanic Volunteers		3	Leading Spanish Rosary, Stations, etc.
Coffee Hour	1	21 families	Coffee Hour (10:30 Mass only, during school year)
Gardens	1	3	
St. Pauly Box	C.I./Y.M.	0	

Community Groups with Significant Parishioner Involvement			
Food Closet			
Catholic Charities of Wayne County			
Laurel House			Comfort Care Facility
Habitat for Humanity			
Together in Christ		2	Newark Ecumenical Group

*There is a regional Knights of Columbus group that is largely inactive.

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Church	fully handicap accessible
Main Church	3 Weekend Masses Funerals Weddings
Chapel	Weekday Masses Spanish Bible Study Spanish Mass
Hall with full kitchen	Weekly Coffee Hours (during school year) at 10:30 Mass Funeral Receptions Pastoral Council, Finance Council, Building and Grounds
Offices	Music Director Maintenance
Storage	full

Rectory NOT handicap accessible
1st floor - fully utilized - mainly offices plus kitchen
2nd floor 30% utilized - entirely living space, not functional to use for additional office space

Rectory Garage
3 bays Pastor Vehicle
Lawn mowers, snowblowers
storage

Church Garage fully utilized during peak periods
4 bays 2 for rummage sale storage
2 for festival storage

School Building
has not been fully maintained since school closed
not handicap accessible - would require major modifications
rooms are too big for our needs and way too many rooms
use maybe 1/3 of building

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Church

Generally well-maintained
Routine plaster work
needs new carpeting and wood floor refinishing
Tower needs repointing and roof work
no air conditioning
Reconstruct exterior front steps
Routine stained glass window repairs
sound system speakers need updating
some lighting improvements desired
Drainage/settling issues in parking lot

Rectory

air conditioning needs updating
not handicap accessible, should not be a major project beyond a ramp and bathroom modifications

Rectory Garage

okay

Church Garage

okay

School Building

has not been fully maintained since school closed
not handicap accessible - would require major modifications
will need new boiler
major roofing repairs coming
musty
no air conditioning
rooms are too big for our needs and way too many rooms
parking lot will need work
No wi-fi

*no cemeteries

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New Initiatives	
St. Michael's Feast day Mass & Dinner	100 people first year second year 70
CMA improvements	2016-2017 \$10,000 increase
Holy Hours	47 people for first one, mid to upper 20's since
2nd Tuesday Confessions	varies from five and up, Advent/Lent fills two hours
Euchre Tournament	Community building
Advent Gathering	1st weekend of Advent, dinner, games & crafts, and a movie
Adult Faith Presentations	Five in 2016-2017 average attendance 25-30
*needs Wi-Fi & large screen TV or projector	
Future Consideration	
Small Christian Communities	
Gift Discernment Programs	
Communication Efforts	
Annual Reporting	in 2016 moved from verbal with a single page bulletin insert to 4 page mailed report
	in 2017 moved to 8 page to increase finance discussion, report on staff changes, and more descriptive reporting
Joint Council Meetings	January 2017 - Staff, Pastoral Council and Finance Council all meet to get on the same page
	August 2017 - Staff, Pastoral Council, Finance Council, and Building and Grounds to discuss school building
Annual Advent/Christmas Mailing	
Annual Lenten/Easter mailing	
Created Facebook page February 2017	regular posting by staff
Website redesigned 2016	frequently updated by staff

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Profit	
Festival & Cash Raffle	\$11,000
Rummage Sale (twice a year)	\$6,500 average per sale
Bazaar (every other year)	\$7,500
Apple Pie Bake (annual)	\$1,035
Harvest Basket Raffle (annual)	internal (no outside sales) by Rosary & Altar Society

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Parish Needs

Volunteer

- Identification (the right volunteer for the right job)
- Recruitment
- Training