

Memo

To: ALL HCSC Organization and Ministry Chairs
From: Kimberly Peaks, Administrative Manager
Date: June 26, 2017
Re: HCSC PARISH CALENDAR 2017-18 PARISH CALENDAR SUBMISSIONS

Please complete the attached **Calendar Submission Forms** on behalf of your organization or ministry for the upcoming year (**OCTOBER 2017-OCTOBER 2018**) and submit to the rectory office. In 2014, we began a new calendar year process (from October to October) but you can still submit your events for August and September on these forms if they were not included on your submission from last year. The pastoral staff will give all event requests sincere consideration for approval and inclusion in the 2017-2018 parish calendar.

Both social events (*such as bake sales, barbecues, dinners, etc.*) and spiritual events (*retreats, day of reflection, etc.*) are an important means of helping to build our Parish as a living Christian community and bring the Gospel message to all people. But to maximize participation and impact, all events (both social and spiritual) should be thoughtfully planned, balanced in number and variety, and closely tied to our Parish mission, vision and goals. For this reason and because our resources are limited, please think carefully in proposing events for the parish calendar and accept that not all event requests may be accommodated during the year.

Holy Comforter-Saint Cyprian parish will continue to make a concerted effort to extend our mission to evangelize throughout our community and neighborhood. When developing event ideas for the coming year please consider the following:

- ❖ Has everyone in your ministry read our *Mission and Vision Statement*?
- ❖ Consider and discuss how your planned event or activity will help fulfill our Mission to evangelize to our families and our surrounding community.
- ❖ Discuss what is evangelical about your planned event? **HOW** is it evangelical? Will you be able to engage former members to participate? Will the neighborhood be involved or informed? How would you do this? Will there be a teaching moment where in the *Faith* is taught or illustrated? How?

Just because an event has been held in the past does not mean you need to include it in your plans for this year. After developing your list of event ideas, **select the few events you believe will be most beneficial to our Parish, neighborhood or community. Then complete the attached Parish Calendar Submission Forms for your top few desired events.** When completing the forms, provide a rationale for why each event should be included in the parish calendar. **Contact Kimberly Peaks at 202-546-1885 or pam@hcscchurch.org if you need further explanation of the forms or this procedure.** **NOTE:** You do not need an explanation for general meetings and rehearsals. The forms are also available online at www.hcscchurch.org under the **ABOUT US** tab.

Please note that **all requested events under the name of Holy Comforter-Saint Cyprian Parish – whether held in the rectory, church, school or offsite – are TENTATIVE until approved by the Pastor or Administrative Manager.** Approval is required before making any arrangements or binding financial commitments.

You may drop off or mail completed forms to the rectory office, fax to (202) 544-1385 or email: hcscstaff@hcscchurch.org. If you need additional time, contact the rectory office. Once all forms are received, the pastoral staff will determine which activities are approved and send an approved list to everyone who has submitted a form. **Deadline for submission of calendars: Monday, July 17th.**

The annual Parish Calendar meeting to determine which events have been approved is **Monday, August 14th** at 6:30pm in the rectory basement. Please make sure you have a representative from your ministry present at this important meeting.

The parish calendar is posted on our website at www.hcscchurch.org. Thank you for your cooperation.

Attachment: Calendar Submission Forms A & B
Dates to Consider 2017-2018

OTHER IMPORTANT INFORMATION

1. Due the D.C. Fire Codes, we no longer have kitchen equipment in the kitchen located in the school. All appliances (stoves, fryers and ovens) have been removed. You may either bring in the cooked food or hire a caterer. No cooking allowed on the premises.
2. For security purposes, the school building has an alarm system that is activated on a daily basis. Please consult with rectory staff before entering the school to make sure you have the appropriate instructions for entering and exiting the building.
3. All activities and events held at the school must be approved by the school administration. Please make sure you confer with the rectory staff before planning any events in the school building. We will contact the school and acquire authorization.
4. Please note that the school is available for use during certain hours due to the fact that we are currently leasing the school to the Center City Public Charter School. We are obligated to follow the tenets of the lease and are working in conjunction with the school administration so that we can share the space without conflict.
5. Include any set-up times and dates for your event especially if you need entry into the school on the day prior to your event.
6. Every ministry and organization is responsible for their own set-up and clean-up when using space in the school, rectory and Church. If you change the set-up of a room, please make sure it is back to the way it was when you entered. Make sure the room is cleaned before you leave (all trash cans are emptied if they were used, food and other trash is removed from the counters, tables and floor).
7. We kindly ask you not to bring food or beverages in the meeting spaces on the first floor of the rectory (Rectory Parlor or Small Rectory Parlor).
8. The Church does have some audio-visual equipment that you can use for your meetings or events. Please contact the rectory office to reserve any equipment.
9. Throughout the year, when you need to add or change events, please contact the rectory staff at 202-546-1885 or hscstaff@hscchurch.org.

OUR MISSION STATEMENT...

Holy Comforter-Saint Cyprian Roman Catholic Church, empowered by the Holy Spirit, exists to evangelize and to uphold Christian values by promoting the teachings of the Church in Word, Sacrament and Witness.

OUR VISION STATEMENT...

A welcoming, embracing and joyful faith family richly rooted in the community today, tomorrow and forever.

DATES TO CONSIDER WHEN SCHEDULING EVENTS

July-August 2017

- August 2—23 – Family Vacation Bible School–Wednesdays at 6:30pm at the school
- Tuesday, August 15th – Assumption of the Blessed Virgin Mary – Mass at 10am & 7pm

September 2017

- Monday, Sept. 4th – Labor Day – Rectory Office Closed
- Saturday, Sept. 16th – Family & Friends Picnic - off-site – 12noon-dusk
- Sunday, Sept. 17th – Parish-wide Celebration of the Feast of St. Cyprian – 10am & 7:00pm
Mass on Sunday (4:30 pm vigil mass will still be held on Saturday)
- Saturday, Sept. 30th – East of the River Revival Youth Event – 10am

October 2017

- October 2nd – 4th – East of the River Revival
- Wednesday, Oct. 4th – Blessing of the Animals – 6:30-8:00pm
- Monday, Oct. 9th – Columbus Day – Rectory Office Closed
- Sunday, Oct. 22nd – Annual Church Choir Anniversary Concert - 4:00pm

November 2017

- Wednesday, Nov. 1st – All Saints – Mass at 10am & 7pm
- Nov. 6th – 16th – Parish Pilgrimage to Rome
- Friday, Nov. 10th – Veteran's Day (observed) - Rectory Office Closed
- Wednesday, Nov. 22nd – Family Thanksgiving Mass – 7:00pm
- Thursday, Nov. 23rd – Thanksgiving Day – Rectory Office Closed
- Friday, Nov. 24th – Rectory Office Closed
- Sunday, Nov. 26th – Feast of Christ the King

December 2017

- Wednesdays in December - Advent Soup & Scripture – 6:30pm
- Friday, Dec. 8th – Feast of the Immaculate Conception – Mass at 10am and 7pm
- Sunday, Dec. 24th – Mass at 10am (4th Sunday of Advent); 6:00pm (Christmas Family Mass) & Midnight Mass
- Monday, Dec. 25th – Christmas Day – Mass at 10am – Rectory Office Closed
- Tuesday, Dec. 26th – Christmas Day Observed – Rectory Office Closed
- Sunday, Dec. 31st – WatchNight Mass – 11:00pm

January 2018

- Mon., Jan. 1st – Solemnity of Mary/New Years Day – Mass at 10am –Rectory Office Closed
- Monday, Jan. 15th – MLK Birthday – Rectory Office Closed
- Friday, Jan 19th – March for Life & Youth Mass
- African American History Month Activities – beginning mid-January

February 2018

- African American History Month Activities – mid-January to mid-February
- Wednesday, Feb. 14th – Ash Wednesday (beginning of Lent) – Mass at 10am & 7:00pm
- Fridays beginning February 16th - March 23rd - Holy Hour/Stations of the Cross at 6pm
- Wednesdays beginning February 21st to March 21st – Lenten Soup & Scripture at 6:30pm
- Monday, Feb. 19th – President's Day – Rectory Office Closed

March 2018

- Fridays beginning February 16th to March 23rd – Holy Hour/Stations of the Cross at 6pm
- Wednesdays beginning February 21st to March 21st – Lenten Soup & Scripture at 6:30pm
- Sunday, March 25th – Palm Sunday
- Monday, March 26th – beginning of Holy Week – **NO MEETINGS**
- Thursday, March 29th – Holy Thursday – **NO MEETINGS**
- Friday, March 30th – Good Friday – **NO MEETINGS**
- Saturday, March 31st Holy Saturday – Easter Vigil at 8pm – **NO MEETINGS**

April 2018

- Sunday, April 1st – Easter Sunday
- Monday, April 2nd – Easter Monday – Rectory Office Closed

May 2018

- Sunday, May 6th – May Procession
- Sunday, May 13th – Mother's Day
- Sunday, May 20th - Pentecost
- Monday, May 28th – Memorial Day – Rectory Office Closed

June 2018

- Sunday, June 17th – Father's Day

HOLY COMFORTER—SAINT CYPRIAN ROMAN CATHOLIC CHURCH

**2017-2018 PARISH CALENDAR
SUBMISSION FORM FOR OTHER ACTIVITIES**

NAME OF ORGANIZATION/MINISTRY _____

SUBMITTED BY: _____ DATE: _____

Please list the **TENTATIVE** events (other than meetings/rehearsals) for your ministry/organization. Return completed form via fax: (202) 544-1385, email: hscstaff@hscchurch.org or drop off at the rectory. If possible, list the start and end time of your event along with any specific meeting needs (audio-visual, room-set-up, food, etc.). Please make copies of this form if needed for additional submissions.

Available meeting space: Rectory Parlor (RP), Rectory Parlor-small (RP2), Rectory Basement (RB), Chapel (CHA), Church (CH), Choir Room (CR), Youth Room (YR), School Cafeteria (SC), School Auditorium (SA), School Parking Lot (SPL)

Request for use of the school must be confirmed by the school administration. The use of the school is limited to weekends and only if the space is available. Limited access is available on weekday evenings. Our office staff will contact the school for these types of requests.

NOTE: You can access a copy of this form on our website (www.hscchurch.org) under the **ABOUT US** tab (click the actual tab).

****ALL EVENTS ARE POSTED ON OUR PARISH CALENDAR ON OUR WEBSITE (www.hscchurch.org) under CALENDAR.****

DATE	NAME/TYPE OF EVENT	TIMES	LOCATION REQUESTED	What is the purpose of this event? How does it evangelize to others?

