

**Our Pastoral Associate for Administration
announces temporary changes at
Our Lady of Mount Carmel and St. Adalbert parish offices.**

As was announced last weekend, after serving as the parish secretary at both Our Lady of Mt. Carmel and St. Adalbert's, Carol Phillips' last day at the two parishes was this past Thursday (October 14). Saying that she will be sorely missed is not simply a platitude, as we will have to scale back the operation of both parish offices while we seek to find a suitable replacement for her.

In the meantime:

- Calls to either Mount Carmel or St. Adalbert's offices will be automatically forwarded to St. Paul the Apostle's office, where the parish secretary there, Mickey Torre, will route messages to the appropriate staff member at the three churches. Bear in mind that since the three offices have been closing at noontime with all calls being routed to St. Paul's, this is just a temporary extension of our current afternoon/evening practice.
- We will begin accepting Mass requests/intentions for 2022 starting Monday, November 15, following Our Lady of Mount Carmel's custom of doing this after Veterans Day. However, this year we will be asking that you submit your requests in writing (along with the \$15 stipend for each Mass requested) providing the name of the deceased (the intention), the date of the weekend Mass you wish to schedule, and your name, phone number and email address (if you have one). Your request(s) should also indicate the church you wish to have the Mass said at. For the time being, Mass intentions for either Our Lady of Mount Carmel or St. Adalbert should be sent to Stephen Mawn at St. Adalbert.
- If your organization/group wishes to arrange to use either parish's facilities for meetings, events, etc., please contact Stephen Mawn by calling (and leaving a message for him) at the parish's phone number (which will be forwarded to St. Paul's) or by emailing him at stephen.mawn@rcda.org. If at all possible, please submit requests at least two weeks ahead of time (the earlier the better) so he can provide you with the appropriate request form.
- Calls to schedule funeral Masses should continue to be made to the individual church offices, where they will be ultimately forwarded to Fr. Frisoni. Individuals or families who may be interested in purchasing a cemetery plot at St. Adalbert's Cemetery may contact Steve Mawn for further information. You should also contact Steve if you have any other questions regarding either Our Lady of Mount Carmel or St. Adalbert.

We would ask that the parishioners at all three churches keep in their prayers a special intention that we will be successful in finding an appropriate candidate (or two) for the two parish secretary positions; while Carol served as the part time secretary at both churches, we might consider having a different secretary at each site. We expect to be posting the job description and application process on the diocesan website by the end of this week.

(Published in the bulletin for October 17, 2021)