



# *Our Lady of the Assumption*

## *Roman Catholic Church*

*Mission ~ St. John the Evangelist, Keene, Ontario*



1830 Keene Rd., Otonabee, ON, K9J 6X7

Phone: (705) 741-1018

email: office@assumptionotonabee.ca

web: www.assumption-stjohns.ca

**Pastor:** *Monsignor Michael Heffernan C.H.H.*

### **Weekend Holy Mass Schedule**

#### **OUR LADY OF THE ASSUMPTION**

Saturday 4:00 p.m. in the fall & winter and  
**5:00 p.m.** in the spring & summer.  
(Times will switch at Seasonal time change)

Sunday 9:00 a.m.

#### **ST. JOHN THE EVANGELIST**

3217 County Rd. 2  
Keene, Ontario K0L 2G0  
Sunday 10:30 a.m.

### **Weekday Holy Mass Schedule:**

#### **OUR LADY OF THE ASSUMPTION**

Monday, Wednesday & Thursday 8:00 a.m.  
Tuesday 6:30 p.m. for the first Tuesday  
of the month and 8:00 a.m. for all others  
(Tuesdays in July & August: Masses 8:00 a.m.)  
Friday 7:00 p.m.

#### **ADORATION AND BENEDICTION**

**Every Friday** from 6:00 to 7:00 p.m.  
followed by Holy Mass at 7:00 p.m.

#### **NEW PARISHIONERS—**

**Have you registered in our Parish?**  
“Parish Census” Forms can be found  
at the back of the Churches. Please introduce  
yourself to Fr. Michael and welcome!

#### **Reminder -**

**If you or a family member is in the  
hospital and you would like the priest at  
Our Lady of the Assumption to contact you,  
please phone the office.**

**MOVING?** ~ Please let the office know of your move  
from this parish. Also, an address change is necessary  
for sending out the year's tax receipts.



## **26<sup>th</sup> Sunday in Ordinary October 1, 2023**

Parish Office: Phone: (705) 741-1018

**Secretary: Monday, Tuesday, Thursday and Friday  
from 9:00 a.m. to 1:00 p.m.**

#### **Catholic Women's League:**

► President: Anna Marie Bolin  
(705)742-8249

**Marriage:** Registered Parishioners must contact  
the Parish Office twelve months before the  
proposed Wedding date. No date for a Wedding  
can be set before a couple has met with the Priest.

**Baptism:** Please speak with Fr. Michael about  
this after any of the Masses. Preparation course is  
required.

#### **Reconciliation:**

**Saturday: 4:15 – 4:45 p.m.**

**Sunday: 8:15 – 8:45 a.m.**

**You may also book an appointment with Father  
at ANYTIME**

**MASS INTENTIONS**

**OCTOBER 2 - 8**

**MONDAY, October 2**

*Holy Guardian Angels*

8:00 a.m. ~ Michael & Laura Welch  
(Family)

**TUESDAY, October 3**

6:30 p.m. + Geraldine Heffernan

(Anna Marie Bolin)

**WEDNESDAY, October 4**

*St. Francis of Assisi*

8:00 a.m. ~ Special Intention

**THURSDAY, October 5**

8:00 a.m. + Geraldine Heffernan

(The Ironside Family)

**FRIDAY, October 6**

6:00 p.m. ~ Adoration & Benediction

7:00 p.m. ~ In reparation for the outrages, offences & Blasphemies against Christ in the Holy Eucharist & insults to the Immaculate Heart of Mary

**SATURDAY, October 7**

No morning Mass

**SUNDAY, October 8**

*27<sup>th</sup> Sunday in Ordinary Time*

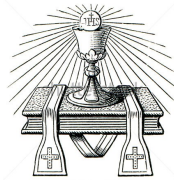
5:00 p.m. (Sat.) ~ Missa Pro Populo

9:00 a.m. + Joe & Frances Sullivan

(Family)

10:30 a.m. (Keene) + Jack, Loretta & Sue Bolin

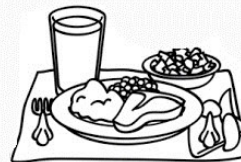
(Their family)



**LIVE-STREAMING OF THE MASS FOR THE 26<sup>th</sup> SUNDAY IN ORDINARY TIME**

The Mass for the 26<sup>th</sup> Sunday in Ordinary Time will be live-streamed from the Cathedral of St. Peter-in-Chains starting at 5:00 p.m. today - Saturday, September 30, 2023. The Mass will be available thereafter on the YouTube channel for the Roman Catholic Diocese of Peterborough. Please join in prayer through the weblink

[https://www.youtube.com/watch?v=8x\\_Y8mTzirw](https://www.youtube.com/watch?v=8x_Y8mTzirw)



**Our Lady of the Assumption Fall Dinner**

Our parish fall dinner was a great success.

Thank you to all who purchased tickets in support of our function. Special thanks to all who donated homemade desserts and to all of our many volunteers from Assumption and St. John's in Keene for their time and work. The planning, preparation and serving of our dinner involved so many little details. Again thank you to all.

Msgr. Mike

**St. Mary's Refuge Madoc**

"Respite & Recovery" retreat will take place at St. Mary's Refuge in Madoc, **November 16 - 18, 2023**. Survivor wellness retreat offers educational classes, therapeutic sessions, personal care and supportive community. Further information may be found at [respite@stmarysrefuge.org](mailto:respite@stmarysrefuge.org).

**Holy Father's Prayer Intention for October For the Synod**

We pray for the Church, that she may adopt listening and dialogue as a lifestyle at every level, and allow herself to be guided by the Holy Spirit towards the peripheries of the world.

**27<sup>th</sup> Sunday in Ordinary Time**

**LAY MINISTRY Eucharistic Minister**

5:00 p.m. (Sat.)

Colleen Petersen

Sun 9:00 a.m.

Valerie Collicutt

10:30 a.m.

Anna Marie Bolin

**Reader**

Roddy Turpin

Mary Pat Goodridge

Liam Doris

**Oct. 7-8, 2023**

**Gift Bearers**

Rose Rabishaw & Colleen Petersen

Pat Scott & Diane Deighan

Joanne Nelson

The Thanksgiving Food Drive ends next Sunday, Oct. 8. This is a list of acceptable donations: peanut butter, mac & cheese, canned tuna, pork & beans, canned vegetables, pasta sauce (cans please), canned tomatoes, dry pasta (elbows and spaghetti), canned fruit (low sugar fruit cocktail, peaches, and pears), and condensed soup (veggie, tomato, mushroom, chicken noodle). All items should have the best before date after March 31<sup>st</sup>, 2024. Please do not delay in giving.

Thank you for supporting The Food Cupboard serves Otonabee South Monaghan Township and Hiawatha First Nation in supporting families experiencing hunger in our communities.

You can also donate in a monetary way including cash in the collection jars at Keene General Store and Three Roads Farms or by cheque payable to 'Keene United Church' and in the memo line 'OSM Food Cupboard'. Please mail to Keene United Church, P.O. Box 17, Keene ON K0L 2G0.

Etransfer, [treasurerkuc@nexicom.net](mailto:treasurerkuc@nexicom.net), and in the comment section, 'OSM Food Cupboard' and your civic mailing address for the receipt); Charitable receipts will be issued for donations over \$20. Any donation large or small will be deeply appreciated.

### Thank you for your generosity!

September 24: Offertory \$1,799.00 Fuel \$55.00  
Needs of the Can. Church \$270.00

### LIFE CHAIN - SUNDAY, OCTOBER 1<sup>st</sup>

between George and Park Streets from 2 to 3 pm. Park at Sacred Heart Church, pick up your sign and walk to George. Rides available if needed. Adoration and rosary will follow in the church. Please Come Out in support of...  
**THE UNBORN!!**

### The Shepherd's Post

Weekly faith formation for children resumes at Immaculate this fall. Our brochure and schedule may be found on the bulletin board or online at [immaculatepeterborough.ca/cgs](http://immaculatepeterborough.ca/cgs)  
Come and see how an atrium environment nurtures the religious potential of children. Book a tour today by calling Ruth Ann at 613-884-6007.

### Blood Pressure Clinic Kawartha Home Care

Free blood pressure clinic available every Monday 10-12/1-3pm at 320 Water St. Unite 72, Peterborough, Kawartha Home Care Clinic.



### Attention Knitters, Sewers, Crafters

November 4th, the CWL will host its Snowflake Bazaar.

We will be selling homemade items and are looking for donations for our craft table.

Thanks for any contributions.

The next CWL meeting is on Tues., October 3rd at 7:00 p.m. following the 6:30 mass.

### Harvest Dinner---St. John's Kirkfield

Please join us for a turkey harvest dinner at St. John the Evangelist in Kirkfield on Saturday October 14. Social at 5 pm, dinner at 6 pm (Kirkfield district lions club hall, Kirkfield). Tickets are \$30.00 and are available by calling 705-438-8982.

### Project Rachel Retreat

Project Rachel at the Refuge is offering a retreat **October 27-29, 2023**, for women who are suffering the effects of abortion. We have been offering Project Rachel retreats for more than fifteen years. At our retreats, we welcome women whose pain has been silenced and denied by the world. See our web site ([stmarysrefuge.org/rachel](http://stmarysrefuge.org/rachel)), and phone or e-mail us in confidence, 289 691 6840 or [projectrachel@stmarysrefuge.org](mailto:projectrachel@stmarysrefuge.org).

### Women's Fall Retreat 2023

14<sup>th</sup> Annual Women's Fall Retreat, **Sat., Oct. 21**, 9am-3:30pm, Holy Cross Church, 503 Clothier St., Kemptville, ON. Miriam Wright, a well-known speaker, will encourage us to respond wholeheartedly to the call of Jesus, the Bridegroom: "Arise, My Beloved, Come!" (Song of "Songs 2:10), so that we may come to love as we are loved. Cost (\$70) includes three keynote addresses and follow up discussions, plus lunch and snacks. Register at [www.womensfallretreat.com](http://www.womensfallretreat.com).

# *Saint Martin of Tours*

513 Ennis Road • Ennismore, Ontario • K0L 1T0 • phone: (705) 292-8823  
email: [office@stmartinsennismore.ca](mailto:office@stmartinsennismore.ca) • website: [www.stmartinsennismore.ca](http://www.stmartinsennismore.ca)

## Part- Time Job Opening: Parish Reception, Administrative Assistant and Bookkeeper

**POSITION SUMMARY:** Reporting to the parish priest and is responsible for providing reception, administrative and bookkeeping services utilizing Quick Books software. This is a 12- 18 hour per week position that includes processing and monitoring all aspects of the day to day accounting for parish financial activities including deposits, banking transactions and reconciliations, payroll, general ledger entry and reconciliation of balance sheet and profit and loss accounts, daily bookkeeping for accounts receivable and payables. Providing these services in an effective and efficient manner will ensure parish finances are accurate, completed according to current legislative requirements and assist parish in meeting their financial reporting requirements both internally and externally.

### General Duties Reception and Administrative:

- Key in, edit, proofread and finalize correspondence, reports, statements, invoices, forms, presentations and other documents using computers.
- Photocopy and collate documents for distribution, mailing and filing.
- Process incoming and outgoing mail and documents, manually or electronically.
- Back up files electronically using proper procedures.
- Order office supplies, service office equipment and arrange for servicing in the case of major repairs as requested or authorized by pastor.
- Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases.
- Maintain accurate parish files for office procedures and documentation as required by labour laws and government regulations.
- Respond to telephone, personal and electronic enquiries, or forward message to appropriate person.
- Prepare documents for sacraments (certificates, etc.) and record in sacrament registers.
- Record deaths in sacrament registers and be aware of parish policy on burial plots, etc.
- Maintain an accurate record of Mass stipends (offerings) received from funeral home or individuals ensuring that all stipends (offerings) are processed through the parish account.
- Maintain the Mass schedule.
- Make schedules for church readers, Eucharistic ministers, altar servers, etc., as required.
- Keep up to date church calendar(s), event scheduling, bulletin boards, etc.
- Create, format and print weekly bulletin.
- If required coordinate with bulletin advertisers for yearly advertising including billing.
- Maintain rental schedules of parish assets (e.g., hall, tents).
- Prepare year end statistical reports for the diocese.
- Arrange schedule of meetings of parish organizations as appropriate.
- Perform duties within the realm of the spiritual mandate of the Catholic Church required to maintain the mission and vision of the Diocese/Parish.
- Perform other job-related duties as assigned.

### General Duties Accounting/Bookkeeping

Complete **accounts payable and accounts receivable** functions to ensure expenditures and revenues are accurate, paid and/or received on time:

- Verify that transactions comply with financial policies and procedures
- Receive and verify petty cash, invoices, transfers, requisitions and deposits for goods and services, special collection payments to charities being the master of this spreadsheet.
- Charge expenses (cheques, transfers, etc.) and apply deposits to correct accounts and cost centers by analyzing invoice/expense and payments; record entries.
- Pay vendors by monitoring discount opportunities; verifying federal id numbers; preparing cheques per schedule; resolving contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding invoices .
- Prepare pastor/employee/parishioner expense reimbursements by receiving and verifying expense reports; preparing transfers/cheques.
- Maintain accounting ledgers by verifying, posting and reconciling account transactions, verified to budget(s). Verify vendor and accounts receivable by reconciling monthly statements and related GL transactions.
- Reports and prepares semi-annual rebate remittances for sales taxes by calculating requirements on paid invoices.
- Tracking and reconciling pooled masses monthly .

Complete **payroll and related** functions to ensure staff are paid in an accurate and timely manner:

- Verify and process pay salaries and benefits, hours of work, deductions, verify coding and obtain signatures as per Diocesan policy.
- Prepare and remit monthly source deductions, WSIB, pension and associated payroll tax remittances.
- Prepare and reconcile yearend payroll requirements including processing of T4's, T4A's and Summaries, WSIB annual reporting, etc.

### Other Accounting Functions

- Monthly reconciliation of all parish bank statements.
- Month end reports to the Diocesan Pastoral Centre as per procedure.
- Complete forms, spreadsheets and required documents as requested by the pastor.

### Qualifications:

1. Have completed or working towards a college program in accounting or bookkeeping or having completed accounting/bookkeeping courses with several years' experience specific to **Quick Books Software**.
2. Proficiency with using common office applications like Microsoft Word, Outlook, Excel and Publisher and the ability to learn the basics of new software applications.
3. Knowledge of accounts payable, accounts receivable, payroll functions and legislation, maintaining general ledgers.
4. Ability to maintain a high level of accuracy in preparing and entering financial and payroll information.
5. Experience in tracking budget expenses, attention to detail, thoroughness, organization, analyzing information, accounting, vendor relationships, PC proficiency, data entry skills, general math and computer skills.
6. Provide an employment police check.





ST. MARTIN'S CATHOLIC WOMEN'S LEAGUE

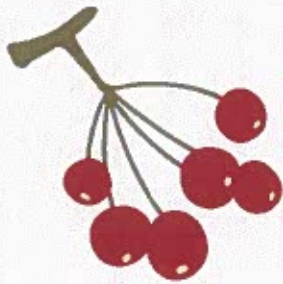
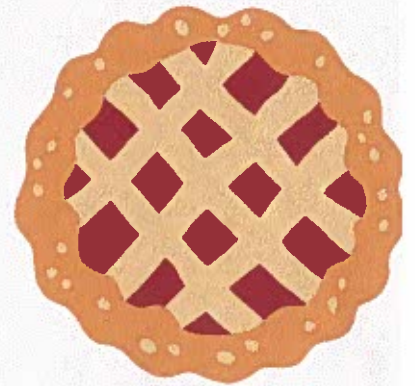
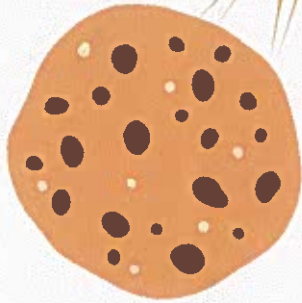
# COUNTRY BAZAAR

OCTOBER 21ST  
10AM-2PM

ST. MARTIN'S  
PARISH HALL

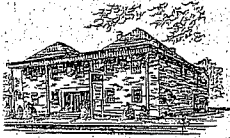
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