

PARISH HANDBOOK



St. Philip Neri Parish
1325 Klinerd Road
Pennsburg, PA 18073

Rev. Michael Saban, Pastor

We are the Catholic Parish Community of St. Philip Neri, answering Christ's call to discipleship through Word, Sacrament and Service. We proclaim God's hope and love to all.

A MESSAGE FROM THE PASTOR

Welcome to St. Philip Neri Parish!

I am delighted to have you join our parish family. At St. Philip Neri Parish we are committed to inviting and supporting every parishioner to become a disciple of Christ through Word, Sacrament and Service. Working together, we seek to build a strong parish community where all feel welcome and inspired by the Gospel to live God's mission with faith, hope and love.

Father Michael Saban

GREETINGS FROM SPN PARISHIONERS

Dear Friends,

Welcome to our Church! We are very happy that you have joined us. We look forward to getting to know you and pray that you will become an active part of the St. Philip Neri Parish Family. It is our hope that this handbook will assist you in becoming aware of the many parish ministries and activities.

The Parish Family of SPN

TABLE OF CONTENTS

SCHEDULE OF MASSES.....	6
--------------------------------	----------

LITURGICAL MINISTRIES

Youth and Adult Alter Servers.....	7
Lectors.....	7
Liturgy Committee.....	7
Extraordinary Ministers of Holy Communion....	8
Ministers of Hospitality; Greeters and Ushers....	8
Music Ministry.....	8

RELIGIOUS EDUCATION

Adult Faith Formation.....	8
Bible Study.....	9
Pre-Jordan (Baptism Preparation)	9
Pre-Cana (Marriage Preparation)	9
O.C.I.A.....	10

SPIRITUAL MINISTRY

Eucharistic Adoration.....	10
Respect Life.....	10
We Remember Mass.....	11

YOUTH RELIGIOUS EDUCATION AND PROGRAMS

Children's Liturgy of the Word.....	11
Parish Religious Education Program (PREP).....	11

OUTREACH

Dorcas Fund.....	12
Elizabeth Ministry.....	12
Friendly Visitor.....	12
H.O.P.E. Ministry.....	12
Martha Ministry.....	12
Prayer Shawl Ministry.....	13
Blood Drive.....	13
Welcome Committee.....	13

SERVICE TO THE PARISH

Environment Committee.....	13
Garden Club.....	13
Knights of Columbus.....	14
Lawn Care.....	14
Men's Work Group.....	14
Technology Team.....	14

SOCIAL

Bingo.....15

Car Show.....15

Parish Breakfast.....15

Lenten Fish Fry.....15

St. Philip Neri Senior Club.....16

PASTORAL ADVISORY

Financial Council.....16

Pastoral Council.....16

CONTACT LIST.....17-20

Names, phone numbers and emails of administration,
ministry and committee leaders

SCHEDULE OF MASSES

Weekend Masses

Saturday – 4:00 pm

Sunday – 7:30 am and 10:00 am

Weekday Masses

Daily Mass is celebrated in the St. Anne's Chapel

Monday; Tuesday; Wednesday; Thursday; Friday – 8:00 am

First Friday Mass is in the Church at 9:00 am

Holy Day Masses

Dates and times are published in the Parish Bulletin, on

Facebook and the Parish Website www.spnparish.org

Sacrament of Reconciliation

Saturdays – 3:00 pm – 3:45 pm

Anytime by Appointment, please call the Rectory

Eucharistic Adoration

Monday – Thursday following the 8:00 am Mass until 7:00 pm and Friday until 4:00 pm in the St. Anne's Chapel

Saturday – No Exposition of the Blessed Sacrament

First Friday 10:00 am – 4:00 pm in the St. Anne's Chapel

Rosary

Prayed in the St. Anne's Chapel before weekday Mass
at 7:20 am

Mondays – 1:00 pm

Sacrament of the Anointing of the Sick

Anointing of the sick will take place following the 4:00 pm Mass on the first Saturday of the month. Please meet at the pulpit side of the sanctuary following the Mass.

Please call the Rectory Office 215-679-9275 or email ofcmanager@spnparish.org for any other times or if a homebound visit is needed.

LITURGICAL MINISTRY

ALTAR SERVERS

YOUTH altar servers consist of boys and girls who are entering 3rd grade and continues through high school. Youth altar servers assist at Mass and other liturgical celebrations. Training sessions, for new servers, are held 1-2 times a year. **ADULT** altar servers assist at Mass, Funerals and Holy Days throughout the year. Teams are in place to rotate throughout the year. Training is provided.

LECTORS

Lectors proclaim the Old and New Testament readings at Weekend and Weekday Mass and Holy Day celebrations of the Eucharist. Training is provided.

LITURGY COMMITTEE

The committee is advisory in nature and exercises its ministry by assisting the pastor and other clergy of the parish in the preparation of vibrant, devotional liturgies. This committee also assists with the education of the faithful in liturgical understanding.

EXTRAORDINARY MINISTERS OF HOLY COMMUNION

Assist the priests ("The Ordinary Minister") with the distribution of Holy Communion at Mass and to the sick and homebound parishioners. The schedule is distributed quarterly. Training is required.

GREETER AND USHERS

Welcome the community as they enter the Church for Mass; take up the offertory collection; make sure there is someone to take the gifts to the altar; distribute the weekly bulletin; and make the church presentable for the next service.

MUSIC MINISTRY

Cantors, choristers, organists, and other musicians are always welcome. Our adult choir, Joyful Heart, sings at most 10:00 am Masses on Sundays and always at special liturgies like Christmas, Holy Week and Easter, Holy Days of Obligation etc. Our funeral choir, Joyful Soul, sings at all funerals. As well as organists, we have other musicians collaborate with us on occasion. We are always looking for skilled instrumentalists to enhance our liturgies. If you have an interest in participating in the Music Ministry, please call the rectory office at 215-679-9275 or email the Music Director at musicdirector@spnparish.org.

RELIGIOUS EDUCATION

ADULT FAITH FORMATION

Spiritual growth is a lifelong process as we are continually challenged to learn about our faith. Adult Faith Formation consists of many individual ministries, each one fostering a sense of belonging to Jesus both personally and as a community. Our Adult Faith Formation programs foster a parish environment that nourishes, enhances and grows our

faith. Our Adult Faith Formation program is always looking to expand our relationship with Christ and to bring Him into the lives and homes of our adult parishioners.

BIBLE STUDY

We are very blessed to be part of a parish which offers us many opportunities to grow in faith. Whether you have never been to a bible study or it's been a long time, please consider joining one. We currently have bible studies with either the Little Rock or the Ascension Press series. They are offered on various days and times and the topics change and vary as well. If you are not familiar with either of the programs, they are presented from different perspectives but equally valuable. There is no fee for any bible study, but books are available and the cost will vary.

PRE-JORDAN (Baptism Preparation)

Parents are the most important models of faith in the lives of their children. Pre-Jordan refreshes the families' understanding of the sacrament and begins to prepare them for the spiritual life of parents and their role in guiding their child's Catholic faith formation. A Pre-Jordan, one hour, preparation class is required of families prior to their first Baptism, along with submitting the letters of eligibility for Godparents. Classes are scheduled at need and can be conducted over Zoom or in person, if the family prefers.

Baptisms are held on the first and third Sunday of every month, immediately following the 10:00 am Mass.

Families should call the Rectory, in advance, at 215-679-9275 to schedule a Baptism.

PRE-CANA (Marriage Preparation)

Pre-Cana is a ministry to prepare couples to enter the Sacrament of Marriage. Marriage preparation is required of all couples being married at St. Philip Neri or any church

within the Archdiocese of Philadelphia.

There are various programs available throughout the Archdiocese of Philadelphia. **Please call the Parish Office 215-679-9275 and ask to speak to Father as you begin to plan your wedding. The Parish Office will assist you in finding a program that works best for you and your schedule. For those interested in being married in our church, a notice of at least six months is required.**

R.C.I.A.

The RCIA or Rite of Christian Initiation of Adults is the Church's process for individuals interested in exploring and discerning membership in the Catholic Church. From mid-September through Easter, they meet with our RCIA Team on a weekly basis to discuss teachings in light of Sacred Scripture and Tradition. This process is for non-Catholics who wish to receive the sacraments of Baptism, Confirmation and Holy Eucharist. Also, Catholics who desire to have a deeper knowledge of the Catholic Faith are most welcome to participate.

SPIRITUAL MINISTRY

EUCCHARISTIC ADORATION

Adoration of the Blessed Sacrament takes place in St Anne's Chapel. Weekday Adoration begins after the 8:00 am Mass and ends at 7:00 pm (1st Friday after the 9:00 am Mass) and 10:00 am to 3:00 pm on Saturdays. If you would like to become a committed adorer and spend time with our Lord, please call the Rectory at 215-679-9275.

RESPECT LIFE COMMITTEE

Our mission is to promote respect for human life from conception to natural death as set forth in the papal encyclical *Evangelium Vitae*, The Gospel of Life, which tells

us that all human life is sacred, for we have been created in the Image and Likeness of God. The St. Philip Neri Respect Life Committee strives to serve all human life through prayer, service and advocacy.

WE REMEMBER MASS

The Remembrance Mass is celebrated annually in the parish during the month of November. All are welcome to come and celebrate the lives, of our loved ones, whom we have lost in the past year.

YOUTH RELIGIOUS EDUCATION AND PROGRAMS

CHILDREN'S LITURGY OF THE WORD

The Children's Liturgy of the Word takes place the 2nd and 4th Sunday of the month, during the 10:00 am Mass, from September thru May for ages 4 through 7. Registration is not required.

PARISH RELIGIOUS EDUCATION PROGRAM (PREP)

Prep runs for level 1 - 6 from September – April. Classes meet Wednesday evenings from 6:30 pm - 7:45 pm, in the Parish Hall. Level 7 Confirmation class is held on Sundays after the 10:00 am Mass from 11:00 am – 12:15 am.

Confirmation start and end dates are TBD.

Homebased Catechesis is available for levels 1 – 6.

Any child that is not attending Catholic School and is entering 1st grade should be registered for PREP.

Parishioners wishing to register children for PREP, please contact the Coordinator of PREP at 215-679-7839 or email at prep@spnparish.org.

OUTREACH

DORCAS FUND

The Dorcas Fund was established to help our brothers and sisters here at St. Philip Neri Parish who may be going through a rough time economically. Your spare change will make a change for them. Collection boxes are at each entrance. If you are in need of help from the Dorcas Fund, please speak to Father or one of the Deacons.

ELIZABETH MINISTRY

This ministry affirms, supports and encourages women by responding to their needs during pregnancy and birth with all its joys and sorrows.

FRIENDLY VISITOR

Our Friendly Visitors visit the homebound in their home, independent living facilities or in the nursing home providing conversation, fellowship and a tangible connection to the parish.

H.O.P.E. (Helping Other People Enthusiastically)

Consists of a group of men and women who serve our parishioners by providing transportation to medical appointments, limited physical therapy appointments and religious services.

MARTHA MINISTRY

Martha Ministers offers service and support to parishioners at the time of death of a loved one. They contact the bereaved family to offer various kinds of services; errands, baking, etc. A Martha Minister will attend the funeral service/Mass, provide ongoing emotional support through home visits and/or phone calls and offer continuing prayers for the deceased and their family.

PRAYER SHAWL MINISTRY

Members of the Prayer Shawl Ministry lovingly create knitted and crocheted shawls and blankets while they pray for the recipients. These are presented to the parents of newly Baptized infants, to those who are joined in the sacrament of Matrimony, to grieving relatives of the recently deceased and those recuperating or afflicted with serious illnesses.

BLOOD DRIVE

Blood Drive is held the last Monday in the month of August with volunteers from the parish making the necessary phone calls to solicit people to donate blood prior to the donation date.

WELCOME COMMITTEE

A Welcome Committee Member will contact the newly registered parishioner welcoming them to St Philip Neri on behalf of all parishioners. They will provide information on parish ministries and social events while encouraging our new members to become involved in the life of the parish.

SERVICE TO THE PARISH

LITURGICAL ENVIRONMENT COMMITTEE

This organization is responsible for the decorating of the church during the seasons of the Liturgical year. It is open to any parishioner interested in our church environment. The committee decorates the church for Advent, Christmas, Lent, Easter and special events that take place during the Liturgical year.

GARDEN CLUB

They are the reason our parish grounds look so beautiful! They maintain the grounds around the church, social hall and rectory. Care of the grounds includes: planting (flowers,

shrubs & trees), weeding, watering, mulching; edging, trimming (trees & bushes) and whatever else might be necessary. Everyone is invited to participate in the spring and fall cleanup. If you enjoy the outdoors and gardening, we invite you to join our group on Wednesdays from 4:00 – 6:00 pm (weather pending) beginning April and continuing thru October. If this does not fit into your schedule, arrangements can be made for you to come out on another day and time.

KNIGHTS OF COLUMBUS

The Father Leo J. Letterhouse Council of The Knights of Columbus #6614 is a Catholic family service organization open to all practical Catholic gentleman 18 years or older. The principles of the order are charity, unity, fraternity and patriotism. The council meets on the second Sunday of the month, at 7:30 pm.

LAWN CARE

Group of dedicated volunteer parishioners who mow selected areas of the parish grounds on a weekly basis during late spring into early autumn. Equipment is housed and maintained in a secure garage on the parish grounds.

MEN'S WORK GROUP

The Men's Work Group is a dedicated group of volunteers who perform various maintenance tasks throughout the church facilities, both inside and outside. In addition, this group helps with set-up for special events.

TECHNOLOGY TEAM

This group of skilled men and women provide technology support to the many desktops, servers, networks and printers used by staff and volunteers here at SPN. You see their work through the social media postings (Facebook, Instagram, etc.) and the Parish Website. They are also responsible for the

configuration of the cash registers used for the breakfasts and for bingo etc., the indoor and outdoor video security cameras, and the audio systems used in the Church and Social Hall.

SOCIAL

BINGO

BINGO is on hold until further notice.

CAR SHOW

St. Philip Neri Annual Car Show, Craft Fair and Flea Market is held on a Friday night in July.

In addition to the car show there is great food and a DJ. The car show is a parish run function for car enthusiasts to display their cars. It is always well attended! The committee is comprised of volunteers from the parish who meet on a monthly basis in the rectory.

PARISH BREAKFAST

An all-you-can eat Breakfast Buffet is served in the parish hall every 2nd Sunday of the month (except July, August, September). Breakfast is open to parishioners and anyone who wants to attend, it is also convenient for people to attend before and after Mass. Serving hours are between 8:00 am and Noon. Volunteers are needed on Saturday mornings to set up the hall and Sundays from 7:45 am to 1:30 pm for various jobs such as food preparation, serving and washing dishes. Volunteers usually work 2-to-3-hour shifts on Sunday.

LENTEN FISH FRY

A Lenten Fish Fry is held several Friday evenings during Lent. Many items are made fresh each event, pre-orders are requested. Volunteers work three (3) hour shifts: prep from

noon until 3:30 pm, sales from 4:00 pm – 7 pm and clean up starting at 6:00 pm until completion.

ST. PHILIP NERI SENIOR CLUB

The SPN Senior Club is a very active group of volunteers with the goal of offering fellowship and activities, at regularly scheduled gatherings, for parishioners 60 years of age and over. Monthly, themed luncheons are held, in the parish hall, with great food, entertainment and prizes. Several bus trips take place throughout the year, along with many more fun activities. The calendar for the SPN Senior Club can be found in the Parish Bulletin and on the Parish Website.

PASTORAL ADVISORY

FINANCIAL COUNCIL

St. Philip Neri Financial Council is appointed by the pastor to assist in financial matters concerning the parish. This advisory Council meets three (3) to four (4) times each year.

PASTORAL COUNCIL

The Pastoral Council is made of elected and appointed parishioners, and staff members of St. Philip Neri Parish. The Pastoral Council serves as an advisory committee to the Pastor. Pastoral Council meetings are open to all parishioners. Meetings take place six (6) to eight (8) times a year. Parishioners are notified of meeting dates and times through the Parish Bulletin and on the Parish Website.

Points of Contact

ADMINISTRATION

Rev. Michael Saban, Pastor	215-679-9275
Msgr. Charles Vance, Weekend Assistant	215-679-9275
Deacon Michael Franks (Retired) deaconmike@spnparish.org	215-679-9275 Ext. 107
Deacon Matthew Horvath deaconmatt@spnparish.org	215-679-9275 Ext. 107
John Duffner, Business Manager busmgr@spnparish.org	215-679-9275
Shirley Misiak, Office Manager ofcmgr@spnparish.org	215-679-9275
Wendy Benner, Coordinator of PREP/Religious ED prep@spnparish.org	215-679-7839
Catherine Faust, Director of Music musicdirector@spnparish.org	215-679-9275
Barbara Jaruszewski, Safe Environment Coordinator safeenvironment@spnparish.org	215-679-9275
Eileen Koch, Coordinator of Adult Faith Formation adultfaithformation@spnparish.org	215-679-9275
Marlene Leidy, Parish Outreach Coordinator parishoutreach@spnparish.org	215-679-9275
Parish Hall Phone Number	215-679-8116

Rectory Fax Number

215-679-0386

Parish Website

www.spnparish.org

MINISTRIES AND COMMITTEES

Adult Alter Servers	Pete Frank	215-679-6942
Bible Study	Eileen Koch	215-679-9275
	adultfaithformation@spnparish.org	
Bingo	Kelly Wright	484-347-7875
	kelly020675@yahoo.com	
Blood Drive	Chuck Nicholson	215-803-9646
Car Show	Bill Robinson	215-896-5949
	hallfacilitator@spnparish.org	
Children's Liturgy of the Word	Wendy Benner	215-679-7839
	prep@spnparish.org	
DORCAS Fund	Deacon Mike Franks	
	deaconmike@spnparish.org	215-679-927
Elizabeth Ministry	Maureen Moser	215-679-9275
Eucharistic Ministers	Wendy Benner	215-679-7839
	prep@spnparish.org	
Friendly Visitors	Mary Souder	215-518-1341
Financial Committee	John Duffner	215-679-9275
Garden Club	Lee Johnson	267-261-1294
Greeters	Wendy Benner	215-679-7839
	prep@spnparish.org	

H.O.P.E. Ministry	Mary Ellen Paulk	215-679-6641
Knights of Columbus	Terry Benner tbenner1966@gmail.com	215-200-1437
Lawn Care	Bill Gillespie	215-280-4860
Lectors	Wendy Benner prep@spnparish.org	215-679-7839
Lenten Fish Fry	Bill Robinson hallfacilitator@spnparish.org	215-896-5949
Liturgical Environment Committee	Father Saban	215-679-9275
Martha Ministry	Pat Belsky	215-679-2453
Men's Work Group	Pete Frank	215-679-6942
Mother of Mercy House	Judy Virus	215-679-9275
Parish Breakfast	Bill Robinson hallfacilitator@spnparish.org	215-896-5949
Pastoral Council	Cameron Bowser	215-679-5764
Prayer Shawl	JoEllen Carr	215-679-9275
Pre-Cana	Father Saban	215-679-9275
Pre-Jordan	Call Rectory	215-679-9275
O.C.I.A.	Deacon Matt Horvath deaconmatt@spnparish.org	215-679-9275
Respect Life	Mary Souder	215-518-1341
SPN Senior Club ellis3dawn@gmail.com	Dawn Ellis	267-825-0930

Technology Team	Rich Sahlender	215-679-3291
rsahlender@gmail.com		
Ushers	Kevin McCloskey	267-446-6162
Welcome Committee	Janet Kendra	215-679-9275
Youth Alter Servers	Deacon Matthew Horvath	
deaconmatt@spnparish.org		215-679-9275

July 2026

SCAN TO GET OUR NEW APP





“Cheerfulness strengthens the heart and helps us to persevere. A servant of God ought always to be in good spirits. Charity and cheerfulness, or charity and humility, should be our motto.”

St. Philip Neri

