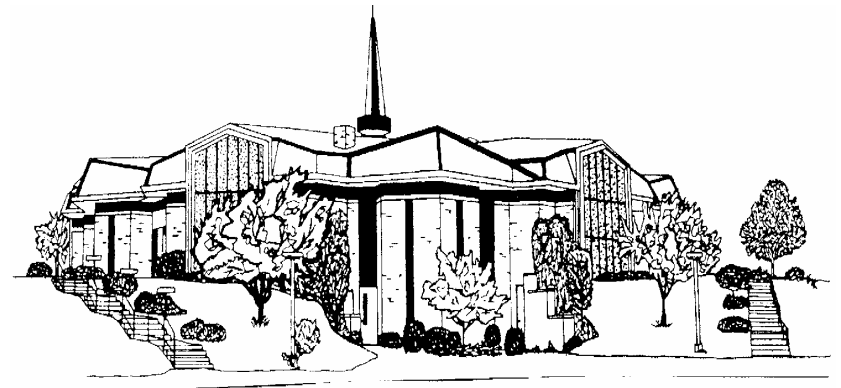


Our Lady of Victory
Catholic Church
Davenport, Iowa

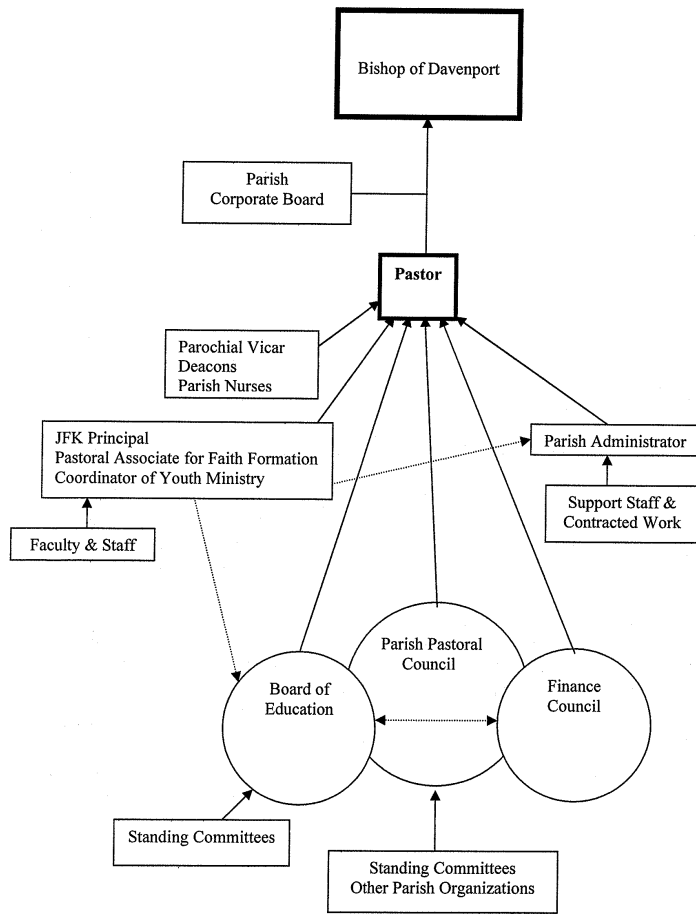
General Information Booklet



4105 N. Division St.
Davenport, IA 52806-4741
Phone: (563) 391-4245 • Fax: (563) 445-1003
www.olvjfk.com

ORGANIZATIONAL CHART

Our Lady of Victory Catholic Church • Davenport, Iowa



¹ Updated 1/13/2007 Dotted Lines=Indirect or Matrix Reporting Relationship
Solid Lines=Direct Reporting Relationship

This guide is intended to provide the parishioner – new or veteran – with an idea of what our parish is all about and what is available as far as services offered and the channels to receive them. Keep it in a convenient place and refer to it whenever you have a question about the workings of our parish.

In support of this guide are other sources of information such as the weekly bulletin, our quarterly newsletter, *The Victory Voice*, and our website at www.olvjfk.com. Details about our parish school, John F. Kennedy Catholic School, or parish Faith Formation and Youth Ministry programs can be found in their respective handbooks.

Please see the publication “Handbook of Parish Ministries” for information regarding activities, organizations, and opportunities for stewardship of time and talent. A parish pictorial directory is generally published every five years. This features information about parish life as well as photos and a listing of our families.

A BRIEF HISTORY

In the early 1960's, when two nearby parishes became crowded, Bishop Ralph Hayes decided to create a new one. Father Kenneth Martin was named pastor and the new community came into being on September 13, 1962. The first Mass was offered at Assumption High School and continued at this location for the next 18 months. The parish was named Our Lady of Victory at the request of its principal benefactor, Martin J. Gadiant, who had purchased an 11 acre site and deeded the property to the Diocese.

Construction of the first parish building, a \$400,000 structure combining church, school and rectory under one roof, began in July, 1963. President John F. Kennedy's assassination during the construction period prompted naming the school as a memorial to him. Mass was celebrated in the new building for the first time on Easter Sunday, 1964.

The school opened to 180 second to fifth graders in the fall of 1964. The faculty consisted of 3 Sisters of Humility and one lay teacher. Over the next few years, grades were added until, by 1982, JFK School housed grades K-8. Guardian Angel Pre-School was added later.

By 1968 the original parish of 350 households had grown to 750 and was expected to continue upward. Plans were made to build a church. Groundbreaking took place in December, 1968 and construction began the following Spring. The first Mass was celebrated there on Easter Sunday, 1970. The cost of the new church and its furnishings was \$600,000.

The building was designed with a contemporary hexagonal arrangement featuring six faceted stained-glass windows by John Bera of Chicago; interior and exterior brick; cushioned pews to seat 1000; laminated wooden arches; carpet; and air conditioning. It included a day chapel to seat fifty, two sacristies, confessionals, a bride's room, and an usher's room.

Mortgage burning on the church debt was followed by plans for construction of a rectory. This structure would house offices, living quarters for the priests, guest room and an activity/meeting room in the lower level. The priests moved into the new building in September, 1979.

As the parish continued to grow, the need for more classrooms, a parish center and religious education offices became apparent. In September 1988 the Parish Center and 5-classroom addition to John F. Kennedy School was dedicated.

After 28 years, there was a general consensus that the church interior needed remodeling. In 1999 carpet was replaced with ceramic tile and the cushioned pews with solid oak. The sanctuary was re-carpeted and pews in the day chapel were replaced with moveable, modular seating. During the remodeling weekend liturgies were held in the school cafeteria/gym, daily Masses in the Parish Center, and funerals at Holy Family Church.

PARISH LIFE

Corporate Board

All parishes in the Diocese of Davenport are registered with the State of Iowa as non-profit corporations. A five-member board administers each corporation. Membership includes the Bishop of Davenport, the diocesan Vicar General, the pastor and two lay directors appointed by the pastor. Our current lay directors are Mrs. Kyle Rick and Mr. Charles Jones. For purposes of bequests and other matters the corporation's legal name is: Our Lady of Victory Church of Davenport, Iowa. The corporation is registered with the IRS as a 501(c)(3) tax exempt organization.

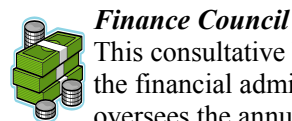


Parish Council

The purpose of the Parish Council is to provide a structured way for laity, religious and priests to coordinate, promote and participate in the spiritual and administrative work of the parish. The council consists of twelve elected members and a number of ex-officio members. It meets on the fourth Tuesday of the month in the Gathering Space Meeting Room. Meetings are open to all interested parishioners. Elections are held in May and members serve for terms of three years.

Board of Education

The Board of Education is the governing body operating all educational and faith formation programs. It formulates policies that promote and support total Catholic education. The Board has nine elected lay members and meets on the first Tuesday of the month in the Gathering Space Meeting Room. The JFK Principal, Pastoral Associate for Faith Formation, and the Coordinator of Youth Ministry serve as ex-officio members.



Finance Council

This consultative body is appointed by the pastor to advise him in the financial administration of the parish. The council prepares and oversees the annual parish/school budget, participates in major decisions concerning the management of parish assets, and assists in our efforts to be responsible stewards of God's many gifts. The council meets on the fourth Monday of the month. Information on the financial state of the parish is published annually.

Our Lady of Victory Foundation

This separate 501(c)(3) non-profit corporation was formed in 1989 to receive and invest funds for the benefit of our parish and school. Memorials, gifts, donations and pledges are accepted at any time. The principal of each gift remains permanently invested, and the income is

SAFE ENVIRONMENT

We are all God's children, whatever our age. We all have both a right to be protected and a responsibility to safeguard one another. To insure that our Church will be able to continue to minister to each other in an atmosphere of love and trust, the Diocese of Davenport has instituted the *Protecting God's Children* program.

The requirements and procedures of this program are aimed at protecting both children and those who minister to them. An on line (VIRTUS) training session is required of all employees and anyone age 16 and over who volunteers for overnight events or with children on a regular basis (four or more times per year). To raise our collective awareness and provide a safer, more secure environment for everyone, all adults, especially parents, are strongly encouraged to attend VIRTUS training.

Additional information, including a current list of VIRTUS training sessions, is available on the diocesan website at www.davenportdiocese.org. All pertinent forms and a copy of the Diocesan policy can be obtained from the parish, school or faith formation offices.

To report child abuse contact

Iowa Department of Human Services Child Abuse Hotline
800-362-2178

And...if it involves clergy or church personnel also notify

Alicia Owens, LBSW

Victim Assistance Coordinator

(563) 349-5002 • vacdav@attglobal.net

P.O. Box 232, Bettendorf, IA 52722-0004

CONTACT INFORMATION

All parish business, registration of new households, scheduling of Mass intentions and events, or provisions for use of parish facilities should be arranged through the parish office. While the pastor and staff are available whenever the need arises, it is naturally more satisfactory to make an appointment to discuss personal matters or detailed business.

Parish Office: Phone: (563) 391-4245 • Fax: (563) 445-1003
Office hours are 8:00 AM to 4:00 PM, Monday through Friday.

Pastor: Msgr. James Parizek

Pastor Emeritus: Rev. William Meyer

Deacons: John Wagner

Marc Mosse

Al Boboth

Administrative Assistant: Nancy Iossi

Bookkeeper: Emily Pries

Business Manager: Ken Ruefer

School: Phone: (563) 391-3030 • Fax: (563) 388-5206
Address: 1627 W. 42nd St., Davenport 52806-4508

John F. Kennedy Catholic School and the Faith Formation office hours are 7:30 AM to 3:30 PM. During summer vacation and school holidays office hours may vary.

Principal: Chad Steimle

Early Childhood Director: Brenda Fox

Administrative Assistant: Dawn Henning

Faith Formation Office: (563) 391-8384 • Fax: (563) 388-5206

Pastoral Associate: Trish Gallagher

Coord. of Youth Ministry: Tommy Fallon

K-6 Coordinator: Jennifer Wemhoff

Administrative Assistant: Lisa Willows

PARISH MEMBERSHIP

The first step in becoming involved in Our Lady of Victory is to register with the parish office. This ensures you are on the mailing roster and that necessary information about all members is on file. Census forms are available at the main door of church, on the web, from the parish office, and during Social Sunday.

Please notify the office if you move out of the parish or change your address, phone number, or household status. Grown children should register as adults in their local church after college or when they no longer live in the family home.

Census data is held in strict confidence and is shared with no one outside the parish staff. This information is used for parish business only; no unauthorized use of data is tolerated. From time to time groups or organizations within the parish or diocese may send mailings to specific parish segments for promotional purposes. All such mailings are handled confidentially by staff.

The following information is considered “directory information” for the purposes of inclusion in our parish pictorial directory: name, spouse’s name, household address, phone number, and names of children or dependents. If you do not want this information to be included in the pictorial directory please notify the parish office in writing.

Contribution envelopes are mailed to registered households every month. Parishioners are asked to prayerfully evaluate their household income and financial circumstances, and decide upon a planned and proportionate weekly contribution. Envelope contributions are documented annually for income tax purposes with an appropriate IRS letter.

A convenient automated giving option whereby parish contributions are processed electronically through a designated bank account is available. You specify a contribution amount and may begin or cancel the automated giving option at any time. Complete details plus the authorization form are available on the website or from the parish office.

The third Sunday of each month, after the 9:00 AM Mass, is Social Sunday. Coffee, juice and donuts are served in the Parish Center. We also welcome and register our new parishioners at this time.

The Parish Center is rented to registered parishioners only. Rental fees vary with the size of the group and include a cleaning charge. Rental agreement, proof of insurance, and security deposit are required. The deposit is returned if the facility is left in good order. Smoking is prohibited and care is to be taken to ensure responsible use of alcohol. The facility is available on a first-come, first-served basis. Reservations may be made up to one calendar year in advance.

Use of the facility is free for funeral luncheons, wedding anniversaries celebrating 50 years or more, and birthdays for parishioners 80+ years of age.

The Victory Voice

This is a quarterly parish newsletter mailed to all registered households. It features articles about the people in our community and the programs and activities of the parish. News of current or coming events, photographs, and faith-related articles are welcome. Publication deadlines are announced in the parish bulletin.

Web Page (www.olvjfk.com)



This communication tool provides a calendar of events plus timely information to parishioners and visitors about the many workings of our parish and school. The web master is responsible for design and updates. The content is contributed by ministry leaders, parishioners and staff.

Victory Vouchers

The Victory Voucher SCRIP program makes available gift cards purchased at a discount and sold to parishioners for face value. The difference between the parish purchase price and the face value is returned to the parish as revenue. Gift cards for a wide range of restaurants, retail merchants and other vendors are offered.

The program features a 2% rebate, whereby parishioners receive 2% of all their annual purchases as a credit toward designated areas within the parish. Coupons that are submitted with each purchase at the West Kimberly Rd. HyVee earn a parish refund of 3% of your total purchase.

Vouchers are sold on Sundays in the winter entrance of church, at the Parish Office on Wednesday afternoon, via prepaid order dropped at the parish/school office..

and in vehicles owned by the parish. We are most grateful for your cooperation with the terms of this legislation.

Mass Intentions

Priests who celebrate Mass are permitted to receive an offering to apply the Mass for a specific intention. The standard offering in our diocese is \$5. Mass intentions for the week are listed in the Sunday bulletin.



By church law a priest cannot accept more offerings for Masses than he can fulfill within a year. Due to a large number of requests, the priests at OLV can accept no more than 25 Mass intentions per family per year. Mass intentions may be scheduled up to one year in advance of the desired date, but no more than one per month is normally permitted. Dates are filled on a first-come, first-served basis.

As a general rule, we will make every effort to schedule Masses for your loved ones in accord with your wishes, and trust that you will understand if this is not always possible. Alternatively, requests for Mass intentions can be sent to priests outside the parish so that they may be offered in a timely fashion. Please let us know if you desire this option.

Use of the Parish Center

Committees, groups and organizations wishing to use parish facilities must schedule their meeting/activity with the parish office. Those wishing to use JFK School facilities must schedule with the school principal. Temperature in church is controlled by computer software in the parish office. Heat and air conditioning will be appropriately programmed for all scheduled events.

Events are scheduled on a first-come, first-served basis. Events utilizing parish or school facilities are subject to approval by the pastor, the Business Manager, the school principal or any other appropriate line of authority. To avoid disappointment or conflicting events, please contact us well in advance of your proposed activity. Emptying garbage, sweeping floors (if needed) and other minor housekeeping is expected once the event has concluded.

Rental of the Parish Center



Parish Nurses

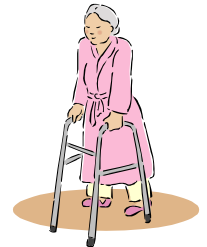
Parish Nursing is a prevention, screening, teaching and advocacy program. The nurses can answer some of your medical questions, present informative health education programs, facilitate access to community services, listen to your concerns, and pray with you over those concerns. All contacts are confidential and all efforts will be made to find appropriate resources. Parish Nurses do not have offices on campus, but may be reached at the phone numbers shown.

Carol Burns, RN, Parish Nurse (563) 391-4724
 Bonnie Beyhl, OTR/L, (563) 940-4058

Hospital Visits & Sick Calls

Our priests and parish nurses attempt to visit hospitalized parishioners and those who reside in nursing homes or other care facilities. We rely upon the pastoral care department to notify us of your hospitalization, but they will not do so under current HIPAA laws without your permission. Please be sure your admission records reflect parish membership if you want the pastoral staff to know when you are in the hospital.

Parishioners confined to home because of illness or infirmity may request a home visit from a member of the pastoral staff by contacting the parish office.



Eucharist for the Homebound

Holy Communion may be received on a weekly, or as-needed basis, at the home of any parishioner who is unable to attend Mass because of age, illness or infirmity. Please contact the parish office by Friday for service on the weekend.

Please refer to the weekly bulletin for daily and weekend Mass times and Masses for Holy Days. Schedules for additional Masses during the season of Lent or other special celebrations appear in the bulletin as well.

Baptism

Baptism is an invitation, through the Christian community, to live the Gospel as committed disciples of Christ. Infant and child baptism is offered after the 11:00 AM Sunday Mass and during any of our weekend liturgies on the first Sunday of the month.



Due to the size of the parish, it is not uncommon for more than one child to be baptized at the same time. A stipend of \$25 is standard. A donation to the priest or deacon is sometimes customary.

Parents are required to attend a Baptism preparation session, if they have not attended one previously. Sessions are offered at 7:00 PM on the first Monday of the month and pre-registration is requested.

Adult baptism is celebrated annually at the Easter Vigil.

Reconciliation

This sacrament focuses on God’s merciful love. Weekly celebrations take place each Saturday afternoon and Sunday morning. Please consult the bulletin for times. There are also communal celebrations scheduled during the seasons of Advent and Lent. Other times may be scheduled by appointment with a priest.

Eucharist

Eucharist may be received at every Mass and at the Good Friday service.



Children in the second grade spend much of the year preparing for their reception of First Confession and First Communion. First Confession is in the winter and First Communion is made in the spring. Logistics for the ceremonies are handled through the Faith Formation Office and John F. Kennedy Catholic School. Sacrament preparation begins in the first grade and children must have two full years of catechetical preparation.

Bulletin

This weekly publication is distributed at Mass and posted on the web. Articles to be considered for the bulletin should be submitted to the parish office in writing by 10:00 AM on Monday prior to the Sunday of publication. All material submitted is subject to the pastor’s approval and may be edited to fit the space we have. Special art work, an inserted page, or attachment must be pre-arranged.

Pulpit Announcements

Pulpit announcements are intended to highlight important events and are read at the pastor’s discretion. Please keep them short and simple. Requests for pulpit announcements should be submitted in writing to the parish office by 4:00 PM Friday. Pulpit announcements are not substituted for missed bulletin deadlines.



Church Bulletin Boards and Display Material

Posters and flyers promoting parish activities or Christian events are acceptable for display at the doors of church. Some parish groups have permanent displays. All other postings must be pre-approved by the parish office and are displayed on a first-come, first-served basis. Personal advertisements are not permitted.

Tables at the rear of church with program materials and event registration must be pre-approved and reserved in advance.

Handicap Parking

While handicap permits are required for the upper parking spots along the Southwest drive at church, additional handicap parking is available on the west side of lower parking lot.

Smoke Free Campus

The parish is required to follow all rules and regulations pertaining to the Iowa Smokefree Air Act which became law on July 1, 2008. Under this legislation smoking is prohibited in all enclosed areas of the campus and inside the school grounds. School grounds include the school parking lot, athletic fields, playgrounds and all other outdoor areas under the control of John F. Kennedy Catholic School. No Smoking signs have been posted at all entrances to the campus, at every doorway into buildings where smoking is prohibited,





Youth Ministry

Our youth ministry program is geared toward teens in grades 9-12 who attend both the public schools and Assumption High School. The purpose of youth ministry is to reach out to teens in order to help them experience and grow together in God's love. Weekly sessions focus on spiritual, education, service and social topics for teens. In collaboration with the Diocese of Davenport, enrichment opportunities like retreats, conferences and leadership training are offered.

Adult Formation

A variety of adult formation opportunities are offered throughout the year. Programs usually take place in the evening in the church, Parish Center, or downstairs rectory meeting room. Sessions are open to all interested adults and are announced in the bulletin. A parish mission is held annually.

Rite of Christian Initiation of Adults and Children (RCIA / RCIC)

RCIA is a process for those desiring full initiation into the Roman Catholic Church. It applies to those who are not baptized, baptized in another religion, or baptized Catholic but have not been fully initiated.

In union with the pastoral staff, a team of volunteer parishioners carries out this Rite. Active participation in weekly sessions involving prayer, worship, church teachings, music and mission activities provides the initiation experience. There is no monetary cost. Discernment about the process duration is a joint effort, involving candidate, pastor and team. Interviews help clarify readiness. Church regulations concerning marriage/annulment may affect the length of the process.

The Rite of Christian Initiation for Children (RCIC) follows the same model as the adults, but it is adapted for children. Both processes encompass a team approach to fostering faith and community.

Eucharistic Adoration



On the first Friday of each month, Exposition of the Blessed Sacrament offers parishioners the opportunity to pray silently in the presence of Jesus for the needs of our family, friends and parish. Adoration begins after the 8:00 AM morning Mass and continues until evening.

Confirmation

Our Lady of Victory celebrates this sacrament in 8th grade. Preparation is a two-year process. Candidates participate in service opportunities, spiritual activities and formation in the Catholic faith. The Bishop of the Diocese of Davenport administers this sacrament during a Mass normally scheduled in the spring. Baptized adults wishing to receive this sacrament may prepare through RCIA sessions and receive the sacrament at the Easter Vigil.

Marriage

This sacrament requires special consideration and preparation. Engaged couples must contact the parish office at least six months in advance of the desired wedding date. At least one of the parties should be a registered, participating parishioner. Preparation includes discussion and instruction on the theology of marriage, assistance with the wedding liturgy, and discussion of an inventory (FOCCUS), which explores each person's understanding and expectation of various areas of married life. Additionally couples choose one of the following:

- Sponsor Couple – a series of five meetings with a trained married couple from the parish for face-to-face, couple-to-couple discussions on the gift and challenge of two becoming one.
- Engaged Encounter – a weekend get-away offered by the Diocese of Davenport that concentrates on broadening and deepening the love relationship through effective communication and sharing.

A handout with information about music, stipends, flowers, rehearsal, etc. is given to all engaged couples when they schedule a wedding.



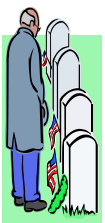
Anniversaries

Anniversaries of marriage provide a unique opportunity for the parish to celebrate the fidelity and love of the couple. If you wish a liturgical celebration or a special blessing during a parish Mass, please contact the parish office.

Anointing of the Sick

This sacrament is for the faithful who are aged or in ill health. Communal celebrations are offered during the spring and fall at the weekend Masses. Dates for these liturgies are publicized in the bulletin. This sacrament may be celebrated before surgeries or at other needed times upon request. Please contact the pastor to arrange a mutually agreeable time.

Funerals



When the pastor is notified of the death of a parish member, he will meet with the family to plan services. Our musicians, Resurrection Choir and funeral luncheon committee are at your service. A planning guide is offered to bereaved families at the time of initial consultation to help with decisions about scripture readings, music, etc.

Normally, a Vigil service is conducted by a priest or deacon the evening before the funeral. Praying the rosary is not a substitute for the Vigil. Families that would like to add the rosary are asked to make their own arrangements for someone to lead this devotion.

A ministry coordinator will be in touch if you wish to have a funeral luncheon. The family supplies meat, cheese, bread and drinks. Salads, vegetables, and desserts are provided by parish members. Our volunteers order and pick up the meat and cheese based upon your estimated number of guests. Parish members set up tables, prepare a buffet style luncheon, and clean up afterwards. Payment for the purchased items is requested at the end of the luncheon. All leftover food is put into disposable containers for the family to take home.

The entire parish community shares your loss at this time of sorrow. We extend our prayers and deepest sympathy.

John F. Kennedy Catholic School

Our parish school operates within the Diocese of Davenport and its Office of Education. It is a K-8 school with Guardian Angel Pre-school and a childcare program on campus. The philosophy of John F. Kennedy Catholic School is to balance academic excellence with a message of Christian love and community. The faculty and staff are committed to helping students acquire the skills, virtues, and habits of heart and mind required for effective Christian living.



Assumption High School

Assumption High School provides Catholic education for Davenport-area students in grades 9-12. It is located at 1020 West Central Park Avenue, Davenport, about 2 miles from the parish campus. Assumption enrolls over 400 students in its Gospel-based environment. Assumption offers excellent academic programs, personal attention, fine arts opportunities, and a variety of athletic activities. Registered and participating members of the parish enjoy a parish-supported tuition rate. Contact the school at 326-5313 or visit www.assumptionhigh.org.

Tuition Assistance

Tuition assistance is available for families who desire to have their children attend John F. Kennedy or Assumption High School, but struggle with economics. The Mississippi Valley Student Tuition Organization (MVSTO) represents the Scott County K-12 Catholic schools and grants tuition awards to households within specified income guidelines (www.mvsto.org). The Embracing Our Future Family Tuition Plan is linked to government indicators and assists families with a broad range of income levels (www.embracingourfuture.org). For more information visit the respective website or contact the school directly.



Faith Formation Program

The Faith Formation Program serves youth in grades K-8 who attend public school. Classes meet on Wednesday evenings, September through May. Students must be registered with the program and their families must be registered with the parish. New students are welcome and accepted at any time.