

MINISTRY GUIDE

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Please use this Guide to help you choose the Ministries that utilize your own gifts, strengths and convictions. This Guide is divided into two sections:

Section 1: The strengths, gifts and convictions that are listed in the Ministry Discernment Tool.

Section 2: A description of each ministry.

Find the strengths, gifts or convictions that you personally identified with and note the associated ministries. Then read the description of each ministry and decide how you would like to share your time and talents with our parish.

“Each of you has been blessed with one of God’s many wonderful gifts to be used in the service of others.
So use your gifts well.”

1 Peter 4:10

Section 1: Gifts, Strengths and Convictions

WHAT AM I GOOD AT?

Find what you're good at in the listing below, and see the Parish Ministries that utilize your gifts. The descriptions of these ministries are in the second part of this booklet.

EMPATHY

Bilingual
Bread Ministry
Divorced & Separated
Lectors
"Moving On" Support Group
Outreach Ministry
Parish Social Ministry Events
Prayer Shawl Ministry
Social Justice Committee
Transportation

VISIONING

Drawing Class
Finance Committee
Liturgy & Environment
Stewardship Committee
Watercolor Artists

ORGANIZING

Baptism Greeters
Buildings & Grounds
Collection Counters
Finance Committee
Fundraising/Social Activities
Garden Club Ministry
Gift Card "Scrip" Sellers
Organist Assistant
Parish Social Ministry Events
Parish Post Office
Ushers/Greeters

LISTENING

Bilingual
Divorced & Separated
Lazarus Ministry of Consolation
Outreach Ministry
RCIA
Welcoming New Families

SUPPORTING

Altar Linens
Altar Servers
Baptism Bibs
Bilingual
Buildings & Grounds
Collection Counters
Fundraising/Social Activities
Garden Club Ministry
Gift Card "Scrip Sellers"
Liturgy & Environment
Organist Assistant
Parish Social Ministry Events
Parish Post Office
Thrift Shop

COMMUNICATING

Baptism Greeters
Baptismal Preparation Team
Catechist
Children's Liturgy of the Word
Choirs (Adult & Children/Youth)
Fundraising/Social Activities
Hall Guardians
Hospitality
Lazarus Ministry of Consolation
Leaders of Song
Lectors
Organist Assistant
Social Justice Committee
Thrift Shop

FAITH-SHARING

Baptismal Preparation Team
Catechist
Children's Liturgy of Word
Choirs (Adult & Children/Youth)
Divorced & Separated
Eucharistic Ministers
Leaders of Song
Lectors
Legion of Mary
Ministry of Prayer
Organist Assistant
Prayer Shawl Ministry
RCIA

WELCOMING/ HOSPITALITY

Baptism Bibs
Baptism Greeters
Baptismal Preparation Team
Bread Ministry
Columbiettes
Divorced & Separated
Fundraising/Social Activities
Gift Card "Scrip" Sellers
Hall Guardians
Hospitality
Knights of Columbus
"Moving On" Support Group
Senior Circle of Friends
Stewardship Committee
Thrift Shop
Ushers/Greeters
Welcoming New Families

WHAT AM I GOOD AT? (CONTINUED)

FACILITATING

Baptismal Preparation
Team

Divorced & Separated
“Moving On” Support Group

Outreach Ministry

WHERE DO I HAVE STRONG CONVICTIONS, FEEL REAL ENERGY?

Find your strong convictions in the listing below, and see the Parish Ministries that embrace your convictions and energy.

The descriptions of these ministries are in the second part of this booklet.

ADVOCACY

Outreach Ministry
Parish Social Ministry Events
Social Justice Committee

COMPASSION

Bread Ministry
Eucharistic Ministers
Lazarus Ministry of Consolation
Ministry of Prayer
“Moving On” Support Group
Outreach Ministry
Outreach Special Programs
Prayer Shawl Ministry
Social Justice Committee
Transportation

CELEBRATION

Altar Servers
Baptism Greeters
Children’s Liturgy of the Word
Choirs (Adult & Children/Youth)
Columbiettes
Knights of Columbus
Leaders of Song
Legion of Mary
Liturgy & Environment
Ministry of Prayer
RCIA
Stewardship Committee
Ushers/Greeters

EVANGELIZATION

Baptismal Preparation Team
Catechist
Children’s Liturgy of the Word
Legion of Mary
RCIA
Stewardship Committee

STEWARDSHIP

Buildings & Grounds
Collection Counters
Finance Committee
Garden Club Ministry
Hospitality Committee
Stewardship Committee
Welcoming New Families

ASSISTANCE

Altar Linens
Bilingual
Bread Ministry
Columbiettes
Eucharistic Ministers
Knights of Columbus
Outreach Ministry
Prayer Shawl Ministry
Transportation
Ushers/Greeters



*The Gifts of God
for the People of God*

Section 2: Ministry Descriptions

GIFTED AND CALLED TO LITURGY

ALTAR LINENS

This ministry insures that all cloths and linens used at Mass and liturgical ceremonies are properly laundered.

GIFTS: *Supporting, Assistance*

ALTAR SERVERS

A wonderful opportunity for the younger members of our community to assist in the life of the parish. Boys and girls in fourth grade or above are welcome.

GIFTS: *Supporting, Celebration*

EUCCHARISTIC MINISTERS

Those involved in this ministry assist the priest in distributing Holy Communion at Mass, to the homebound and nursing home.

GIFTS: *Faith-Sharing, Compassion, Assistance*

LECTORS

This ministry proclaims the Word of God, and leads the general intercessions at our weekly and daily liturgies as well as various celebrations throughout the year.

GIFTS: *Communicating, Empathy, Faith-Sharing*

LITURGY AND ENVIRONMENT

This ministry helps create an artful and expressive environment that is conducive to worship evoking a sense of awareness of the different liturgical seasons.

GIFTS: *Visioning, Supporting, Celebration*

USHERS/GREETERS

Men and women who assist at weekend Masses and other services by greeting parishioners, helping with seating, taking up the collection, and guiding the people as they receive Communion. Periodic meetings for ongoing formation and scheduling.

GIFTS: *Welcoming/Hospitality, Organizing, Assistance, Celebration*

GIFTED AND CALLED TO FAITH FORMATION

BAPTISM BIBS

Members of this ministry make baptismal bibs, representing the white garment worn by early Christians after Baptism. It is a sign of innocence and the new life of Christ.

GIFTS: *Supporting, Welcoming/Hospitality*

BAPTISM GREETERS

Members assist at Sunday Baptisms by setting up items needed for the ceremony, welcoming the families and attending to them.

GIFTS: *Welcoming/Hospitality, Organizing, Communicating, Celebration*

BAPTISM PREPARATION TEAM

Assists parents and godparents in gaining a fuller appreciation of what it means for their child to become a member of the Christian community through the Sacrament of Baptism.

GIFTS: *Communication, Facilitating, Welcoming/Hospitality, Faith-Sharing, Evangelization*

CATECHISTS

Catechists are gifted with faith and the ability to share that faith creatively with children and adults (see RCIA). They facilitate and lead faith formation sessions using age appropriate material provided by the parish. Catechists are also willing to further their own personal faith growth by attending Diocesan and other local workshops. Training is provided.

GIFTS: *Faith-Sharing, Communicating, Evangelization*

“We are called to serve
one another, to walk
humbly with God.”

Micah 6:8

GIFTED AND CALLED TO FAITH FORMATION (CONTINUED)

CHILDREN'S LITURGY OF THE WORD

Our parish invites children to experience the Liturgy of the Word in their own environment and language. Twice a month, during the 11:00 a.m. Sunday Mass, adult scripture-sharers read and share the Sunday readings with the children at a level they can appreciate.

GIFTS: *Faith-Sharing, Evangelization, Celebration, Communicating*

HALL GUARDIANS

Hall guardians are present in the atrium of the parish center while classes are being held. They welcome parents and children, answer questions, and direct classes and parents for special activities. Most importantly, Hall Guardians support the parish's commitment to the safety and protection of the children and adults who are in the building. Training is provided.

GIFTS: *Communicating, Welcoming/Hospitality*

RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)

Provides a welcoming environment for those who contemplate full membership in the Catholic Church. A team of greeters, scripture-sharers, catechists and sponsors provide support, faith formation and hospitality.

GIFTS: *Evangelization, Celebration, Faith-Sharing, Listening*

STEWARDSHIP COMMITTEE

Members of this ministry are devoted to discovering and communicating the theology and spirituality of stewardship. They invite others to participate in parish activities, plan annual renewals of time, talent and treasure and are responsible for ministry celebrations.

GIFTS: *Welcoming/Hospitality, Celebration, Evangelization, Visioning, Stewardship*

LEGION OF MARY

The Legion, dedicated to the Blessed Mother, meets weekly to pray together (English & Spanish) and evangelize throughout the community by arranging home visits, praying with the residents in our area's assisted living and nursing facilities, going door-to-door with our parish bulletins and teaching others to pray the rosary.

GIFTS: *Evangelization, Celebration, Faith-Sharing*

GIFTED AND CALLED TO PARISH SOCIAL MINISTRY

BREAD MINISTRY

Volunteer ministers gather at Clare House on Friday mornings in the spirit of friendship and hospitality to sort and distribute bakery goods to families in need.

GIFTS: *Empathy, Compassion, Welcoming/Hospitality, Assistance*

BILINGUAL

This ministry provides Spanish-English translation for our own faith community as well as for those who call upon us for assistance.

GIFTS: *Empathy, Listening, Supporting, Assistance*

OUTREACH MINISTRY

These vital ministers assist the Parish Social Ministry Director with the food pantry, case management of clients, etc. and special programs and events.

GIFTS: *Empathy, Listening, Facilitating, Compassion, Advocacy, Assistance*

DIVORCED AND SEPARATED SUPPORT

This ministry acts to support those within our community who are going through the pain of separation or divorce.

GIFTS: *Empathy, Listening, Faith-Sharing, Facilitating, Welcoming/Hospitality*

GIFTED AND CALLED TO PARISH SOCIAL MINISTRY (CONTINUED)

LAZARUS MINISTRY OF CONSOLATION

This ministry offers, on behalf of the parish, comfort and hope to the families of someone who has died. Lazarus Ministers guide the family in preparing the funeral liturgy, and also act as greeters and booklet makers for funerals.

GIFTS: *Compassion, Listening, Communicating*

MINISTRY OF PRAYER

The homebound who are unable to attend Mass or other services are invited to feel a part of the community by praying. They are asked to pray, using their own style and words, for specific intentions that are left in petition boxes in the church and parish center. Active parishioners are also invited to join this ministry.

GIFTS: *Faith-Sharing, Celebration, Compassion*

PARISH SOCIAL MINISTRY PROGRAMS

During the year, Parish Social Ministry sponsors special programs designed to assist families in need within our community. Among these programs are: Back-To-School, Thanksgiving & Free Market Food Distribution, Coping with the Holidays, our Christmas Holiday Event, and assembling Wash Kits for the Homeless. Those involved in these programs assist with the coordination and planning, as well as the successful carrying out of these events.

GIFTS: *Empathy, Advocacy, Compassion, Organizing, Supporting*

SOCIAL JUSTICE MINISTRY

The Social Justice Ministry at Clare House examines pressing social problems and works to expand our understanding and application of Catholic Social Justice. By utilizing education, advocacy and community organizing, members put our faith in action to address structural issues and eliminate systemic injustice. This ministry meets on the first Thursday of the month at 7pm in Clare House.

GIFTS: *Empathy, Advocacy, Compassion*

THRIFT SHOP

Assist in the sorting, displaying & sale of clothing and small household items that are made available to families at nominal cost.

GIFTS: *Communication, Supporting, Welcoming/Hospitality*

TRANSPORTATION

Volunteers provide transportation in a variety of ways:

- Pick up and deliver food as needed.
- Provide rides to local stores, doctors, banks, etc.
- Provide rides to weekend Mass.

GIFTS: *Empathy, Compassion, Assistance*

“MOVING ON” SUPPORT GROUP

This is a monthly social support group for widows and widowers seeking to find a way to move forward in this new phase of life.

GIFTS: *Empathy, Compassion, Welcoming/Hospitality, Facilitating*

GIFTED AND CALLED TO MUSIC

LEADERS OF SONG

Those who lead our parishioners in song during weekend Masses and special Liturgies must do so prayerfully and joyfully, recognizing that their ministry is not to give a performance but to bring those attending Mass closer to God through participation and song.

GIFTS: *Celebration, Communicating, Faith Sharing*

CHOIRS/MUSIC ENSEMBLES

We ask for your patience as we seek to hire a Sunday Music Minister to continue to grow our established Adult and Children/Youth Choirs.

Our new Saturday Music Minister, Greg Wilson, is interested in developing a musical ensemble for those in high school and up for the 5:00pm Mass.

We encourage all those with a love of music and the gift of song to consider becoming part of our Music Ministry.

GIFTS: *Celebration, Communicating, Faith Sharing*

GIFTED AND CALLED TO PARISH LIFE & ACTIVITIES

BUILDINGS AND GROUNDS

Assists with the setting up of tables and chairs for various parish events, as well as light snow removal, painting, etc.

GIFTS: *Organizing, Supporting, Stewardship*

COLLECTION COUNTERS

This ministry provides an important part of our commitment to Stewardship by being responsible for counting the weekly gifts of treasure offered by our parishioners.

GIFTS: *Organizing, Supporting, Stewardship*

COLUMBIETTES

An organization of unified women who encourage devotion to the Blessed Mother, perform works of charity, and promote Catholic values, community and social activities.

GIFTS: *Welcoming/Hospitality, Celebration, Assistance*

DRAWING CLASS

This still-life drawing class meets weekly and is open to all who wish to get in touch with their artistic gifts. Previous drawing or painting experience is not required.

GIFTS: *Visioning*

FINANCE COMMITTEE

This committee's purpose is to provide guidance to our Pastor in regard to financial accountability and management of the parish funds. Members prepare the annual operating budget and quarterly review the financial status.

GIFTS: *Organizing, Stewardship, Visioning*

"I am the vine, you are the branches. Whoever remains in me and I in him will bear much fruit..."

John 15:5

GARDEN CLUB MINISTRY

This group creates beauty by weeding, planting and maintaining flowers and bushes on our extensive parish grounds and organizes our spring and fall flower sales. A love of gardening and enjoyment of the outdoors is a necessity.

GIFTS: *Stewardship, Supporting, Organizing*

GIFT CARD "SCRIP" SELLERS

Those in this ministry sell supermarket, restaurant and retail gift cards "Scrip" after weekend masses in the church upper lobby. Gift cards are a significant means of raising funds for the parish as we receive a percentage back on all cards sold with no additional cost passed on to those who purchase them.

GIFTS: *Organizing, Welcoming/Hospitality, Supporting*

HOSPITALITY

Sharing our mission of welcoming, hospitality and friendship with parish members, the Hospitality Committee serves refreshments in a cheerful and welcoming environment on the second Sunday of each month October through April after the 9am & 11am Masses.

GIFTS: *Welcoming/Hospitality, Stewardship Communicating*

KNIGHTS OF COLUMBUS

The Knights of Columbus is an international brotherhood of Catholic laymen that conducts fundraising for worthwhile charities. They assist in various projects by organizing and conducting special events that promote spiritual growth and family welfare.

GIFTS: *Welcoming/Hospitality, Celebration, Assistance*

PARISH POST OFFICE

Several times a year, this ministry gathers to prepare large mailings by folding, stuffing, sealing and sorting.

GIFTS: *Organizing, Supporting*

PARISH LIFE & ACTIVITIES (CONTINUED)

PRAYER SHAWL MINISTRY

A monthly gathering for the making of shawls, lap blankets and other necessities such as hats, gloves and scarves to reach out with prayer and care to others who are ill or in need of a special blessing. This ministry strives to bring God's love through the comfort of handmade items.

GIFTS: *Empathy, Compassion, Assistance Faith-Sharing*

SENIOR CIRCLE OF FRIENDS

Provides opportunities for our senior parishioners to gather for social time and fun activities. They meet the 2nd and 4th Fridays of the month at 12:30 pm.

GIFTS: *Welcoming/Hospitality*

FUNDRAISING/ SOCIAL ACTIVITIES

Provides opportunity for parishioners to gather together for social fellowship and/or raising funds by organizing special parish events.

GIFTS: *Welcoming/Hospitality, Organizing, Communicating, Supporting*

WATERCOLOR ARTISTS

Expand your creativity, relax and socialize. Watercolor artists, beginners and experienced, paint under the guidance of a professional. Art shows are held annually, with proceeds benefiting our Church.

GIFTS: *Visioning*

WELCOMING NEW FAMILIES

New families are given welcome packets with important parish information, are sent hand-written welcome cards and are encouraged to become involved in parish life.

GIFTS: *Welcoming/Hospitality, Listening, Stewardship*

GIFTED AND CALLED TO SHARE YOUR TALENTS

ARTIST	OFFICE ASSISTANT
DATA ENTRY	PAINTER
DECORATOR	PHOTOGRAPHER
GRAPHICS	SEWING AND CRAFTS
FINANCE	SKILLED CRAFTSMAN
LAWYER	SOCIAL WORKER
NURSE/EMT	WRITER

GIFTED AND CALLED TO PRAYER

CHARISMATIC PRAYER GROUP
EUCCHARISTIC ADORATION
THIRD ORDER OF THE CARMELITES
LEGION OF MARY
MINISTRY OF PRAYER
WOMEN'S PRAYER GROUP

ONE-TIME COMMITMENTS

HOLIDAY FAIR
SEASONAL MISSAL CHANGERS
CHRISTMAS HOLIDAY EVENT
BACK-TO-SCHOOL PROGRAM
SPRING/FALL FLOWER SALES
TABLE & CHAIR SET-UP AND BREAKDOWN FOR
SPECIAL EVENTS
PARISH FUNDRAISING & SOCIAL EVENTS
UNITY POT LUCK

SUPPORT GROUPS

AL-ANON
CANCER SUPPORT GROUP FOR ADULTS
COMPASSIONATE FRIENDS
(FOR PARENTS WHO HAVE LOST CHILDREN)
DIVORCED & SEPARATED COUNSELING
"MOVING ON" FOR WIDOWS/WIDOWERS

"There are different kinds of spiritual gifts but the same Spirit; there are different forms of service but the same Lord..." 1 Corinthians 12: 4-5