

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 and note the associated ministries. Then read the description of each ministry. Get involved in the ministerial life of St. Sylvester in a way that uses the gifts that God has lovingly given to you.

**“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
Client Services (PSM)
Divorced & Separated Support
Lectors
"Moving On" Support Group
Parish Social Ministry Events
Prayer Shawl Ministry
Transportation

VISIONING

Drawing Class
Finance Committee
Liturgy & Environment
Stewardship Committee
Watercolor Artists

ORGANIZING

Baptism Greeters
Buildings & Grounds
Collection Counters
Finance Committee
Fundraising/Social Activities
Gardening Club
Parish Social Ministry Events
Parish Post Office
Ushers/Greeters

FACILITATING

Baptismal Preparation Team
Client Services (PSM)
Divorced & Separated Support
"Moving On" Support Group
Youth Ministry Team

LISTENING

Bilingual
Client Services (PSM)
Divorced & Separated Support
Lazarus Ministry of Consolation
RCIA
Welcoming New Families

SUPPORTING

Altar Linens
Altar Servers
Baptism Bibs
Bilingual
Buildings & Grounds
Collection Counters
Fundraising/Social Activities
Gardening Club
Liturgy & Environment
Parish Social Ministry Events
Parish Post Office
Thrift Shop

COMMUNICATING

Baptism Greeters
Baptismal Preparation Team
Catechist
Children's Liturgy Team
Choirs (Adult & Youth)
Hall Guardians
Hospitality
Lazarus Ministry of Consolation
Leaders of Song/Cantors
Lectors
Thrift Shop
Youth Ministry Team

FAITH-SHARING

Baptismal Preparation Team
Catechist
Catechist Assistant
Children's Liturgy Team
Choirs (Adult & Youth)
Confirmation Candidate
Interviewers
Divorced & Separated Support
Eucharistic Ministers
Leaders of Song
Lectors
Legion of Mary
Ministry of Prayer
Prayer Shawl Ministry
RCIA
Third Order of Carmelites
Youth Ministry Team

WELCOMING/ HOSPITALITY

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

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

Client Services (PSM)
Parish Social Ministry Events

CELEBRATION

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

COMPASSION

Bread Ministry
Client Services (PSM)
Eucharistic Ministers
Lazarus Ministry of Consolation
Ministry of Prayer
"Moving On" Support Group
PSM/Outreach Special Events
Prayer Shawl Ministry
Transportation

EVANGELIZATION

Baptismal Preparation Team
Catechist
Children's Liturgy Team
Legion of Mary
RCIA
Stewardship Committee

STEWARDSHIP

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

ASSISTANCE

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



**"Christ has no body now but yours.
No hands, no feet, on earth but yours.
Yours are the eyes through which He looks with
compassion on this world.**

**Yours are the feet with which He walks to do good.
Yours are the hands with which He blesses all the
world.**

**Yours are the hands, yours are the feet.
Yours are the eyes, you are his body."**

~ St. Teresa of Avila

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 members of our community to assist in the life of the parish. Boys and girls in fourth grade or above, as well as adults, are welcome.

GIFTS: *Supporting, Celebration*

EUCCHARISTIC MINISTERS

Those involved in this ministry assist the priest in distributing Holy Communion at Mass and bring the Eucharist 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 to 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 sew 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 also 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 TEAM

Twice a month at the 11am Mass, children in Levels 1 and up are led to the Worship Room in the Parish Center, where they will hear the readings of the day, sing the Psalm response, Gospel Acclamation and recite the creed, all on an age-appropriate level. They return to the church to join the rest of the community for the Liturgy of the Eucharist (Communion). The Team is made up of catechists, musicians and adults who wish to share their time and talents with the children.

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) TEAM

Provides a welcoming environment for those who seek to become Catholic or complete their Sacraments of Initiation. 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*

YOUTH MINISTRY TEAM

Provides opportunities for young people, with the support of other youth who embrace the same Church and values, to develop and deepen their relationship with the God who loves us all. With the help of the Youth Ministry Team, a balance of spiritual and social activities including prayer, community service and social justice are carefully planned and implemented.

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

GIFTED AND CALLED TO PARISH SOCIAL MINISTRY

BREAD MINISTRY

Volunteers gather at Clare House on Friday mornings in the spirit of friendship and hospitality to sort and distribute donated 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*

CLIENT SERVICES

Those who are a part of this vital ministry assist the Parish Social Ministry Director and case worker in meeting clients' needs. They also participate in many of the special events such as "Free Market Food Distribution," "Back to School" and "Light Up the Holidays."

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

DIVORCED AND SEPARATED SUPPORT

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

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 become more connected to our faith 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 EVENTS

During the year, Parish Social Ministry sponsors "special events" designed to assist families in need within our community. Among these programs are: "Back-To-School," "Free Market Food Distribution" and our "Light Up the Holidays" Event. Those involved in any of these events assist in coordinating and facilitating assembly and distribution of the food and/or gifts provided by the program.

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

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 hurting 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*

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

ADULT AND YOUTH CHOIRS

We encourage all those with a love of music and the gift of song to consider joining the choirs. Both choirs will sing at the 11am Mass. Youth in grades 2-8 will sing on the 2nd & 4th Sundays of the Month during the Children's Liturgy of the Word, with rehearsals taking place at 10am on select Sunday mornings in the Parish Center Worship Room prior to Mass. Adults will sing most Sundays and will rehearse on Tuesday evenings at 7:30pm in the church.

We also have a small music ensemble for those in high school and up which sings weekly at our Saturday 5pm Mass, with rehearsal just prior to Mass.

Rehearsals will focus on vocal warm-ups and technique, improving singing as a group, listening to other voices around us/blending, diction, projection, dynamics, sight-reading, rhythm, a capella singing, leading the congregation in song and general musicianship.

GIFTS: *Celebration, Communicating, Faith Sharing*

GIFTED AND CALLED TO MUSIC (CONTINUED)

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*

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 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.

GARDEN CLUB

This group creates beauty by weeding, planting, mulching 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: *Supporting, Organizing*

HOSPITALITY

Sharing our hospitality and friendship with parish members, the Hospitality Committee serves refreshments in a cheerful and welcoming environment. Hospitality is usually offered on the second Sunday of each month after the 9am & 11am Masses and at special parish celebrations.

GIFTS: *Welcoming/Hospitality, Communicating, Stewardship*

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*

LEGION OF MARY

The Legion, dedicated to the Blessed Mother, meets weekly to pray together (English & Spanish), arranges for home visits and prays with the residents in our area's assisted living and nursing facilities. Some members also evangelize by going door-to-door, welcoming all and distributing our parish bulletins.

GIFTS: *Evangelization, Celebration, Faith-Sharing*

PARISH POST OFFICE

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

GIFTS: *Organizing, Supporting*

SENIOR CIRCLE OF FRIENDS

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

GIFTS: *Welcoming/Hospitality*

PARISH LIFE & ACTIVITIES (CONTINUED)

FUND RAISING/SOCIAL ACTIVITIES

Provides opportunity for parishioners to gather together for social fellowship while raising funds by sponsoring pancake breakfasts, dinners, our Holiday Fair and other parish events.

GIFTS: *Welcoming/Hospitality, Organizing*

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 and are encouraged to become involved in parish life.

GIFTS: *Welcoming/Hospitality, Listening, Stewardship*

GIFTED AND CALLED TO SHARE YOUR TALENTS

ARTISTS

COMPUTER:

DATA ENTRY

GRAPHICS

FINANCE

LAWYER

NURSE / EMT

OFFICE ASSISTANT – TELEPHONES & FILING

PAINTER AND/OR DECORATOR

PHOTOGRAPHER

SEWING AND CRAFTS

SKILLED CRAFTSMAN/TRADESMAN

SOCIAL WORKER

WRITER

GIFTED AND CALLED TO PRAYER

CHARISMATIC PRAYER GROUP

EUCCHARISTIC ADORATION

LEGION OF MARY

MINISTRY OF PRAYER

THIRD ORDER OF THE CARMELITES

WOMEN'S PRAYER GROUP

ONE-TIME COMMITMENTS

"BACK TO SCHOOL" PSM EVENT

HOLIDAY FAIR

"LIGHT UP THE HOLIDAYS" PSM EVENT

PSM FOOD SORTS/DELIVERIES

SEASONAL MISSAL CHANGERS

TABLE & CHAIR SET-UP AND BREAKDOWN FOR
SPECIAL EVENTS

SUPPORT GROUPS

AL-ANON

(FOR FAMILIES OF ALCOHOLICS)

COMPASSIONATE FRIENDS

(BEREAVEMENT GROUP FOR THOSE WHO HAVE LOST
CHILDREN)

DIVORCED & SEPARATED MINISTRY

(ONE-ON-ONE SUPPORT FOR THOSE CONSIDERING
SEPARATION OR DIVORCE)

OVEREATERS ANONYMOUS

(FOR THOSE STRUGGLING WITH WEIGHT ISSUES)

MOVING ON

(PEER SUPPORT FOR WIDOWS & WIDOWERS)

*"You are the light of the world. A city set on a mountain cannot be hidden.
... Just so, your light must shine before others, that they may see your
good deeds and glorify your heavenly Father." ~ Matthew 5*