

I. Commission of Word

1. SPONSOR COUPLE FOR MARRIAGE PREPARATION

The Sponsor Couple meets with an engaged couple three to four times, for approximately 1 – 1 ½ hrs each time. The Sponsor Couple explores with the couple the issues raised by the FOCCUS, reviews information from the diocesan marriage preparation course, helps the couple to pray together, and is a living example of Sacramental Marriage. Sponsor Couples are typically assigned two or three engaged couples per year. Training is provided

2. CATECHIST/CATECHIST ASSISTANT (Pre-school/4 year olds through grade 10)

The Catechist and Catechist Assistant encourage young children in their Catholic faith formation in a safe, nurturing, and loving environment. They have a willingness to share their faith and provide learning experiences for children. The Catechist develops lesson plans from a Catechist manual that the Director of Faith Formation provides. Classes meet on: 1) Wednesday evenings for grades one through eight, 2) on Sunday mornings for pre-school and 3) Kindergarten and twice a month on Sunday evenings for grades nine and ten (Confirmation). Training is provided through workshops and in-services.

3. CROSSING GUARD/SAFETY PATROL

The Safety Patrol/Crossing Guard assists the Faith Formation program by ensuring safe passage for children within the church's vicinity by guiding children across the street and/or directing traffic. The Guard sets up and takes down safety equipment and participates in a Safety Workshop. Patrols are needed on Wednesday evenings for approximately half an hour, approximately eighteen times a year.

4. FAITH FORMATION OFFICE ASSISTANT

The Office Assistant helps the Director of Faith Formation by facilitating a loving, nurturing and safe environment. The Office Assistant participates in a workshop, maintains a "mobile office" for Catechist's use and returns it to the Resource Room, interacts with children and Catechists, maintains youth games, adheres to policies and procedures, and reports problems or concerns to the Director. Must be available Wednesday evenings and three Saturday mornings (once in December and 2 times in April for Sacramental Festivities), for a total of approximately 35 hours.

5. CONFIRMATION OFFICE ASSISTANT

The Confirmation Office Assistant helps the Youth Minister provide a creative, fun and safe environment for the development of the faith lives of Confirmation Candidates. The Office Assistant attends every gathering for Confirmation Candidates and interacts with the youth and catechists and must be available on Sunday evenings for Confirmation classes. Time commitment is approximately 1.5 hrs/week (30 hrs per year).

6. YOUTH GROUP ASSISTANT

The Youth Group Assistant provides assistance in implementing and supervising effective youth-age activities. The Assistant attends and co-leads youth groups with the Youth Minister, provides input for youth activities, and chaperones youth trips and other youth activities. The Assistant must be a confirmed Catholic who is at least one year out of high school. Youth Group assistance is needed Sunday evenings 8:15 PM-9:15 PM and also some weekends. Training is provided.

7. YOUTH GROUP CHAPERONE

The Youth Group Chaperone is someone who helps the Youth Minister to supervise the youth group participants at various sites and activities. The Chaperone acts as a role model during youth group events, is at least 21 years of age, and has a respect and understanding of youth.

8. VACATION BIBLE SCHOOL TEACHER

Vacation Bible School is an early childhood Christian program for grades Pre-school (3 and 4 year olds) through 6th grade. It needs teachers in the classroom for music, arts and crafts, etc. Class meets

for six nights during the last week of May or the first week of June, for approximately three hours each evening. Besides teaching, there is a workshop and teacher meetings to attend.

9. RCIA TEAM MEMBER

The RCIA Team Member is willing to share their personal faith story with those participating in the RCIA program. Duties include assisting with setup, hospitality and prayer. The time commitment is two hours per week/ three weeks per month September through May.

10. BAPTISM PREPATION CATECHIST

The Baptism Preparation Catechist encourages and prepares individuals and couples for the baptism of their infant/child (under 7—8 years old). Preparation for baptism includes: explaining what the rite of baptism means, the meaning of the symbols used, and the connection between the celebration of the sacrament (the Rite of Baptism within the liturgy) and of their ordinary lives.

11. ST. JOSEPH LAB SCHOOL VOLUNTEER

The school volunteer will assist in the educational program at SJLS. There are a variety of opportunities from which to choose. They include assisting in the classroom, library, recess, lunch, special projects, at home tasks, bulletin boards and office assistance.

II. Commission of Worship

12. LECTOR

The Lector proclaims the Word of God at weekend Masses and other communal celebrations after prayerful preparation of the readings. Training is provided.

13. GREETER

The Greeter welcomes and greets people as they enter the church and helps to distribute any materials that may be used at a liturgy.

14. SACRISTAN

The Sacristan tends to a variety of tasks before and after Mass. The Sacristan arrives at the church early to turn on lights, light candles, prepare the wine and hosts for Communion, as well as fulfilling other incidental needs during certain liturgical seasons. They also clean up after Mass.

15. YOUTH ALTAR SERVER

The Youth Altar Server assists the Presider at the altar at weekend Masses, as well as feast days and other special liturgies. Training is provided.

16. ADULT ALTAR SERVER

The Adult Altar Server assists the Presider at the altar during funerals, Stations of the Cross, and other special liturgies, such as Christmas Eve, Holy Thursday, and Easter Vigil.

17. EUCHARISTIC MINISTER

The Eucharistic Minister distributes Communion at weekend Masses. In order to be an Extraordinary Minister of the Eucharist, one must be a confirmed member of the Catholic Church.

18. GIFT BEARER

The Gift Bearer presents the gifts of bread and wine during the liturgy.

19. USHER

The Usher helps to seat people before and during liturgies, takes up the weekly offering, distributes the weekly bulletin, and attends to special needs of those in attendance at liturgies as the occasion arises.

20. FUNERAL USHER

The Funeral Usher provides hospitality at funerals. The Funeral Usher removes furniture from the entrance; greets the assembly as they arrive; assists in seating; hands out worship aids as needed; attends to special needs such as sickness, handicapped, etc.; and makes sure the church is in order after the funeral

21. VIDEOGRAPHER

The Videographer tapes the 10 am Sunday Mass, in rotation with other videographers. The taped Mass is shown on the local cable access channel so that shut-ins may “participate” in Mass from their homes. The Videographer, when available, may also be called upon to tape weddings and funerals. On-the-job training is provided.

22. AUDIO TECHNOLOGY ASSISTANT

The Audio Technology Assistant corrects problems with sound as they occur during liturgies. Training for operation of the soundboard is provided.

23. WEDDING COORDINATOR

The Wedding Coordinator assists engaged couples in the planning of their wedding liturgy. The Wedding Coordinator meets with couples four months prior to their wedding, assists in selecting Readings and writing Intercessions, schedules and conducts the rehearsal, and assists the wedding party and the pastor the day of the wedding. Training is provided.

24. ADULT CHOIR

The Adult Choir leads the sung prayer during liturgies. The Adult Choir sings 2 – 3 weekends per month from September – May, in addition to major feast and many once-per-year liturgies. Rehearsals are held on Thursday evenings.

25. CANTOR

The Cantor leads the singing of hymns, psalms, and any other music either individually, or in small groups during parish liturgies throughout the year. Rehearsals are scheduled on Thursday evenings.

26. ACCOMPANIST

The Accompanist is proficient in piano and/or organ and is available for weekend liturgies, Holy Days, funerals, choir rehearsals, etc. on an “as needed” basis.

27. INSTRUMENTALIST

The Instrumentalist accompanies the sung prayer of the parish community, on an “as needed” basis.

28. CHILDREN’S CHOIR

The Children’s Choir leads the sung prayer during liturgies. The Children’s Choir sings at weekend masses (usually Baptism weekend) and occasional liturgies from October – May. Rehearsals are held after the 10 am Sunday Mass.

29. EUCHARISTIC ADORATION ATTENDANT

The Eucharistic Adoration Attendant is present during the weekly Eucharistic Adoration sessions held every Wednesday morning from 8:30 am -- 11:00 am. The attendant is responsible for ½ hour or 1 hour shifts. The schedule is flexible and no training is needed.

III. Commission of Community

30. PARISH QUILTER

The Parish Quilter assists in making quilts for the Fourth of July Quilt Auction. The Quilters meet on Monday and Tuesday mornings. On-the-job training is provided.

31. QUILT WORKERS

The Quilt Worker assists in raising money for quilting fabric and supplies and for other needs in the church and rectory that are not in the parish budget, by serving meals at St. John's and St. Ben's functions. Tasks include working the buffet lines, pouring coffee, and setting and clearing tables. There is about a 2-4 hour time commitment per function. On-the-job training is provided.

32. CHURCH CLEANER

The Church Cleaner is part of a team that vacuums, cleans bathrooms, wipes pews, straightens books, and dusts the church as needed. The Cleaner must be physically able to do cleaning similar to what is done at home. Cleaning occurs one hour a month on Tuesday mornings after 8:00 AM Mass. On-the-job training is provided.

33. HOSPITALITY TEAM

The Hospitality team creates a friendly environment in which food and refreshments are served for Faith Formation and Parish Events. The team member welcomes guests, sets up, serves food and refreshments, and cleans up.

34. HOSPITALITY COORDINATOR

The Hospitality Coordinator purchases supplies and food, works with the hospitality team, and serves as a liaison with the event coordinator. On-the-job training with supervision is provided. Printed guidelines are available.

35. AUTUMN THURSDAY

Fellowship, prayer, discussion, and assistance with mailings and other office work. Meets Thursdays from 10 am – 12 noon during the school year.

36. ST. ANN'S MISSION GROUP

The members of the St. Ann's Mission Group make quilts for the needy; adopt a family at Christmas; participate in fundraising activities with proceeds going to charities such as Anna Marie's Shelter and Birthline; collaborate with Catholic Mission Office performing other charitable works. The group meets monthly, prays the Rosary and plays cards. Yearly dues are \$10.00.

IV. Commission of Social Ministry

37. SOCIAL MINISTRY COMMITTEE

Members of the Social Ministry committee educate themselves about Catholic Social Teachings. They also coordinate and provide opportunities for parishioners to be involved in learning opportunities, social service activities and social change activities. The committee meets monthly, attends an annual leadership retreat and an annual educational event on social ministry.

V. Commission of Pastoral Ministry

38. FUNERAL KITCHEN WORKERS

The Funeral Kitchen Worker assists cooks in preparation and serving of food for funeral lunches. Tasks include cutting cake, placing ham and bread on trays, slicing pickles, preparing the buffet line, serving guests and cleaning up the kitchen. Requires about 3 – 4 hours per funeral.

39. FUNERAL DINING ROOM WORKERS

The Funeral Dining Room Worker assists with funeral lunches by setting tables, pouring beverages and cleaning up the dining room. Requires about 2 – 3 hours per funeral.

40. EUCHARISTIC MINISTER TO SHUT-INS

The Eucharistic Minister to Shut-Ins brings Communion and prays a brief prayer with parishioners who unable to attend Mass. Requires approximately one hour a month.

41. OUTREACH PROGRAM

The Outreach Program provides transportation to doctor's appointments, the grocery store, etc. or assists parishioners with special needs. The program also arranges visits to the elderly. Volunteers must have a valid driver's license and a vehicle for transportation.

42. FOOD SHELF ASSISTANT

The Food Shelf Assistant accepts new applications for assistance, bags groceries for clientele, unpacks and organizes groceries, and does some cleaning. The Food Shelf is open Mondays and Thursdays from 1—3 pm.

43. MINISTRY OF PRAYER

The Minister of Prayer makes a commitment to include the needs of the parish and the larger Church in her/his daily prayer. A letter is given monthly with prayers, reflections, thoughts and special needs to all who participate in this ministry.

44. PRAYER NETWORK

The Prayer Network member prays for the needs of parishioners. The Coordinator of the Prayer Network takes calls from people in need and passes the prayer request along to other members of the prayer network. Members of the Prayer Network must have a telephone, are willing to make phone calls and pray as needed.

45. BEFRIENDER MINISTRY

BeFriender ministry is a lay pastoral care program. A BeFriender is one who offers a listening and compassionate presence to someone who is hurting or going through a hard time. A BeFriender knows that confidentiality is a priority. The BeFriender candidate (a person in training) agrees to go through a 35 hour formation program. This formation is intended to develop communication skills, faith sharing and ministry reflection. If the person decides at the end of this program to continue, they may be commissioned to serve as a BeFriender minister in the name of the parish.

VI. Other Skills

46. CARPENTRY SKILLS

The Carpenter constructs specific items for use in liturgy, for storage, or other special needs of the parish and school. Carpenters are needed during daytime hours Monday through Saturday.

47. MAINTENANCE SKILLS

The Maintenance Worker assists the Parish Custodian with light maintenance of the school, church, rectory, and parish grounds. The Maintenance Worker performs minor building repairs, helps with yard clean up, trims shrubbery, and paints. Help is needed during daytime hours Monday through Saturday.

48. RECORDING SECRETARY FOR MEETINGS

The Recording Secretary takes minutes at parish meetings. The Recording Secretary has good listening and typing skills, attends meetings of a specific committee, records meeting minutes and types them within a week of the meeting. Meetings take place during evening hours and occasionally on weekends.

49. CALLING COMMITTEE

A member of the calling committee makes phone calls on behalf of the parish, for a specific purpose or event. A script and list of names and phone numbers are provided.