

# St. Michael Ministry Guide

2014-2015



All members of the St. Michael Parish Family are invited to consider volunteering in one ministry for each area: Liturgy, Prayer & Formation, Service to the Parish and Service to the Community. On the commitment form there are the options to ask for more information, sign-up, continue or leave the ministry. Someone will follow up with you about each commitment to help train you or provide information or resources as needed. If you have ideas for ministries that need to be added or edited please contact Patti Gutierrez: [patti@smsebree.org](mailto:patti@smsebree.org) or (270) 302-2782.

## Liturgical Ministries

**Hospitality Ministers (Ushers): Expectation:** Welcomes all who come to Mass. Takes up the collection. Assists with seating at full Masses. Hands out bulletins at the end of Mass. **Time:** Arrive 30 minutes early to 5pm or 10:30am mass about once a month. **Gifts Needed:** Hospitality, welcoming, make people feel at home.

**Altar Server: Expectation:** Assists the priest during Mass. Any ages – young or old – can serve. **Time:** Arrive 15 minutes early to 5pm or 10:30am mass about once a month. **Gifts Needed:** respect for the liturgy, attentive during mass.

**Sacristan: Expectation:** Helps prepare worship space for Mass and assures all liturgical ministers are present. Asks a family to take up the gifts. Helps straighten up after Mass and set up for next mass if applicable. **Time:** Arrive 30 minutes early to 5pm or 10:30am mass and stay about 15 minutes afterward, once or twice a month. **Gifts Needed:** Attention to detail, reliable, reverence.

**Lector: Expectation:** Proclaims the Scripture and the petitions during Sunday Mass and special liturgies. **Time:** Arrive 10 minutes early to 5pm or 10:30am mass about once a month, practice with Lector book at home when possible. **Gifts Needed:** reverence, proclaim the word clearly.

**Eucharistic Minister: Expectation:** Distributes the Body and Blood of Christ at Sunday Masses and special liturgies. Help set up for the next mass if applicable. **Time:** Arrive 10 minutes early to 5pm or 10:30am mass about once a month, stay 15 minutes after mass if needed. **Gifts Needed:** respect for the Eucharist, ability to receive communion on a regular basis, joy to share that gift with others.

**Music Minister / Cantor: Expectation:** Helps provide music at Sunday Masses and special liturgies. **Vision:** Volunteers could rotate in leading music along with the musician including singing the psalm from the ambo. Other musicians could accompany. **Time:** Arrive 30 minutes early to mass and attend practices as needed. **Gifts Needed:** Desire to sing or play an instrument and lead others in worship.

**Children's Liturgy of the Word: Expectation:** Leads or assists in sharing the readings and activities with the children (2-7 years old) during the Liturgy of the Word. **Vision:** With regular volunteers we could make this a part of the Sunday 10:30am mass once or twice a month. Volunteers are also needed to help at the 12pm Spanish mass every two weeks. **Time:** Arrive 10 minutes early to 10:30am or 12pm mass. Preferably attend a separate mass personally. Finished by 11am or 12:30pm. **Gifts Needed:** ability to work with young children, patience, desire to pass on the faith, dynamic story-telling

**Liturgical Music Committee: Expectation:** Meets with Kay Beth every 4-6 weeks to give input on the musical selections for mass. **Time:** Stay after 10:30am mass for about 30 minutes. **Gifts Needed:** interest in liturgy and music, able to give feedback and constructive criticism, be familiar with hymns.

**Money Counters: Expectation:** Counts the regular weekly collections after the 10:30am mass. **Time:** Stay after the 10:30am mass for 30-40 minutes about once a month. **Gifts Needed:** confidentiality, attention to detail, trustworthy

### **Ministries of Formation and Prayer Life (Could be Participant or Volunteer)**

**Bible Study/Adult Faith Formation:** Opportunities to grow together in faith while learning more about Scripture and Catholic teachings. **Vision:** If there is enough interest we could hold seasonal classes at the church or continue small group meetings like ARISE. **Time:** Once a week for 6 weeks at a time. **Gifts Needed for Volunteer:** Desire to grow spiritually and learn about our faith, ability to share both from learning and experience, facilitate group discussion, hospitality.

**Prayer Team:** Parishioners intentionally pray for those on the prayer list and are notified through FlockNote (by email, text or automated phone call) to pray for certain individuals with special needs who have requested prayer. **Vision:** A volunteer contact person could send out the prayer requests on behalf of the parish. **Time:** At least an hour a week in personal prayer. **Gifts Needed for Volunteer:** Ability to relay messages quickly through FlockNote website.

**RCIA (Initiation of Adults):** Formation for adults who are interested in being initiated in the Catholic church and their sponsors. **Vision:** Substitute teachers and occasionally sponsors are needed. **Gifts Needed for Volunteer:** Desire to share faith with others, accompany someone in their faith journey, offer continued support, hospitality

**Children's Religious Education:** Approximately 45 K-6 grade students attend our Wednesday night program. **Vision:** We always need more Catechists, helpers and substitutes who teach children the basics of our faith and prepare them to receive sacraments. **Time:** 5:30pm to 7:15pm on Wednesdays. **Gifts Needed for Volunteer:** Desire to pass on faith to next generation, dynamic storytelling, ability to work with children, patience, reliability.

**Confirmation:** Every two years from August – August youth are prepared for Confirmation. **Vision:** Adults volunteers could form relationships with the youth to guide them, help supervise and be substitute teachers. **Time:** Classes are every two weeks. In English on Mondays from 3:30-5:15pm and in Spanish on Sundays from 1:15-3pm. **Gifts Needed for Volunteer:** Ability to relate to youth, desire to share faith and accompany on their faith journey, good listening skills.

**Youth Group:** Middle & High School youth of the parish and their friends who meet regularly for faith formation and service opportunities. **Vision:** Currently there is a monthly youth movie night that we would like grow into a more comprehensive ministry to middle & high school youth. This will take a leader and several regular volunteers. **Time:** Regular meetings with youth. **Gifts Needed for Volunteer:** Ability to relate to youth, desire to share faith and accompany on their faith journey, patience, dynamic, creative, hospitality, good listening skills.

**Eucharistic Adoration:** Each Thursday there is Eucharistic adoration from 11am-12pm. **Vision:** If there are enough people to commit to participating, there could also be adoration available in the evening. **Time:** One hour on a regular basis.

## Ministries in Service of the Parish

**Altar Society:** For women. Meets the 3<sup>rd</sup> Tuesday of the month at 6:30pm. Serves the parish in many ways, principally by providing supplies for liturgies and organizing some social events. Organizes decorating the church for liturgical seasons.

**Knights of Columbus:** For men. A fraternity of men who meet the 4<sup>th</sup> Thursday of the month at 6pm and perform charitable works for the parish and the community.

**“Fiesta” Committee:** **Expectation:** Helps plan, organize and carry out the various parish social celebrations throughout the year. **Vision:** The Parish Council identified social events as a key for building community and would like to have an event about once a month. For this to work it’s essential to have someone to organize the logistics of each event and volunteers to help. **Time:** 3-4 hours once a month. **Gifts Needed:** hospitality, organizational skills, creativity, sociable.

**Fundraiser Team:** **Expectation:** Helps plan, organize and carry out a few fundraising events throughout the year to supplement the regular collection to meet our annual budget. **Time:** 6-8 hours every 3 months. **Gifts Needed:** organizational skills, creativity, community connections are helpful, marketing skills.

**Evangelization / Welcome Team:** **Expectation:** Visit those not attending Mass regularly. Welcome new families and visitors. **Vision:** A group is needed to focus specifically on making people feel at home in our community. This could be hosting regular gatherings or home visits to new members or reaching out to those who have stopped coming to see if they need anything and let them know they are welcome. **Time:** 1 hour a week. **Gifts Needed:** hospitality, non-judgmental, ability to relate to a variety of people, sociable, desire to bring people into community and relationship with Christ, empathy, good listening skills

**Stewardship:** **Expectation:** Helps with quarterly newsletter and annual stewardship renewals. Helps follow up with parishioner’s commitments of time, talent and treasure to make sure they are connected and trained when needed. **Time:** varies, 1-2 hours each quarter, 3-4 hours each Fall. **Gifts Needed:** desire to involve more people in parish community, hospitality, ability to work with variety of people, personal commitment to being a faithful steward of God’s gifts.

**Website / Social Media:** **Expectation:** Helps with design and maintenance of parish website and social media presence. **Time:** flexible, 1 hour a week. **Gifts Needed:** computer and web design skills, marketing skills, desire to reach people, creativity, active on social media.

**Building and Grounds:** **Expectation:** Oversees maintenance of the building and grounds like mowing, landscaping, safety inspections, and basic maintenance. **Vision:** Volunteers are needed to do small projects. A small group of people are needed to keep an eye on what needs to be addressed and help find volunteers or hire someone to do the jobs. **Time:** 1-2 hours a month. **Gifts Needed:** experience and knowledge in landscaping, gardening or maintenance, attention to detail.

**Church Cleaning:** **Expectation:** Cleans the worship space and parish hall weekly. **Time:** Flexible. 3-4 hours a month. Teams of 3-4 people are scheduled to clean about once a month. **Gifts Needed:** Attention to detail, reliability, physical strength needed for cleaning.

**Parish Archives & Parish Library:** **Vision:** Helps organize and preserve the parish records. Organizes and maintains the parish library for parishioners to be able to borrow and return books and movies related to our faith. **Time:** Flexible. 1-2 hours a month. **Gifts Needed:** Attention to detail, organizational skills, desire to preserve memories.

**Safe Environment Volunteer:** **Expectation:** Helps keep track of paperwork related to Safe Environment (training for those working with minors, permission slips, registration forms of minors, reporting to Diocese,

etc). **Time:** Flexible. 1 hour a week or less. **Gifts Needed:** Confidentiality, reliability, attention to detail, trustworthy, organizational skills.

**Finance Council: Expectation:** Monitors parish finances. Advises pastor about financial issues. Helps set parish budget each fiscal year. **Time:** 1.5 hours every three months. **Gifts Needed:** understanding of being a responsible steward of what God has given the parish through his faithful, experience in financial sector helpful, attention to detail.

**Parish Council: Expectation:** Advises pastor and parish staff in regards to the vision and direction of the parish. Helps set long term goals and plan to achieve them. Serves as a liaison between parishioners and pastor to bring forth any problems, suggestions or ideas. **Time:** 1.5 hours every two months. 6 hours once a year for planning day. **Gifts Needed:** strategic planning, organizing, vision, long-range goal setting, pastoral planning, good listening skills, trustworthy, confidence to speak up when needed.

### **Ministries in Service to the Community**

**Boy/Girl Scouts: Expectation:** Helps lead local cub scout troop (1<sup>st</sup>-5<sup>th</sup> grade). **Vision:** Volunteers are needed to take a leadership role as well as part-time volunteers to teach the boys a new skills, chaperone special trips, serve on the planning committee, etc. We could also chapter a Girl Scout troop. **Time:** Meetings are each Tuesday at 6pm. Special events at other times. **Gifts Needed:** patience, ability to work with children, desire to lead boys to becoming responsible men, special skills to teach the boys helpful, trustworthy.

**Sebree Christian Outreach: Expectation:** Helps organize clothes and assists those that come to the outreach. **Time:** Volunteers staff the outreach on Saturdays (9am-12pm) during the months of February, June and October. **Gifts Needed:** Organizational skills, hospitality, ability to work with a variety of people.

**Nursing Home / Home Bound Ministry: Expectation:** Visits the homebound and nursing home on behalf of our parish, bringing communion to those who desire to receive it. Communicate needs and prayer requests of the sick to parish staff. **Time:** Flexible. 1-2 hours a month. **Gifts Needed:** good listening skills, sociable, respect for Eucharist, desire to lead others in prayer.

**Relay for Life: Expectation:** Organizes parish participation the Webster County Relay for Life. **Vision:** a leader is needed to spearhead the parish's involvement by recruiting volunteers for the annual event and possibly fundraisers throughout the year. **Time:** Varies. **Gifts Needed:** organizational skills, creativity, ability to lead volunteers.

**Addiction Support Group: Vision:** There are members of the local community that could greatly benefit from a local addiction support group. Leader(s) are needed to make this successful. Would meet regularly to support those suffering from addictions, especially drug and alcohol. **Time:** Varies. 1 hour a week. **Gifts Needed:** Ability to work with a variety of people, personal experience with addiction preferred, patience, reliability, sociable.

**English Classes: Expectations:** Teaches basic English skills in a regular class. **Time:** 1-2 hours a week. **Gifts Needed:** teaching, hospitality, basic knowledge of English and grammar, patience.

**Transportation Team: Vision:** Many Hispanics, mostly women and children, need transportation to doctor appointments and other community resources. A Volunteer coordinator could schedule appointments and a group of volunteers could provide transportation. **Time:** Varies. 1 hour a week. **Gifts Needed:** reliable transportation, ability to work with variety of people, good communication skills.

**Parenting Classes / Support Groups for Parents & Grandparents: Vision:** Many parents in the community could benefit from support, especially of those that have made it through parenting young children. **Time:** 1-2 hours a month. **Gifts Needed:** Desire to share experience with other parents, supportive, non-judgmental, ability to work with variety of people, knowledge of basic parenting & discipline skills.