

PARISH ACTIVITIES:

PARISH ADMINISTRATION

Building Committee – Must have building, construction, trades, engineering or architectural background. Supervise and develop new projects and advise or carry out repair of present buildings.

Computer & Data Technology – Must understand some/all of following parish needs: data systems, MS Word, Excel, Access, or be knowledgeable about computer hardware. Help maintain a Web Page. Serve as needed.

Counting Room – Team members process collections on a given Sunday, prepare bank deposit and deposit money in the bank. Weeks of assignment are coordinated by a team leader.

Finance Committee – Membership by invitation. Must have business, finance, fundraising, accounting or law background. Supervise/advise on parish budget, financial report, and other financial matters. Meet bi-monthly.

Parish Pastoral Council – Help develop and direct overall pastoral program in the parish. Meet monthly.

Risk Management Committee – Evaluate building and grounds for potential hazards due to building/material problems and/or behavior patterns.

LITURGY

Acolyte (Altar Server) – Lead processions, assists presider during the celebration of the liturgy. Available for youth who have completed First Eucharist and Altar Server Training (in Fall). Be present for assigned masses.

Children's Liturgy of the Word – Adult coordinators, youth lectors, and leaders of song are needed. Each Sunday at the 9:00am Mass Level K through 5 children may participate in the children's Liturgy of the Word. Youth process from church to the Rel. Ed. Center to celebrate their Liturgy of the Word. They return to the church at the time of the Offertory of the Mass. Leaders take turns on a scheduled basis.

Choir – A group who leads the parish community in song. At times sing special meditations and seasonal music. Rehearses weekly during school year, every two weeks in summer months.

Decorate church at Christmas and Easter – All are invited to help decorate church. There are many kinds of opportunities to help, usually just a few hours before each of the major feasts.

Extraordinary Minister of Holy Communion – Help to share Holy Communion with our parish family at liturgy. Some choose to visit the homebound and nursing homes with Holy Communion. Be present for assigned masses.

Funeral Ministry – Minister as Lector, Acolyte, Extraordinary Minister of Eucharist, Cantor, Instrumentalist or Sacristan at Funeral liturgies. Funerals take place about ten times throughout the year.

Greeters/Hospitality Ministry -- Meet and welcome people to our church. Bring gifts to the altar in the Offertory Procession. Help distribute bulletins after mass. Be present for assigned masses.

Instrumentalist – Accompany leader of song, choir and congregation during liturgy, singly or in an ensemble. May play solo. Play organ, keyboard, guitar etc. Rehearse weekly. Be present for assigned masses or substitute as needed.

Leader of Song – Lead and encourage the congregation in singing during liturgy, sing Responsorial Psalm and Alleluia verse. Be present for assigned masses.

Lector – Proclaim the Word, Scripture Readings, during liturgy and para-liturgies. Prepare by reading and reflecting on the reading in advance of assignment, and be present for assigned masses and services.

Liturgy Committee – Plan liturgies throughout the year. Study the meaning and tradition of liturgy. Meet every month.

Liturgical Environment – Create a receptive worship environment according to liturgical norms, following our liturgical calendar. Provide decorations and appointments that are appropriate.

Usher – Provide assistance to those in need; keep order during liturgy; take up collections and supervise processions during Holy Communion; distribute bulletins; tidy up church after mass.

Writing Team for Petitions – Write Prayers of the Faithful for mass. Some direction and material is offered. Write for one month at a time, once or twice a year.

Sacristan for a Weekend – Be present at church to see that all vessels and materials are available for mass. See that lights and P.A. system is turned on. After mass see that all items are replaced and lights and P.A. system are turned off. Be available on Saturday afternoon and/or Sunday morning.

Scheduling Ministers – Develop a coordinated schedule of ministers on a monthly or bi-monthly basis. Must contact ministers to determine their availability.

ACTIVITIES

Art Work – A variety of artwork is needed for parish activities and Religious Education projects.

Breakfast – Help is needed to cook, wash dishes, wait on tables, set up and clean up. Breakfast is served 8-11:15am the 3rd Sunday each month during the school year.

Bulk Mail Assistance – Help to fill, seal and label envelopes for mailings to parish members. Help may be rendered in the parish office or done at home as appropriate. Assist once/several times a year, as available.

Coffee and Donut Committee – Set-up, serve coffee and donuts and cleanup on Sundays. Coffee and Donuts are provided weekly, after 9am mass, but not on major holidays or when the Breakfast is served.

Coordinate Annual Bishop's Appeal – Organize publicity, mailing, collection and returns to the diocese over a six-week period.

Easter Egg Hunt – Collect and purchase materials in advance. On Holy Saturday set up hunt by age levels and distribute awards.

Fish Dinners – Helpers cook; wait on diners, bus tables and help cashier on the day of dinners. Helpers also come together to cook during the days before the dinners. Fish dinners are served the first three Fridays of Lent.

Hoagie Sales and Hoagie Preparation – Help the Men of St. Mary's sell and prepare hoagies. Profit supports various activities, projects and charities. Hoagie sales occur about 4 times yearly.

Holiday Bazaar – Organized by the Ladies Auxiliary. Craft tables are rented; cookies and parishioner's baked goods are sold; food is prepared/served; there is a white elephant room to work in; a raffle is conducted; set-up and clean-up are parish responsibilities. Held the first Saturday of November. The Ladies Auxiliary can also use help with organization and quilting.

Maintenance of Buildings and Grounds – Upkeep of building interiors. Volunteer your talent or arrange for professional help. Exterior help also includes lawn, shrubbery and parking lot maintenance. Grass cutting is contracted.

Parish Directory – Coordinate publication of parish photodirectory. Includes contacting parishioners, scheduling, and/or publication layout tasks. Assistance provided by directory publisher software. Directory is published every 5 years.

Parish History – Maintain and update Parish history and archives.

Set-Up and Clean-Up for Parish Activities -- Organize materials and equipment for set-up/clean-up for various parish activities. Some activities are annual and others one-time only.

ELEMENTARY RELIGIOUS EDUCATION

Baptismal Preparation Program – Help provide reflection and instruction on the sacrament of Baptism and parent responsibilities to their children in preparation for their children's baptism. Review baptismal liturgy. Parents expecting to have their children baptized must attend. Meet two successive weeks, every one or two months during the year.

Catechist, Pre-K to Grade 5 – Share faith and knowledge of religion. Attend workshops to become certified. Materials, support & direction are provided. Classes meet alternate Sunday mornings from September to May.

Catechist Aide – Assist class catechist, above. Adults or teen-aged students welcome. Classes meet on alternate Sunday mornings from September to May.

Family Centered Religious Education Program – Offered to parents wishing to home-school their children. Meet in parish groups four times year. Many families opt to cluster with other families once a month. Materials and special textbooks are provided.

Hospitality – Assist at one-time events, i.e. Retreats, etc. Put out snacks and drinks, assist with clean-up at Religious Education Center.

Religious Education Library – Catalogue and maintain library; track borrowed materials at the R.E. Center.

Secretarial Help – Answer phone, copy materials, and help Coordinator for Religious Education and support religious education program. A rotating schedule of service is available.

Summer Bible School, Pre-K to Grade 5 – Catechists needed as for Pre-K to Grade 5 above. In addition, Drama Troup coordinator is needed; game coordinator, aides and refreshment help is required. Bible School meets from 9:30am to 12:00noon for one week in late July/early August.

Welcome Your Child – Maintain contact with families of children after baptism up until they reach school age. Help distribute support materials that help parents with infants and toddlers as they grow.

JUNIOR AND SENIOR HIGH MINISTRY

Catechist, Junior High -- (See catechist needs for Pre-K to Grade 5, above). Prepare children for Confirmation. Field trips and other age appropriate activities are part of the program. Meet on 2nd and 4th Sunday evenings monthly, October to March.

Catechist, Senior High -- (See catechist needs for Pre-K to Grade 5, above). Help with activities and regional programs appropriate to senior high students. Meet on 1st & 3rd Sunday evenings monthly, September to April.

Chaperon – Provide supervision for student events, student participation in travel projects, or overnight retreats.

Provide Transportation – Students attend off-site programs/activities at times and need local transportation.

RITE FOR THE CHRISTIAN INITIATION OF ADULTS

Sponsor – Walk with an adult who wants to join the Catholic Church or receive a sacrament. Share your faith and understanding with them. The program meets weekly, year round, when there are candidates, as well as for a short time after mass from December to April to break open the words of Scripture.

Team Member – Deepen your understanding of your faith, and help others by sharing yours by joining the program not as a sponsor but as a participant.

RITE FOR THE CHRISTIAN INITIATION OF CHILDREN

Peer Companion – Walk with a young person of your age that wants to join the Catholic Church or receive the sacraments. Share your faith and understanding of God and of the Catholic Church with them. Meet weekly with them and their family. Invite them to Church etc.

Small Group Faith Sharing – Facilitate small group meetings in a home setting. Materials and help available.

Sponsor – Walk with a child who wants to join the Catholic Church or receive a sacrament. Share your faith and understanding with them. Must have received Sacraments of Baptism, Confirmation and Holy Eucharist and be in good standing with the Church. Sponsors meets weekly, year round, when there are candidates, as well a short time after mass from December-April to break open the words of Scripture.

SOCIAL MINISTRY

Faith and Justice Committee – Coordinate H.O.P.E. (*Helping Other People Enthusiastically*) Ministry; become informed of current Faith and Justice issues; Educate the parish on Faith and Justice issues; support Half-Way Church project (below); encourage good citizenship, e.g. voter registration etc. Meet monthly.

Kutztown Kitchen – Provides community fellowship to area residents; serves dinner the 3rd Sunday of the month; St. Mary's sponsors two of these dinners a year. Sponsorship involves parish support to plan the meal, gather food & supplies, cook, serve and clean up. Held at Trinity Lutheran Church in Kutztown.

Project H.O.P.E. Ministry – Provide a variety of needed services to parish members, similar to Volunteer Home Care, but ministers to parish members. Brochures are available in the church. Sponsored by Faith Justice Group.

Pro-Life Committee – Encourage and educate parish on pro-life activities and projects. Meet monthly.

Soup Kitchen PREP – Help provide for and prepare a weekend meal to 200-400 persons at the Kennedy House in Reading. Preparation involves many varied individuals from the parish: gathering food in advance, coordinating kitchen help, preparing the meal on Thursday or Friday in our parish kitchen.

Soup Kitchen SERVE –Heating and serving at the Kennedy House on Saturday and Sunday, 9am-2pm, twice each year.

Volunteer Home Care – Visit shut-ins; read to the elderly, help write letters, cook meals, take them to a doctor, or go shopping for them. No long-term commitment; one project at a time. Travel allowance available. Coordinated and supervised by the Topton Lutheran Home.

Welcome Wagon – Provide hospitality to the parish's newest families. Visit newly registered families in your area, share parish handbooks and introduce them to parish activities. Coordinated by a team leader. Team members may be asked to visit three or four newly registered families per year.

SPIRITUALITY

Faith Sharing – Participate in prayer, study, reflection and support. Meeting times vary by group; sign up year round. Some groups meet for 6-week sessions, others meet weekly/biweekly all year long.

Pray 15 Minutes a Day for the Parish – Pray privately at home for the success of our Parish programs, for our sick parishioners and for all our parishioners.

Rosary Leader – Take a turn in leading the rosary at 4:05p each Saturday before the 4:30 Mass. Each week of the month a different person leads the rosary. If more leaders volunteer than are needed for a month a schedule will be developed.

Scripture Study – Follow the Little Rock Scripture Study Program, studying one book of the Bible at a time, but not as sequenced in the Bible. Meet the 1st and 3rd Sundays of the month or when the group finds it convenient, check bulletin calendar.