

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.

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 10 months of the year.

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 which leads the parish community in song. On special feasts and liturgical seasons sing special meditations and seasonal music. Choir rehearses weekly during school the year, every two weeks in the summer months.

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

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. Funeral liturgies are celebrated about a dozen 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 leaders of song, choir and congregation during liturgy, may be asked to play solo. Play organ, keyboard, piano, guitar etc. Rehearse with choir weekly. Be present for assigned masses or substitute as needed. Organ/Piano/keyboardist needed immediately.

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.

Liturgical Environment – Provide decorations and appointments that are appropriate following liturgical norms and church calendar, and coordinate decorating for major feasts.

Liturgy Committee – Members study meaning and tradition of and plan the year's Sunday and feast day liturgies. Meet every month except July.

Usher – Provide assistance to those in need; keep order during liturgy; take up collections and supervise processions during Holy Communion; see that bulletins are distributed.; 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.

PARISH 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 9-11:15am the 6 Sundays of the year in fall and winter.

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. Assistance is needed 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 Feasts or when Breakfast is served.

Coordinate Annual Bishop's Appeal – Encourage parishioner participation in the Bishop's Annual Appeal by attending the County Kick-off Program. Speak at mass on behalf of the Bishop's Annual Appeal. Participate in the annual Bishops Annual Appeal phone-a-thon.

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 on two Fridays in 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. Set-up and take down tables, decorations, etc.; bake and sell cookies and other baked goods; organize and work in the White Elephant and Used Book rooms; prepare and serve food; and sell raffle tickets. It is held on the first Saturday in 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 and snow removal is contracted.

Parish Directory – Coordinate publication of parish photo-directory. Includes scheduling appointments for pictures, also publication layout. Assistance is provided by the 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 – Provide reflection and instruction on the sacrament of Baptism and parental responsibilities in preparation for their child's baptism. Review baptismal liturgy with parents who must attend meetings for two successive weeks; available every other month.

Catechist, K to Grade 5 – Share faith and knowledge of religion. Attend workshops to become certified. Materials, support & direction are provided. Classes meet every Sunday from 10:30 to 11:30 AM.

Catechist Aide – Assist class catechist. Adults or teen-aged students are welcome. Classes meet each Sunday mornings from September to May excepting Thanksgiving, Christmas and Easter break.

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

Hospitality Help – Assist at one-time events, i.e. Retreats, Sacramental Masses etc. Put out refreshments, assist with clean-up at Religious Education Center.

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

Religious Ed. Administrative 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 for one week in late July/early August. It may meet in the evening or morning as appropriate.

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 excepting Thanksgiving, Christmas and Easter break.

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 excepting Thanksgiving, Christmas and Easter break.

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

Provide Transportation – Students attend off-site programs/activities at times and need local transportation. Diocesan rules for drivers apply.

RITE FOR THE CHRISTIAN INITIATION OF ADULTS

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

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 celebrate 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 meet weekly throughout the year, when there are candidates, as well as after Mass from December to 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; (below); encourage good citizenship, e.g. voter registration etc. Meet monthly.

Ladies Auxiliary – The Auxiliary promotes Christian fellowship and spiritual development for women of the parish at monthly meetings and activities through the year. The Auxiliary also provides service to the parish and needy local agencies. All women 18 years and older are encouraged to join.

Men of St. Mary's – The Men of St. Mary's do many projects in the parish and also help fellow parishioners in need. They help sponsor the Summer Parish Picnic; organize and support the Soup Kitchen project and donate to charitable organizations. Four hoagie sales/year fund these efforts. Monthly meetings are held during coffee and donuts, 10:30a, 2nd Sunday of each month.

Prayer Shawl Ministry – Pray for a person who will use the prayer shawl for comfort while completing a prayer shawl. Ministry meets twice a month on Tuesday evenings to pray, assign names of shut-ins for prayer, to share techniques and supplies and other business necessary to further the ministry.

Project H.O.P.E. Driving Ministry – Provide transportation to doctors, etc. 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. Support and promote Pro-Life causes and activities. Provide information to parishioners helping them to be aware of opportunities to support Pro-Life activities on the local parish level, the diocesan level and the National Level. Be aware of Congressional, Administrative and Judicial activity on the local, state and national level affecting Pro-Life issues. Present articles for the Parish Bulletin, Web-Site or Facebook Page.

Soup Kitchen PREP – Provide and prepare a weekend meal for 200-400 persons at the Kennedy House in Reading. Preparation involves: gathering food in advance; coordinating kitchen help; preparing the meal on Thursday or Friday in our parish kitchen.

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

St. Vincent DePaul Society – Members reach out to the poor and financially and materially deficient in the name of the parish in a spirit of charity and justice. Society members receive, evaluate and vet requests. The Society meets once a month. Requests are processed throughout the month, as requests are received, using a set or predefined criteria.

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. Some groups meet seasonally.

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.

Retreats – Promote Retreat attendance, within the parish and other retreat opportunities. Arrange speaker and retreat opportunities for parishioners and others at the Parish.

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 – Meets on Thursday evenings or when group finds it convenient; check bulletin calendar.