

## **PARISH MINISTRIES:**

*Interested? contact the parish office:*

### **SUNDAY MATTERS**

*stmarysktown@ptd.net*

**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.

**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.

**Acolyte (Altar Server)** – Leads 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 of Song assist on a scheduled basis.

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

**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 the school year, every two weeks in the summer months. Participate seasonally or year-long as one's schedule permits.

**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. Participate seasonally or year-long as one's schedule permits.

**Leader of Song** – Lead and encourage the congregation in singing during liturgy, sing Responsorial Psalm and Alleluia verse. Be present for assigned Masses. Participate seasonally or year-long as schedule permits.

**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 day and time.

**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 suffices.

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

**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.

**Rosary Leader** – Take a turn in leading the rosary which is prayed at 4:05 pm each Saturday before the 4:30 Mass. Each week of the month a different person leads the rosary according to a rotating schedule.

**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.

## **WELCOME MATTERS**

**Breakfast** – Help is needed to cook, wash dishes, wait on tables, set up and clean up. Breakfast is served 9-11:15am 6 Sundays of the year in fall and winter.

**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.

**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.

**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.

**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** – Help the Ladies Auxiliary organize, 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.

**Welcome Ministry**– 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.

**Spaghetti Dinner** – Held in memory of Sr. Kathleen White MSC. Proceeds support the Heifer Project. Help needed to prepare, serve, clean up.

## **BELONGING MATTERS**

**Ladies Auxiliary** – The Auxiliary promotes Christian fellowship and spiritual development for women of the parish at monthly meetings and activities ex. Holiday Bazaar, Fish Dinners, Women's Retreat through the year. The Auxiliary also provides service to the parish and local agencies who help people in need. All women 18 years and older are encouraged to join.

**Men of St. Mary's** – The Men of St. Mary's do many parish projects and also help fellow parishioners in need. They help sponsor the Summer Parish Social; organize and support the Soup Kitchen project and donate to charitable organizations. Four hoagie sales per year fund these efforts. Monthly meetings are held during coffee and donuts, 10:30a, 1<sup>st</sup> Sunday of each month.

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

**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.

## WITNESS MATTERS

### 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 two successive weeks; available every other month or as needed.

**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.

**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 Sunday mornings from September to May except 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, 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.

### 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.

## **RITE FOR THE CHRISTIAN INITIATION OF CHILDREN**

**Companion** - Walk with a family in this program developed for children interested in joining the Catholic Church, children who have not received the Sacraments with their peers, and/or children who have not participated with other children their age in catechetical programs. Parents are expected to participate along with their children in this program.

## **Small Faith Sharing Groups**

**Facilitators** - Prayerful individuals coordinate and facilitate small faith sharing groups (no more than 8). This happens in 6 week sessions twice a year during Lent, Advent or whenever the group decides.

**Home Hospitality** – Welcoming people open their homes for small faith sharing groups to meet.

## **MISSION MATTERS**

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

**Prayer Shawl Ministry** – Bring together people to share in fellowship and to use our time and talents to create shawls that will be given away to help spread the message of God's mercy, love and compassion. We meet the third Tuesday of each month in the Parish Center.

**Project H.O.P.E. Driving Ministry** – Provide transportation to doctors, etc. for 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 to become aware of opportunities to support Pro-Life activities on the parish, diocesan and National Levels. 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 SERVE** –Heat and serve at the Kennedy House in Reading, on Saturday and Sunday, 9 am-2 pm, 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 of predefined criteria.

**Social Media Outreach** – A small committee of people who love to write and are media savvy work with parish ministries to let people in our faith community and beyond know what we are doing.

**Web assistance** - work with our website to promote the parish. Requires knowledge of web program or willing to learn.