

Together In Ministry



SS. John & Paul Parish

2011–2012

**STEWARDSHIP OPPORTUNITIES
FOR SHARING
TIME AND TALENT AT
SS. JOHN & PAUL PARISH**

We are grateful for the many ways that parish members give of themselves—their time and talent and treasure—to help this parish live out its mission and ministry in the name of Jesus Christ.

Please look over the pages that follow. They will give you brief descriptions of some of the ways parish members can get involved and help the parish, along with what kind of time commitment might be involved.

Every parish member from teens on up is asked to try to connect to one or more of these needed ministries. Included with this booklet is a one-sheet summary of the areas we are especially in need of this year, although we will gladly accept your volunteer help in any area you choose. We ask that you fill it out and return it to the parish office or drop it in the Sunday collection.

Filling it out does not commit you to that volunteer ministry. It simply lets us know of your interest.



PARISH COUNCILS AND VICARIATE LEADERSHIP

□ Pastoral Council Member

A group of 12 parish members who involve themselves in parish activities, who help the parish vision for the future, who advise the pastor on key matters, and who act as an “insight” group into the spirit of the parish. Members are selected through prayer and drawing by lot rather than elected. Members usually serve for three years on a rotating basis. 7-8 meetings a year for two hours, with occasional subcommittee responsibilities.

□ Finance Council Member

A group of five members with expertise in the areas of finance, administration, personnel, law and related disciplines. Members will review all finance and administrative matters with the pastor, utilizing the work of the Stewardship Commission and its subcommittees (see pg. 5) and take direction on parish priorities from the Pastoral Council. Members serve four years by appointment of the pastor. Monthly meetings, 7-8 meetings per year.

□ Vicariate Council Representative

Two representatives from the parish who attend vicariate (group of nine area parishes) meetings to keep the parish connected to what is happening on a broader scale than just the parish. Four main meetings a year for three hours with involvement in one subcommittee in addition to providing a report (usually written) to the parish pastoral council. Representatives choose one of the following committees. These are open as well to any interested parish members. Subcommittees meet 3-5 times per year.

- **Formation:** Plan Vicariate leadership days and bi-annual Lenten mission “Onward to the Kingdom”.
- **Caritas:** Plan and communicate Vicariate level Christian Service activities.
- **Evangelization:** Encourage Vicariate level evangelization training and events such as “Reconnect/Welcome Home”.
- **Catholic Schools:** Suggest ways and policies to make Catholic schools available and equitable for all parishes.

Stewardship

...a way of life

Share time and talent

Sacrificially give

Joyfully accept His gifts

Pray and give thanks

*All of our volunteering of time and talent is part of the gift of stewardship to the parish. Some have particular abilities they would like the parish to call upon when needed. **If you have such a skill or gift and wish the parish would use it, please let us know on the sheet included with this booklet.***

The parish has specific needs in the area of stewardship as well. Members of the Stewardship Commission serve on that commission and one of the other committees listed below it. Most committee members, however, simply serve on the committee they are part of. They do not have to be members of the Stewardship Commission.

□ **Stewardship Commission Member**

A group of 6-9 who work closely with both the Parish Finance Council and Parish Pastoral Council to provide the expertise needed for advising on administrative, building, and financial policies and issues. Six two-hour meetings a year and connection to one of the stewardship

committees listed below.

□ **Stewardship Education and Planned Giving**

3-5 parish members who design ways to encourage the parish to its full potential in being stewards of time, talent and treasure. 3-4 planning meetings a year.

□ **Budget and Finance Subcommittee**

3-4 parish members who monitor the fiscal year reporting, help the pastor prepare a yearly budget, and keep the Stewardship Commission informed. Three budget prep meetings a year and several hours total throughout the year monitoring the fiscal situation.

□ **Building and Maintenance Subcommittee**

4-5 parish members who monitor the condition of the parish buildings and grounds (quarterly inspections, 1 hour each) making recommendations to the Stewardship Commission. Includes a yearly “building audit” (about 10 hours) of all parish material assets.

□ **Gardening Committee**

As many members as possible interested in beautifying the parish grounds. They plan the landscaping and organize work days for other parish members to help. 2-3 meetings per year; spring and fall work days with occasional summer maintenance of flower areas; and a Perennial Exchange in fall.

□ **Catholic Services Appeal (C.S.A.)**

15 or more people who help the parish office in the yearly Catholic Services Appeal. Specific areas include helping with the planning, helping on Sundays to take the contributions or auditing the results. A few hours on the first two weekends of May.

□ **Collection Counting Teams**

Teams of 5-6 who count the weekly collection on a rotating basis every four weeks from about 10:30 a.m.-12:30 p.m.

□ **Office/Mailing Help**

Occasionally help with parish, religious education, youth, or Christian Service mailings and phone calls. Called only as needed. 1-1/2 to 2 hours each time you volunteer for a project.

CHRISTIAN SERVICE



The parish is involved in a broad range of outreach and health ministries. We cooperate with area agencies as well as provide some outreach specific to our parish alone. We need help with:

☐ Christian Service Commission Chairperson

Work with the parish's Christian Service Coordinator in formulating programming ideas and monthly meeting agendas; facilitates monthly meetings. Time commitment is approximately 4 hours per month.

☐ Christian Service Commission Member

A group of 12-15 who meet once a month (2 hours) to discuss and plan Christian Service activities. Commission members can also chair or otherwise become involved with the Christian Service projects listed below. Time commitment will vary by project.

COMMUNITY OUTREACH MINISTRIES

Macomb County Interfaith Volunteer Caregivers (MCIVC)

☐ **MCIVC Helper:** Help seniors/disabled/those in need on a limited basis with transportation, respite care, housekeeping, home repairs, errands, visits, meals, etc. Time commitment would be as much or as little to fit the volunteer's personal schedule.

Soup Kitchen Ministry

☐ **Food Server:** Prepare, serve and clean up at Mt. Clemens Salvation Army once every other month on a Tuesday or once a month on a Saturday at St. Christine Soup Kitchen in Detroit. The Salvation Army time commitment is 8:30 a.m.—2:00 p.m. and the St. Christine Soup Kitchen is 10:00 a.m.—3:00 p.m.

☐ **Donate Food Items:** Donate needed food items for the Salvation Army Soup Kitchen/St. Christine Soup Kitchen.

☐ Adopt-a-County-Road Team

Pick up debris 2-3 times per year on 28 Mile Rd. between Mound and Campground. 2 hours on a Saturday morning.

□ **Christmas Sharing Tree**

Many areas of involvement possible from chairperson (responsible for organizing the tags for various charities and oversees sorting and distribution of gifts); tag makers; gift deliverers; gift sorters; gift movers (after masses). Time commitment focuses on late November and early December, from one to several hours, depending on area of involvement.

□ **Community Garden**

Many hands are needed in the spring and summer to plant, weed, and harvest the vegetables that will be donated to local food pantries. Volunteer times are flexible and range from a one time commitment to a weekly commitment. Most of the work time is designed to fit the volunteer's personal schedule.

□ **Nursing Home Ministry**

Bingo helper (once a month for about 2 hours), pen pals, reader/visitor.

□ **Hispanic Ministry/Agape Center**

Work with our congregation and other nearby parishes on matters of interest to our Latino/Hispanic neighbors. Volunteer possibilities include helping with English as a Second Language (ESL), religious education, helping in the food pantry, babysitting while parents are in ESL classes, be the parish representative on the Agape Center Board in Romeo, and otherwise help with Vicariate programming of Latino/Hispanic areas of interest.

Samaritan House

□ **Community Sharing Tree:** Help is needed in November and December to consolidate and deliver Samaritan House clients' Christmas gifts. Most of this is done at St. John Lutheran Church in Romeo. Usually 2-3 evenings of work.

□ **Food Drive Help:** Help with parish monthly food drives/deliveries of food (once a month, first Sunday of month).

□ **MCREST**

There are many areas of involvement during our host week for MCREST (Macomb County Rotating Emergency Shelter Team). Our week to host MCREST is the second week in December. Volunteer opportunities include Team Leadership (teams/committees include laundry, transportation, food serving, security, set-up and take-down, to

name a few) and general volunteers. General volunteers can help one day or several days, depending on their own schedule. Each team has different time commitments and needs. For example, housekeeping would require approximately one hour each time. Volunteers in this area would come sometime during the day (between 8:00 a.m. and 5:00 p.m.) to vacuum and empty small garbage cans. People volunteering to serve dinner would require 3 hours each time (between 5:00-8:00 p.m.) Needs are many and volunteer time slots are flexible, whatever works for you.

Life Issues

Lifespan/Right to Life representative; become involved in legislative issues dealing with the protection of life (assisted suicide, death penalty, abortion, etc.) Once a month for 1-2 hours.

Special Needs Ministry

Plan and host meetings for those with special needs one Saturday per month. Approximately 2-3 hours.

HEALTH TEAM MINISTRY

Health Team Member

Someone who has a desire to help the parish promote the health of the whole person, mind, body and spirit. It is not necessary to be a health professional to volunteer in this area. Can act as a referral resource (liaison to other resources and community health services); facilitator (for a specific parish health education project); or general support person. 1 hour per month.

Blood Drive Committee

Help organize blood drives three times a year. Volunteers are needed for calling potential donors to schedule appointments, baking cookies and preparing and serving a meal to Red Cross staff and volunteers. Time commitment is 1-2 hours prior to the drive or 1-2 hours during the drive.

Monthly Blood Pressure Screening

Health professionals who work with the Parish Nurses to take parish members' blood pressure. 1/2 hour per month after Mass.

☐ **Health Bytes**

Helps parish become more aware of specific health issues through use of speakers, bulletin articles, brochures, etc. Time commitment varies.

☐ **Anointing of the Sick Assistance**

Be present to assist as health care professional, greeter, or general support at the parish's four times a year Anointing of the Sick Masses.

WORSHIP

The Eucharist is the “source and summit” of the Church’s life. Worship is at the core of what makes us a community of faith and binds us together. Volunteers are needed for:



☐ **Worship Commission Member**

Meet monthly from September through June for two hours. 8-10 members who are willing to both be formed in liturgical understanding and to help the parish prepare its worship in meaningful ways.

☐ **Liturgical Environment Committee**

Working with several others to plan the church environment for various seasons. Usually take lead responsibility in one season and help with some of the others: Advent-Christmas, Lent, Easter-Pentecost, Ordinary Time, Remembrance of the Dead/Harvest.

☐ **Funeral Ministry Team**

A team of people who assist the parish's funeral celebrations in several ways: at scripture services the evening prior to the funeral, at funeral liturgies and cemetery committals as lectors, communion ministers, cantors, or adult altar servers. Sacristans who would set-up for a funeral Mass are also needed. You will choose which area of involvement is best for you.

☐ **Wedding Rehearsal Team**

A group of volunteers who guide the bride, groom, wedding party and parents through the wedding rehearsal and actual wedding ceremony. The rehearsal is usually scheduled one to two days before the wedding date. At that time, they rehearse the wedding procession and readings with the wedding party in preparation for the actual wedding ceremony. They are also present on the wedding day to make sure everything runs smoothly. Work in pairs, usually 2-3 weddings per year.

LITURGICAL MINISTERS

The parish is always in need of additional volunteers to assist at the weekend and other liturgies as well as various prayer services.

Volunteers will be trained and assigned on a rotating basis approximately once a month. You can volunteer for more than one area, although ordinarily you will be assigned to only one ministry at a given Mass.

□ Lectors

Prepare ahead of time and proclaim the Word of God by reading the Scriptures on Sundays and at other worship services.

□ Communion Ministers for Mass

Distribute the Body and Blood of Christ at Mass.

□ Greeters

Assist by welcoming all who come as well as distribute worship aids.

□ Children's Liturgy of the Word Leader

On a bi-monthly rotating schedule during either the 9:30 or 11:30 a.m. Mass, leads children grades 1 through 4 out of church for 15 minute sharing and reflection on the gospel. Children return for the presentation of the gifts.

□ Altar Servers

In addition to the children who serve at the altar (grade 4 through grade 8), we invite adults and teens, men and women, to volunteer as well.

□ Ushers

Help assist in seating people when needed; concern for the overall order and decorum of the church, in addition to assisting with the collection.

□ Sacristans

Oversees the preparation of the vessels and books and whatever is needed prior to the Mass. Assigned on a rotating basis. Training for this ministry will be provided.

□ Communion Ministers to the Sick

Communion Ministers visit the sick on a regular basis to offer an

opportunity for prayer and reception of the Eucharist to the sick or homebound. Usually assigned to one person.

□ **Altar Linen Cleaning**

Takes care of picking up, cleaning, and then returning all the used linen for the altar as well as vestments and robes. Done on a rotating basis, one or two months a year, several hours during that month.

MUSIC MINISTRY

Music at SS. John and Paul offers many wonderful opportunities to joyfully serve God by enabling this community of faith to participate more fully in our liturgies. The wide range of volunteers in this area gather to sing, play instruments and pray within a lively and committed fellowship. Please consider one of the following ministries:

□ **Cantor Program**

The cantor serves as leader of the community's song within liturgy approximately once every three weeks, preparing and singing music which expresses the texts of scripture and prayer. The cantors meet regularly as a group, as well as engaging in individual practice and vocal coaching. This is open to all experienced singers.

□ **Choir (Teens and Adults)**

Singers of all ages and musical abilities are welcome to join; no auditions are necessary and you are not required to read music. The Choir offers a unique support and embellishment to the song of the community, most often at the 9:30 a.m. Sunday Masses. Rehearsals are on Thursdays from 7:00-9:00 p.m.

□ **Junior Choir**

All children with reading ability are welcome to join in this fun ministry, which provides leadership in liturgical song at various times of the year. You are not required to read music. The emphasis is on singing with spirit and understanding. Rehearsals are once a week for approximately 1 hour.

□ **Contemporary Ensemble**

Provides musical leadership at the 11:30 a.m. Sunday Mass and other liturgies. Any guitarist, instrumentalist or percussionist is welcome to join this group which practices on Sundays before and after the 11:30 a.m. Mass, as well as at other mutually-agreed upon times.

□ **Adult Handbells**

The ringing of handbells is a rhythmic, even athletic, musical activity which enhances the community's song by interpreting musical themes in a unique way, whether through stand-alone pieces or accompaniment. Rehearsals are for one hour on Mondays after the 7:00 p.m. Mass.

□ **Teen Handbells**

This group of middle school and high school students enriches the music of our liturgy through the ringing and special effects of handbells, playing for a variety of Masses throughout the year. This is an excellent way for non-singers to participate in the music program while building community with their peers. Rehearsals are once a week for 1 hour.

□ **Junior Handbells**

Open to every child of grade school age on up who is able to reach and ring the bells appropriately (needs a certain height and strength). A superb opportunity to be part of the musical leadership, while learning rhythm patterns. Rehearsals are once a week for approximately 1 hour. Plays periodically throughout the year, with special emphasis on the Christmas and Easter seasons.

□ **Resurrection Choir**

Assist during funeral liturgies to provide music ministry support. All who are available during the day are welcome. Rehearsals are approximately 1/2 hour before funerals.

□ **Instrumentalist or Accompanist**

Persons of any age who play an instrument can contribute to the leadership of music. Individual rehearsals and opportunities to play are fitted to your schedule. We particularly rely on volunteers during the Christmas and Easter seasons. *Please use sheet included with this booklet to let us know which instrument you play.*

EVANGELIZATION/HOSPITALITY

□ **Evangelization/Hospitality Committee Member**

Meet every other month for 1-1/2 hours to discuss ways to encourage the parish to grow in its awareness of the needs of one another and those beyond the parish boundaries. The primary goals are: focus

overall efforts on evangelization both in-house and beyond church walls; provide refreshments for hospitality needs of the parish; coordinate the planning of parish social events.

□ **Family Committee Member**

Develops ways to integrate family needs and concerns into larger parish vision and events. Approximately eight 1 hour meetings per year.



EVANGELIZATION (OUTREACH)

This area focuses on how we reach out to others by being inclusive in our desire to share the gospel message with others and by being hospitable to all who enter our doors.

□ **Parish Representative**

Act as a link between neighborhoods and the parish. These people extend a welcome to new parish members through phone calls 1-3 months after registration in the parish to see if they can help with any questions or concerns. Usually 1-2 hours maximum a month.

□ **Parish Web Site**

Work with a team of volunteers to keep the parish website looking fresh and staying up-to-date. Assist parish staff in developing website info. as needed. Time commitment of a few hours a month maximum.

□ **Prayer Ministry**

Willingness to commit to weekly prayer support for someone who lets the parish know of their prayer need.

□ **Card Ministry**

Sending parish cards on special occasions (sacraments, birth of a child, deaths, illnesses, etc.). 2-3 hours monthly time commitment. Names, stamps, and stationery will be provided through the office.

□ **Community Liaison**

Develops relationships within our local area with regards to various evangelization opportunities. For example, this person would research different Public Relations prospects, locate correct office and person to speak with at the township about various church projects, etc. About one hour per month maximum.

KITCHEN MINISTRY

This ministry pays attention to parish hospitality and refreshments for all parish gatherings.

☐ Funeral Luncheons

Teams of 4-6 who act as host/hostess to funeral luncheons. The lunch is catered by an outside food service, but the team sets up the beverages, calls parish members who have volunteered to donate desserts, and provides the overall hospitality to the family and friends of the deceased. Time commitment of 4-5 hours for each funeral you volunteer for.

☐ Kitchen Management

A committee of 3-4 who oversee the kitchen, making sure supplies are ordered when needed, cleanliness and orderliness in the kitchen and storage areas are maintained. Three hours a month.

☐ Refreshments for Special Events

A committee that hosts on a rotating basis the refreshment set-up and serving at special parish events such as Confirmation, large parish gatherings, special liturgies. About 3-4 hours per event.

PARISH SOCIAL EVENTS

These events provide opportunities to gather as community and enjoy one another. The aim is not to raise money but to enjoy and gather together. The following events are organized by volunteer teams of 6-8 people (a different team for each event). Teams meet 3-6 times for 1-1/2 hours to plan and organize the event.

☐ **Golf Outing:** Help plan and organize yearly summer event of golf at a local course. Meetings as needed through the year.

☐ **Parish Socials:** Help organize, publicize and facilitate an event such as Oktoberfest/Wine Tasting/Road Rally/Potluck/Game Night. Events change depending on the year.

☐ **Parish Picnic Committee:** Meet in the spring to plan the parish picnic, held on the last Sunday in June. Recruit volunteers to serve on various subcommittees such as food, entertainment, children's games, set up, clean up, etc.

G R A C E

PARISH FAITH FORMATION

Our parish faith formation is titled “G.R.A.C.E.”—Growing and Responding As Catholics Everyday—which encompasses faith formation for all ages and includes three components. All the components need volunteer help in various ways.

MONTHLY G.R.A.C.E. SESSIONS

Monthly sessions, one week per month. Sessions repeated on Sunday, Tuesday, Wednesday and Friday, 6:00-8:30 p.m. Volunteers may choose to help on any one or all of the days.

Coordinator of Evening Volunteers

Works with parish staff to assign volunteers to needed areas for the month; coordinates volunteers on one or more evenings of the week of G.R.A.C.E. for the months you choose, approximately 8 hours needed.

Greeters

Arrives 30 minutes prior to the session on a selected evening. Greets people at the door and oversees sign-in.

Host and Hostess

Two needed per night. Arrives 30 minutes prior to the session on a selected evening. Welcome and seat people.

Project/Home Packet Team

Two to three hours of volunteer time in a given month. Done the week prior to the monthly session. Team cuts, staples, glues, etc. whatever is needed to put project materials together; assembles packets to be taken home.

Facilitator

Lead and/or assist in an age-specific break out group on a given evening. One lesson planning session prior to monthly session plus attending the evening chosen. All age levels need facilitators; volunteer chooses which age level to work with.

Food/Serving Team

Four needed per night to set food out and serve the meal as people pass through food line. Must arrive 30 minutes prior to session.

Shoppers

Purchase quantities of food items the week prior and week of as needed.

AGE-SPECIFIC GATHERINGS

Gatherings from early childhood through adult that provide formation opportunities that address age appropriate topics.

Early Childhood Sunday Sessions

Meet on Sunday mornings during the 9:30 a.m. Mass each week starting with the first Sunday of October and ending on the third Sunday of April. Willing to share faith with children 3, 4, and 5 years old; meet for lesson planning and are encouraged to attend topic formation sessions to eventually become certified as a catechist.

Early Childhood Catechist

Plans and facilitates weekly sessions of faith sharing with small groups of age-level children.

Assistant Catechist

Beginner who is mentored by a leader, and who shares in the dialogue with the group and assists in any way possible.

Grades 1-6 Catechetical Sessions

Meets 4 times in the fall and 4 times in the winter on Mondays/Tuesdays 4:45-6:00 p.m. or 6:30-7:45 p.m. Volunteer chooses which time slot to help with. One Tuesday lesson planning session in the fall and one in the winter prior to the four sessions.

Catechist

Participates in the planning and facilitates sessions of faith sharing and religious education formation with groups of 20 or so children.

Assistant Catechist

A person mentored by a lead catechist, sharing in the dialogue with the group and assisting in any way possible.

Youth Ministry/Teens

Meet throughout the year outside the monthly sessions in a variety of events and formats. There are separate events for junior and senior high teens.

☐ Youth Ministry Team

Adults who assist in identifying the needs of the teens in our parish and work with the youth ministry toward achieving these goals. Each adult is asked to attend approximately 3-4 meetings a year and help with facilitation of meetings and certain special events.

☐ Junior High (Grades 7-8) Special Event Help/Driving/Chaperone

Assist in implementation of at least one special junior high event. Approximately 6 hours of volunteer time per event.

☐ Senior High (Grades 9-12) Special Event Help/Driving/Chaperone

Assist in implementation of at least one special senior high event. Approximately 6 hours of volunteer time per event.

Young Adult and Adult Formation

We have a few areas in need of volunteers.

☐ Young Adult Vicariate Representative

18-35 year old, single or married, college or non-college, who attends area-wide meetings to give vision for ministry with and for 18-35 year olds in the North Macomb area. Monthly meetings 6-8 times per year.

☐ Men's Prayer and Bible Study

This group gathers for prayer and bible study on the second and fourth Saturday of the month for one hour. Occasional need for someone to open up and prepare material.

☐ Women's Scripture Reflection

This group gathers for reflection, prayer, and faith sharing on the first and third Thursday of the month. Occasional need for someone to open up and prepare material.

☐ Parish Library Committee

Help maintain the organization of the magazines, books, tapes,

videos, and other material that can be checked out of the parish library in the Disciple's Room. This may take 2-3 hours monthly.

□ **Parish Vocation Committee**

A group of parish members who plan ways to integrate vocation awareness into the life of the parish. It includes awareness of religious life and priesthood, but the focus is much broader: How is each adult being called to live out their baptismal commitment—single, married, or single again, working or retired? Meets approximately 3 - 4 times per year.

Summer Son Shine (Vacation Bible School)

The vacation bible school program for children ages 4 years through the 5th grade runs for one week during either July or August, 9:00 a.m. to 12:00 noon. There are five 25 minute sessions throughout the morning: opening, crafts, bible, snacks, games, closing.

□ **Planning Committee**

Adults who oversee a component of the program by planning and implementing e.g.: decorating, obtaining and organizing supplies, music, etc.

□ **Session Leader**

Plans and facilitates the 25 minute segment for groups of approximately 24 children.

□ **Group Leader**

In teams of one teen and one adult who oversee groups of 12 children throughout the morning leading them to their sessions and assisting with hands-on help during each session.

□ **Group Leader Assistants**

Assists the leaders.

SACRAMENTAL PREP G.R.A.C.E. PROGRAMS

Each of our sacramental preparation programs has a team of volunteers who help lead and implement them. Except for the R.C.I.A. mentioned below, they meet 2-4 times a year with candidates and parents and help staff members prepare them for the given sacrament. Training for the roles is provided for the volunteer.

☐ Sacrament of First Eucharist

Meetings occur between January and April in a given year.

☐ Sacrament of First Reconciliation

Meetings occur between September and December in a given year.

☐ Sacrament of Confirmation

Meetings occur between April and November in a given year.

☐ Sacrament of Baptism (for Infants)

Meetings occur a few times throughout the year, about 2 hours per meeting. Work with pastoral staff to help prepare families for baptism of their infants and pre-school age children.

☐ Christian Initiation for Families with Children

Help parish formation leaders prepare children who are of school age but who have had little or no previous religious formation; 6 monthly meetings, 10:30 a.m. Sundays.

☐ R.C.I.A. (Rite of Christian Initiation of Adults)

A team of parish members who can act as sponsors, catechists, prayer partners or other ministries, journeying with those becoming Catholic. Team involvement depends on the number of people taking part in the process (usually a few hours monthly).

☐ Sacrament of Marriage

Help pastoral staff prepare engaged couples for marriage.



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