

## MINISTRY DESCRIPTIONS

### *Liturgical Ministry*

**Extraordinary Ministers of Holy Communion** assist with the distribution of the Precious Body and Blood of Christ at weekend and holy day liturgies.

**Lectors** proclaim the Word of God at Sunday and holy day liturgies and other liturgical celebrations.

**Ushers** assist parishioners with seating, taking up the collection, and directing people to various areas of the building.

**Greeters** welcome those gathering for liturgy and distribute bulletins before Mass.

**Gift Bearers** present the gifts of bread and wine during the offertory.

**Sacristans** assist the celebrant in preparing for liturgies by setting out the appropriate number of hosts, pouring the wine, preparing the chalice, etc.

### *Music Ministry*

The **Adult Choir** sings at weekend and holy day liturgies, with one weekend off each month. Choir practice is held in Room 204 of the school on Thursday evenings at 7 p.m.

A **Cantor** leads the assembly in sung prayer. Cantors should have some prior singing experience and training is available.

### *Office/Administrative*

**Collection Counters** meet on Monday mornings for about ½ hour once a month to count the offering taken at the weekend liturgies.

**Weekend Mass Receptionists** greet people and answer phones before the Saturday 5 p.m. Mass, and before and after Sunday 8:30 a.m. Mass.

**Office helpers** answer phones and greet guests when our parish staff is unavailable.

### *Prayer*

Volunteers are needed to commit to a **weekly hour of adoration** before the Blessed Sacrament at St. Michael Parish Adoration Chapel. Many hours are open or have only one adorer.

People on the **prayer chain** sign up to receive prayer requests via e-mail and to pray for the needs and concerns that other parishioners bring forward.

**Rosary leaders** lead those present in praying the Rosary before the Saturday evening 5 p.m. Mass (beginning at 4:30 p.m.) and before the Sunday 8:30 a.m. Mass (beginning at 8 a.m.) Leader pamphlets are provided for those who volunteer.

### *Other Ministries*

**Serve coffee & rolls:** Help is needed to set up and serve donuts, cookies, coffee, and lemonade after the 8:30 & 10:30 a.m. Masses on Sunday mornings.

**Kitchen helpers** set up and serve lunch at funerals and other parish events.

**Baking/cooking:** Volunteers are needed to bake cookies, cupcakes, bars, etc. for Sunday mornings and evenings, or to make a salad or dessert for funerals/parish events.

Volunteers are needed to **launder altar linens** (wash, dry, and iron). A rotating schedule and instructions are provided.

Volunteers are needed to **decorate the sanctuary according to the liturgical seasons**. This includes weekly care of the plants and décor.

Volunteers are needed to **help with cleaning the Gathering Space, Nave, and parish offices**, including vacuuming, sweeping, dusting, etc. Our goal is to have a few teams of volunteers who could rotate throughout the month.

**In-Home Ministry:** Volunteers are needed to visit and bring Communion to parishioners confined to their homes.

**Catholic Daughters of the Americas** is a women's organization that undertakes religious, charitable, and educational works on the local, state, and national levels.

The **Knights of Columbus** is a Catholic men's fraternal benefit society. Social and intellectual fellowship is promoted among members and their families through educational, charitable, religious, social welfare, war relief, and public relief works.

**St. Vincent de Paul Society** members follow Christ through person-to-person service to those in need, along with collecting and distributing charitable donations to ease their suffering.

### **OCIA (Order of Christian Initiation for Adults)**

This is a program for the unbaptized, for members of other Christian denominations who wish to become Catholic or would like to learn more about the Catholic faith, and for those who are Catholic and need to be confirmed or would like a refresher on Church teaching and practice.

**Sponsors/faith witnesses** are confirmed Catholics who walk with a person through the OCIA process as a friend and mentor, and help to welcome him/her into the Catholic way of life and into our parish.

### **Parish Committees**

The **Building & Grounds Committee** helps water and care for our trees, bushes, and plants during the summer as well as mow the lawn. During the winter months, snow removal and winter care of the plants will be done. The committee also assesses parish building and grounds maintenance needs and develops plans to address those needs.

The **Finance Committee** works closely with the pastor and the Parish Finance Director to oversee and manage parish finances.

The **Parish Activities Committee** members help plan and host many events throughout the year, including Turkey Bingo, our Parish Picnic, Footloose in February, and Trunk or Treat.

The **Social Ministries Committee** coordinates the parish's corporal works of mercy, including but not limited to activities supporting funerals, our Parish Food & Diaper Pantry, prison ministry, pro-life, serving at The Banquet and the St. Francis House, the Advent Angel Tree, and the Red Sisters at St. Joseph Cathedral.

### **Formation**

**Children's Liturgy of the Word Leaders** lead our 3-6 year-olds in lessons and activities based on the Sunday readings during the 8:30 & 10:30 a.m. Masses. Curriculum is provided.

**High School Adult Volunteers** assist with High School Youth Group on Wednesday evenings (6:30-8 p.m.) and assist the Youth Director with retreats and other youth events.

**Youth Group Meals Volunteers** help by providing meals for the Jr. High Youth Group on Sundays at 11:30 a.m. Meals can be very simple—Crock Pot meals are great!

**Steubenville Conference Chaperones** will assist the high school youth leader and other adult chaperones as high school youth travel to and from the Steubenville North Youth Conference. Pre-planning sessions will be held prior to events and will be scheduled accordingly.

**Marriage Sponsor Couples** are couples married for several years who have completed training to meet with and mentor engaged couples during their months of marriage preparation. They help engaged couples discover and discuss various issues in their relationship that can affect them in married life.

### **Groups**

Our **Men's Group** is open to all men age 18 and older. They meet the 1<sup>st</sup> and/or 3<sup>rd</sup> Saturday morning of each month from 7:30-9 a.m. for prayer, study, sharing, and discussion.

**Rosary Clubs** meet every so often for a light meal/snack and to pray the Rosary. Members are grouped according to their age and family situation.