

St. Matthew Catholic Church Parish Ministry Volunteer Handbook



2140 West Ontario Avenue
Corona CA 92882-5651

“A Christian Community In The
Roman Catholic Tradition.”

Table of Contents

CATECHETICAL MINISTRIES

BAPTISMAL PREPARATION
CHILDREN'S SACRAMENTAL PROGRAMS
ORDER OF CHRISTIAN INITIATION (OCIA)
LIVING OUR FAITH
FAMILY RELIGIOUS EDUCATION
YOUTH MINISTRY

LITURGICAL MINISTRIES

ALTAR SERVERS
CHURCH ENVIRONMENT
COMMENTATOR
COMMUNION TO THE HOMEBOUND
EXTRAORDINARY MINISTERS OF THE EUCHARIST
READERS
MUSIC MINISTRY
USHERS
WEEKLY COMMUNION MINISTRY —VISTA COVE CARE

SERVICE MINISTRIES

ALTAR LINEN CARE
OFFICE VOLUNTEER
PASTORAL COUNCIL
FINANCE COUNCIL
COUNTERS
REPAIR, MAINTENANCE AND GARDENING ASSISTANCE

OUTREACH MINISTRIES

SOCIAL CONCERNS COMMITTEE
CHRISTMAS OUTREACH
SETTLEMENT HOUSE MONTHLY FOOD DRIVE

SOCIAL MINISTRY

MEN'S CLUB
FUNDRAISING COMMITTEES
HISPANIC MINISTRY
FILIPINO MINISTRY

SPIRITUAL MINISTRIES

WINGS AM/PM
BIBLE STUDY
DIVINE MERCY MINISTRY
GUADALUPANAS MINISTRY
CONSAGRACIONES MARIANAS
PRAYER MINISTRY (INACTIVE)

SUPPORT MINISTRIES

BEREAVEMENT MINISTRY
SPONSORING COUPLES MINISTRY

Parish Staff Information Page

Parish Office

Phone: 951-737-1621

Email: stmatthew@sbdiocese.org - website:
www.stmatthewcorona.org

Rev. Joseph Antony Sebastian, S.V.D.

Pastor

Phone: 951-272-3523

Email: jasebastian@sbdiocese.org

Rev. Jose Goopio, S.V.D.

Parochial Vicar

Phone: 951-737-1858

Email: jgoopio@sbdiocese.org

Susie Chocek

Business Manager

Phone: 951-737-1004

Email: schocek@sbdiocese.org

Evelyn Sobrino

Ministry Coordinator

Phone: 951-272-3524

Email: esobrino@sbdiocese.org

Raquel Aguilera

Director of Religious Education

Phone: 951-272-3521

Email: raguilera@sbdiocese.org

Alicia Quintero

Youth Ministry/Confirmation Coordinator

Phone: 951-272-3520:

Email: aquintero@sbdiocese.org

Rebeca Golden

Parish Secretary

951-737-1621

rgolden@sbdiocese.org

Parish Mission Statement

We the people of St. Matthew Parish, a Christian community in the Roman Catholic tradition, are committed to the challenge of the gospel message. We are dedicated to fostering spiritual growth through sacramental worship. We strive to provide opportunities to strengthen the family unit. We encourage our members to share their time, talent and treasure in the pursuit of the kingdom of God.

Message from Parish Council

The Pastoral Council has designed the following Parish Ministry Handbook to provide information about the various Church ministries and volunteer opportunities at St. Matthew Catholic Church. The Pastoral Council Invites Parishioners to review this Handbook and to consider these opportunities as a way to support the Parish and to become more engaged in the life of our faith community.

Please feel free to contact the Parish Office if you have any questions or would like to discuss your interests. The Council hopes that you keep the Handbook in a place where you can easily look for opportunities for ongoing involvement at St. Matthew.

CATECHETICAL MINISTRIES

Ministers are needed in all of our programs to help provide the faith formation needed as Christians.

Training and support are available in all levels of Ministry from elementary through adult formation.

Baptismal Preparation

Facilitators work with parents to prepare their infants by presenting a brief history and theology of the Sacrament. Instruction to parents and sponsor also includes information about what to expect on the day of Baptism. Training is required and Facilitators must participate in the Diocesan formation processes.

Children and Youth Sacramental Programs

Trained Facilitators help with parent meetings and workshops designed to prepare children and youth for the Sacraments of Reconciliation and Eucharist. Facilitators are encouraged to participate in the Diocesan formation process. Catechists and Aides prepare our high school-age youth to receive the Sacrament of Confirmation. Training and resources are provided and participation in the Diocesan formation process is highly encouraged.

Order of Christian Initiation (OCIA)

The OCIA process is for adults wishing to become members of the Catholic Church, and Catholic adults in need of preparation for the Sacraments of Reconciliation, Eucharist and Confirmation. A team of staff and volunteers provide assistance and support to the adults enrolled in the program as they journey through the OCIA process.

Living Our Faith

Living Our Faith is a new ministry that is extension of our OCIA program. Many of Our Participants completed the program with the desire to delve deeper into things we only touched on in the program. We want to offer them more to expand their faith and knowledge of our Catholic Faith.

Family Religious Education

Catechists and Aides can deepen their own faith by sharing it with the children of our Parish. Our Religious Education Program serves children in grades one through six. Training is required and participation in the Diocesan formation process is highly recommended.

Youth Ministry

The Youth Ministry program gives our youth an opportunity to bring God into their lives in a more active way. Young people need adults in whom they can confide, talk with and share their faith. As a faith community it is our responsibility to share our wonderful Catholic tradition with them. Each year we have many youth students registered in our program. As our Parish continues to grow, we have a great need for adults to help in this very important Ministry. Please consider investing a small amount of time in our future – our youth. Training is provided.

LITURGICAL MINISTRIES

Altar Servers

Altar Servers are young boys and girls who have made their first Communion and who assist the priest at Mass. Altar Servers carry the Cross and process with the priest to and from the altar at the beginning and the end of the Mass. They carry other items used during the Mass, and hold the book for the priest to read. Training is provided and Servers are scheduled on a rotating basis.

Church Environment

Volunteers help to decorate and prepare the Church environment for the various liturgical seasons by helping to design, arrange and maintain seasonal decorations and plants.

Commentator

Ministers proclaim the Prayer of the Faithful with the Priest Celebrant at Sunday Mass. They announce important information to be shared with the Parishioners before and after Mass. Training is provided and

schedules on a rotating basis.

Communion to the Homebound

Ministers are commissioned at Sunday morning Mass to bring the Body of Christ in communion to the sick and homebound of our Parish who cannot attend Mass. Families are invited to participate as Ministers spend a few minutes to pray with and to offer comfort to these important members of our Parish.

Extraordinary Ministers of the Eucharist

Ministers assist at weekend and holiday Masses in the distribution of the Body and Blood of Christ. Training for this very important Ministry is provided and volunteers are scheduled on a rotating basis.

Readers/Lectors

At each Liturgy, trained Lectors proclaim the Scripture readings to the Christian community that has gathered to worship and to hear the Word of God. Good readers of all ages who have completed their Sacraments of Baptism, Confirmation and Eucharist are invited to join this Ministry. Volunteers are scheduled on a rotating basis.

Music Ministry

Music Ministers (singers and musicians) share their musical talents to inspire us to pray through singing at weekend and holiday Masses.

Ushers

A group of dedicated Ushers, assist at weekend and holiday Masses by welcoming and helping to seat Parishioners, taking up the collection, facilitating the Communion line, and distributing bulletins. The Ministry is open to all men and women who are at least 18 years old. Training is provided and volunteers are scheduled on a rotating basis.

Weekly Communion Ministry-Vista Cove Care Center

Once a month, Fr. Joseph or Fr. Jose celebrates Mass and anoints the sick at the Vista Cove Care Nursing

Home on South Main Street in Corona. A team of Ministers assist at this Mass and on Thursdays they lead a Communion Service. Volunteers are also needed to help transport the residents from their rooms to the gathering place for the service.

SERVICE MINISTRIES

Altar Linen Cleaning

Volunteers clean and press the linens used during Masses. Once a week during the assigned month, linens are picked up from the sacristy. Cleaned and pressed linens must be returned to the sacristy by Friday morning in preparation for all the Masses. Volunteers are scheduled one month during the year.

Office Volunteers

Routine and special projects handled by the Parish Office Staff often require the assistance of office volunteers. The stuffing of flyers into the bulletins each week requires approximately one to two volunteer-hours every Friday morning. Special projects are addressed on an as-needed basis.

Pastoral Council

Ministers serve as an advisory group to the Pastor and assist in the visioning and planning for Parish growth and development. Members represent the diversity of needs in our Parish.

Finance Council

Members are consultative to the Pastor in his responsibility for administration and stewardship of the temporal goods of the Parish.

Counters

Counters tabulate parish weekly donations and special collections.

Repair, Maintenance and Gardening Assistance

Our Parish buildings and property receive heavy use with all of our programs, services and ministries. Occasionally help is needed with simple repairs and

maintenance. Garden areas around the patio also need regular care. If you are talented in fixing things or if you have a green thumb, please consider sharing your talents.

OUTREACH MINISTRIES

Social Concerns Committee

Members help the pastor to identify parish and community social justice ministry needs. The committee provides opportunities for parishioners to become acquainted with Catholic Social Justice Teaching and coordinates and encourages planning for various social justice outreach and activities. Communication with diocesan offices regarding relevant issues, support and training is an essential part of the ministry.

Christmas Outreach

The goal of this Ministry is to coordinate the efforts of the Parish to provide a brighter Christmas for needy families of our community. Donations of clothing, food and toys are collected for all members of families in need of our loving care.

Settlement House Monthly Food Drive

Volunteers help to transport to the Settlement House in Corona the food collected through our Parish's monthly Food Drives. Volunteers are scheduled once per month, in the morning, on the Monday following the Food Drive.

Pro-Life Ministry

The St. Matthew Pro-Life Ministry is dedicated to helping mothers and fathers choose life for their children, even in the most difficult circumstances. This ministry participates in many of the pro-life activities and fundraisers of the Diocese.

SOCIAL MINISTRIES

Men's Club

This is a social organization for the men of our Parish. The Club meets monthly for dinner and fellowship. They occasionally hosts special golf and fishing outings. Fish

Fry Dinners hosted every Friday during Lent are the Club's biggest service event. This group generously donates to, those in need, and assists in addressing Parish needs as they arise.

Fundraising Committees

Each year, our Parish dedicates to gather together to celebrate community. Throughout the year, St. Matthew Church hosts various Fundraising Events that include games, food, entertainment, and family activities. Volunteers are always needed to plan and help out at these gatherings.

Hispanic Ministry Group

A Hispanic committee, that meets once a month to coordinate the celebration of Hispanic traditions and holidays, such Valentine's Day Dance, Cinco de Mayo, Mexican Independence Day, and The Feast of Our Lady of Guadalupe. The committee also organizes events to raise funds to donate to those in need.

Filipino Ministry

The Filipino Ministry of St. Matthew aims to foster evangelization of our fellow brothers and sisters in Christ and encourage active participation by all, especially the Filipino community, by promoting events/activities rooted in our strong faith in God and our authentic religious Filipino traditions.

SPRITUAL MINISTRIES

WINGS AM & WINGS PM

Women In God's Spirit giving Glory to God is a diverse group of Christian women communing together to enrich their spiritual lives. Wings meet P.M. Tuesdays evenings 5:30-7:15pm or A.M. meets 1st Wednesdays of the month from 9:30–11am. Meetings are held from September through May.

Bible Study

It is Offered twice yearly during Advent and Lent. We need volunteers to set up/Refreshments.

Divine Mercy

Is a Spanish Speaking Ministry that gets together every Sunday after the 12:30 p.m. Spanish Mass to pray the Divine Mercy Chaplet. And celebrates the Feast of the Divine Mercy.

Guadalupanas Ministry

The Guadalupanas Ministry is a small group of St. Matthews ladies dedicated to honor our Virgin of Guadalupe. Meetings are scheduled as needed for fund raising events and just prior to our Lady of Guadalupe celebrations in December.

Consagraciones Marianas Ministry

Marian consecration is the act of entrusting one's body, soul, possessions, works, and entire life to the protection, guidance, and intercession of Our Lady. This is a Spanish Ministry. They meet on Thursday nights.

Prayer Ministry (Inactive Ministry)

Volunteers are needed to begin a prayer ministry to offer prayers for all the needs of our Parish and Parishioners on a daily basis. There is no requirement to attend meetings or special training. Ministers are asked to pray daily for Parishioner's prayer requests and intentions.

SUPPORT MINISTRIES

Bereavement Ministry

This Ministry provides support to families grieving the loss of a beloved family member. Ministers of consolation assist families in planning funerals and vigil services. During the funeral and/or Vigil service, Bereavement Ministers offer comfort and welcome to family and friends of the deceased. Training and support is provided to volunteers willing to participate in this special Ministry.

Sponsoring Couple Ministry

Sponsor couple is a couple to couple ministry in which

married couples mentor engaged couples to help them prepare for a Christian marriage.

Sponsoring couples must have received the Holy Sacrament of marriage and be married for at least 2 years to apply to be a Sponsor Couple Ministry.

NOTES: