



Saint Rita

— PARISH —

MINISTRY LEADER MANUAL

Ministry Leader Manual

Table of Contents	Page Number	
Introduction	1	
What is a Ministry Leader	3	
What Support is Available for Ministry Leaders	5	
How do I Promote My Ministry	6	
How do I Communicate with Ministry Members and Parish Staff	7	
How do I Obtain Help Planning a Ministry Activity	7	
How do I request a Meeting Room or Facility Space	8	
What other Spiritual Resources are Available for Ministry Leaders	8	
Appendices		
Appendix A	Ministries Catalogue by Commission	9
Appendix B	Marketing content Submission Form	14
Appendix C	Coffee and Donuts Hosting Instructions	17
Appendix D	Gmail and Google Drive Helpful Instructions	19
Appendix E	Donation Collection Procedures	22
Appendix F	Meeting and Event Spaces Available at St. Rita Parish	24
Appendix G	Facility Request/Room Booking Form	26
Appendix H	Discernment Information	28

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Introduction

On Behalf of Father Behrend and the entire Saint Rita Parish Staff and our parish community, thank-you for answering the call to serve as a Ministry Leader. We hope you find this manual to be a useful resource not only for yourselves, but also for those who are considering stepping into a ministry leadership role.

People Helping People

God, our loving Father's plan for Saint Rita Parish is to be a family filled with joyful, caring, welcoming people who have accepted their Baptismal call to be disciples of His Son, Jesus Christ; knowing all that we have and all that we are comes from God.

“As each one has received a gift, use it to serve one another as good stewards of God’s varied grace.” (Peter 4:10)

When we choose to serve in the role of a Ministry Leader, we are accepting God's call “as good stewards.” Catholic stewardship is a way of life; an expression of our discipleship and love for Jesus Christ; with the power to change how we understand and live out our lives.

When we pray our parish Stewardship Prayer, we ask Jesus for his help “**developing and sharing**” our gifts as His disciples. If you are wondering what “gifts” has God bestowed upon you, there is a “**discernment and discovery**” tool in this manual entitled “**Called by the Spirit.**” This discernment tool is designed to help identify those gifts with which we have been graced, and how best to use those gifts to bring about God's kingdom.

Missionary Disciples

As Ministry Leaders we are in a position to help ignite the light of Christ in others and to help create a vibrant parish community of believers who bring Jesus Christ to the world. Pope Francis teaches in his 2013 apostolic exhortation, **EVANGELII GAUDIUM**, that by virtue of our baptism...

“All the members of the People of God have become missionary disciples (cf. Mt 28:19). All the baptized, whatever their position in the Church or their level of instruction in the faith, are agents of evangelization, and it would be insufficient to envisage a plan of evangelization to be carried out by professionals while the rest of the faithful would simply be passive recipients.

The new evangelization calls for personal involvement on the part of each of the baptized. Every Christian is challenged, here and now, to be actively engaged in

Saint Rita Parish Stewardship Prayer

Jesus Our Savior,
We thank you for your
gift of salvation. At
Baptism we accepted
the call to follow you.
Fill us with your love
and peace as we move
along our faith journey
and send the Holy
Spirit to guide us.
As good stewards,
help us to develop our
gifts as your disciples
and give us the
strength and courage
to share them with
others. We ask this in
Your name.
Amen



*evangelization; indeed, anyone who has truly experienced God's saving love does not need much time or lengthy training to go out and proclaim that love. Every Christian is a missionary to the extent that he or she has encountered the love of God in Christ Jesus: we no longer say that we are "disciples" and "missionaries", but rather that we are always **missionary disciples.**"*

Purpose of this Manual

The purpose of this manual is to provide current Ministry Leaders and our future ministry leaders, with a comprehensive, detailed reference guide outlining the resources and support available for their use through the parish office.

We hope you find this reference manual easy-to-use, accessible, and helpful in answering questions like "Who on the parish staff is my primary contact?" or, "How do I request a meeting room?" and so on.

This "Ministry Leader Manual" is the result of the efforts of the Saint Rita Parish Stewardship Council, members of the parish staff and administration, and support and guidance from Father Behrend. As times and needs evolve, so will this manual with the stated purpose of helping to develop a faith-filled Saint Rita Parish lay leadership team dedicated to building God's kingdom.

A note about the Saint Rita Parish Stewardship Council. The council works with Father Behrend for the purpose of encouraging and building leaders and missionary disciples; **to bring people together** in service to Jesus Christ and to others. Please visit our webpage to learn more about our mission and vision - <https://www.stritaparish.com/stewardship-council>.

What is a Ministry Leader

A ministry leader is an individual who has been touched by a special connection and understanding of a ministry's vision and purpose. Many ministry leaders feel a powerful call to communicate and promote a ministry's purpose and grow that mission within the community it aims to serve.

A January 2023 survey of Saint Rita ministry leaders provides us with first-hand insight into what they "enjoy most" about being a leader. Here is a sampling of their responses;

- ◆ *"Listening and planning, seeing everything come together is my favorite part about leading."*
- ◆ *"I enjoy meeting with others who are also working to spread the Good News of the gospel."*
- ◆ *"I enjoy seeing the little ones learn about Jesus and his teaching while having fun."*
- ◆ *"I most enjoy teaching the members what I can, so that together we harvest so much for people who really need it."*
- ◆ *"Being able to share my time and talents with those we serve. Having the opportunity to put my faith into action and to be able to share my blessings."*
- ◆ *"I feel it is a great honor to serve families coping with a loss of their loved family member. It is important for the family to know how many others cared for and prayed for them."*
- ◆ *"Helping to make a difference in the parish and giving back."*

Within a large faith community like Saint Rita Parish, ministry leaders are vital to the life, energy, and mission of our faith community as we strive to be a parish of **People Helping People**. We rely on our Ministry Leaders, working collaboratively with the parish staff to:

1. Identify new ministry members
2. Look for opportunities to serve others.
3. Welcome, inspire, and equip the people within their ministry to make the ministry's vision come to life.
4. Offer hope and encouragement to those served by the ministry
5. Help people feel loved by Jesus Christ.

Ministry Structure and Function

Presently there are over 35 ministries in the parish. Each ministry falls under a specific Commission within the Parish Organizational Structure. The Commissions are:

- ◆ Charity and Social Justice
- ◆ Community Life
- ◆ Faith Formation
- ◆ Worship Commissions.

Ministry leaders are assigned a specific Parish Staff Liaison that they can use as a mentor and seek guidance from in planning and developing anything for their ministry. The Parish Staff Liaison approves all Ministry associated activities, e.g., planned events, communications, etc.

Ministry Leaders are asked to communicate directly with ministry members regarding their purpose and vision, assigned task, and planned events and are given access to all the Parish communication outlets such as email, Twitter, Facebook, Parish website, Mass announcements, digital announcements board and weekly bulletin to reach both ministry members and the entire Parish community. The Parish has dedicated office staff members that can help you maximize communication platform utilization and effectiveness.

Ministries that interact with the Youth of Saint Rita Parish must ensure that all ministry members have completed the Diocesan Virtus Training Program. For More information on Virtus training please visit www.stritaparish.com/virtus-training.com or contact Deacon Mark Janezic at mjanezic@stritaparish.com.

What Support is Available for Ministry Leaders

- All Ministry activities are expected to be self planned, executed and supported. However, the Parish has many support services and resources accessible to you as a Ministry Leader to ensure that all your activities are successful.
- Every Ministry falls under a specific commission. If you are unsure of your Ministry's commission please check the Parish Catalogue of Ministries found in appendix A.
- Every Commission and ministry are assigned a Parish Staff Liaison. These individuals are here to support you and all your ministry members as you work to achieve your goals and serve the greater community.
- All Ministry events, meetings, donation collections, fundraising or trips must obtain approval from your designated Parish Staff Liaison prior to scheduling or starting any Saint Rita Sponsored activity.
- Below is a list of Staff members and their contact information.
 - Parish Staff Liaisons
 - Charity and Social: Justice Deacon Mark Janezic, mjanezic@stritaparish.com
 - Community Life: Parish Office Staff strita@stritaparish.com
 - Faith Formation: Chrissie Cola ccola@stritaparish.com
 - Worship Commission: Gorge Peko gpeko@stritaparish.com
 - Director of Communications Lindsey Kyle; lkyle@stritaparish.com
 - Parish Office Administrator Corey Lesko; clesko@stritaparish.com
 - Saint Rita School Faith Kirtley fkirtley@stritaschool.com
 - Day School Secretaries
 - Middle School Office Carole Wenzel cwenzel@stritaschool.com
 - Primary School Office Shannon Johnson sjohnson@stritaschool.com
 - Youth Ministry – celnhaus@stritaparish.com
 - Saint Rita School President and Director of Development Eric Sikora, esikora@stritaschool.com
- Specific Ministry Leader Events
 - **Ministry Leader Welcome Picnic;** Ministry leaders are invited to attend a welcome picnic at the start of every academic year. This is an informal gathering and is a way for the Parish Staff to update all Ministry Leaders on new information and make sure you have all the resources and tools you need to have a successful Ministry year. Dinner and drinks are provided. It is also a great opportunity to meet other Ministry Leaders and hear the great work they are doing. Many Ministries may also find they can work together on joint ventures. Additionally, just talking to other about how they connect and serve the Parish may serve as good guidance or idea sharing on how to enhance your own Ministry.
 - **“Called to Serve,” Ministry Leader Workshop;** All Ministry leaders are invited to attend a workshop retreat in the month of February. This retreat aims to provide spiritual development for Ministry Leaders as well as deliver workshops on how to become Good Stewards of our Faith as you go out and Minister to our Parishioners and Community. This is also a great opportunity to learn more about our Parish staff and the vast amount of resources and support they can provide to you as a Ministry Leader.
 - **“Called by the Spirit” Discernment Tools;** The discernment process is a structured exercise meant to help individuals identify their specific gifts from God and how they

may utilize those gifts to serve and connect with others. As you interact with Parishioners and Promote your Ministry, many may want to get involved but are unsure where their true gifts or passion may rest. The Discernment Process is a great place to start for those Parishioners wanting to answer the call to Missionary Discipleship. For more information on the Discernment Process please visit:

<https://www.dioceseofcleveland.org/offices/parish-life/missionary-discipleship/called-by-the-spirit-gifts-discernment-program> or find the information in Appendix H

- **Past Ministry Leader Workshop materials may also be helpful in your development as a Ministry Leader. Past workshop materials are available to you on the google drive linked to your Parish Gmail account.**

How Do I Promote my Ministry

- You are your ministry's best promoter! We encourage all ministry leaders to greet parishioners before and after Mass and work to promote your ministry in various congregation interactions.
- Saint Rita Parish uses many different communication outlets to support the incredible work of our Ministries. Every Ministry has its own dedicated webpage, email account and ability to promote itself via facebook, twitter, e-blasts, digital announcements board, the Parish Bulletin and from the Altar at Mass. The information below can help you in maximizing utilization of all our communication platforms.
 - Communication Requests: All requests to disperse information via any of the many communication platforms utilized by Saint Rita Parish, including changes to the website, must be made by submitting a Marketing Content Request. Please visit www.stritaparish.com/content-request-form.com
 - Hosting coffee and Donuts
 - St. Rita Parish provides coffee and donuts after the 7:15, 8:45 and 10:30am Sunday Masses throughout the year. This is a wonderful time for our parishioners to interact and socialize. It is also a great way for Ministries to promote their message and mission and connect with fellow parishioners. Tables with additional information can also be placed in the gathering area to further spark interest in your Ministry. To sign up to host Coffee and Donuts please contact George Peko gpeko@stritaparish.com.
 - Coffee and Donuts set up instructions can be found in Appendix C
 - To sign up to host Coffee and Donuts you can use this sign up genius link: <https://www.signupgenius.com/go/10C0845AFAC23A5F8C16-46624349-coffee>
 - On certain weekends the Ministry that is hosting coffee and donuts are also invited to speak briefly from the Altar at the end of Mass. This a great way for you to present your Ministry's focus and purpose to a large audience. All post Mass speaking requests should be coordinate by contacting George Peko gpeko@stritaparish.com
 - You may also requests an announcement be made from the Altar at the Conclusion of Mass for an upcoming Ministry Activity. All announcement requests may be submitted via the Marketing Content Request form by clicking here www.stritaparish.com/content-request-form.com or found in Appendix B

- Reaching out to the Youth of our Parish for Volunteers is a great way to grow your Ministry. Your Commission Liaison can help you reaching out to Families via PSR, Youth Group, Sacramental Prep Groups or the Day School.

How do I Communicate with Ministry Members and Parish Staff

- Why use Parish Provided Google Resources
 - “Virtus” is a Latin word that means “valor or moral excellence.” Saint Rita Parish is committed to providing a safe and secure environment for all volunteers, staff and parishioners. In efforts to maintain alignment with this mission, standardizing Saint Rita Parish’s digital footprint is essential and requires everyone’s help to achieve.
 - Ultimately our call as Disciples of Jesus is to strengthen our Relationship with Jesus and serve others. By growing your Ministry and including more Parishioners in the good works of your group, you help to strengthen relationships amongst Saint Rita Parishioners, Parishioners and the Community and ultimately, Parishioners and Jesus.
 - You are key in helping Saint Rita Parish Live out Jesus’ call for all of us to be Missionary Disciples.
 - With modern technology offering many digital platforms, coupled with lasting effects from the pandemic, communication practices have greatly changed. We cannot afford to have a “one-size-fits-all” approach.
 - Utilizing the many different communication outlets Saint Rita Parish offers, will allow your message to reach a larger audience increasing awareness of your Ministry and sparking a connection with more Parishioners. Your connection to Parishioners helps everyone gain a better understanding of how to live out a life of Missionary Discipleship.
 - Additionally centralizing Ministry information will provide the ability to make information sharing easier for many purposes such as working with other Ministry on mutual interest project or events and helping to recruit or orient new ministry volunteers.
- Every Ministry is assigned a Parish Gmail Account. Via this account you can also access a shared google drive that will house Parish Documents and Resources. Additionally, having information centrally located will allow for easier communication with your current Ministry members and give you the ability to information share as you recruit, onboard and orient new members.
- Helpful Instructions on how to use Google Resources can be found in Appendix D or by clicking on the links below.

How do I Obtain Help Organizing a Ministry Activity

- All Ministry activities are expected to be self planned, executed and supported. However, the Parish has many support services and resources accessible to you as a Ministry Leader to ensure that all your activities are successful.
- Each Commission is assigned a Parish Staff Liaison. This Liaison is available to meet with you to discuss anything you may need regarding Ministry Activity planning. If you are unsure who your Commission liaison is please check the Catalogue of Ministries found in Appendix A

- Approved Ministry Activities can reach out to Corey Lesko for guidance on logistics for their activity such as copies, calendar date approval, sign up genius creation and donation collection clesko@stritaparish.com
- Saint Rita's Donation Collection Guidelines/logistics can be found in appendix E

How do I Request a Meeting Room or Facility Space

- All meetings, activities, events, or donation collections for your Ministry must be approved by your Parish Staff Liaison. Saint Rita has many meeting room and Event facilities Available. To understand what facility is appropriate for your Ministry's needs, please review the facilities descriptions found in appendix F
- It may also be helpful to check the Parish Website Calendar to avoid conflict with upcoming events. Visit www.stritaparish.com and scroll down to the Calendar and use the Agenda View to see what facilities and dates are already booked. Core Lesko clesko@stritaparish.com in the Parish Office can also assist you in finding available dates for any approved ministry event.
- To book a Facility or Meeting Room, please submit the form found in Appendix G to strita@stritaparish.com. Or click on this link to submit a request on line <https://www.stritaparish.com/calendar-and-event-request-form>
- The Parish Calendar Year runs from July 1st to June 30th. Any dates for the upcoming Parish Calendar year can be made beginning on July 1st.
- Facility set up requests – tables/chairs/AV can be made via the Meeting Request form found in appendix G
- Keys/building access can be coordinated by contacting Corey Lesko clesko@stritaparish.com

What other Spiritual Resources are Available for Ministry Leaders

- **“Called to Serve,” Ministry Leader Workshop;** All Ministry leaders are invited to attend a workshop retreat in the month of February. This retreat aims to provide spiritual development for Ministry Leaders as well deliver workshops on how to become Good Stewards of our Faith as you go out and Minister to our Parishioners and Community. This is also a great opportunity to learn more about our Parish staff and the vast amount of resources and support they can provide to you as a Ministry Leader.
- Bible Study
- Discerning your Gifts
 - Found in Appendix H; or visit
 - <https://www.dioceseofcleveland.org/offices/parish-life/missionary-discipleship/called-by-the-spirit-gifts-discernment-program>
- Cleveland Diocese Office of Missionary Discipleship [Overview | Catholic Diocese of Cleveland | Cleveland, OH](#)
- Start with Jesus <https://store.loyolapress.com/start-with-jesus>
- Ablaze <https://www.cokesbury.com/9781593253646-Ablaze>

Appendix A

Ministries Catalogue by Commission

The Church of Saint Rita

People Helping People

Sharing God's Gifts

Solon, Ohio

www.stritaparish.com



Summary of Parish Commissions and Ministries

"Since we have gifts that differ according to the grace given to us, let us exercise them." Romans 12:6

There are many ways in which St. Rita parishioners may share their time and talents. The following is a basic summary of the ministries in which you have an opportunity to be involved.

PARISH PASTORAL COUNCIL Andy/Joelle Presby @ ppc@stritaparish.com

Staff Liaison: Fr. Behrend at 440-248-1350x101 or frtbehrend@stritaparish.com

A leadership Council that is advisory to the Pastor/Administrator. Sets the vision for the direction of the parish and works with the existing Council's and Commissions to live that vision out on a day to day basis.

FINANCE COUNCIL Matt Hutter@ financecouncil@stritaparish.com

A Council that is chosen by the Pastor/Administrator to oversee the good Stewardship of parish Finances. Works in line with achieving the vision of the Parish Pastoral Council

STEWARDSHIP COUNCIL Les Monroe @ stewardshipcommission@stritaparish.com

Staff Liaison: George Peko at 440-248-1350x270 or gpeko@stritaparish.com

Parish Day of Service: One Saturday a year the parish calls every parishioner to a "day of service" benefiting the greater community. Sites and activities are pre-arranged and parishioners sign up to serve a specific site. You may paint, clean, rake...there are a multitude of services to sign up for. CONTACT: Stewardship Commission at parishdayofservice@stritaparish.com

Coffee and Donuts: Sunday coffee and donuts after the 7:15, 8:45 and 10:30AM masses are sponsored by the Stewardship Council and hosted by a specific Parish ministry. Although the primary goal is to foster hospitality and welcome, each ministry is encouraged to promote their ministry and engage parishioners in the ministry of Christ's Church

FAITH FORMATION COMMISSION

Mary Lou Poje faithformationcommission@stritaparish.com

Staff Liaison: Deacon Mark Janezic at 440-248-1350x120 or mjanezic@stritaparish.com

Staff Liaison: Chrissie Cola at 440-248-1350x221 or ccola@stritaparish.com

Adult Bible Study	Seasonally a book of the bible is chosen to be read, discussed and prayed. Along with a DVD and workbooks/study guides, small groups of adults join together in discussion to grow in an understanding and appreciation of God's love for us. CONTACT: Deacon Mark Janezic at biblestudy@stritaparish.com
Baptism Formation	A team of parishioners who help with Formation of parents seeking infant baptism. CONTACT: Chrissie Cola at baptismformation@stritaparish.com
Coffee Conversation and Reflection	Immediately following the 8:45AM Friday morning Mass, join fellow parishioners for coffee and donuts AND talk about a Saint, an inspiring person, a Catholic Devotion or a prayerful reflection pertaining to the current liturgical season. An informal way to grow in faith and meet with friends! CONTACT: Deacon Mark Janezic at ccr@stritaparish.com
Communion Formation	The process through which 2 nd grade parishioners are prepared for the celebrations of First Eucharist and First Reconciliation. CONTACT: Fr. Behrend at sacramentalformation@stritaparish.com
Confirmation Formation	Formation of anyone who has been Baptized and has celebrated their First Communion and is in the 8th grade or older (for example, 8th grade, high school or adult) and desires to be Confirmed in the Holy Spirit. CONTACT: Chrissie Cola at sacramentalformation@stritaparish.com
ENDOW	A spiritual opportunity for women to look at the rich wisdom of the Church concerning the Dignity of Women. CONTACT: Cristina Rodriguez at endow@stritaparish.com
Exceptional Christmas Party	An annual Christmas Party celebrated in December for the "exceptional"; our friends with disabilities of any age and their family/caregiver. Join in Christmas carols, crafts, food, fellowship and fun. St. Nick usually makes a special appearance. Registration begins in November. CONTACT: Cynthia Delsignore at exceptional@stritaparish.com
Family Fellowship Ministry	Ministry to families of all ages which hopes to unite young and older families to find support in living the Christian life. Monthly Family Masses, Children's Liturgy of the Word, Parish Brunches and various service activities planned throughout the year. Help is needed in a variety of areas. CONTACT: Chrissie Cola at familyfellowship@stritaparish.com
Ladies Lenten Luncheon	A team of women that meets to plan an annual day of recollection for women in our parish and local community. Volunteers are needed to help plan and coordinate this day. CONTACT: Carolyn Tromski at ladieslentenluncheon@stritaparish.com
Parish School of Religion (PSR)	PSR (on Sundays) is open for children K through 6 th grade that are not enrolled in St. Rita School. There is also a Family PSR Program in which parents and children (K-6) meet monthly on Sundays. Grades 7-9 meet on Tuesday evenings. The Faith Formation Team seeks those called in the following ways: classroom, art, music, activities, catechists, co-catechist, assistant, office monitor, parking lot attendant, child escort assistant, and community service assistant. CONTACT: Chrissie Cola at psr@stritaparish.com
Rite of Christian Initiation Of Adults (RCIA)	RCIA is the process through which adults are fully initiated into the Catholic Church community. The ministry includes parishioners who wish to walk along with the candidates as a sponsor and core team members serving in various capacities. CONTACT: George Peko at rcia@stritaparish.com
Vacation Bible School	In June, children (ages 4 to grade 4) can experience a fun and interactive week of lessons, arts and crafts, and other fun activities that bring Bible stories to life. Volunteers (teens and adults) are needed as teachers, helpers and members of the various preparation teams. CONTACT: Cory McNamara at vbs@stritaparish.com
Youth Ministries	The Saint Rita Youth Group Ministry is more than programs and events. Its mission is to provide a Christian community for teens and give them the opportunity to share their unique gifts with the parish and neighboring communities. The ministry offers several opportunities for teens to engage in faith, fellowship, and fun! Youth Minister: Christina Elnahass at celnahass@stritaparish.com
Mommy and Me	Mommy and Me: The Mommy and Me program is designed for moms and their children to learn about Jesus and the Catholic faith and enjoy fellowship with each other! Each session includes a story, craft, and time for the children to play. Siblings are welcome! Contact: Chrissie Cola at ccola@stritaparish.com

COMMUNITY LIFE COMMISSION

communitylifecommission@stritaparish.com

Staff Liaison: Parish Office strita @ stritaparish.com

Athletic Boosters/CYO	A group dedicated to supporting all athletic programs in the parish and school, including coaching, administrative work, and/or fundraising. CONTACT: Mario Petitti or Adam Lesko at cyoboosters@stritaparish.com
Empty Nesters	An organization for adults over 50 who come together to enjoy a wide variety of activities including meals, outings, and trips. CONTACT: Marge Mordarskiat emptynesters@stritaparish.com
Gardening Club	Beautify the grounds of Saint Rita Church, school, rectory and parish Office, spring through fall. CONTACT: Kathy Kelly at gardeningclub@stritaparish.com
Knights of Columbus	Catholic men's fraternal and charitable organization that is active in the parish and local community. CONTACT: Brandon Krul at knightsforcolumbus@stritaparish.com
Ladies Guild	A social group for the ladies of the parish, that helps with small parish projects on an as-needed basis and gathers monthly for fellowship. CONTACT: Linda Markowski at ladiesguild@stritaparish.com
Pre-Cana	A one-day program to prepare couples for a Sacramental Marriage by providing talks and discussions with married Catholic couples concerning the joys and challenges of married life, basic communication skills, importance of practicing the faith in a marriage and the role of the community in supporting/encouraging marriage. CONTACT: Heidi and Drew Samuto at precana@stritaparish.com
Virtus Training	Empowers people to better control risk and improve the lives of all those who interact with the church. CONTACT: TBD

CHARITY AND SOCIAL JUSTICE COMMISSION

Kathy Lamancusa charityandsocialjustice@stritaparish.com

Staff Liaison: Deacon Mark Janezic @ 440-248-1350x120 or mjanezic@stritaparish.com

Christmas Care & Share	A team of parishioners that conduct a collection of requested items during the first two weekends of December. The items are then distributed through Interfaith Hospitality Network and Epiphany Catholic Church to those in need. CONTACT Kathy Lamancusa at christmascareandshare@stritaparish.com
Christmas In July	Share the Christmas spirit in July with the needy in the Cleveland area and our own community. Items donated by parishioners are then collected and distributed to charitable organizations. CONTACT: Daphne Held at christmasinjuly@stritaparish.com
C.L.A.M.	CLAM (Cleveland Latin-American Missions), is sanctioned by the Cleveland Diocese and provides financial/material support to our Diocesan Parish Mission in El Salvador. CONTACT: Daphne Held at clam@stritaparish.com
Family Promise	Family Promise is an agency that helps homeless families secure independent housing and the means to sustain it. We provide God's love and support to 22 Family Promise families with mission-style visits, meals, donation drives and planned events. CONTACT Kathy Lamancusa at familypromise@stritaparish.com
Friendly Visitors Ministry	Volunteers are trained to visit elderly and lonely parishioners of the parish and residents of the Solon Community. Visitors go out two-by-two once a week to bring a smile and companionship to the elderly. CONTACT: Daria Henri or Bob Ruggles at friendlyvisitors@stritaparish.com
Giving Garden	A plot of land is tilled, planted and maintained throughout the summer months harvesting vegetables to be delivered to those in need. CONTACT: Claudia Kotich at givinggarden@stritaparish.com
North Coast Job Seekers	Network for those unemployed, underemployed or looking to change jobs. CONTACT: Jim Folger at northcoastjobseekers@stritaparish.com
Prayer Quilt Ministry	Loving hearts ask for a quilt to be created. Loving hands are needed to create the quilt and pray for the intention with each knot tied. The quilt is then blessed by a priest at a special Mass and given to the recipient. CONTACT: Rita Lewis at prayerquiltministry@stritaparish.com
Respect Life	A committee which helps to promote dignity for all people, through prayer, education, service, and communication with legislators. CONTACT: Chrissie Cola at respectlife@stritaparish.com
Solon Pointe at Emerald Ridge Nursing Home	A ministry that provides a Saturday morning Prayer Service and Communion to the area nursing home at Solon Pointe at Emerald Ridge. CONTACT: Daphne Held at emeraldridge@stritaparish.com
St. Vincent de Paul Society	A group of parishioners who assist the needy through both personal contact and work with local shelters and food banks. CONTACT: Tom and Rosie Eldridge at stvincentdepaul@stritaparish.com
Thea Bowman	This ministry prepares and serves a hot meal to the needy residents of the Mount Pleasant neighborhood on the third Saturday of each month in excess of 3,000 meals throughout the year. Volunteers are always needed to serve as cooks, bakers, preparers, and servers. Contact: Bob Schiele at theabowman@stritaparish.com

WORSHIP COMMISSION

Tom Voldrich @ worshipcommission@stritaparish.com

Staff Liaison: George Peko at 440-248-1350x119 or gpeko@stritaparish.com

Altar Servers	<p><i>Adult Altar Servers</i> – Serve 7:15 am Sunday Mass and all parish funeral liturgies. <i>Youth Altar Servers</i> – For all youth in the 5th grade or older. Serve the 5PM, 8:45AM, 10:30AM and 12:15PM masses. CONTACT: George Peko at liturgicalministries@stritaparish.com</p>
Art & Environment	<p>Committee members assist in the planning and execution of the decorations and environment for all liturgical seasons. CONTACT: George Peko at artandenvironment@stritaparish.com</p>
Centering Prayer	<p>Centering Prayer is a method of silent prayer that prepares us to receive the gift of contemplative prayer, in which we experience God's presence within us, closer than breathing, closer than thinking, closer than consciousness itself. CONTACT: Jackie Fabian at centeringprayer@stritaparish.com</p>
Children's Liturgy of the Word	<p>To help children understand the Holy Scripture at a deeper level and see how it applies to their lives. Once a month at 10:30 AM Mass September thru May. CONTACT: Danielle Violette at clow@stritaparish.com</p>
Eucharistic Adoration	<p>Exposition of the Blessed Sacrament takes place on Thursdays from 9:15am – 2:00pm in the church. Come pray before the very presence of our Lord. CONTACT: Carolyn Haeck at eucharisticadoration@stritaparish.com</p>
Funeral Ministry	<p>A volunteer group that comes together at the Funeral Masses of St. Rita parishioners, to offer support for those who are grieving the loss of a loved one. CONTACT: Coletta Savinell at funeralministry@stritaparish.com</p>
Helping Hands Ministry	<p>A group of adults who clean our worship space weekly, offering a couple of hours per week on a flexible basis. Dusting, vacuuming, washing and polishing are all gifts that are offered back to God. CONTACT: Loretta Paczko at helpinghands@stritaparish.com</p>
Liturgical Ministers	<p>EUCCHARISTIC MINISTER – Serve as Extra-ordinary ministers of Holy Communion at daily, weekend and special liturgies and take Communion to the homebound and nursing homes. CONTACT: George Peko at liturgical ministries@stritaparish.com</p> <p>LECTOR – Lectors proclaim the Word of God at weekend liturgy and all parish liturgical events. A training session is required. CONTACT: George Peko at liturgical ministries@stritaparish.com</p> <p>USHERS – All parishioners may join this ministry at weekend and parish liturgies, by welcoming and assisting members of the assembly with personal and liturgical needs and then assists in taking up the offertory collection. CONTACT: George Peko at liturgical ministries@stritaparish.com</p> <p>GREETERS: All parishioners are welcome to share our Saint Rita hospitality by welcoming everyone to weekend and parish liturgies before and after mass. CONTACT: Jay Ross at greeters@stritaparish.com</p>
Ministry to the Homebound	<p>This ministry consists of bringing Holy Communion to the homebound or those recovering from illness who cannot participate in weekly mass. Contact Daria Henri at ministrytothehomebound@stritaparish.com</p>
Music Ministry	<p>St. Rita offers a wide variety of Music Ministries for participation, including:</p> <ul style="list-style-type: none"> • Adult Choir • Hand Bell Choir • Instrumentalists (grades 10 – to adult; audition required) <p>CONTACT: David Jaronowski at musicministries@stritaparish.com</p>
Prayer Network	<p>Volunteer members in this network pray individually or with their families for the needs of the parish and those parishioners who are ill. To be prayed for, notify the parish office at 440-248-1350x100. To join and pray for the sick or for a prayer request. CONTACT: Carolyn Tromski at prayernetwork@stritaparish.com</p>

Appendix B

Marketing Content Submission Form

Event and content requests must first be approved by the designated staff member (below). Request for publication needs to be submitted at least the Monday before the e-Bulletin and Bulletin publication dates. Email this completed form and all attachments to Lindsey Kyle lkyle@stritaparish.com. **Please copy your commission's Parish Staff Liaison on the email. (see below).**

Charity and Social Justice Deacon Mark Janezic mjanezic@stritaparish.com Community Life strita@stritaparish.com
 Faith Formation Chrissie Cola ccola@stritaparish.com Deacon Mark Janezic mjanezic@stritaparish.com
 Saint Rita School Eric Sikora esikora@stritaschool.com Worship Commission George Peko gpeko@stritaschool.com Have you received approval from the Parish Staff Liaison (above)?

Step 1. Contact Information

Name: Ministry: Today's Date: Email: Phone:

Copyrighted Material and Usage Rights. The unauthorized use of copyrighted content is expressly prohibited (ex. copyrighted music, images, videos, publications, etc.)
 Does this submission contain copyrighted material? Yes No If yes, have usage rights been granted? Yes No

Step 2. Event Information

Event: Event Date:
 Event description:

Event Space:

Step 3. Content Type (check all that apply)

Bulletin (Weekend)	eBulletin (Fridays)	Website	Social Media	App (school only)
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Step 4. Verbiage

Type your content or event information in the area below. Use this space to change, add, update or replace existing ministry content. Attach photos/images to your email with this form. Parish staff reserves the right to revise and/or edit your content as necessary.

Step 5. Provide Attachments (photos, PDFs, external links)
Picture(s): Yes No # of pictures:
External website link: Yes No URL address:
Step 6. Mass Announcements:

External Publication: If you would like this event considered for external publication to local media (newspapers, radio, TV), please forward all information to Lindsey Kyle lkyle@stritaparish.com at least three weeks prior to the external publication date.

Appendix C
Coffee and Donut
Hosting Instructions

COFFEE AND DONUTS INSTRUCTIONS FOR SUNDAY MORNINGS

7:15AM MASS

1. **PICK-UP DONUTS:** A member of your ministry needs to pick up the donuts at Dunkin Donuts between 6:30 – 6:50am. Ask for Marina “Donut Holes for Saint Rita Church.” (10 boxes of 50)
2. **MAKE COFFEE:** Coffee needs to go on by 7:00am. Fill Large coffee maker (Cabinet next to the refrigerator) with water to the “60” line. Insert long tube and top with coffee strainer. Add 3 and 1/3 Cups of coffee (top right cupboards) into the coffee strainer (no cloth filter) and put lid on coffee maker. Plug in coffee maker and press button to ON. Note: old coffee maker will “moan” for 15 minutes as it starts.
3. **SET-UP:** Bring out one rectangle table and the garbage can from the coatroom (on right, going into the church) and place the table in the center of the gathering area between the two floor lamps and the garbage can to the right of the sink. Place two stacks of napkins (bottom cupboard left of sink), a wicker basket (in center top cupboard) for donations,
 - 3a. Pour out 2 boxes of donuts each on 2 clear trays (in cupboard with coffee maker) and cover donuts with napkins.
 - 3b. Set out small paper cups (top cupboard 3rd from the right) on the opposite counter for lemonade.
 - 3c. On the coffee counter, set out powdered creamer, sugar, Sweet and Low, stirrers, tea bags, decaf coffee jar and spoons, Styrofoam cups and napkins.
4. **MAKE HOT WATER FOR TEA:** Get out small red coffee maker (cabinet next to fridge) and fill pot with cold water. Pour water into coffee maker. Plug it in and turn it on.
5. **MAKE LEMONADE:** Fill three plastic pitchers with cold water and add four scoops of lemonade mix to each pitcher/stir (all found in 3rd top cupboard left of coffee). Put pitchers into refrigerator until needed...usually lemonade begins to be served at the 8:45am Mass.
6. **SERVING COFFEE AND DONUTS:** Remove the napkins from the top of donuts when the president Comes into the Gathering Area at the end of mass.
7. Afterward replenish donuts on trays and cover with napkins for the next Mass. Replenish coffee cups, paper cups, napkins and coffee sundries as necessary. Tidy up the donut table and counters for next Mass.

8:45AM MASS

1. Follow steps 6 and 7...and also replenish the lemonade to have three full pitchers for 10:30 Mass.

10:30AM MASS

1. Breakdown empty donut boxes and discard all trash in large garbage can.
2. Pour out any coffee, hot water or lemonade into sink and rinse/wash the coffee maker thoroughly. Wash off stirring spoons, etc. and dry (soap, wash cloths and towels are under the sink). DO NOT place lids on pitchers when storing back in cupboard ...if damp, they will mold.
3. Give away or take home remaining donuts. Place all counter items back into the cupboards (according to the labels on the cupboard shelves.) DO NOT place open napkins in the pull out drawers- return them to the bottom cupboard with remaining napkins. Fold the table and place in coatroom along with large garbage can. Brooms and dustpans can be found in the maintenance closet, in the hallway, past the priest’s sacristy, going to St. Marks.
4. Any donations should be placed in “Donut Money Bag”(found in the coffee cupboard) and given to the president or deacon after the 10:30 Mass or placed back in the coffee cupboard above the sink.

To Host Coffee and Donuts please sign up for Mass dates/times using the link below:

<https://www.signupgenius.com/go/10C0845AFAC23A5F8C16-46624349-coffee>

Appendix D
GMAIL and Google Drive
Helpful Instructions

Google Resource Instructions

Setting Up Your Parish Gmail

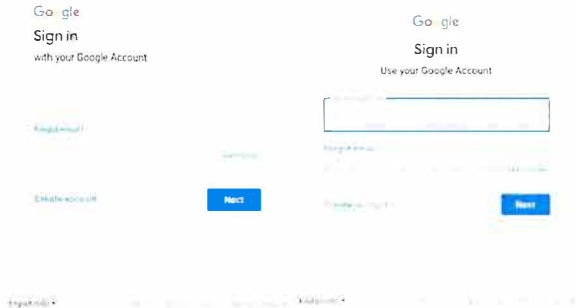
Saint Rita parish no longer uses OUTLOOK and has changed over to GOOGLE.

The following directions allow you to sign-in to Google with your assigned Ministry e-mail address that you are to use whenever publically advertising your ministry.

Directions to follow for you to sign-in if you **DO NOT** currently have a Google Account or email

If you DO NOT have a Google Account or email address:

- In your Browser Bar (very top) type in: www.google.com and hit enter
- Choose the blue box in the top right corner that says "Sign In" (this may not appear on all web browsers, so proceed to next step by choosing "next")



- In the box titled "email or phone," type in the email address assigned to your Ministry, (example: prayerquiltministry@stritaparish.com) and choose next
- The next screen should have a box titled "password"



- Type the password into the password box and choose next. Contact lkyale@stritaparish.com for questions.
- You should be in and accepted. Choose "accept" at the bottom and proceed through the Google directions to your inbox.

If you ALREADY have a Google Account or email address:

- When you open your personal GMAIL account, choose the "colored" circle with your initial in it (it is usually at the top right)
- When the box opens it will have a spot where it reads "Add another account" Choose this option.
- A box will open for your email address. Enter the email address assigned to you for your Ministry (example: prayerquiltministry@stritaparish.com)
- A password box will open up. Type in the password Falcon2\$
- Choose next and you should be in.

How to Link your Parish Gmail to your Personal email

Linking email addresses

- On your computer, open GMAIL
- In the top right, click settings
- Click the Accounts and Import or Accounts tab
- In the “check mail from other accounts” section, click add a ail account
- Type the email address you want to link, then click next
- Select Link account with Gmail (Gmailify), then click Next
- Follow the steps on the screen, then click Next or Sign in

After you link your account, “Gmailify” will appear next to your email address. When you open Gmail, you’ll be able to read, reply to, and organize messages from your other account just like you do in gmail.

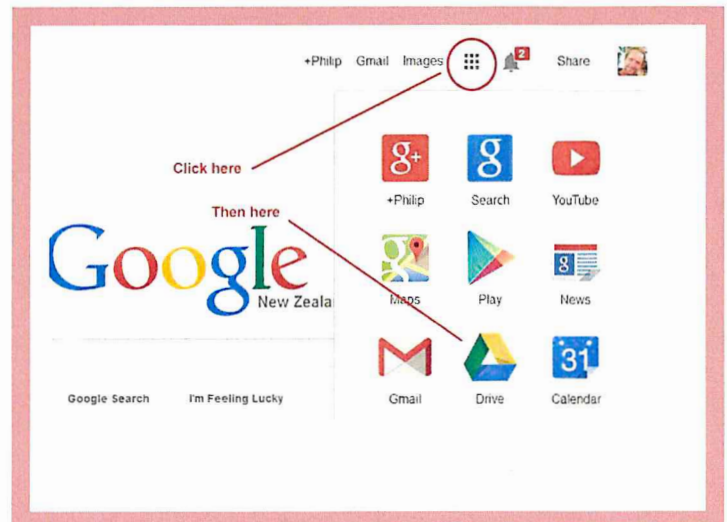
How to Create a Mailing List in Gmail

How to Create a group in Gmail, step-by-step:

- Log into your gmail
- Click on contacts
- In the left menu, click create label
- Name your label
- Select contacts for your group
- Add contacts to the label you created
- Use your group in gmail.

How to use your google drive to access and store Ministry files

- Log into your Parish Gmail
- Click on the waffle icon (circle with 9 dots) at the top right of your screen
- Click the triangle labeled drive
- Select the “my drive” on the left side of your screen to save documents
- Select “shared with me” on the left side to view documents shared with you by the Parish



Appendix E

Donation Collection Procedures

Donation Collection Procedures

- All Ministries wanting to collect donations to achieve and further their Ministry's mission must first have approval from their Parish Staff Liaison to collect items.
- The list of items a Ministry wishes to collect must also first be approved by their Parish Staff Liaison.
- Item collection list may be created and tracked using a Sign Up Genius, Formsite or Published List. For help in determining the best way to promote and collect your items you can reach out to your Parish Staff liaison or Corey Lesko in the Parish Office.
- All donation requests that you wish to publicize to the Saint Rita Parish Community must have a Marketing Content Request Form submitted online or to the Parish Office.
- Donations may be collected in the Gathering area of the Church during normal Mass times. You can also utilize the Family Room to collect donations. For collections in the Family Room, please submit a Facility request form online or to the Parish office with the appropriate collection location and times and ensure that someone from your Ministry can be present to supervise collection.
- Donation sorting can be done in the Family Room or Saint Mark's Conference Center. Please submit a Facility Request Form online or to the Parish office with the appropriate sorting location and times to reserve that space for your Ministry. Sorting bins and organization supplies may be available to aid your ministry, please reach out to Corey Lesko in the Parish Office with those inquiries.
- Currently, Covid 19 collection restrictions are not mandatory. However, if the Parish identifies the need to reinstate Covid 19 restrictions, mandatory donation collection via distanced bins, a "sit time" prior to donation sorting, and mandatory face mask wearing and glove wearing/hand sanitizing by all volunteers may be put back into place.

Appendix F
Meeting and Event Spaces
Available at Saint Rita Parish

MEETING ROOMS AT SAINT RITA PARISH

READILY AVAILABLE ROOMS:

1. PARISH OFFICES

- **VINCENTIAN ROOM** Upstairs, Small meeting room with a table, 6-8 people, white board.
- **UPSTAIRS MEETING ROOM** Upstairs, large meeting room with changeable configuration, TV, white board , 10-25 people capacity.
- **EMMAUS ROOM** Downstairs, comfortable informal seating, TV, 10-15 people.

2. CONFERENCE CENTER AT SAINT MARK CHAPEL

- **ENTIRE CONFERENCE CENTER** Entire space, all partitions open. Multiple configurations possible. Largest capacity for special occasions, sink, small refrigerator, Smart TV.
- **CONFERENCE ROOM A (INCLUDES 1 AND 2)** From the Saint Mark Gathering Area, this is the room on the **left**. It may be used as one larger or two smaller rooms, Smart TV.
- **CONFERENCE ROOM A-1**
- **CONFERENCE ROOM A-2**
- **CONFERENCE ROOM B (INCLUDES 1 AND 2)** From the Saint Mark Gathering Area, this is the room on the **right**. It may be used as one larger or two smaller rooms, Smart TV.
- **CONFERENCE ROOM B-1**
- **CONFERENCE ROOM B-2**
- **SAINT MARK CHAPEL (CONFERENCE ROOM C)** This is the center section of the Conference Center, and will be set up with rows of seating facing the stained glass window, primarily lecture room style, and will accommodate the most people for seating.

FACILITIES WITH RESTRICTED AVAILABILITY:

1. SAINT RITA CHURCH

Reserved for liturgies, choir rehearsals, and educational opportunities

2. MAZANEC HALL

Reserved for School activities, sports, special large group social activities, educational opportunities.

3. SAINT RITA SCHOOL

Classrooms and other general use rooms may be available outside school hours upon special request

4. FALCON CAFE

Educational opportunities, small group activities, social activities, outside school hours

Appendix G
Event Date and Facility
Request Form

Version 1-2024 Saint Rita Parish Event Date and Facility Request Form Page 1 of 1

Event and requests must first be approved by the designated staff member (Email this completed form and all attachments to Corey Lesko clesko@stritaparish.com **Please copy your commission's Parish Staff Liaison on the email. (see below).**

Charity and Social Justice Deacon Mark Janezic mjanezic@stritaparish.com Community Life strita@stritaparish.com
Faith Formation Chrissie Cola ccola@stritaparish.com Deacon Mark Janezic mjanezic@stritaparish.com
Saint Rita School Eric Sikora esikora@stritaschool.com Worship Commission George Peko
gpeko@stritaschool.com

Have you received approval from the Parish Staff Liaison (above)?

Step 1. Contact Information
Name: Ministry: Today's Date: Email: Phone:
Parish Staff Liaison:
Step 2. Event Information: Name and brief description
Event: Event Date First Choice: Event Date Second Choice: Time of Event: Set-up and clean- up time: Is this a recurring event? Yes or No? If yes, what frequency (daily, weekly, monthly...)
Step 3. Location Request: Location First Choice: Location Second Choice:
Step 4. Any special requests for Maintenance:

Appendix H

Discernment Information

CALLED BY THE
Spirit 

OFFICE OF MISSIONARY DISCIPLESHIP
CATHOLIC DIOCESE OF CLEVELAND

Gifts Inventory

Called by the Spirit

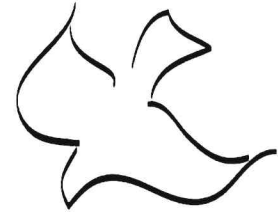
Spiritual Gifts Inventory Catholic Diocese of Cleveland

Revised 4.2022

Carefully read through each prompt and determine how accurate it is for you.

Circle:

- “4” if the statement is almost always true
- “3” if the statement is more true than false
- “2” if the statement is more false than true
- “1” if the statement is false.



After you complete the gifts inventory, fill in your numbers in the appropriate boxes on the rubric to calculate your scores and determine your strongest possible charism(s).

As you read through the prompts, prayerfully discern how comfortable you are in each circumstance described or how well you fit into the description. Don't feel guilty marking a “1” if the prompt doesn't resonate with you. The purpose of this inventory is not to determine any sort of deficiency with how you live out your faith life. Rather, the information gathered can be used in further discernment to help you recognize how the Holy Spirit may be moving within you, and how you can be challenged to use your gifts to build the Church. Be honest and open to the movement of the Holy Spirit. Take a brief moment in prayer asking the Holy Spirit to guide you through this process.

Prayer to the Holy Spirit:

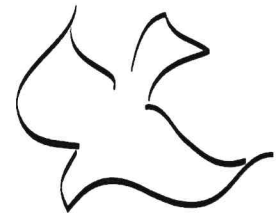
Holy Spirit, I praise you because you are holy, and I thank you for dwelling in my heart and working in my life. Help me to see you more clearly; to recognize your animating movement in my life. Make me more aware of your presence so I can follow more closely the path you call me to walk. Grow good fruit in my life. You are the one who produces these in me: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Inspire and empower me to be your tabernacle, a home for the in-dwelling love of God and give me clarity as I discern your will through this inventory. Amen.

- | | | | | |
|---|---|---|---|---|
| 1. I often see the bigger picture and enjoy bringing people and project pieces together. | 1 | 2 | 3 | 4 |
| <hr/> | | | | |
| 2. Creating something useful or beautiful is enjoyable for me and it excites me to share my creation with others. | 1 | 2 | 3 | 4 |
| <hr/> | | | | |
| 3. I am very comfortable with digital projects and can easily see these endeavors through to completion. | 1 | 2 | 3 | 4 |
| <hr/> | | | | |
| 4. Recognizing the direction of the Holy Spirit in times of choice or conflict comes pretty easily to me. I can easily identify what is of goodness and truth and what is not. | 1 | 2 | 3 | 4 |
| <hr/> | | | | |
| 5. I never tire of responding to those who are discouraged, offering a listening ear and hope for the future. These opportunities are incredibly nurturing and energizing for me. | 1 | 2 | 3 | 4 |
| <hr/> | | | | |
| 6. I am very comfortable sharing the good news of Christ in my life with others, and this comes naturally to me. | 1 | 2 | 3 | 4 |
| <hr/> | | | | |
| 7. I remain steadfast in confidence that God will provide at all times regardless of overwhelming obstacles or negativity from others. | 1 | 2 | 3 | 4 |
| <hr/> | | | | |

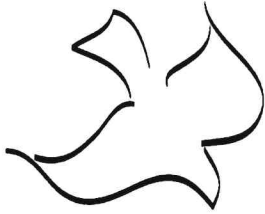
Carefully read through each prompt and determine how accurate it is for you.

Circle:

- “4” if the statement is almost always true**
- “3” if the statement is more true than false**
- “2” if the statement is more false than true**
- “1” if the statement is false.**



8. I often seek out opportunities to somehow give to others because it fulfills a deeper longing in my heart. Giving is where I encounter the animating presence of Christ in my day-to-day activities.	1	2	3	4
9. I have witnessed God’s miraculous work in my life, and am confident that my prayers for healing have made a difference.	1	2	3	4
10. Others have told me that my help doing small, practical things made a big difference.	1	2	3	4
11. I enjoy creating an environment of welcome and making others feel comfortable.	1	2	3	4
12. I spend a lot of time in my prayer asking for intercession for those in need, and this fulfills me.	1	2	3	4
13. I enjoy learning about my faith and frequently encounter God’s presence in my life through what I study.	1	2	3	4
14. Others often look to me to create a vision for the future.	1	2	3	4
15. The compassion I feel for others’ suffering moves me to take action to help them; when I see another person in pain, I want to accompany them in their struggle.	1	2	3	4
16. I work hard to maintain relationships with others from different cultural and ethnic backgrounds, and they inspire my own encounter with Christ.	1	2	3	4
17. Others say that my musical abilities enhance their experience of prayer and worship.	1	2	3	4
18. I enjoy connecting people to one another and helping them to advance together in their spiritual journey.	1	2	3	4
19. Others often seek me out to mediate with issues that arise.	1	2	3	4
20. I have a strong awareness of God’s presence in my life, and this animates me to speak the truth courageously.	1	2	3	4
21. I see ways to make things easier or better for other people or for my parish/community/workplace that others may not notice, and act without being asked.	1	2	3	4
22. Seeing others grasp a concept gives me satisfaction.	1	2	3	4
23. I am drawn to the simplicity in the lives of the saints and wish to model my life after theirs.	1	2	3	4



Carefully read through each prompt and determine how accurate it is for you.

Circle:

“4” if the statement is almost always true

“3” if the statement is more true than false

“2” if the statement is more false than true

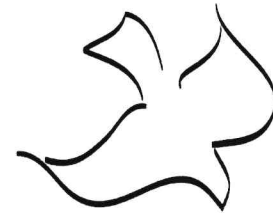
“1” if the statement is false.

24. Others look to me to be a "measured voice" during times of chaos.	1	2	3	4
25. Others have told me that I am a very gifted writer and can express thoughts or concepts using words extremely well.	1	2	3	4
26. It is easy for me to plan and follow through on projects. Others recognize my passion for this and call on me to oversee administrative tasks.	1	2	3	4
27. Others have commented that my crafts or art is meaningful to them.	1	2	3	4
28. I can easily navigate technology and virtual platforms and creatively imagine ways to utilize these for enrichment.	1	2	3	4
29. When faced with a choice, I am most comfortable stepping back and taking time in prayer to listen to the Holy Spirit.	1	2	3	4
30. It is not uncommon for people (including complete strangers) to trust in me by sharing what is troubling their heart, and they depart comforted by my presence and words.	1	2	3	4
31. I consider myself a storyteller of the faith. I hope to animate others by the Good News I've personally encountered.	1	2	3	4
32. Trusting the Holy Spirit's promptings, I have taken bold action in kingdom building without concrete evidence of success or what others may have considered risky or impractical.	1	2	3	4
33. Others have expressed that I have a very generous heart and this characterizes who I am as a person. They often reach out to me to give of my time, talents or treasures.	1	2	3	4
34. Others often ask me to pray for those who are suffering, believing God will use my prayer to bring about a remarkable healing in someone's life.	1	2	3	4
35. I find great fulfillment (often working behind the scenes) in supporting and enabling others to successfully accomplish what God is calling them to do.	1	2	3	4
36. I vividly encounter Christ and the movement of the Holy Spirit in my life when I welcome others in an environment of welcome and hospitality.	1	2	3	4
37. Others have expressed feeling peaceful after they ask me to pray for them.	1	2	3	4
38. Others have told me that insights I gathered from my own study have helped them grow in their own faith.	1	2	3	4

Carefully read through each prompt and determine how accurate it is for you.

Circle:

- “4” if the statement is almost always true**
- “3” if the statement is more true than false**
- “2” if the statement is more false than true**
- “1” if the statement is false.**

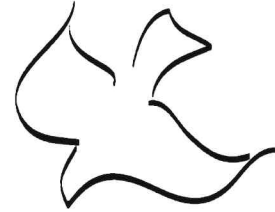


39. I am able to see the gifts that others have and put people into situations where they can best use their gifts wisely.	1	2	3	4
40. When I am hurt by the actions of another, I do my best to understand and to forgive.	1	2	3	4
41. I easily recognize my interconnectedness with my other brothers and sisters in faith, and work to build bridges where I can to enhance the community, especially in the peripheries of my life.	1	2	3	4
42. I find great fulfillment in my prayer life by either singing or playing an instrument.	1	2	3	4
43. When guiding others on their journey of faith, I prefer to have a personal relationship with each of them rather than only being acquainted with them on a superficial level.	1	2	3	4
44. I am not reactionary with opinions or views that differ from my own; I make it a point to listen to all sides before weighing in on an opinion.	1	2	3	4
45. I have shared messages with others that I feel God revealed to me.	1	2	3	4
46. I find joy simply in helping; I don't look for recognition or reward.	1	2	3	4
47. I am able to explain things in different ways to help others understand, and this fulfills me.	1	2	3	4
48. My faith life and spirituality are directly connected to my desire to live simply and serve the poor.	1	2	3	4
49. In times of uncertainty, I have helped others discern good decisions that reflected God's will in their lives.	1	2	3	4
50. I find writing, as a form of prayer, to be very powerful for me and a creative way to express my faith.	1	2	3	4
51. Others seek my guidance when there is confusion or uncertainty in the planning or implementation of a project.	1	2	3	4
52. I believe using my hands to create something is a form of prayer and a way to glorify God in my life and in the Church.	1	2	3	4
53. Others have recognized my adept skills with social media, virtual brand creation, and comfort within technological arenas and have asked me to assist with their efforts.	1	2	3	4

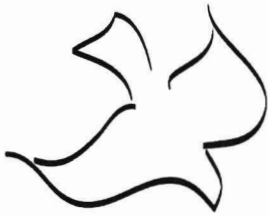
Carefully read through each prompt and determine how accurate it is for you.

Circle:

- “4” if the statement is almost always true**
- “3” if the statement is more true than false**
- “2” if the statement is more false than true**
- “1” if the statement is false.**



54. Others recognize my quick inspiration in times that clarity of truth is needed.	1	2	3	4
55. Others have said my presence and/or words were comforting and encouraging in times of struggle and strife or that they felt God was working through me as an encouraging presence.	1	2	3	4
56. Others are captivated by my joy and are curiously drawn into a deeper encounter with Christ because of my witness.	1	2	3	4
57. Others recognize in me an unshakable trust in God, so that in times of crisis, it serves as a source of strength for them.	1	2	3	4
58. I feel most fulfilled in my own faith walk when I can give somehow to someone in need, and this is a form of prayer for me.	1	2	3	4
59. Others have been restored somehow physically, mentally, emotionally, or spiritually because of my care.	1	2	3	4
60. I enjoy serving Jesus in the background in ways that can help those in the spotlight make a difference in the lives of others.	1	2	3	4
61. Others have said they feel comfortable being themselves around me and describe me as personable and easy-going.	1	2	3	4
62. Praying for others is an important part of my faith and others often ask me to pray for them.	1	2	3	4
63. I am drawn to the wisdom and experiences of the saints who have emphasized excellence in study as a form of contemplation and spiritual growth.	1	2	3	4
64. I feel empowered when I am able to see the success of others in projects I envision.	1	2	3	4
65. Others have told me how much my presence helped them reconnect, heal, and forgive in times of struggle.	1	2	3	4
66. Others sense my comfort in diverse situations and look to me as a bridge-builder.	1	2	3	4
67. God blessed me with talents playing a musical instrument or by my voice, and I enjoy it very much.	1	2	3	4
68. People tell me that I am a role model in faith and they are challenged to be better because of my example.	1	2	3	4



Carefully read through each prompt and determine how accurate it is for you.

Circle:

“4” if the statement is almost always true

“3” if the statement is more true than false

“2” if the statement is more false than true

“1” if the statement is false.

69. Others say I exhibit great patience when dealing with difficult situations.	1	2	3	4
70. Others say I speak with conviction and authority when I am advocating for someone or something; in the face of injustice, I am quick to speak up on behalf of truth and be a voice for the voiceless.	1	2	3	4
71. Others have reached out to me, confident I am always willing to help, and asked me to serve.	1	2	3	4
72. Others have thanked me for helping them understand information and concepts more clearly.	1	2	3	4
73. Others have said my simple lifestyle/example challenges them to also live more simply for the benefit of those less fortunate.	1	2	3	4
74. I appreciate complex problems and often work to come up with appropriate solutions.	1	2	3	4
75. Others have shared that they have been influenced and nurtured by something I wrote.	1	2	3	4



OFFICE OF MISSIONARY DISCIPLESHIP
CATHOLIC DIOCESE OF CLEVELAND

Gifts Inventory Calculation Rubric

	Prompt #	RANKING	Prompt #	RANKING	Prompt #	RANKING	TOTAL #
Administration	1		26		51		
Craftsmanship	2		27		52		
Digital Media	3		28		53		
Discernment	4		29		54		
Encouragement	5		30		55		
Evangelism	6		31		56		
Faith	7		32		57		
Giving	8		33		58		
Healing	9		34		59		
Helping	10		35		60		
Hospitality	11		36		61		
Intercession	12		37		62		
Knowledge	13		38		63		
Leadership	14		39		64		
Mercy	15		40		65		
Global and Cultural Engagement	16		41		66		
Musicianship	17		42		67		
Shepherding	18		43		68		
Peacemaking	19		44		69		
Prophecy	20		45		70		
Service	21		46		71		
Teaching	22		47		72		
Voluntary Poverty	23		48		73		
Wisdom	24		49		74		
Writing	25		50		75		

In each column titled, RANKING, next to the prompt number (1-75) write your numeric ranking from each statement. After you insert all 75 rankings next to their respective prompt numbers, add the three rankings in each row and input that number in the TOTAL column. For example, you would add your rankings for numbers 1, 26, and 51 together and place the sum in the TOTAL column. This is your ranking for the gift “Administration”.

Identify your top 3 highest numbers, and up to 5 if all the next highest numbers are tied in ranking. Depending on your responses, your top three charisms can be identified and further explored. Refer to the *Gifts Descriptions* for further clarification.

CALLED BY THE
Spirit 

OFFICE OF MISSIONARY DISCIPLESHIP
CATHOLIC DIOCESE OF CLEVELAND

Gifts Descriptions

Gifts Descriptions
Called by the Spirit
Catholic Diocese of Cleveland

Revised 4.2022

Administration

Those possessing this grace are passionate about organizing people and resources to accomplish tasks or projects, and often find themselves called to do so. Those who are endowed with this charism often encounter Christ and the movement of the Holy Spirit through the management of resources and their keen ability to organize for the bigger vision.

Scripture References:

Genesis 39: 2-5; 41: 46-49, 53-57
Exodus 18: 17-23
Luke 14: 28-30
Acts 6: 1-7; 27: 11
Romans 12: 7
1 Corinthians 12:28
Titus 1:5

References from the Catechism of the Catholic Church:

CCC: 898-900; 907; 909-911

Patron Saint:

St. Teresa of Avila

Possible Roles

Knights of Columbus
Church Office Assistance
Religious Education
Finance Council
St. Vincent de Paul Society
Usher/Greeter
Pastoral Council
Parish Scheduler/Calendar Organizer
Church Bulletin
Lay Ecclesial Minister
Deacon

Craftsmanship

Those possessing this grace use their skills and talents to reflect God's beauty through producing crafts, art, products, or even skills that nurture lives and build the Kingdom of God. They often encounter Christ and the movement of the Holy Spirit in their passion to create, which feeds and nurtures them.

Scripture References:

Exodus 28: 2-5; 31: 1-11; 35
Proverbs 8: 3
Proverbs 22: 29
Acts 18: 3
Ephesians 2: 10

References from the Catechism of the Catholic Church:

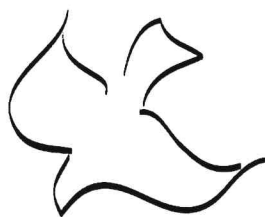
CCC: 337-339; 341; 349; 2415; 2427-2428; 2500-2503; 2513

Patron Saint:

St. Joseph

Possible Roles

Church Office
Habitat for Humanity
Sacristan Ministry
Evangelization Committee
Technology Committee
St. Vincent de Paul Society
Facilities/Grounds
Food Pantry/Soup Kitchen Outreach
Art and Environment Committee



Gifts Descriptions

Called by the Spirit
Catholic Diocese of Cleveland

Digital Media

Those with this grace use their skills and talents through virtual mediums and platforms to inspire hearts in an ever-evolving technological world. They easily navigate virtual methods of connecting, and creatively use digital tools to nurture people hungry for the gospel. Those with this charism find enriching fulfillment in digital arenas of ministry, evangelization, and marketing to creatively connect others to Christ.

Scripture References:

Matthew 10: 27; 28: 16-20
Mark 16: 15
Luke 24: 30-33
Romans 12: 9-12
Ephesians 4: 25, 29-32
James 1: 19-25

References from the Catechism of the Catholic Church:

CCC: 788; 799-801; 899; 904-906; 2493-2496

Patron Saint:

Bl. Carlo Acutis

Possible Roles

Church Bulletin
Parish Blogger
Youth Ministry
Young Adult Ministry
Faith Formation
Social Media Moderator
Marketing Committee
Parish Council
Evangelization Committee
Pastoral Planning
Hospitality/Welcome Ministry
Liturgy Committee
Social Outreach Committee

Discernment

Those possessing this grace have a keen recognition of Christ's animating presence and readily seek counsel and guidance of the Holy Spirit in daily life. They exhibit great trust in the Holy Spirit and are comfortable prayerfully challenging others to discern His presence and movement in their lives as well.

Scripture References:

1 Kings 3: 5-12
Matthew 7: 15; 16: 21-23
Mark 13: 22-23
Acts: 5: 1-11; 16: 16-18; 17: 10-12
1 Corinthians 2: 14; 12: 4-11
Ephesians 6: 12
Hebrews 5:14
2 Peter 2: 1-3
1 John 4: 1-6

References from the Catechism of the Catholic Church:

CCC: 391-395; 397-398; 407-411; 539-550; 1082-1083;
1237; 1668-1673; 1706-1709; 2115-2117; 2850-2854

Patron Saint:

St. Ignatius of Loyola

Possible Roles

Intercession Prayer Groups
Book Study Groups
Pastoral Council
Finance Council
Pastoral Planning
Evangelization Committee
Small Christian Communities
Vocation Ministry
Priest
Deacon
Lay Ecclesial Minister
Sacramental Prep
Faith Formation



Gifts Descriptions

Called by the Spirit

Catholic Diocese of Cleveland

Encouragement

Those possessing this grace are endowed with gifts of exceptional listening, helping others to feel heard, seen, and cared for, often leading them to a renewed sense of well-being and new hope. They compassionately encounter Christ in those who are struggling and, through the Holy Spirit, are conduits for God's healing and merciful grace for others, leaving energized by these encounters of love.

Scripture References:

Luke 22: 32
Acts 4: 36; 14: 19-22; 15: 30-32; 14:22; 20:1-2
Romans 12:8
1 Corinthians 2:1-16; 12: 8-9
2 Corinthians 9: 5
1 Thessalonians 2: 11-12; 5: 9- 11, 14
Hebrews 3:13; 10:12, 24-25
2 Peter 3: 15, 16

References from the Catechism of the Catholic Church:

CCC: 1749-1845; 2447

Patron Saint:

St. Dymphna

Possible Roles

Bereavement Committee
Outreach to the Homebound
Youth Ministry
Young Adult Ministry
Nursing Home Ministry
Prison Ministry
Faith Formation
Spiritual Direction
Extraordinary Minister of Holy Communion
Migrant Ministry
Food Pantry/Soup Kitchen Outreach
Deacon
Priest
Lay Ecclesial Minister
Religious Life

Evangelism

Those possessing this grace are eager to find opportunities to share their faith in word and deed and bring others to Christ and His Church. They boldly challenge all the faithful to share the good news of Jesus Christ by integrating faith into daily conversations and actions.

Scripture References:

Luke 9: 1-6
Acts 5: 27-32, 42; 8: 5-6, 26-40; 10: 36; 11: 20-21; 13: 32; 14: 21; 21:8
Romans 10: 14-15; 15: 15-16
2 Corinthians 4: 1-4
Ephesians 3: 8-9; 4: 11-14
1 Thessalonians 1: 4-6; 2: 13
1 Timothy 4: 13; 5: 7
2 Timothy 4: 1-5

References from the Catechism of the Catholic Church:

CCC: 27-49; 74-79; 150-166; 169-171; 425-429; 604-605; 613-618;
767-768; 836-856; 904-905; 1256-1261; 1814-1816; 2442

Patron Saint:

Bl. Miguel Pro

Possible Roles

Religious Education
Evangelization Committee
RCIA
St. Paul Street Ministry
Young Adult Ministry
Youth Ministry
Prison Ministry
Extraordinary Minister of Holy Communion
Encounter Groups
Lector
Discipleship Formation Groups
Parish School of Religion
Lay Ecclesial Minister
Priest
Deacon
Religious Life
Children's Liturgy of the Word
Faith Formation
Retreats



Gifts Descriptions

Called by the Spirit

Catholic Diocese of Cleveland

Faith

Persons with the charism of Faith are empowered by the Holy Spirit to exhibit exceptional trust in God's providence and take action with remarkable freedom. Others are often inspired and drawn to Christ through their commitment and example.

Scripture References:

Mark 2: 5

Luke 7: 9; 17: 5-6

John 11: 41-42

Acts 6: 8; 11: 22-24; 27: 21-25

1 Corinthians 12: 9; 13: 2

2 Corinthians 4: 16-18; 5: 7

Romans 4: 18-21

Hebrews 11

References from the Catechism of the Catholic Church:

CCC: 144-184; 222-227; 1814-1816

Patron Saint:

St. Therese of Lisieux

Possible Roles

Spiritual Direction

Lector

Adult Faith Formation

Small Christian Communities

Youth Ministry

Young Adult Ministry

Marriage and Family Ministry

Sacramental Prep

RCIA

Outreach to the Homebound

Parish School of Religion

Lay Ecclesial Minister

Priest

Deacon

Religious Life

Children's Liturgy of the Word

Bible Study

Retreats

Giving

While all faithful are called to give of their time, talents and treasures, those possessing this charism encounter Christ deeply through their generosity to others, and are therefore uniquely impassioned by giving to those in need. The Holy Spirit animates them to find fulfillment in providing for the needs of others by sharing their time, talent and treasure.

Scripture References:

Malachi 3: 10

Mark 12: 41-44

Luke 6: 30; 8: 2-3; 18: 12; 21: 1-3

Acts 4: 34-36

Romans 12: 8

1 Corinthians 13: 3

2 Corinthians 8: 1-5; 9: 6-11

Galatians 5: 22-23

References from the Catechism of the Catholic Church:

CCC: 1434-1438; 1832; 1969; 2437-2463

Patron Saint:

St. Katherine Drexel

Possible Roles

St. Vincent de Paul Society

Food Pantry/Soup Kitchen Outreach

Prison Ministry

Nursing Home Ministry

Outreach to the Homebound

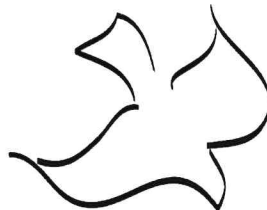
Habitat for Humanity

Philanthropy Drives

Social Justice Committee

Evangelization Committee

Stewardship Committee



Gifts Descriptions

Called by the Spirit

Catholic Diocese of Cleveland

Global and Cultural Engagement

Those possessing this grace joyfully connect with people of different cultural, ethnic and socio-economic backgrounds, and enhance the community through their Gospel zeal to share Christ and be nurtured by the gifts of others. They promote an ethos of inclusion through dialogue, prayer and understanding.

Scripture References:

Matthew 28: 16-20

Acts 8: 4-5, 26-39; 9: 10-19; 13: 2-3; 22:21

Romans 10: 15

1 Corinthians 9: 19-23

Ephesians 3: 8-9

References from the Catechism of the Catholic Church:

CCC: 763-768; 774-782; 836-856; 931; 1256-1261; 1275-1284

Patron Saint:

St. Damian Molokai

Possible Roles

Social Justice Ministry

Missionary Work

Immigrant and Refugee Advocacy

Evangelization Committee

Hospitality/Welcome Ministry

Migrant Ministry

Stewardship Committee

Faith Formation

RCIA

Catechist

Healing

Those possessing this grace work through the Holy Spirit to help restore and heal people who suffer physically, mentally, emotionally, or spiritually. Their presence is comforting, nurturing, and restorative. In accompanying those who suffer, they reveal the ever-present closeness and providential care of God in the midst of brokenness.

Scripture References:

2 Kings 5: 9-14

Tobit 11: 1-19

Luke 9: 1-2

Acts 3: 1-10; 5: 12-15; 9: 32-35; 28: 7-10

1 Corinthians 12: 9, 28

James 5: 14-16

References from the Catechism of the Catholic Church:

CCC: 517; 547-549; 1499-1523

Patron Saint:

St. Kateri Tekakwitha

Possible Roles

Bereavement Ministries

Prayer Groups

Charismatic Groups

Outreach to the Homebound

Spiritual Direction

Volunteer Therapy Groups

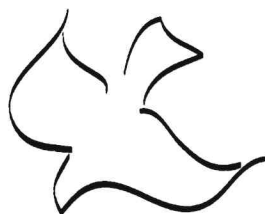
Bible Study

Adoration and Intercessory Prayer Teams

Hospital Ministry

Priest

Deacon



Gifts Descriptions

Called by the Spirit
Catholic Diocese of Cleveland

Helping

Those possessing this grace are fueled by supporting and enabling others to better serve God and build up the Church. This gift is a desire to do anything, in any small way, to assist others in faithfully responding to their own call. This is a personal ministry of quiet background service.

Scripture References:

Mark 15: 40-41
Acts 9: 36
Romans 16: 1-2
1 Corinthians 12: 28
1 Timothy 5: 10
1 Peter 4: 9-10

References from the Catechism of the Catholic Church:

CCC: 907; 910; 1143

Patron Saint:

St. Vincent de Paul

Possible Roles

Greeter/Usher
Extraordinary Minister of Holy Communion
Facilities/Grounds
Evangelization Committee
Faith Formation
Food Logistics Ministry
RCIA
Youth Ministry
Young Adult Ministry
Retreats
Sacristan Ministry
Lay Ecclesial Minister
Religious Life

Hospitality

Those possessing this grace thrive at opportunities to create environments of welcome, especially for those who are somehow disconnected. They focus on including others into the community by fostering a culture of belonging, respect, kindness, and a sense of “home”. They passionately encounter Christ in the stranger and feel comfortable bringing people together.

Scripture References:

Genesis 18: 1-8
2 Kings 4: 8-11
Luke 24: 28-29
Acts 16: 14-15; 21: 16-17
Romans 12: 13; 16: 23
Galatians 4: 14
1 Timothy 3: 2; 5: 10
Hebrews 13: 1-2
1 Peter 4: 9
2 John 10-11
3 John 5-8, 10

References from the Catechism of the Catholic Church:

CCC: 1832; 2446-2449; 2463

Patron Saint:

St. Andre Bessette

Possible Roles

Hospitality/Welcome Ministry
Special Events Coordination
Bereavement Funeral Ministry
Small Christian Communities
Evangelization Committee
Stewardship Committee
Migrant Ministry
Knights of Columbus
Food Ministry
RCIA
Bible Study
Retreats



Gifts Descriptions

Called by the Spirit

Catholic Diocese of Cleveland

Intercession

Those possessing this grace exhibit a profound trust in the healing and ennobling activity of the Holy Spirit interacting in the lives of others, especially those in need. They feel strongly called to pray and intercede for others with patience, empathy, and compassion, confident that God hears and responds to all prayers.

Scripture References:

Genesis 18: 20-32
2 Maccabees 12: 39-45
Luke 22: 41-44
John 17: 1-26
Acts 12: 5-7; 16: 25-31
2 Corinthians 1: 8-11
Colossians 1: 9-12; 4: 12-13
1 Timothy 2: 1-3
James 5: 14-16

References from the Catechism of the Catholic Church:

CCC: 968-970; 2626-2649; 2683; 2850-2865

Patron Saint:

St. Padre Pio

Possible Roles

Adoration and Intercessory Prayer Group
Small Christian Communities
Healing Ministry
Nursing Home Ministry
Outreach to the Homebound
Extraordinary Minister of Holy Communion
Evangelization Committee
St. Vincent de Paul Society
Altar Rosary Society
Prayer Chains
Deacon
Priest
Religious Life

Knowledge

Those with this grace seek to enrich their faith through study and intellectual undertakings, especially divine revelation through the work of the Holy Spirit throughout salvation history in Sacred Scripture and the teachings and tradition of the Catholic Church. They encounter Christ and his grace through the intellectual tradition of the Church, and are inspired by dialogue that reveals the divine reality of God ever-present in their lives.

Scripture References:

Deuteronomy 11:18
Proverbs 2: 1-11; 24: 3-4
Wisdom 7: 16-21
Ecclesiastics (Sirach) 38: 3, 6
Romans 15: 14
1 Corinthians 2: 14; 12: 8; 13: 2, 8
2 Corinthians 11: 6
Colossians 1: 9-12; 2:2-3

References from the Catechism of the Catholic Church:

CCC: 31-49; 84-133; 156-171; 184; 1949-1986

Patron Saint:

St. Edith Stein

Possible Roles

RCIA
Religious Education
Faith Formation
Bible Studies
Book Studies
Speakers Series
Pastoral Council
Finance Council
Social Justice Committee
Evangelization Committee
Pastoral Planning
Priest
Deacon



Gifts Descriptions

Called by the Spirit

Catholic Diocese of Cleveland

Leadership

Those with this grace can uniquely see the God-given gifts of others and empower them, individually and collectively, to use those gifts to enhance and build the Church. They keep everyone in a balance between tension and comfort and bring projects to the completion of an envisioned work. They are enriched and inspired by Christ's example throughout Scripture, and often model selfless service with a deep reverence for the "other".

Scripture References:

1 Kings 3: 5-12
Nehemiah 2: 17-18
Mark 9: 35
Acts 6: 2-4; 7:10; 15: 7-11, 13-21
Romans 12:8
1 Thessalonians 5:12
1 Timothy 3:4; 5:17
Hebrews 13:17

References from the Catechism of the Catholic Church:

CCC: 763-771; 874-900; 903; 907-913;
1878-1885; 1897-1948; 2442

Patron Saint:

St. Thomas More

Possible Roles

Pastoral Council
Finance Council
Pastoral Planning
Knights of Columbus
Youth Ministry
Young Adult Ministry
RCIA
Evangelization Committee
Discipleship Formation Groups
Retreats
Priest
Deacon
Lay Ecclesial Minister
Religious Life

Mercy

Those with this grace are compelled to share uniquely in God's act of love and compassion. Mercy is characterized by a sensitivity to the suffering of others that moves one to respond by reaching out and freely offering a gift of self, without condition or expectation, to relieve physical, spiritual or emotional suffering with charity and personal concern.

Scripture References:

Matthew 20: 29-34; 25: 34-40
Mark 9: 41
Luke 10: 30-37
John 8: 3-11
Acts 9: 36; 11: 28-30; 16: 33-34
Romans 12: 8
1 Corinthians 13:3
1 Thessalonians 5: 14
2 Timothy 1: 16-18
James 2: 15-16

References from the Catechism of the Catholic Church:

CCC: 864; 899; 1807; 1822-1829; 1849; 2437-2463

Patron Saint:

St. Maximillian Kolbe

Possible Roles

Nursing Home Ministry
Outreach to the Homebound
Bereavement Ministry
Hospitality/Welcome Ministry
Healing Prayer Group
Hospital Ministry
Prison Ministry
Social Justice Ministry
Volunteer Therapy Groups
St. Vincent de Paul Society
Food Pantry/Soup Kitchen Outreach
Priest
Deacon
Religious Life



Gifts Descriptions

Called by the Spirit
Catholic Diocese of Cleveland

Musicianship

Those possessing this grace use their talents to offer praise and worship to God through the gift of musical writing and/or performing. They passionately experience Christ's presence in song, and help lead others to that transformative encounter. Their gift of music beautifully and prayerfully shares the good news in ways simple words and even gestures cannot always do.

Scripture References:

Psalm 96:1-9
Psalm 98: 1, 4-6
Psalm 150: 3-6
1 Corinthians 14:26
Ephesians 5:19-20
James 5:13

References from the Catechism of the Catholic Church:

CCC: 1136-1144; 1156-1158; 1177; 1191; 2500-2503; 2513

Patron Saint:

St. Cecilia

Possible Roles

Music Ministry
Outreach to the Homebound
Praise and Worship Ministry
Evangelization Committee
Sacramental Prep
Youth Ministry
Young Adult Ministry
Worship Committee

Peacemaking

Those with this grace exhibit the ability to bring people together and mediate between differing viewpoints to collectively move forward under a common vision. Their disarming presence is trustworthy, reliable, and authentic. They possess skills of incredible patience, active listening and synthesis of key ideas.

Scripture References:

Proverbs 17:14
Matthew 5:9
Hebrews 12:14
2 Corinthians 5:18, 20
Titus 3:9

References from the Catechism of the Catholic Church:

CCC: 2304-2305; 2447

Patron Saint:

St. Catherine of Siena

Possible Roles

Healing Ministry
Prison Ministry
Pastoral Planning Committee
Finance Committee
Pro-Life Ministries
Stewardship Committee
Volunteer Therapy Groups
Retreats
Spiritual Direction
Evangelization Committee



Gifts Descriptions

Called by the Spirit

Catholic Diocese of Cleveland

Prophecy

Those possessing this grace easily recognize the revelation of God throughout the world and can articulate truth with great conviction. Their awareness of God's close presence gives them the keen ability to communicate a message of conversion that stirs hearts to change.

Scripture References:

Luke 3: 1-18; 7: 26
Acts 11: 28; 15: 30-35; 21: 9-12
Romans 12: 6
1 Corinthians 12: 10, 28; 13: 2; 14: 1, 3-5
Ephesians 4: 11-16
1 Timothy 4: 13-14
Hebrews 1: 1-2
Revelation 19: 10

References from the Catechism of the Catholic Church:

CCC: 36; 61; 64; 218; 711- 715; 783; 785, 2447

Patron Saint:

St. Juan Diego

Possible Roles

Pro-Life Ministry
Spiritual Direction
Religious Education
Faith Formation
Evangelization Committee
Social Justice Ministry
Prayer Team Facilitator
Parish Council
Pastoral Planning

Service

Those with this charism possess a disposition to give time, effort, and wisdom, freely and without recompense, and with humble disregard for position, for the betterment of another or for the good of the community. They encounter and reveal the presence of Christ in humble acts of love for others.

Scripture References:

Luke 22: 24-27
John 13: 3-5, 12-17
Acts 6: 1-7
Romans 12: 7
1 Corinthians 12: 28; 16: 15-16
2 Corinthians 8: 19-20
Galatians 6: 2, 9
1 Timothy 5: 10; 6: 2
2 Timothy 1: 16-18
Titus 3: 14

References from the Catechism of the Catholic Church:

CCC: 601; 713; 786; 898-899; 903; 909-911; 1937; 2447

Patron Saint:

St. Teresa of Calcutta

Possible Roles

Volunteer Coordinator
Sacristan Ministry
Evangelization Committee
Greeter Ministry
Hospitality/Welcome Ministry
Facilities/Grounds
Religious Education
Youth Ministry
Young Adult Ministry
Outreach to the Homebound
Prison Ministry
Priest
Deacon
Religious Life



Gifts Descriptions

Called by the Spirit

Catholic Diocese of Cleveland

Shepherding

Those with this grace guide others on their communal journey of faith as the group seeks to develop a deeper relationship with God and the Church. They recognize the importance of prayer and personal encounter with Jesus Christ to both nurture and ground them in this special form of leadership. Those with this charism develop relationships with others to form and empower them in their relationships with Christ in order that they may go out to share the good news of the gospel to a world hungry for it.

Scripture References:

Isaiah 40: 11
Ezekiel 34: 11-16
John 10: 1-18; 21: 16
Acts 20: 28-31
Ephesians 4: 11-14
1 Thessalonians 2: 7-8, 11-12
1 Timothy 3: 1-13
Titus 1: 9
1 Peter 5: 1-4

References from the Catechism of the Catholic Church:

CCC: 900; 902; 910-911; 1546-1548; 1551; 1558-1560;
1585-1586; 1588; 1655-1658; 2447

Patron Saint:

St. John Vianney

Possible Roles

Prayer Group Leader
Bible Study Facilitator
Small Christian Community Facilitator
Prison Ministry
Faith Formation
RCIA
Retreat Team Leader
Evangelization Committee
Hospitality/Welcome Ministry
Parish Council
Youth Ministry
Young Adult Ministry
Sacristan Ministry
Priest
Deacon
Religious Life

Teaching

Those with this charism possess the God-given ability to clearly and concisely communicate information, ideas, concepts and truths in a manner that allows for the personal, spiritual and emotional growth and advancement of an individual or group. They are intentional and focused with a desire to lead people to greater understanding.

Scripture References:

Matthew 28: 19-20
Acts 18: 24-26; 20: 20-21
Romans 12: 7
1 Corinthians 12: 28
Ephesians 4: 11-14
1 Timothy 2: 1-2; 3: 2; 4: 13-14; 5: 17; 6: 3-4
2 Peter 2: 1-3

References from the Catechism of the Catholic Church:

CCC: 425-429; 767-768; 785; 849; 888-892;
900; 903-904; 906; 2447

Patron Saint:

St. Jean-Baptist de La Salle

Possible Roles

Religious Education
Faith Formation
Youth Ministry
Young Adult Ministry
Retreat Ministry
RCIA
Parish Blogger
Parish School Religion
Evangelization Committee
Priest
Deacon
Religious Life
Bible Study Ministry
Small Christian Community Facilitator

Gifts Descriptions

Called by the Spirit

Catholic Diocese of Cleveland

Voluntary Poverty

Those possessing this grace deeply desire to connect and identify with Jesus and the poor, joyfully exhibiting great simplicity for the benefit of others. They are greatly inspired by Jesus's preferential option for the poor in the Gospels and allow that to shape their lifestyles.

Scripture References:

Matthew 5:3; 6: 19-33

Luke 9: 57-58

Acts 4: 34-37

2 Corinthians 6: 10; 8:9

1 Timothy 6: 6-10

References from the Catechism of the Catholic Church:

CCC: 915; 928-929; 1973-1974; 1986; 2053;
2443-2463; 2544-2557

Possible Roles

Religious Life

Hospitality/Welcome Ministry

Social Justice Ministry

Faith Formation

Volunteer Coordinator

Immersion Service Experiences

Advocacy Work

Missionary Work

Patron Saint:

St. Francis of Assisi

Wisdom

Those with this grace keenly understand and can offer revealed insight on God's call and direction in discernment, and use that understanding to recommend the most appropriate plans of action moving forward. They passionately encounter Christ in the creative movement of the Holy Spirit, moving within the patchwork of circumstances throughout our lives.

Scripture References:

1 Kings 3: 5-12

Proverbs 2: 1-6; 24: 3-4

Wisdom 7: 7-14

Acts 6: 3, 10

Romans 12:8

1 Corinthians 2: 1-13; 12:8

Colossians 1: 9-12

James 1: 5-6

2 Peter 3: 15-16

References from the Catechism of the Catholic Church:

CCC: 215-217; 1749-1756; 1776-1802; 1805-1806;
1831; 1835; 1845

Possible Roles

Administration

Pastoral Planning

Religious Education

Parish School of Religion

RCIA

Volunteer Therapy Groups

Bible Study Ministry

Faith Formation

Spiritual Direction

Parish Council

Priest

Deacon

Lay Ecclesial Minister

Patron Saint:

St. Thomas Aquinas



Gifts Descriptions

Called by the Spirit

Catholic Diocese of Cleveland

Writing

Those with this grace are moved to compose words through the Holy Spirit that reveal the truth, goodness, and beauty of the human person fully alive. Drafting written compositions comes with great ease for those who enjoy this charism, and their words are creatively used to draw others into the divine revelation of God.

Scripture References:

Psalm 45:1

Philippians 3:1

1 Timothy 3: 14-15

1 Peter 3: 15-16

Jude 3

References from the Catechism of the Catholic Church:

CCC: 898-900; 904-907; 909; 911; 2447; 2464-2513

Patron Saint:

St. Francis de Sales

Possible Roles

Evangelization Committee

Retreat Ministry

Parish Blogger

Poet

Faith Formation

Letter-Writing Ministry

Journaling Ministry

Advocacy Work

Stewardship Committee

Hospitality/Welcome Ministry



OFFICE OF MISSIONARY DISCIPLESHIP
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