

Stewardship is the grateful response of a Christian disciple, who recognizes and receives God's gifts, and who shares these gifts in love of God and neighbor.

# St. Patrick Church

## Parish Ministry Guide

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# **LITURGY & WORSHIP**

## **Adoration Chapel**

Perpetual Adoration is a ministry of volunteers devoting one hour or more a week to spend with Jesus, strengthening not only the individual, but also the parish as a whole. The Adoration Chapel is available 24 hours a day, 7 days a week for anyone to spend time with Jesus.

## **Altar Server**

The Servers' Ministry is a wonderful opportunity for the youth of our parish to learn firsthand how the liturgy works. It is a group of enthusiastic youth who learn to work together for the greater glory of God. It is also a chance for the youth of our parish to witness first-hand what vocations are all about.

- Guardians of the Sacred Mysteries – High school-age males
- St. Michael's Legion – Middle school-age males
- St. Patrick's Guild – Boys in grades 4-5
- Monica's Maidens – Girls in grade 4 and up

## **Arts & Environment**

The Arts and Environment ministry is responsible for decorating and preparing the church for the different liturgical seasons of the year. This ministry supports and enhances liturgical celebrations at St. Patrick by creating an appropriate atmosphere in the church and chapel through seasonal floral arrangements and decorations, altar coverings, vestments, banners, statues, and other permanent or temporary works of art. The majority of the ministry's work is preparing for the Christmas and Easter seasons.

## **Cleaning & Care for Altar Cloths**

Those who clean and prepare the altar cloths for Holy Mass have the unique opportunity to serve the Church from the comfort of their home. Anyone who would like to be a part of this ministry will receive training on proper laundering and preparation of the cloths.

## **Extraordinary Minister of Holy Communion**

Extraordinary Ministers of Holy Communion assist the priests as lay persons in the distribution of Holy Communion. This ministry is a very important part of the Liturgy. Each minister is chosen for his or her devotion to the Eucharist. It is one of the most spiritual and satisfying things that one can do for their fellow parishioners and for themselves.

## **Minister of Hospitality**

These volunteers assist before Mass by helping parishioners and visitors to find seating and answer any questions they may have. During Mass, they assist with the collection and gifts; and after Mass, they make sure the bulletins are distributed and conduct light “housekeeping” of the pews.

## **Music Ministry (Instrumental)**

Instrumentalists often are keyboardists or organists who accompany the cantor, the choir, and the congregation. However, many other appropriate instruments are also welcome to accompany the liturgical music.

## **Music Ministry (Vocal)**

Vocal liturgical musicians foster the active and conscious participation of the faithful by leading the congregation in prayer through hymns, psalms, and liturgical responses. Prospective volunteers are welcome to participate as cantors, as members of the choir, or members of Schola.

- Cantors lead the congregation in song, most often alone with an accompanist.
- Members of the choir and members of Schola lead the congregation in prayer through the joining of their voices in harmony.

## **Reader**

Readers assist the priest and faithful attending Mass by reading the Scripture passages in a clear and effective manner. Youth and adult readers are welcome for both Sunday and weekday Masses.

## **Sacristan**

Sacristans provide genuine liturgical functions by carefully arranging the liturgical books and sacred vessels for each Mass as well as ensuring all the necessary persons are in place prior to the start of Mass, e.g. the reader, musicians, servers, and EMHCs. After Mass the sacristan returns all items to their proper place. Teens and adults are welcome to become sacristans and can request their preferred Sunday or weekday Mass. Generally they arrive one hour before Mass and complete their work 15-30 minutes after Mass.

## **Wedding Coordinators**

The celebration of the Sacrament of Marriage is a very special time for a couple, their families, and our parish community. On the day the couple stands before God and His people and exchange their vows, the two become living signs of God’s presence and love. That promise of sacred love mirrors for all the faithful the love of Jesus and our pledge of faithful love to Him.

At St. Patrick, we are blessed to have volunteer wedding coordinators who assist couples. All plans for the wedding liturgy are made with the consultation of the priest assisting the couple. The wedding coordinator assists the couple in answering their questions regarding use of the church. A coordinator keeps in touch with the couple to help guide the process, attends the rehearsal, and handles many of the details regarding the church on the day of the wedding. Training will be provided for all new coordinators.

# **FORMATION & EDUCATION**

## **High School Youth Ministry**

This ministry is open to all high school youth and includes programs and activities that allow them to share their Catholic faith and to have fun in a safe and Christian environment.

This ministry also needs volunteers in a wide variety of ways and time commitments. Chaperones are needed as catechists and for socials, service projects, retreats and conferences. *Adults working with youth will need to have safety protocol training prior to working with the youth.*

## **Middle School Youth Ministry**

This ministry includes youth in grades six through eight, participating in programs and attending activities to share their Catholic faith and to have fun in a safe and Christian environment.

Like the high school youth ministry, this ministry needs adult volunteers to serve as catechists as well as for socials outings, service projects, and retreats. *Adults working with youth will need to have safety protocol training prior to working with the youth.*

## **Rite of Christian Initiation of Adults (RCIA)**

The Ministry of RCIA (Rite of Christian Initiation of Adults) is a process through which non-baptized men and women come to know, love, and serve Christ and thus become members of His Church. It is also for those baptized in a different faith tradition who wish to become Catholic, and even for those who might have been baptized Catholic but were never catechized or confirmed. RCIA Adapted for Children is the same process but modified to the needs of children and teens.

Those ministering to RCIA participants, proclaim the Gospel to them so as to foster an initial faith (Kerygma), and to help them to encounter Christ. Members of this ministry then guide participants through the various stages of becoming Jesus' intentional disciple by engaging in relationship with the participants in which they model, teach, and discuss the basics of faith, prayer, Scripture, and spirituality.

## **Sts. Joan of Arc & Patrick School**

Sts. Joan of Arc & Patrick School is a fully-accredited school serving students from preschool through 8<sup>th</sup> grade. Catholic education at STSJP includes outstanding academics, Mass on Mondays and Fridays, religious education, sacramental opportunities and the integration of our faith in daily life. Students may participate in a wide variety of academic and athletic extra-curricular activities. STSJP is a joint ministry of St. Joan of Arc and St. Patrick parishes.

Adult volunteers are needed to help with tutoring students, reading to/with students, and helping teachers with making copies and similar tasks. *Adults working with youth will need to have safety protocol training prior to working with the youth.*

## **Sunday Religious Education (SRE)**

The Mission of Sunday Religious Education (SRE) is to provide the children of our parish attending public schools with a basic education in the Catholic Faith as well as the experience in living that faith in their daily lives. Sunday Religious Education (SRE) classes are held each Sunday morning during the regular school year for students in grades K-8. Classes are held from 9:30 a.m. until 10:45 a.m. The children in the SRE classes are also prepared for the reception of the sacraments of Reconciliation and First Communion as well as a foundational basis for confirmation at the high school level.

Volunteers are needed as catechists/aides. Catechists need a good knowledge of the faith as well as the ability to relate to a particular age group, while aides need the desire to grow and learn at the side of an experienced catechist, requiring an hour-and-a-half on Sunday morning and preparation time during the week. Office assistants (teens welcome) are needed to help with various duties during class time. *Adults working with youth will need to have safety protocol training prior to working with the youth.*

## **Vacation Bible School**

This week-long program is offered in June in a joint effort with St. Joan of Arc. Children learn more about God and their faith through Bible stories, games, crafts, and music. VBS is geared toward students aged 4 through entering grade 5 in the fall. Volunteers are needed to fill a variety of roles. *Adults working with youth will need to have safety protocol training prior to working with the youth.*

# **PARISH LIFE**

## **Bereavement Apostolate**

This apostolate makes itself available to those who have just lost a loved one. It attempts to bring solace to the family of the deceased and assists with the details of the funeral liturgy. This group also organizes a Memorial Mass around All Souls' Day for those who have died in the past year.

The Bereavement Ministry works with the family to help in any way they can. The time commitment varies but it is a very needed and rewarding service to our community of believers. Remember the mercy is to those who are left behind. Our prayer for the deceased is the hope of eternal life in heaven; our prayer for the surviving family members is the hope of acceptance and comfort.

## **Collection Counter**

This is a ministry of volunteers who gather in small groups each week to count and deposit the Sunday collection. Groups are scheduled approximately once every two months.

## **Fish Fries/Parish Dinners**

Fish fries and parish dinners are an integral part of the life of an engaged parish. While volunteers are needed to help set up, prepare and serve the meal, clean up, and other important tasks, the end result is stronger relationships and a more connected parish family.

## **Funeral Meals**

This ministry provides dinner for families and friends of the deceased after the funeral. All parishioners are eligible to help in this ministry. Members of this ministry are put into teams that serve on a rotating basis. Some team members will help with decorating to help create a warm atmosphere for the gathering as well.

## **Heavenly Helper**

Volunteers help staff the parish office in the evening, taking phone calls, greeting visitors, stuffing bulletins and mailings, and other miscellaneous tasks.

## **Parish Bazaar**

Our major parish fundraiser, the parish bazaar, celebrates the creative spirit of our parishioners. This event provides opportunities for parishioners to share in fellowship as well as share their talents through donations of arts, crafts, and baked goods among other things. Volunteers are needed to help with promoting, planning, and implementing the event.

## **Parish Nurses**

The parish nurses promote health and safety within our parish faith family, focusing on wellness of body, mind, and spirit. They do scheduled hypertension screenings, present health-related programs, maintain emergency supplies on campus, and educate the parish on health-related issues through articles in the Limerick (parish newsletter).

### **St. Patrick Feast Day Celebration**

This group of volunteers helps with the annual St. Patrick's Day dinner and program. Volunteers are needed to help organize and set up before the event and clean up following it.

### **Welcome Ministry**

This apostolate reaches out to those newly-registered members of our parish and supplies them with helpful information about our parish and community. The volunteer members of the Welcome Committee welcome all parishioners by preparing registration forms and packets, and by contacting, welcoming and hosting a new parishioner breakfast or dinner to foster faith and promote spiritual community.

## **FAMILY LIFE**

### **Babysitting Ministry**

This much-needed ministry helps provide child care during the mothers' program or Date Night events for parents. Volunteers will not be expected to serve more than once a month. *Adults working with youth will need to have safety protocol training prior to working with the youth.*

### **Coffee & Donuts**

The purpose of the Coffee and Donuts ministry is to provide a time for parishioners to socialize after Mass and develop fellowship in our parish.

Each Sunday, volunteers are needed to prepare coffee, set out the donuts, and put out plates, cups, and napkins before the end of the 8:00 Mass. Minor clean-up is required after the event.

### **Catholic Divorce Survival Guide**

This parish program presents the Church's loving wisdom to guide you past the pain associated with divorce.

### **College/Young Adult Ministry**

This newly-formed ministry is intended to build relationships among fellow young-adult Catholics through social and spiritual opportunities. Participants will address the issues of young adult life while discussing current issues and living the faith in the modern world. Activities include Bible studies, Lessons and Carols, and social outings.

### **Elizabeth Ministry/Mom's Ministry**

Based on the story of the Visitation of Mary and Elizabeth, this apostolate offers support to parish families during childbearing years. Members of this ministry respond to parishioners who have recently added a new family member through birth or adoption as well as families who are pregnant, experiencing pregnancy complications, miscarriage, fertility issues, and child crisis.

This ministry was designed to be an outreach to parents during times of celebration, challenge, and sorrow. The purpose of this ministry is to provide support, spiritual guidance, and encouragement to parents of any age through meals, programs, and other resources.

### **Family Life Team**

The goal of the Family Life Team is to strengthen the spiritual lives and values of the family by providing a deeper understanding of our Catholic faith and the role God plays in creating a strong Christian foundation for the family.

### **Holy Family Conference**

The Indiana Holy Family Conference is a two-day conference held annually in Kokomo with the goal of building and strengthening the Domestic Church. Volunteers are needed in a wide variety of areas.

### **Pro-Life Ministry**

This ministry provides opportunities to declare our belief in the sanctity of human life. They organize events for Respect Life Sunday in October as well as regular trips to Indianapolis to pray outside an abortion clinic. Other activities include the annual March for Life in Washington, DC, the Life Chain, spiritual adoption of unborn babies, and a balloon Rosary. Prayers and other activities take place throughout the year to promote respect for life as a gift from God.

### **Rummage Sale**

The rummage sale is a parish-sponsored event that benefits a parish ministry or need. This is a great opportunity to meet new people and share time with other parishioners while benefiting the parish.

### **Silver Saints**

This group of seniors meets occasionally for fellowship, faith-sharing, and food. The group also plans other social outings like plays, concerts, dinners, as well as spiritual activities.

### **Theotokos**

This vocations-awareness club is for girls in 6-12<sup>th</sup> grade. Its purpose is increase exposure to religious life with an emphasis on religious sisters through visits to various convents.

### **Women's, Men's, & Singles' Ministries**

Men, women, and singles involved in their respective ministry help promote, organize, and facilitate the various activities aimed at helping them develop and live an authentic spirituality that incorporates prayer, accountability, and service to others.

# **SOCIAL CONCERNS**

## **Birthright**

Birthright is an international organization that provides a variety of services. They offer friendship, love, free pregnancy tests, hope, and support so that realistic plans for the future can be made. Volunteers are needed at the local office to help with a variety of tasks such as answering the phone and assisting around the office.

## **Card Writing Club**

This ministry sends cards to parish family members during difficult times. The group meets in the morning on the first Friday of every month. All are welcome to join.

## **Evangelization/Catholics Returning Home**

Share the good news of God's Love with others – both those who have never heard and those who need to be reminded of it. Also, Catholics Returning Home is a program for Catholics who have been away from their faith to renew their relationship with the Catholic Church.

## **Haiti Ministry**

This ministry raises funds for assistance of our sister parish – St. Terese in Mar Franc, Haiti – as well as organizing trips to deliver goods and provide health care.

## **Hispanic Ministry**

This group meets to pray the Rosary and share a meal. They also participate in the Spanish Mass during summer months and help coordinate the Our Lady of Guadalupe Mass, dinner, and fiesta.

## **Holiday Outreach**

This ministry invites parishioners to help those who need assistance during the holidays with food baskets at Thanksgiving and food baskets and gifts at Christmas. This ministry coordinates the Angel Tree, helps fill baskets, sort gifts, and deliver baskets.

## **Migrant Ministry**

This apostolate helps to reach out to migrant farm workers during the summer months. Volunteers organize activities to enhance the lives of migrant families and deliver various household items to help meet their needs.

## **Ministry of Care**

This ministry provides transportation to and from Mass for senior citizens and disabled parishioners. In addition, the ministry takes Communion to the homebound and parishioners in the nursing home, and they visit St. Joseph Hospital on Sundays. These visits help maintain relationships with the parishioners and the parish.

### **Prayer Shawl Ministry**

This group meets from 9-11 a.m. on the second Thursday of the month to pray together while knitting shawls for those in need of prayer. The purpose of this ministry is to knit God's love, care, and warmth into shawls for all who need them.

### **Prison Ministry**

This is a joint ministry of St. Patrick, St. Joan of Arc, and St. Charles in Peru. This ministry strives to serve the spiritual needs of those incarcerated at Miami Correctional Facility. *(Certain restrictions may apply to an individual's eligibility to participate in this ministry – including, but not limited to, certain minimum age restrictions.)*

### **St. Vincent de Paul Store**

The Society of St. Vincent de Paul is a Catholic organization of lay persons who wish to live their faith by loving and serving as Jesus did. The group operates the St. Vincent de Paul Thrift Store and food pantry. Volunteers help man the store, sort donations for the store and food pantry, and interact with members of the community who come to the store and food pantry for assistance.

## **MISCELLANEOUS**

### **Boy Scouts/Girl Scouts**

In partnership with St. Joan of Arc, the parish sponsors scouting groups for all ages for both boys and girls.

### **Habitat for Humanity**

Join with other people from our community working side-by-side with a family in need as we work together to build them a new home. Although people with "building skills" are encouraged to participate, no specific skills are necessary to help.

### **Knights of Columbus**

The Knights of Columbus is a Catholic men's fraternal benefit society. The Order holds true to its founding principles of charity, unity and fraternity. The local Council of the K of C meets on the first and third Mondays of the month.

Any practicing Catholic man 18 years of age and older who is committed to making their community a better place while supporting St. Patrick Catholic Church is welcome to join. Being a Knight means getting involved with your community; it is supporting our parish Catholic Church, while enhancing your own faith. It is about protecting and enhancing your family life.

### **Parish Archives**

Volunteers are needed to collect, record, and document items of historical significance for our parish.

### **Parish Grounds**

Volunteers are needed to help with mowing the grass, tending to the flowers, trimming bushes, and pulling weeds in the summer, as well as shoveling/snow removal in the winter.

### **Parish Library**

The parish library includes books and audio-visual materials that are available for parishioners to borrow. Volunteers are needed to help organize and catalogue current materials as well as donated materials as they arrive.

### **SCRIP table after Mass**

The SCRIP program allows people to purchase gift cards for groceries, gas, restaurant, retail stores, etc. at face value while providing important funds to the parish school and the youth program. Volunteers oversee the sales of the gift cards in the St. Michael Room after Mass.

### **Secular Franciscans**

The Secular Franciscan Order is a community of Catholic men and women who seek to pattern their lives after Christ by living the Gospel in the spirit of St. Francis of Assisi. They focus on strengthening their prayer life, sacramental life, and devotional life while reaching out to people in need.

### **Serra Club**

This group's mission is to foster and affirm vocations to the priesthood and vowed religious life. The Serra Club meets on the first Tuesday of the month at 7:00 pm, and they attend Mass together on the third Sunday of the month (rotating between St. Joan of Arc and St. Patrick).