

# Ministry Descriptions 2009



## CHRISTIAN CARE

BeFriender .....	Provide a confidential listening presence to those in need.
Bereavement Team .....	Provide a supportive presence and resource for those mourning the loss of a loved one.
Card Ministry .....	Send cards to shut-ins, the sick and those who have lost a family member.
Funeral Ministry .....	Set up and serve at funeral receptions.
Homebound Visitation .....	Visit and bring communion to homebound parishioners.
Hospital Visitation .....	Visit and bring communion to those hospitalized in St. Francis or Johnston-Willis.
Provide Meals .....	Cook and deliver a meal for a family experiencing a difficult time.
Respite Ministry .....	Provide caregivers time to rest and relax..
Transportation Assistance .....	Transport parishioners to appointments, drug store, etc. in times of need.

## ADMINISTRATION

Prayer Garden Crew .....	Plant, water and tend the plants in our Prayer Garden.
Office assistants .....	Provide general help in the office during the day.
Office reception .....	Assist with answering telephone and welcoming visitors.
Data entry .....	Enter data into the computer. Training provided.
Grounds Grass Cutting .....	Mow and maintain the on church and office grounds.
Grounds Trimming and Pruning .....	Trim and maintain plants, bushes and trees on church and office grounds.

## WORSHIP/LITURGY

Minister of Hospitality .....	Adults/teens assist before and during liturgies and other events.
Minister of Communion .....	Distribute Communion, bread and wine, at Mass.
Communion Assistant .....	Boy/girls hold the Communion bread plates at Mass.
Minister of the Word (Lectors) .....	Proclaim the scriptures at Mass and other liturgies.
Children's liturgy .....	Adults/teens provide age-appropriate Liturgy of the Word at Mass.
Cantor .....	Lead the sung prayer of the assembly at Mass and other liturgies.
Choir .....	Enhance the sung prayer of the assembly at Mass and other liturgies.
Instrumentalist .....	Accompany the sung prayer of the assembly at Mass and other liturgies.
Cross Bearer .....	Teens/young adults carry the crucifix in procession at Mass.
Mass Server .....	Boys/girls assist the priest and assembly at Mass.
Liturgy Planner .....	A team makes seasonal and other preparations for Masses and other liturgies.
Liturgy Environment .....	A team attends to banners, decoration, flowers, etc. for Masses and other liturgies.
Prayer Leader .....	Assist the priest with liturgy.
Nursery .....	Adults/teens assist nursery staff during liturgies and other events.
Bread Bakers .....	Bake Communion bread for Mass.
Linen & Vestment Laundering .....	A team takes turns laundering purificators, altar cloths and washable vestments.

## ADULT FORMATION

Newcomer Team Member .....	Assist with greeting and facilitating during newcomer orientation assemblies.
Feast Food Team .....	Pick up, heat and serve meals, with clean-up for Feasts.
Feast Hospitality Team Member .....	Provide welcome and handouts, run lights, keep things running smoothly for Feasts.
Feast Hospitality Coordinator .....	Manage and schedule hospitably team members for Feasts.
Baptism Preparation Team Member ....	Help parents prepare for baptism of their children, and facilitate the baptism liturgy.
RCIA Team Member .....	Work with those preparing for full initiation into the Catholic Church.
RCIA Sponsor .....	Individuals or households orient RCIA candidates to parish and church life.
Newlywed Sponsor .....	Married couples mentor engaged and newly married couples.

## Ministry Descriptions 2009 (Continued)

### YOUTH FORMATION and MINISTRY

Middle School GLAD Planning Team ..	Adults/teens plan format and events for Middle School GLADs.
High School GLAD Planning Team .....	Adults/teens plan format and events for High School GLADs.
Middle School GLAD Facilitator .....	Adults facilitate a small group Middle School students monthly.
High School GLAD Facilitator .....	Adults facilitate a small group High School students monthly.
Confirmation 1 Facilitator .....	Adult team members facilitate Confirmation 1 assemblies.
Confirmation Sponsor .....	Adults assist Confirmation candidates to parish and church life.
Confirmation Team Adult or Peer .....	Adults and recently confirmed teens assist with Confirmation formation.
Feast Facilitator .....	Assist as lead catechists for MS/HS breakout sessions during the Feast.
Youth Group Planning Team .....	Adults/teens plan format and events for Youth Group.
Youth Group Facilitator .....	Adults assist in facilitating youth group sessions weekly or on a rotating basis.

### CHILDREN FORMATION

GLAD PreK-K-1 Planning Team .....	Adults plan and coordinate activities for the monthly GLADs.
GLAD PreK-K-1 Facilitator .....	Adults assist parent/child small group activities at the GLADs.
GLAD 2- 3 Planning Team Member ...	Adults plan and coordinate activities for the monthly GLADs.
GLAD 2-3 Facilitator .....	Adults assist parent/child small group activities at the GLADs.
CLUB 4 & 5 Planning Team Member .	Adults plan and coordinate activities for the monthly GLADs.
CLUB 4 & 5 Facilitator .....	Adults assist parent/child small group activities at the GLADs.
Pre-K thru 5 Feast Facilitator .....	Assist as lead catechists for breakout sessions during the Feast.
1st Eucharist/1st Reconciliation Team ..	Assist parents/children preparing for these sacraments.
Administration .....	Assist with graphics, word processing, emails, material preparation.

### SOCIAL MINISTRY

AIDS Ministry .....	Provide community awareness and extend support to those living with AIDS.
Crisis Pregnancy Center .....	Collect baby goods and raise funds through the Walk for Life.
Elder Homes .....	Help the elderly with minor construction and yard work.
Food Weekend .....	Assist with monthly parish food collection and delivery to the community & parish.
Food Pantry .....	Assist with storage and distribution of food to the needy.
Haiti Twinning Ministry .....	Assist in fostering and sustaining relationship with our twinned parish in Haiti.
Prison Ministry .....	Perform outreach to prison inmates and their families.
Respect Life Advocacy .....	Provide education, advocacy and action for the protection of life.
Richmond Friends of the Homeless. ....	Prepare, deliver and serve a hot lunch to the homeless monthly.
St. Anthony's Bread .....	Prepare and deliver bag lunches to Richmond Friends of the Homeless monthly.
St. Francis Home .....	Plan activities and parties for residents of this adult home.
St. Joseph's Villa .....	Plan and participate in activities for formerly homeless and/or abused mothers/children.
St. Peter's Luncheon .....	Serve a hot lunch to the homeless and low income workers.

### COMMUNITY LIFE

Communication Team .....	Oversee, plan and implement parish announcements and communications.
Kitchen and Reception Team .....	Plan and coordinate parish receptions and other social events.
Parish Picnic Team .....	Plan and coordinate the annual parish picnic.
Photography/Videography .....	Take photos or make videos at major parish events.



*Come now, let's make a covenant, you and I,  
and let it serve as a witness between us.*

*Genesis 31:44*