

***MINISTRY OPPORTUNITIES***

***OUR LADY OF THE SNOWS***

***PARISH***



***STEWARDSHIP***

*A way of life*

**TIME + TALENT + TREASURE**

*Return to the Lord a portion of what he has given to you in gratitude and his blessings will continue to be bestowed upon you.*

# *MINISTRY OPPORTUNITIES*

## **LITURGICAL MINISTRIES**

**Liturgical Commission:** The Liturgical Commission is a group of parishioners who assist the Priest to ensure the parish liturgies are celebrated in accordance with the principles of the Church. They facilitate ongoing formation, training, and education for the liturgical ministers and parishioners which participate in the ministries listed below.

**Altar Servers:** Assist the priest on the altar during liturgical celebrations. (4th Grade and up)

**Church Decoration and Environment:** Perform any of the following activities: coordinate Church decorations and volunteers, assist with flower and plant care, laundering the corporals, purificators and towels used during our Eucharistic Celebrations.

**Director of Worship:** Assist the Priest or Deacon prior to and during Mass.

**Eucharistic Ministers:** Serves the Sacred Body and Blood of our Lord at our Eucharistic Celebrations. Also, takes Holy Communion to those unable to attend Mass.

**Greeters:** Ministers of hospitality who welcome parishioners at the entrance to Church.

**Lectors:** Proclaims the Word of God during our Liturgical Celebrations.

**Liturgy Committee:** Meets monthly to plan the liturgical celebrations in our parish.

**Ushers:** Assist parishioners with finding seats and collect money, ballots, etc. by passing collection baskets. Perform duties as needed to assist with unlocking doors, turning off lights, etc.

**Music Ministry:** People willing to share their musical talents as a choir member, cantor or instrumentalists. Please let us know if you play any type of instrument.

**Sacristan:** Help with repair and upkeep of vestments, altar cloths, etc.

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## **SOCIAL CONCERNS**

**Social Concerns Commission:** Reports to the Parish Council and promotes and coordinates programs that provide opportunities for charitable works, social activities and health promotion.

**Al-Anon:** Provides for people with an addiction to alcohol to meet together and support each to overcome their addiction.

**Alter Sodality:** This organization is for the women of the parish. Activities include providing dinners for families after funerals and fundraising.

**Funeral Committee:** Develop a support system for members of our parish during and after the funeral of a member of their family. This includes meeting with them to decide their wishes for the funeral service and luncheon. Serve with a group of people who alternate responsibility for setting up, serving and cleaning up after funeral luncheons. This includes the coordination of the food being served.

**Health and Wellness Committee:** Members explore issues of faith and health in our parish setting and promote parishioner education on health care issues.

**Knights of Columbus:** Men who wish to join an organization which is dedicated to performing acts of charity.

**Prayer Ministry:** Is the helping of others by seeking Gods graces through the following ministries:

**Parish Prayer Line:** Special prayer requests are called in to one of two prayer line coordinators who then begin a calling tree where one person calls the next person. These people then spend time in prayer for the special requests.

**Prayer Line coordinator:** Receives the prayer requests and starts the calling tree.

**Lead Rosary before Mass:** Member of congregation that leads the Rosary from their position in the congregation.

**Perpetual Adoration:** Spending time in Church with our Lord praying for our and others needs and listening for Christ answers and direction for our life. A coordinator for perpetual adoration posts the sign up list and calls to fill open time slots.

**Pro-Life:** Activities that raise awareness of the sanctity of life in all stages of life.

**Quilters:** Make quilts as a fundraising activity for the parish.

**Senior Activities:** Coordinate or assist with activities for Senior citizens.

**Welcome Committee:** Prepare and distribute packets of information to new parishioners and help them become involved in parish activities.

**Giving Tree:** Coordinate or assist with the Giving Tree activity which occurs during Advent in which the parish "adopts" a number of families for Christmas. The families' needs are put on ornaments on a special tree and parishioners purchase the item and return it to Church. The items are organized and presented to the families.

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## **EDUCATION**

**Education Commission:** The Education Commission has the responsibility to develop, promote, and evaluate educational programs for all members of the parish in its efforts to move people beyond where they are to a deeper understanding and experience of faith and community.

**Athletic Association:** Is in charge of athletic activities for the school children. Play Like a Champion Today is a university-based initiative focused on promoting a positive sports culture for all young people.

**Continuing Education Committee:** Willing to work on adult and youth programs that deepen the understanding of the Catholic faith. An example is “Why Catholic Program”.

**Parish School of Religion (PSR):** Willing to teach or assist with children’s religious education program, for those children who do not attend parochial school. Teachers and aides must be available Sunday mornings.

**PSR Coordinator:** Prepare lessons, gather materials needed, and schedule teachers and helpers for the PSR program.

**RCIA/RCIC:** The Rite of Christian Initiation for Adults is the process by which we welcome and teach our Catholic Faith to others wanting to become Catholic. Meetings are held on Wednesday nights. The positions listed below are needed. Contact person is Father Pat Shortt

**RCIA Sponsor:** Be a companion on the journey for those desiring to become Catholic. Must be confirmed and actively practicing the sacraments and your Catholic Faith by attending Mass.

**RCIA Team:** Help with weekly sessions by greeting candidates and sponsors, assisting with sessions as needed, providing support and encouragement to candidates and leading small group discussions.

**Our Lady of Snows School:** Our parochial school has many volunteer opportunities, including: teacher’s aide, computer lab assistant, assist with music and art programs, read to children, special projects and more. Contact Principal Josh Vandike.

**Vacation Bible School:** Volunteers work for one week with grade school age children to provide learning about our faith, provide fun with art and games. Snacks are provided and it provides opportunity to strengthen children’s faith while interacting friends of similar beliefs.

**Youth Ministry:** Volunteer to work with Catholic Youth Organization and National Catholic Youth Conference.

**Sacramental Preparation:** Work with children preparing to receive the sacraments.

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## **ADMINISTRATION and MAINTENANCE**

**Parish Council:** An advisory council to the Pastor that represents the needs, ideas and hopes of the Parish community, supports Parish ministries, evaluates the quality of Parish commissions and programs and plans for the Parish's future by recommending ways to further fulfill the Church's mission. The Parish Council consists of six members (three women and three men) elected for a three year term. Two members are replaced each year. All Commissions report to the Pastor and Parish Council (Liturgy, Social Concerns, Education and Administration).

**Administration Commission:** The purpose of the administration commission is to provide necessary administrative skill to sustain parish mission and to work closely with the pastor, who is accountable for administration for the parish. Develop structured processes to ensure activities are accomplished and documented. Ensure Parish has a budget and money is spent wisely. Ensure parish facilities are properly maintained.

**Finance Council:** The establishment of a parish finance council is mandated by canon law. The parish finance council assists the Pastor in administering the material resources and funds of the Parish. It develops a budget, ensures accurate accounting and compliance with diocesan procedures and state/federal laws. This group monitors revenue and expenditures and provides recommendations to the Pastor and Parish Council for any needed changes to operation expenses. Assist the Parish Council with drafting and sending out annual Stewardship Pledge Cards. Coordinates with Pastor, Parish Council, School Board and Building and Grounds Committee for items affecting Parish spending. Provides administrative oversight to all fundraising activities. The finance council membership is on a voluntary basis and consist of parishioners who have technical expertise in accounting procedures, relevant laws, fundraising, investment and other related business skills. All meetings have documented minutes given to Parish office.

**Fundraising Committees:** Are established for major Parish fundraising activities and are overseen by the Finance Council. All fundraising committees are to have documented meeting minutes and an elected Chairperson who is to ensure all financial information is accurate and reported to the finance committee. All fund raising are total parish activities and should be supported by all parish members. Money from funding goes to the Parish general account and is used for budget items. Volunteers are needed for each fund raising activity.

**Parish Picnic Committee:** Held each year on Labor Day weekend. All members of the Parish are needed to work. Picnic committee coordinates picnic activities and develops work list.

**SCRIP Committee:** SCRIP is fundraising from the use of prepaid cards which have no costs to the parishioner but have funds returned to the Parish from the merchant you are making your normal purchases from. All parishioners are asked to participate to help pay off Parish debt. SCRIP committee provides training to parishioners in the use of prepaid cards and online electronic cards. Assists with the collection of SCRIP orders and distribution of prepaid cards.

**SCRIP Coordinator:** Places orders and administers the SCRIP program.

**Italian Feast Committee:** Is a dinner and silent auction held in the Parish center.

**Fantasy Night Committee:** Is a dinner and opportunity to win money.

**Building and Grounds Committee:** Is chartered with assessing the condition of all Parish facilities and planning for routine maintenance and taking care of repairs. In addition, future Parish facilities would be planned and managed

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by this committee. An annual budget for needed repairs and maintenance is to be submitted to finance council. Membership is volunteers who have expertise in maintenance and construction.

**Home and School:** Our Lady of the Snows Catholic Home & School Association is the parent/teacher organization of Our Lady of the Snows Catholic School and serves as a working committee of the Education Advisory Board.

**School Board:** Is an elected group from parents of school children. It provides the administrative oversight for the school. A school budget is developed and submitted to the finance committee in February each year for inclusion in the Parish budget which is submitted to the Pastor and Parish Council for approval by March 1<sup>st</sup>. The school board is responsible for monitoring the expenses of the school and reviewing the school budget monthly.

**Cemetery Commission:** Administration of cemetery.