

# SEAS Stewardship Descriptions 2020

*Ministry Volunteer Descriptions/Contact Information*

Phone: 585.964.8627 Email: [seas@dor.org](mailto:seas@dor.org)

Website: [www.myseas.org](http://www.myseas.org)

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## **COMMUNICATION COMMITTEE**

(Chairperson - Insert Your Name Here)

**Committee Member** – works within the committee to increase communication between Staff, Pastoral Council and the parish, and to facilitate the outreach ministries and inter-parish events. The Communication Committee is one of 9 Standing Committees which send a voting representative to the Pastoral Council.

### **MINISTRIES ASSOCIATED WITH THE COMMUNICATION COMMITTEE**

**Parish Historian/Archivist** – collects, organizes and preserves photos, newspaper articles, media recordings and various mementos which will form a record of SEAS' history for future parishioners.

**Photographer** – attends parish events and takes photographs or record activities, which will be used on the SEAS website and other parish communication channels, and will become part of the parish archives.

**Technology Consultant** – provides technical consultation and support for computers, software, digital storage, networking, digital cameras, digital TV projects as requested by SEAS committees and staff.

**Website Maintenance** – involves maintaining our current website content, as well as enhancing and expanding the current content in order to continue to meet the communication needs of our parish community and our various committees.

## **FACILITIES COMMITTEE**

(Chairperson - John Wagner)

**Committee Member** – works within the committee to coordinate and oversee general maintenance and upkeep of all parish property, providing for snow removal and grass cutting, acting as consultants for modifications and upgrades, and supervising volunteers. The goal is to provide for the safety and comfort of the community. The Facilities Committee is one of 9 Standing Committees which meet once each month and send a voting representative to the Pastoral Council.

### **MINISTRIES ASSOCIATED WITH THE FACILITIES COMMITTEE**

***Carpentry, Electrical, Painting, Plumbing, etc.***

***Routine Repairs***

***Seasonal Grounds Care***

***Special Events Setup/Takedown***

## **FAITH EDUCATION COMMITTEE**

(Chairperson - Billie Warner, 964.8200)

**Committee Member** – works within the committee seeking to respond to and coordinate the parish initiatives in faith development and lifelong education by assessing and evaluating current efforts and assisting staff to develop new initiatives. Faith Formation is one of 9 Standing Committees which send a voting representative to the Pastoral Council.

### **MINISTRIES ASSOCIATED WITH THE FAITH EDUCATION COMMITTEE**

#### **CHILDREN'S LITURGY OF THE WORD (Sue Flanagan)**

**Presider** – leads children up to 5<sup>th</sup> grade in praying and reading Scripture, and helping them to understand God's Word and apply it to their lives (9:30 Mass on Sundays throughout the year). Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

**Monitor** – helps presider as requested during Children's Liturgy of the Word. Monitors are usually adults or youth older than 5<sup>th</sup> grade.

#### **SACRAMENTAL PREPARATION (Billie Warner)**

**Baptism Prep Team** - (Deacon Chris and Lynn Fisher) is composed of individuals or couples willing to work in teams to provide Baptism preparation for parents of newborn children. Duties include scheduling Baptisms, as well as assisting with Baptisms when needed. Team members need not be parents. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

**Confirmation Team** – A team of volunteers willing to help prepare 8th and 9th graders for the sacrament of Confirmation. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

**Eucharist Team** – is composed of volunteers who work as a team preparing youth to receive the Sacrament of First Eucharist. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

**Reconciliation Team** – is composed of volunteers who work as a team preparing youth for celebration of the sacrament of Reconciliation. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

**RCIA Team** (Bill Beiter; Billie Warner) – offers spiritual guidance and instruction to adults and children through the *Rite of Christian Initiation of Adults*, primarily working with those who are unbaptized or uncatechized in their journey to become Catholic. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

#### **FAITH EDUCATION (Billie Warner)**

**Adult Faith Formation Team** – brings adult education and conversation aspects of the gatherings to light; team members may work on any one or all of the gatherings.

**Catechist for Grade-level Sessions** – develops and leads faith formation classes for students PreK-5th grade. Training and materials are available - commitment, respect for children and love of God are the criteria, along with being 21 years of age and completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

**Catechist Aide** – assists the Catechist in classes for students PreK-5th grade. Adults and teens are welcome - Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

**Summer Mission Team –VBS** – seeks volunteers to develop and lead a portion of the Bible focused Faith Education program. People are needed to work on themes, arts and crafts, service programs, music, and games. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

### **YOUTH MINISTRY COMMITTEE** (Chairperson - Insert Your Name Here )

**Youth Committee** – seeks to respond to the needs of young people and share their unique gifts of youth with the larger community. The Youth Committee is comprised of both teens and adults and is one of 9 Standing Committees which send a voting representative to the Pastoral Council.

**Committee Member** – is a teen or adult with the specific role of working with the Youth Minister Coordinator to help define and evaluate the programming and activities for 6<sup>th</sup> through 12<sup>th</sup> graders. This is a one year commitment with an average of 4 to 6 meetings. Looking for at least 5 members

**Catechist for Youth Ministry-** to lead Jr High and Sr. High Faith formation classes and activities, based on prepared “lesson” plan. This is a year long commitment for about 15 class sessions from September to May. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

**Coach** – is an adult who will lead or assist in a SEAS team sport such as kickball. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

### **FINANCE COUNCIL** (Chairperson - Debbie Ryan)

**Council Member** – works with the council to provide the parish family, as well as its Pastoral Council, committees, and staff with the pertinent financial data for joint administrative decisions necessary to the present and future parish operations and goals. The Finance Council is one of 9 Standing Committees which meet once each month and send a voting representative to the Pastoral Council.

#### **MINISTRIES ASSOCIATED WITH THE FINANCE COUNCIL**

**FUNdraising Committee** (Linda Sweeney and Kim Walter) – plans and carries out or schedules parish fundraisers intended to raise money to provide items and or programs that may not otherwise be affordable in the current fiscal year. Annual fundraisers are: Chicken BBQ and Golf Tournament. Ideas and energy are welcome!!

**FUNdraising Volunteer** (Linda Sweeney and Kim Walter) – This is a person who helps make fundraising events happen with only a few hours of commitment. Help by selling tickets at masses, setup/cleanup for events, distributing flyers, serving refreshments, helping at golf tournament and any other fundraising events that might come up.

**FUNdraising Volunteer to solicit donations** (Linda Sweeney and Kim Walter) – Volunteers to seek donations from our community and area businesses for raffle baskets and door prizes.

**Planned Giving Committee** – reviews and then offers information and opportunities to the parish for donating to SEAS to ensure our long term financial security through bequests, memorials, the founders’ tree (in the narthex) and other initiatives.

**LITURGY COMMITTEE**  
(Co-Chairs Barb Riddell & Ron Roy )

***“Our mission is to help our parish find its unique way of making the prayer of the church its own.”***

**Committee Member** – works within the committee to assist the parish community in developing and implementing meaningful liturgical celebrations in accordance with the directives of Vatican II. The Liturgy Committee is one of 9 Standing Committees which send a voting representative to the Pastoral Council.

**MINISTRIES ASSOCIATED WITH THE LITURGY COMMITTEE**

**Outreach Communion Minister** – visits and brings Holy Communion on a weekly or monthly basis to a family member, neighbor or parishioner who is unable to attend Mass. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

**LITURGICAL MINISTRY—Co –Leaders**

**Co-Leader—Extraordinary Ministers Of Holy Communion** – works collaboratively to coordinate training and scheduling of Communion ministers, and facilitates communication among ministers; works with the Liturgy Committee to help plan and provide feedback on Masses and other liturgies. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

**Co-Leader—Lector Ministry** – works collaboratively to coordinate training and scheduling of Lectors (Ministers of the Word), and facilitates communication among ministers; works with the Liturgy Committee to help plan and provide feedback on Masses and other liturgies. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

**Co-Leader—Usher and Greeter Ministries**– works collaboratively to coordinate training and scheduling of Ushers and Greeters (both are Ministers of Hospitality), and facilitates communication among ministers; works with the Liturgy Committee to help plan and provide feedback on Masses and other liturgies. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

**Co-Leader—Altar Server** – works collaboratively to coordinate training and scheduling of Altar Servers and facilitates communication among ministers; works with the Liturgy Committee to help plan and provide feedback on Masses and other liturgies. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

**ART & ENVIRONMENT (Billie Warner and Kathy Hardie)**

**Care/Cleaning of Altar Linens and Server Robes** – assumes responsibility for making sure that all cloths used on the altar and other areas of the Sanctuary are clean and pressed as needed, and that all altar server robes and sashes are clean and ready for use as needed.

**Church Decoration** – entails planning and decorating our worship area in ways that reflect the liturgical season in creative ways.

**Supply and Care of Weekly Flowers** – involves selecting, arranging and caring for flowers and plants in the worship area, reflecting the liturgical seasons or various celebrations at SEAS.

## **LITURGY COMMITTEE**

### **LITURGICAL MINISTERS**

**Altar Server** (Joe Wielgosz 943-3400) - Altar Servers assist at Mass and other liturgies, scheduling is very flexible and training with seasoned servers will be provided. Youth of the parish who have received First Eucharist are eligible to serve. Adults are welcome as well as Families. Mother or Father with Daughter or Son. What a wonderful way to pay tribute to our Lord!

**Extraordinary Ministers of Holy Communion** (Randy Conlon and Barbara Riddell)– distributes the consecrated Bread and Wine (the Body and Blood of Christ) to those gathered at Mass. Requirements: 16 years of age and older, fully initiated, leading a life of faith. Training will be provided in accordance with the Diocesan guidelines.

**Lector** (Nick Hardie) – reflects upon and then proclaims the Word of God at Mass and other liturgical gatherings. Training will be provided.

**Sacristan** (Rick Beyrle) – arrives before Mass on weekends and holy days to prepare the church and all vessels and supplies, makes certain that all liturgical ministers are present, makes opening announcements before Mass, and generally deals with any unforeseen circumstance before, during or even after the Mass. The Sacristan also cleans vessels and puts away all sacred books and items used during the Mass, and is responsible for securing the collection and locking the church before leaving. Training will be provided. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided along with a Background check.

**Ushers** (Ron Roy) - is a Minister of Hospitality at Masses and other liturgies. He or she welcomes the community, takes up the collection, distributes bulletin and other handouts after Mass, and assists the Sacristan in dealing with any unforeseen circumstances that arise during a liturgy. Training will be provided.

**Greeters** (Ron Roy) - is a Minister of Hospitality who welcomes the congregation as they enter church before Mass. They greet at the door or in the Narthex. Training will be provided.

### **MUSIC MINISTRY—Matthew Campisi**

**Adult Choir** – consists of men and women who lead our parish in traditional and contemporary liturgical music. The choir rehearses on Sunday mornings at 8:30 AM, and sings at the 9:30 AM mass. They also provide music for all Holy Days and special Liturgies.

**Cantor** - A Solo singer who leads during the Mass, Psalms and interludes of Communion

**Resurrection Choir (funerals)**– consists of parishioners and choir members who sing at funerals, usually on weekday mornings.

**Musicians** - Instrumentalist who volunteers during the year. Especially encouraged during Holy Week, Easter, and Christmas seasons.

**Children's Choir - Teen Choir** - Age appropriate choirs who would lead our parish in liturgical Music at select Masses or Holy Days. Practice would be determined as needed.

## **PARISH LIFE COMMITTEE**

(Chairpersons - Jeanne Lauta and Donna DuPont)

**Committee Member** – works within the committee to promote the social life and sense of community of the membership of the parish family, under the guidelines of the Pastoral Council. This committee provides refreshments for other events as requested. Parish Life is one of 9 Standing Committees which send a voting representative to the Pastoral Council.

### **MINISTRIES ASSOCIATED WITH THE PARISH LIFE COMMITTEE**

**Breakfast Cafe** – hosts a breakfast or other event open to the parish community after either the 9:30am Mass on one Sunday or the 4/5pm Mass on Saturday each month. Events vary between Breakfast, buffet style, coffee and donuts, or Hors d'oeuvres, and parishioners are invited to make a free-will donation *PLEASE NOTE: Volunteers are divided into teams so that their commitment is only for 3-4 events per year.*

**Setup/Serve/Cleanup at Social Events** – involves assisting in setting up necessary chairs, tables, etc., serving, and then cleaning up after various parish gatherings.

**Bakers** - Volunteers to bake for SEAS Social Events and various Committees.

**Martha Ministry** (Wendy Scheg)– provides support to families after the loss of a loved one. We invite family and friends to a luncheon at church following the funeral. *Please note that this is a ministry where you will probably be called upon with only 2-3 days notice.* Volunteers are needed in the following areas:

- set up and take down chairs/tables
- serve food/beverages,
- donate store-bought

## **OTHER MINISTRIES**

**Garden Club** (Joanne Tandler)- is a dedicated group of people with green thumbs or those interested in obtaining a green thumb while caring for the Parish and Rectory grounds.

**Prayer Group/Network** (Karen Docteur) – is a group of parishioners who pray for the intentions submitted to them - all are welcome to join or request prayers for their intentions.

**Prayer Shawl Ministry** – meets monthly to knit or crochet prayer shawls and scarves which are blessed and then given to those who are in need of comfort due to illness, loneliness or grief. These shawls/scarves are a visible sign of love and prayers for those who are hurting in some way. If you are looking for a way to reach out to others, please consider joining the group.

**Rosary Group** (Sue Wagner) Gather the first Saturday of each month one half hour before Mass in Seton Hall to pray the rosary.

## **SOCIAL MINISTRY COMMITTEE**

(Chairperson - Anita O'Brien)

**Social Ministry** promotes an awareness of the social teachings of the Gospel. The committee enables parishioners to respond to the Gospel challenges of justice, peace and compassion. This may take place through special events, consciousness-raising activities, or by providing information to advocate on contemporary issues when there is a need for a prophetic and active Christian response from the parish. As a committee member, you will be involved with determining what social justice issues and outreach efforts will be pursued and supported at SEAS. Social Ministry is one of 9 Standing Committees which meet once each month and send a voting representative to the Pastoral Council.

### **MINISTRIES ASSOCIATED WITH THE SOCIAL MINISTRY COMMITTEE**

**Consistent Life Issues** - will be highlighted during the year, along with suggestions for ways in which parishioners might respond. Volunteers are needed to identify issues, and then to plan and carry out activities to promote awareness.

**St. Peter's Kitchen** - We volunteer at St Peter's Kitchen (681 Brown St) on the 1st & 3rd Thurs of the month to prepare and serve lunch for approximately 125. Our current commitment is 3-4 times per year schedule is very flexible. It's a wonderful ministry to help those who are less fortunate than ourselves.

**Babies/Mothers/Others** - need volunteers for collecting and delivering baby and maternity items to those in need.

**Backpack Collection** – late summer collection of backpacks and back to school items for Life Solutions

**Migrant Ministry** - works with others from the area in transporting, tutoring, liturgical participation, visiting and other social service activities with migrant farm workers and their families. Speaking Spanish is helpful but not necessary.

**Prison Outreach** - involves helping to meet the spiritual needs of prisoners regardless of the reason for their incarceration. Visits are made to the Women's Correctional Facility in Albion.

**Life Solutions of Hamlin, Inc.** – (964-7420 to volunteer) serves the social, physical and spiritual needs of the Hamlin community. Volunteers may provide help in any one of the following ways:

Staff or board member	Counseling
Mobile Food Pantry – unload pallets of food, help clients	Pick-up of donated food
Food delivery to those requesting help	Cleaning and stocking food cupboard shelves
Client shopping – help clients grocery shop	Treasure Store – work when open, sort items for sale
Holiday help – Thanksgiving, Christmas and Easter	

**Card Ministry**- A Ministry of SEAS to send thinking of you cards to those parishioners who are homebound, or recovering from illnesses.

## **TIME/TALENT/TREASURE STEWARDSHIP COMMITTEE**

(Chairpersons - Insert Your Name Here )

**Committee Member** – coordinates and oversees the Time/Talent/Treasure process (including Ministry Fair and Time, Talent, and Treasure Weekend), and takes the lead in bringing the concept of stewardship to life in our parish. T/T/T Stewardship is one of 9 Standing Committees which send a voting representative to the Pastoral Council.

**Ministry Fair Coordinator** – works with all 9 parish standing committees and ministries to oversee a Ministry Fair, which takes place on a single weekend in March at all Masses, and offers all parishioners an opportunity to learn more about ways to use their gifts to benefit SEAS and to get to know other parishioners better.

**Phone Caller** – follow-up phone calls during annual Stewardship campaign in the spring.

## **QUEST - SMALL CHRISTIAN COMMUNITIES/HOME CHURCHES**

(Faith Formation– 964.8200 or [seas@dor.org](mailto:seas@dor.org))

**FAITH SHARING & DISCUSSION GROUPS** another way for us to connect our faith with life as we live it, and to form richer relationships with other members of our faith community.

- Quest groups use lectionary based resources to discuss the Scripture Readings for the next weekend Mass.
- Groups are composed of 5-10 people – members are men only, women only or mixed; groups are formed based on the day/time that members are available to meet
- Groups determine how often and where they wish to meet-some weekly, some monthly. They chose to meet in member's homes or at SEAS.
- Join at any time – there is no formal beginning, and it's never too late!