

SEAS Stewardship Descriptions 2024

Ministry Volunteer Descriptions/Contact Information

Phone: 585.964.8627 Email: seas@dor.org

Website: www.myseas.org

COMMUNICATION COMMITTEE

(Chairperson - John Wagner email gwagner1@rochester.rr.com)

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 SEAS Standing Committees which send a voting representative to the Pastoral Council. Each committee meets on their own schedule and as needed.

MINISTRIES ASSOCIATED WITH THE COMMUNICATION COMMITTEE

Parish Historian/Archivist and Photographer—attends parish events and takes photographs or record activities, which may be used in parish communication channels, and will become part of the parish archives. Assist in collecting, organizing and preserving photos, newspaper articles, media recordings and various mementos which will form a record of SEAS' history for future parishioners.

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. Assist in 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.

SEAS CLEAN TEAM

(Sharon Campbell, sharon.campbell@dor.org, 964-8627)

Volunteer Teams that come twice a month—presently the 1st and 3rd Wednesdays of the Month to clean the Church. Light housekeeping: vacuuming, dusting, some window washing, Cleaning of bathrooms and Bayley Kitchen, other cleaning as needed.

FACILITIES COMMITTEE

(Chairperson - Janice Gantress, Director of Facilities—Bob Ryan)

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 SEAS Standing Committees which send a voting representative to the Pastoral Council. Each committee meets on their own schedule and as needed.

MINISTRIES ASSOCIATED WITH THE FACILITIES COMMITTEE

Carpentry, Electrical, Painting, Plumbing, etc.

Routine Repairs

Special Events Setup/Takedown

Landscape/Garden Club - is a dedicated group of people with green thumbs or those interested in obtaining a green thumb while caring for the Parish grounds.

FAITH EDUCATION COMMITTEE

(Sandy Schicker—Sandra.schicker@dor.org /Sharon Campbell, 964.8200)

Committee Member/Catechist – 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 Committee is one of SEAS Standing Committees which send a voting representative to the Pastoral Council. Each committee meets on their own schedule and as needed.

FAITH EDUCATION (Sandy Schicker, sandra.schicker@dor.org)

Catechist/Catechist Assistant – assists the Faith Formation Coordinate in classes for students in program. Adults and teens are welcome - Training and materials are available - commitment, respect for children and love of God are the criteria. Completion of the Diocesan Creating A Safe Environment (CASE) training is required and will be provided along with a Background check.

MINISTRIES ASSOCIATED WITH THE FAITH EDUCATION COMMITTEE

CHILDREN'S LITURGY OF THE WORD

Presider – leads children in prayer and reading Scripture, and helping them to understand God's Word and apply it to their lives (1st and 3rd Sundays during 9:00AM Mass). Working with the assistance of a Monitor/helper. Completion of the Diocesan Creating A Safe Environment (CASE) training is required and will be provided along with a Background check.

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. Completion of the Diocesan Creating A Safe Environment (CASE) training is required and will be provided along with a Background check.

SACRAMENTAL PREPARATION

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

RCIA Team (Bill Beiter) – 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 Diocesan Creating A Safe Environment (CASE) training 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 SEAS Standing Committees which send a voting representative to the Pastoral Council. Each committee meets on their own schedule and as needed.

- Committee Members can be a teen or adult with the specific role of working to help define and evaluate the programming and activities for 6th through 12th graders. Completion of the Diocesan Creating A Safe Environment (CASE) training is required and will be provided along with a Background check.
- Catechist to lead Jr High and Sr. High Faith formation classes and activities, based on prepared “lesson” plan. Completion of the Diocesan Creating A Safe Environment (CASE) training 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 Diocesan Creating A Safe Environment (CASE) training 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 SEAS Standing Committees which send a voting representative to the Pastoral Council. Each committee meets on their own schedule and as needed.

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. 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 any fundraising events.

FUNdraising Volunteer to solicit donations (Linda Sweeney and Kim Walter) – Volunteers to seek donations from our community and area businesses for door prizes, auction items or items for drawings.

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, 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 SEAS Standing Committees which send a voting representative to the Pastoral Council. Each committee meets on their own schedule and as needed.

MINISTRIES ASSOCIATED WITH THE LITURGY COMMITTEE

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

Eucharistic Adoration Team - Eucharistic Adoration is held on the first Saturday of the Month, from 1PM to 3:45PM. Volunteers are needed to set up, welcome, and clean up.

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 Diocesan Creating A Safe Environment (CASE) training 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 Diocesan Creating A Safe Environment (CASE) training 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 Diocesan Creating A Safe Environment (CASE) training 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 Diocesan Creating A Safe Environment (CASE) training 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 – Assist in 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— Completion of the Diocesan Creating A Safe Environment (CASE) training is required and will be provided along with a Background check.

Altar Server (Insert Your Name Here) - 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. A wonderful way to pay tribute to our Lord!

Extraordinary Ministers of Holy Communion (Barbara Riddell and Betsy Henner)— 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. Completion of the Diocesan Creating A Safe Environment (CASE) training is required and will be provided along with a Background check.

Lector (Nick Hardie) – reflects upon and then proclaims the Word of God at Mass and other liturgical gatherings. Training will be provided. Completion of the Diocesan Creating A Safe Environment (CASE) training is required and will be provided along with a Background check.

Sacristan (Randy Conlon) – 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 Diocesan Creating A Safe Environment (CASE) training is required and will be provided along with a Background check.

Ushers/Greeters (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. Completion of the Diocesan Creating A Safe Environment (CASE) training is required and will be provided along with a Background check.

MUSIC MINISTRY—(Matthew Campisi, matthew.campisi@dor.org)

Adult Choir – consists of men and women who lead our parish in traditional and contemporary liturgical music. The choir rehearses on Sunday mornings at 8:15 AM, and sings at the 9:00 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.

OTHER MINISTRIES

Prayer Group/Network (Debbie Bausch) – 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 – (Coordinator needed) 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.

HUMAN CONCERNS COMMITTEE

(Chairperson - Kathy Hardie)

Human Concerns 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. Human Concerns is one of SEAS Standing Committees which send a voting representative to the Pastoral Council. Each committee meets on their own schedule and as needed..

MINISTRIES ASSOCIATED WITH THE HUMAN CONCERNS COMMITTEE

Consistent Life Issues - As followers of Christ we are called to be a witness and to advocate for the teachings of the Gospel. As such, it is often necessary that we voice our concerns through written action for social injustice issues such as euthanasia, abortion, end of life, criminal justice and wrongful incarceration to mention a few.

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. Currently contributing to BirthRight and Women's Care Center

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

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: Food Pantry, Treasure Store, Mobile Food Pantry, and Holiday help.

Recognition Events - Periodically throughout the year, we acknowledge various groups on special occasions such as Mother's Day, Father's Day and Veterans Day. This recognition is often paired with a corresponding collection on behalf of a specific organization such as the Veterans Outreach Center, the Women's Care Center or Mt. Carmel House, a comfort care facility.

PARISH LIFE COMMITTEE

(Chairperson - Cathy Wilson cell 585-737-2134, Email: dochoustonwilson@gmail.com)

MINISTRIES ASSOCIATED WITH THE PARISH LIFE COMMITTEE

Social Events – This committee hosts a variety of activities to promote fellowship at SEAS by either making and or buying food items to be shared at events such as Breakfast, Retreats or Guest Lectures.

Martha's Ministry – This committee provides support to families after the loss of a loved one. We ask volunteers to make and or buy food items to be shared following the funeral in Bayley Hall

Volunteers are needed in the following areas:

- Bake or Buy food items (food, drink)
- Cook at SEAS
- Set Up and Take Down Chairs/Tables
- Serve Food/Beverages
- Clean Up Kitchen Area

TIME/TALENT/TREASURE STEWARDSHIP COMMITTEE

(Chairperson - Sharon Campbell, Sharon.campbell@dor.org)

Committee Member – coordinates and oversees the Time/Talent/Treasure process (including Ministry Fair and Time, Talend, and Treasure Weekend), and takes the lead in bringing the concept of stewardship to life in our parish. T/T/T Stewardship Committee is one of SEAS Standing Committees which send a voting representative to the Pastoral Council. Each committee meets on their own schedule and as needed.

Ministry Fair/Event Volunteers - works with all parish committees and ministries to conduct a Ministry Fair/Event, which takes place on a single weekend in Spring 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.

Help to make follow-up phone calls during annual Stewardship campaign.

QUEST - SMALL CHRISTIAN COMMUNITIES/HOME CHURCHES

(964.8627 or 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. Currently using “Living Liturgy”
- 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.
- Start a Group at any time – there is no formal beginning, and it’s never too late!