

# Quick Reference Ministry Guide 2015

**Pastoral Council** - represents all of our parishioners, bringing concerns that affect the parish to the Pastor's attention, and prayerfully formulating solutions. (Appointed candidates)

**Finance Council** - makes recommendations, and supports the pastor in matters of the parish by implementing budgets and offers advice regarding financial matters of the parish.

(Appointed candidates)

**Liturgy & Worship Commission** - enhances the worship at St. John Neumann through the proper implementation of liturgical principles

**Education & Formation Commission** - evaluates and provides religious education to all members of the parish

**Parish Life Commission** - promotes friendship and community among the members of St. John Neumann and encourages their active participation in the life of the parish community

**Community Outreach Commission** - proclaims the Gospel by helping those who are in need, following the basic principle that "whatever you do to the least of my people you do unto me"

**Ecumenism Commission** - collaborates with area churches to promote the common good

**Evangelization & Communications Commission** - increases awareness of upcoming and past parish events to promote greater participation in the life of our parish community

**Buildings & Facilities Commission** - advises the Pastor regarding the maintenance of parish property and address the safety and security of the parish campus

**Stewardship Committee** - recognizes God's providence to us and returns Him thanks and praise by striving to be worthy stewards for the greater good and benefit of the community

## Weekly Opportunities

**Adoration of the Blessed Sacrament** - Weekly devotion for prayer and quiet reflection; offered every Friday from 7:00 a.m. to Saturday 8:00 a.m. and Wednesday from 6:30 to 7:30. Adorers needed in one hour increments.

**Legion of Mary** - Is our Lord calling you to work for him and grow spiritually through the intercession of his Mother? We work in our parish by: visiting people in the hospital/ helping with Faith Formation/ offering someone a ride to church or the doctor/ helping to find our fallen away Catholics/Every Tuesdays at 9:30 a.m., following the 9 a.m. Mass.

**Music Ministry** - leads the parish in worship through song under the direction of our music director. Saturday night and Sunday masses as well as Holy Days, special occasions. Parish Choir, Contemporary Band, and Youth Choir (ages 8 to 17).

**Sacristans** - assist and work under the direction of the pastor to prepare for Mass and help maintain the Sanctuary. Sacristans generally arrive at Mass 30 minutes prior to Mass to set up and stay 30 minutes afterward to clean up.

**Divine Mercy Cenacle** - Pray the Chaplet of "Divine Mercy" Wednesdays at 7:30 p.m. and engages in service work to spread the news of the Lord's limitless mercy

**Prayer Group** - meets Tuesday evenings from 7:30- 9:00 pm.

**Catechist teacher/aide** - use your gifts to help teach our Catholic Faith to our children. Class times vary. Training and Materials are provided.

**The Rite of Christian Initiation of Adults (RCIA)** - open to anyone who feels their faith journey is leading them to the Catholic Church, or who are curious to understand the teachings and customs of Catholic Christianity. We meet weekly to attend the Liturgy of the Word followed by a topic related lesson. A new class forms each September.

## Weekly Opportunities Continued

**Food Pantry** - organizes and stocks pantry. Tuesdays from 9:30 to 12:00 pm distribution of food to those in need.

**Quilters Group** - meets to quilt for personal needs and service projects. Meets Tuesdays 12:30 - 3:30 pm.

**Boy Scouts** - a boy-led program mentored by trained adult volunteers. Meetings are on Tuesday nights during the school year.

**American Heritage Girls** - helps girls acquire skills that will assist them in all areas of life. Develops in spiritual, social and character areas to empower them to become leaders. Meet Thursday evenings.

**Communications** - overseeing the communications used throughout the parish i.e. bulletin, website, social media

**Media Ministry** - Oversees use of technology during liturgies to enhance participation and communication.

**Money Counters** - tabulates weekly collections. Teams meet Sunday and Monday mornings.

**Cursillo** - a movement that enables the essential realities of the Christian to come to life in the uniqueness, originality, and creativity of each person. Meets Saturday mornings 8:00 am.

## Monthly Opportunities

**50+ Club** - promotes friendship/give aid to fellow members when needed/provide social contact among our church's senior members. Meeting/Program/Luncheon meets the 2nd Wednesday of the month at 11:00 a.m.

**St. John Neumann Knights of Columbus Council #7343** - works closely with our parish in providing volunteers and funds for various projects. Our Knights and their families participate in over 40 programs involving church, family, youth, community and council. Social meetings are on the 1st Tuesday of the month. Anyone can attend the social (no need to be a Knight). Business meetings are held every 3rd Tuesday of the month.

**Men's Homeless Shelter** - prepares dinner at the Men's Shelter of Charlotte on the 1st Saturday of every month.

**Rosary Makers** - makes mission rosaries to distribute to various organizations, including our own Faith Formation classes. Flexible time commitment. Meeting every other month.

**Stewardship Committee** - helps guide parish with the understanding of Stewardship and to assist other ministries with their needs, including helping them find volunteers. Meet the 2<sup>nd</sup> Tuesday of the month.

**Hispanic Committee** - oversees ministry to our Spanish-speaking members

**Family Life** - plans/hosts parish events such as "Valentine's Day Dinner", Holy Communion /Confirmation receptions, etc.

## Rotating Schedules Opportunities

Extraordinary Ministers of Holy Communion - assists the celebrant in distributing the Eucharist to those participating in weekday Masses and Sunday Masses when there is a need. They may also bring the Eucharist to homebound or hospitalized parish members.

Lectors – Proclaims readings at Sunday Masses and special liturgies. Need to be able to read and speak clearly.

Altar Servers – Serves on the altar during Mass and special liturgies; assists the priest celebrant and deacons. Servers should be mature enough to understand their responsibilities and to carry them out well and with appropriate reverence. Must have already received First Communion.

Ushers- assist with the Offertory/Collection during masses, as well as welcome and assist with needs of attendees.

Greeters– act as a welcoming presence to those attending the Mass, as well as assist by holding open doors etc.

Hospitality team- to staff the Hospitality desk 30 minutes before/ after masses assisting those seeking information regarding our parish and allowing a welcoming presence.

Children’s Liturgy of the Word - Teach or assist with sharing God’s word with our young children during Sunday Masses. Materials provided.

Traveling Chalice- sign up to pray for vocations in our Catholic Church. Chalice is a symbol of the importance for vocations. Each family takes the chalice into their homes for a week of prayer.

Muffin Ministry- provides muffins once a month to the Crisis Assistance Ministry.

## Community Services/Outreach Opportunities

Piney Grove Ministry – reaches out to help our neighborhood school. School supplies collection, tutoring, etc.

Refugee Resettlement – works with Catholic Charities to help a refugee family with housing, clothing, housewares, etc.

Glenmary Mission – reaching out to our “sister parish” of St. Luke in Cuthbert, GA to help them continue their Christian work in their community. Clothing/food drive, Christmas gift giving, beautification of their grounds etc.

Thanksgiving Food Drive - Sorts and packages donated food to go out to the community

Giving Manager – Sorts and wraps Christmas gifts donated to go out to those in need.

## On Call / As Needed Opportunities

Bereavement– this Christ-centered faith sharing ministry is for parishioners in need of consolation after losing a loved one.

Building and Facilities- volunteers help with “Fellowship Day”, repairs, projects, maintenance, and upkeep of SJN facilities and grounds.

## Special Events/Seasonal Opportunities

Neumanners - Adult (21-101 years young) members of St. John Neumann Parish who wish to participate in any and/or all social activities planned by the steering committee, to be held throughout the year. Individual activities may incur a cost, to be borne by each attendee. Events will be posted as they are planned.

Lift Groups – small groups formed to spend intentional time together forming their faith through fellowship, learning, and sharing. Fee for materials. Currently offered during Advent & Lent.

Living Your Strengths –6 week program to help discover your talents and learn to use them in your daily and spiritual life.

Anniversary Masses – hosts quarterly celebrations for couples celebrating wedding anniversaries.

Ecumenism- outreach group to further our unity with other Christian Faiths. Several events throughout the year.

SonFest Committee - assists with the planning of SonFest ( a parish carnival event held each June. )

SonFest Volunteer- volunteers in one of the many areas that make a successful event. Time slots vary per area.

Respect Life Committee– promotes that all life is sacred from conception to natural death. Participate in annual Life Chain, March for Life, and other Pro-Life events.

SJN Summer Camp – a high energy, faith infused summer camp for children ages 6-14 focusing on Art, Music and Sports.

Youth Sports (Soccer/Baseball) - Coaches/assists coaches etc. to help give our youth the opportunity to play sports in a Christian environment

Historical Committee – maintains the archives of the parish.

## Stewardship Sunday – November 21<sup>st</sup> & 22<sup>nd</sup>

Please give prayerful thought to your commitment of your Time, Talent and Treasure

### Weekly Giving Chart:

Annual Income	5% to parish	3% to parish	1% to parish
\$26,000	\$25	\$15	\$5
\$52,000	\$50	\$30	\$10
\$78,000	\$75	\$45	\$15
\$104,000	\$100	\$60	\$20
\$130,000	\$125	\$75	\$25

Biblical Tithe Guide:

5% to Parish

1% to Diocese

4% to Charity

(Catholic and/or Community)