

**Hall Rental Coordinators:** manage hall rentals, provide contracts for rentals and insure the forms are completed properly; collect and deposit rental fees and check the hall after the rental for cleanup and damages. One or two people per church hall would greatly help.

### Quarterly

**Ministry Trainer:** Conducts ministry training for Ushers/Greeters, Lectors, EMHCs, and Servers as necessary. Two or three folks trained to perform this ministry would allow more frequent training. Training is available.

**Church Cleanup Crew:** Once a quarter join with others for a more in-depth cleaning of the Church. Dusting, windows, touch-up pews, repair kneelers. Clean brass (candlesticks, etc.) and clean votive candle holders. Coordinate/schedule list for cleaning with the sacristan. Assist carpet cleaning crew with moving furniture before and after the cleaning. Three or more people per church would make this job easier.

**Sacristans:** Inventory supplies (hosts, wine, Baptism candles/bibs, prayer candles, etc.). Submit purchase orders or reimbursement forms. (See also weekly.)

### Semi-annual

**Parish clean-up volunteer:** assists in cleaning/maintaining the church and hall facilities. Plumbing, painting, hauling, scrubbing, sorting, raking, electrical; could be any or all!

### On-Call

**Church Decorating:** assist sacristans in decorating church for liturgical seasons, Ordinary Time, Advent, Christmas, Lent and Easter.

**Snow removal:** Shovel and spread snow melt before Mass.



**ST. JOSEPH - ST. LAWRENCE**

**PARISH**

**“Two Churches, One Parish”**



## **CAN YOU LEND US A HAND?**

We're going to experience some volunteer turnover in the near future and we need your help to enable our Masses to continue to be rewarding and organized. We'll be asking for your help in the coming weeks. Please prayerfully consider helping our parish stay vibrant.

Below are brief descriptions of jobs that need some more helpers. They are organized by frequency of performance. For more information contact Father, one of the parish council members—or best of all the people doing the job now. Stewardship inventory forms are available in the church entrance.

### Weekly

**Sacristan:** sets up for Mass, arranges articles for the altar, sets up lectionary (book of readings), adjusts thermostats as necessary. Checklists provided. Duties take about 15-20 minutes per Mass – less once trained. Changes altar/sanctuary colors as Church Seasons change. See also Quarterly below. Two or three people per church would make this job much less time consuming.

**Choirs/Musicians:** We are without a choir or musical support at St. Joseph, and we can always use more voices at St. Lawrence.

**Lector:** Reads the introduction to the Mass, the readings and the Prayers of the Faithful. Some training required. Lector Handbook helps with pronouncing “words” not used in normal conversation. Two or three more readers per church are required.

**Usher/Greeter:** Greeters welcome folks as they enter for Mass and provide a first impression for our visitors. They hand out bulletins and welcome/registration forms to new comers. Greeters need to be at Mass 15 minutes before Mass. Ushers assist individuals as necessary with seating and ask if they want communion brought to them in the pew then report this to Father. Four or five people per church would assist us in making a visit to our parish a welcoming experience.

**Extraordinary Minister of Holy Communion (EMHC):** Assist Father in distributing Communion. Must be at least 18 years old, Confirmed and practicing the Faith. Special training required and provided. Three or four more volunteers per church will ensure we can receive Communion under both species (i.e., Body and Blood).

**Servers:** Assist Father in conduct of the Mass. Must have received the Sacrament of First Communion. Server's receive special training and are assigned to a team to ensure Masses are covered.

**Church Cleaners:** Pickup and cleanup after Masses. Normally conducted during the week. Involves vacuuming, sweeping, watering the plants, etc. and varies based on weather conditions. Normally also required after special events (funerals, weddings, etc.) Three or more people per church would clearly ease the load.

**CCD Teachers:** Assist parents in Catechizing youth. Generally involves up to two hours a week with students (Wednesday or Sunday). No advanced degree required, we're teaching the basics. Amazingly rewarding to watch kids grow in the Faith! We always need people willing to share the Faith.

**Director of Religious Education (DRE):** Basically a coordinator for the RE program. Prepares RE schedules, coordinates with PRES for bus drop off during school year. Orders replacement texts and provides office supplies as necessary which are reimbursed by the parish.

**Parish Office:** assist Father with handling the administrative requirements in the parish. Pick up, sort and distribute mail. Draft correspondence. Maintain parish family roster. One or two additional people with Microsoft Office skills to help out would make this job much less demanding.

### Monthly

**Linens:** Purifies, washes and presses linens Father and EMHCs use during Mass. Some minimal training is provided along with a handout for the "how to's." One or two people per church would make this job much less demanding.

**Ministry Scheduler:** Prepares ministry schedules for weekend Masses and Special Masses (Christmas, Holy Days, Easter).

**Altar Society:** prepares monthly Lion's club meeting meals, provides gifts for 1<sup>st</sup> Communion and Confirmation students. Coordinate and host 1<sup>st</sup> Communion, Confirmation and funeral receptions. Two or three people per church would make this job much less demanding.

**Parish Council Member:** This council assists Father in planning and conducting parish operations. We usually need two or three new members each year.

**Finance Council Member:** This council assists Father in planning and managing parish fiscal operations. We usually need two or three new members each year.

**Parish maintenance:** handle small repairs – lights, leaky faucets, paint repair, floor cleaning, lightbulb replacements and whatever else needs fixing! Two or three people per church would not be too many, our facilities are not getting any younger either.

**VIRTUS Coordinator:** Monitor completion of training requirements. Assist new volunteers in registering and receiving training on-line. As of April 1<sup>st</sup>, the bulk of this job is automated.