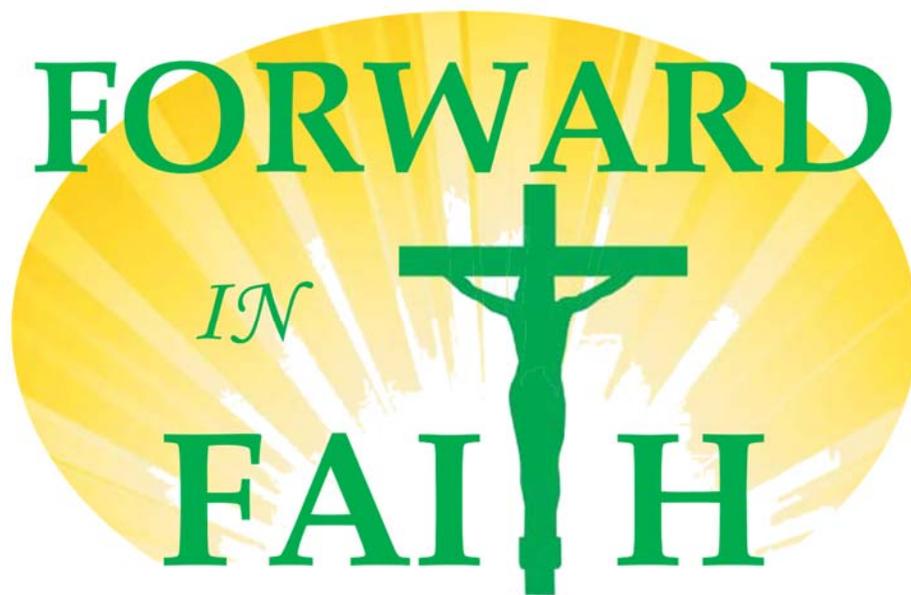


**Our Gifts of Time and Talent**

# **Ministry Booklet**



**St. Francis de Sales Church  
Vernon, New Jersey**

**Stewardship Renewal**

## **God calls us to participate in His purpose for the World.**

Before we can sincerely give any portion of our time and talent to God, we must first give him all of our hearts. The continuing process of growing in stewardship, therefore, remains a conversion above all else. Now is the time to make God our top priority. Now is the time to answer His call to holiness by putting our Faith First.

This year during our annual renewal of our stewardship commitment to sharing our time and talent, we will be encouraging one another to reprioritize the way we use our gifts by making a solid commitment to prayer and to service.

There are countless ways to answer the call – to Live Jesus. God wants us to use what we have been given. Anything that can be used for God’s purposes; time, talents, opportunities, relationships, experiences – all these and more are resources in our spiritual storehouses. The scriptures call us to account for our administration of the riches entrusted to us.

*“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms. If anyone speaks, he should do so as one speaking the very words of God. If anyone serves, he should do it with all the strength God provides.”*      1Peter 4:10-11

### **Protecting God's Children**

Following the directives of the Paterson Diocese, attendance at a **Protecting God's Children Seminar**, a **background check** and a **signed Code of Conduct** are required for all volunteers, 18 and older, who regularly work or have contact with children in a supervisory, leadership, chaperone, care-giving, teaching or similar relationship. Please contact the parish office for more details.



## Worship

The Liturgy Committee will work to manifest a liturgical environment that invites an understanding of the celebration of the Eucharist through full, conscious, and active participation in the Mass.

**Please note: Due to scheduling difficulties, membership can only be in one liturgical ministry at a time.**

### ***Eucharistic Ministers - Liturgical Ministry (101)***

Mission: To provide hospitality at the Lord's table. Eucharistic ministers share the Body and Blood of Jesus with fellow parishioners, at all our liturgies throughout the year. Ministers serve once or twice a month on a rotating schedule. Participants must be confirmed. Membership is through the counsel of the pastor.

*Requirements: training and commissioning for this ministry, attendance at one annual meeting and proper attire when serving.*

### ***Lectors-Readers of the Word - Liturgical Ministry (102 & 102A)***

Mission: To proclaim the Word of God at liturgies and special services. Through careful and expressive reading, Lectors engage and encourage the assembly to actively listen to the message of God. Participants must be confirmed. Lectors serve one and sometimes two scheduled weekend Masses per month and are also needed for daily mass and special liturgies.

*Requirements: Attendance at one annual meeting and proper attire when serving.*

### ***Ministers of Hospitality***

#### ***Greeters – Liturgical Ministry (105)***

Mission: To extend our parish family's welcome to all who gather at all our liturgies. Their smiles and handshakes set the tone for our gathering in friendship and fellowship in Jesus. Training is ongoing. Proper attire is required. Please arrive at least 20 minutes prior to Mass.

#### ***Ushers – Liturgical Ministry (104)***

Mission: To assist in helping maintain appropriate decorum during worship, seating members of the assembly, and assist in any way needed. Ushers help facilitate details for all liturgies. Participants must be confirmed. Proper attire is required. Please arrive at least 20 minutes prior to Mass.

### ***Altar Servers (103)***

Mission: To assist the priest, before, during and after liturgies on a regular schedule. Occasionally altar servers are needed to assist with special liturgies, weddings, and funerals. Mandatory training at the beginning of each ministry year is required. Occasional meetings may be needed during the year. This ministry is open to boys and girls in fourth grade and up.

### ***Children's Liturgy of the Word Core Team (112)***

Mission: This ministry enhances the understanding of the Sunday readings for our youngest members as the Liturgy of the Word is shared with them. The readings are geared for children from Kindergarten through third grade and takes place during the Liturgy of the Word at our 10:00 Mass. (Members must be

### ***Office of Sacristan (117)***

Mission: To help with the preparation of the altar and credence table for Eucharistic celebrations including daily Mass, Weddings, Funeral Masses and other special occasions.

### ***Funeral Support Ministry (121)***

Mission: This ministry provides support for families attending funerals at St. Francis de Sales. They are present to greet those attending a funeral. Arriving one half hour before the beginning of the funeral, remaining for the service, and providing any clean up after the Mass. Volunteers are called as needed. Open to adults. Proper attire is required.

### ***Liturgy Committee (116)***

Mission: To assist the pastor in setting goals and standards for the overall direction of liturgy throughout the year. The liturgy committee is responsible for the weekly coordination of themes and special related activities that take place before, during and after Mass. The committee plans seasonal celebrations and work with related ministries to assure that all worship is meaningful and life-giving.

### ***Baptismal Gifts Ministry***

#### ***Baptismal Certificate Preparation (119)***

Mission: To help with the cutting of matte boards and backs, or coloring and/or assembling decorative commemorative certificates to offer as our parish gift to each infant baptized.

### ***Baptismal Bib Preparation (119a)***

Mission: To help with cutting out bibs, or adding lace or edging and/or gluing a cross to the front of our baptismal bibs and stoles to offer as our parish gift to each child baptized.

### ***Altar Linen Care (118)***

Mission: To wash and press the altar linens (purificators and corporals) on a weekly basis, as well as clean altar cloths and vestments when needed.

### ***Art and Environment (120)***

Mission: To decorate and maintain the church, sanctuary, atrium and gathering spaces throughout the year with appropriate seasonal displays. These stewards help set the tone for the special times of the year through their planning, design and careful attention to the arrangement and decor of the signs and symbols of celebration. Extra assistance is needed during Advent, Christmas and Easter. Persons are needed to help prepare and maintain the environment. The time requirements vary depending on the time of year.

### ***Cantor/Leader of Song - Liturgical Ministry (106)***

Mission: To lead the assembly in its expression of faith and prayer through song, supporting and encouraging participation by all.

### ***Adult Choir - Liturgical Ministry (107)***

Mission: The choir sings at one Mass each week in addition to other special liturgies throughout the year. Weekly rehearsals are scheduled throughout the year. The choir meets ½ hour before Mass to prepare for Mass. Choir members should be confirmed.

### ***Instrumentalists – Liturgical Ministry (108)***

Mission: To provide accompaniment to the assembly, cantor, leader of song-prayer and solo or choral singing during Mass.

### ***Music Librarian (109)***

Mission: To help with the organization and filing of liturgical music for the choirs and music ministry in general.

### ***Children's Choir (Y107)***

Mission: Children, in grades three through eight, are invited to join the Children's Choir. Parental involvement is essential to the success of the program. This choir will rehearse and sing during the Advent/Christmas season.

***Youth Music Ministry (High School age and older)***

***Youth Singer – Liturgical Ministry (111)***

Mission: To accompany the assembly in their expression of faith and prayer through song, during liturgies and times of meditation.

***Youth Instrumentalists – Liturgical Ministry (111a)***

Mission: To provide music during our liturgies and times of meditation.

## **Faith Formation**

### **Religious Education**

The purpose of Religious Education is that the parish community of St. Francis de Sales knows, understands and practices the vision of stewardship based on knowledge.

***Religious Education Office Coordinators (318)***

Mission: To coordinate the religious education office in assisting the program director with the needs of teachers, aides, parents and children during religious education class time.

***Religious Education Teacher – Grades Pre K –8 (303)***

Mission: To assist and support parents in transmitting the Catholic faith to their children. Teachers help nurture the seeds of faith through a sharing of their own faith and by their example of a lived commitment to God and the Good News of Jesus. They encourage young people to develop a relationship with Jesus and to learn about the Church and their role in caring for it, through instruction, scripture, appropriate curriculum, and meaningful activities.

***Religious Education Aide – Grades Pre K - 8 (307)***

Mission: To help the religious education teacher prepare for and facilitate classroom activities and instruction.

***Hall Monitor (310)***

Mission: To be present in the building during religious education times to monitor the hallways and stairwells and assist with the children in any way they are needed.

***Traffic Control (311)***

Mission: To direct traffic in order to facilitate the safe entry and exiting of the children from the building during religious education times.

### ***Confirmation Adult Team - (308)***

Mission: To provide focus for the sacrament of Confirmation in the 1<sup>st</sup> year and 2<sup>nd</sup> year of preparation. Adults present an educational program and mentor the teens through the two years of preparation including faith formation, service and discussion allowing the youth to better understand what it means to be a Catholic.

### ***Antioch Retreat Team (313) (post-confirmation)***

Mission: Adults and confirmed teens working together to encourage the foundation of Christian friendships that provide peer-support. Under the guidance of adults, the teens are encouraged to take ownership of a significant part of the responsibility for activities. They will develop and facilitate 2 retreats, a weekend retreat and a ½ day retreat for the Confirmation Candidates as well as faith formation for the team itself.

### ***Antioch Weekend Assistance – Kitchen Crew (315)***

Mission: To help serve meals and clean up the kitchen during our Confirmation retreat weekend.

### ***Youth Ministry (321)***

Open to “All” high school teens and friends. Program meets year-round and provides a positive safe environment comfortable for sharing that is upbeat and inviting.

### ***Youth Ministry Adult Core Team (322)***

Must be Protecting God’s Children compliant. Work with the Teen Core Team to share God’s message through words and action. Develop and organize fun, social activities that help promote team building and self-esteem.

### ***Youth Ministry Teen Core Team (323)***

High school teens (Grades 9-12) working with the Adult Core Team to develop fun social activities that promote team building and self-esteem.

### ***Adult Education Team (209)***

Knowledge is an essential ingredient to a life-giving parish. Adult catechesis addresses the need for a well-informed faith community knowing what it is that makes us Catholic, what we believe, how we respond and put into action Jesus' command to live and to serve all of God's people. This team will help develop a series of educational opportunities on topical programs about our Catholic faith.

### ***Rite of Christian Initiation of Adults Core Team (R.C.I.A.) (213)***

Mission: To educate and prepare non-Catholic adults for the reception of the sacraments of initiation into the faith. The RCIA experience also provides an opportunity for Catholic adults to receive the sacraments of Eucharist and/or Confirmation.

Schedule of Meetings: Orientation to the pre-catechumenate is held in early spring in preparation for the reception of the Sacraments the following year.

## **Spirituality**

### ***Divine Mercy Prayer Group (205)***

Mission: To participate in the devotion of the Divine Mercy of Jesus. The Divine Mercy Prayer Group prays the Chaplet daily after the 8:30 AM Mass. In addition to providing support and strengthening our bonds with the giving God through prayer for the intentions and needs of others, the Divine Mercy Prayer Group handles the preparations for the annual observance of the Feast of the Divine Mercy on the Second Sunday of Easter.

### ***Bible Study (206)***

Mission: To provide an opportunity for gaining a deeper knowledge of God's Word and come into a deeper relationship with Him in a small group environment through the study of scripture and its messages for us. Bible Study is broken down into two semesters (fall and spring), which can be 6-8 weeks long.

### ***Men's Retreat Core Team (207)***

Mission: To plan and organize the yearly weekend retreat for the men of the parish.

## **Parish Family Enrichment**

Mission: To provide support, encouragement, and enrichment for families of all kinds, through social and spiritual experiences. This ministry invites all members of our parish family to participate in many varied activities throughout the year and works to bring all our families together.

### ***Marriage Prep - Pre Cana Core Team (402)***

Mission: To plan and facilitate a one-day retreat for engaged couples preparing for the Sacrament of Marriage and their life together as a Catholic family.

### ***XYZ (407)***

Mission: To offer our parish seniors an opportunity to celebrate life, prayerfully, socially and through the formation of friendships with others. The XYZ seniors often sponsor special activities and provide hospitality for some of our parish events.

### ***Baptismal Preparation Team (410)***

Mission: To help prepare parents for their role as teachers of the faith as they look forward to the baptism of their child.

Special Note: Baptismal preparation classes are required to be attended before a baptism date is set. Call the parish office to register.

### ***Ruth's Ministry (412)***

Mission: To provide fellowship where widows come together to share their grief, their stories, and provide strength for each other.

## **Administration**

### ***Trustee:***

Mission: To provide support and assistance to the pastor in the organization and administration of parish operations. To represent the parish in matters concerning diocesan involvement and act as a liaison between the diocese and the parish. ***Trustees are appointed by the Pastor.***

### ***Finance Committee***

Mission: To assist the pastor in developing parish budgets, overseeing parish expenditures, and formulating short-term strategies for meeting the financial needs of the parish. ***Finance Committee members are appointed by the Pastor.***

### ***Ministry Advisory Board***

The Ministry Advisory Board, founded in prayer, utilizes the talents of its members to advise the Pastor and evaluate, enhance, support, engage and fulfill the vision of our parish. Its mission is to provide a forum for the exchange of information, ideas, and concerns which affect the ongoing work of ministry in our parish.

The Ministry Board is a representative panel of ministry facilitators, staff and the parish-at-large. Its members facilitate the coordination and planning of all parish activities and events. The Board meets the first Monday of each month. Meetings begin at 7:00 and conclude no later than 9:00 PM. Members serve a three-year term.

## **Parish Office Administration**

### ***Office Volunteer (604)***

Mission: To work as an extra hand to help with computer data input including religious education registration information, stewardship renewal, maintaining sacramental registers and notifications, and to assist with updating parish records and special office projects.

### ***Mailing Helper/Bulletin Stuffers (605)***

Mission: To assist with the inserting of flyers in our weekly bulletin or stuffing of envelopes for parish mailings when needed.

### ***Parish Library Core Team (608)***

Mission: To organize, maintain and staff our lending library as a resource for our parish community.

### ***Church Historian (610)***

Mission: To maintain historical files on all parish events including newspaper clippings and photographs.

## **Communications**

### ***Bulletin Boards (601)***

Mission: To maintain timely and informative displays in our Parish Family Life Center bulletin board.

### ***Web Page (610)***

Mission: To help develop, maintain and update the parish web page as well as connecting with ministries and gathering information for the web page.

### ***Event Photographer (611)***

Mission: To take pictures of events at St. Francis de Sales Church to be used in the bulletin, newsletter, and on the web page.

### ***Publicity (710)***

Mission: To assist in providing effective communication through the local media and the diocesan weekly newspaper.

## **Parish Life**

### ***Host Ministry (701)***

Mission: To provide hospitality to parishioners and visitors to our liturgies by sponsoring a monthly gathering after all the Masses as well as providing hospitality at other special parish events. “Bagel Sunday” is famous for bringing all our community together to enjoy one another’s company and to meet new families as we continue to grow.

### ***Welcome Ministry (702)***

Mission: To welcome new parishioners and assist them in registering in our parish. Our Welcome Ministry meets with new parish members to acquaint them with our vision of stewardship, our ministries, religious education, activities, services available, and all areas of parish life.

### ***Parish Picnic Team (706)***

Mission: To help plan, organize and set up our annual parish picnic.

### ***Parish Golf Outing Team (708)***

Mission: To help plan, organize and set up for our annual golf outing.

### ***Emmaus (Men’s Group) (711)***

Mission: To provide men the opportunity to meet and know each other as we tackle the issues affecting us as Christian men, husbands, and fathers. Our growth – personal and spiritual – is fostered through camaraderie, interaction, and discussion as we share in our various spiritual, social, and job-related events.

### ***Circle of Friends (716)***

The “Circle of Friends” is a quilting and craft ministry. Our goal is to bring women together to relax, talk, get away from it all while working on our different craft projects.

# Outreach

## ***Food Pantry (801)***

**Mission:** To maintain and organize the food pantry by assisting with restocking shelves with food and taking inventory of needs and excesses. We also need people to help pick up baked goods from stores and be available to receive NORWESCAP deliveries twice a month.

## ***Loaves and Fishes (803) (work in parish food pantry)***

**Mission:** To assist in packaging groceries for weekly distribution to those in need. We package groceries on Wednesdays and Thursdays. We are currently helping 30 or more families a week. This ministry operates 52 weeks a year as well as for Thanksgiving and Christmas. We package frozen foods on Saturdays. We package baked goods on Saturdays, Sundays, Mondays and Tuesdays.

## ***Meals (802) (delivered to homes)***

**Mission:** To prepare and deliver meals to those in our parish community who are in special need due to illness, bereavement or difficult circumstances.

## ***Harvest House (811)***

**Mission:** To help prepare and serve nutritious lunches Monday through Friday at the First Baptist Church in Sussex.

## ***Rosary Makers Ministry (804)***

**Mission:** To spread the message of Mary's prayer by making and distributing rosaries to the sick, the young people of our parish and missions all over the world.

## ***Prayer Shawl Ministry (805)***

**Mission:** To provide a gift of hand-made shawls and prayers of inspiration to those who are journeying through illness in our parish and community.

## ***Family Promise (812)***

**Mission:** To help with our homeless shelter for people who find themselves temporarily displaced by providing meals, interacting with the families or spending an evening.

## ***Knights of Columbus (814)***

**Mission:** A Catholic fraternal organization of men who work to help the homeless, the hungry and the needy. Membership by application.

### ***Columbiettes (815)***

Women's Auxiliary of the Knights of Columbus. Membership by application.

## **Special Needs**

### ***Homebound and Nursing Home Ministry (903)***

Mission: To bring the Eucharist each week to individuals who are home bound or living in West Wind Manor in Franklin.

### ***Health and Wellness Ministry (911)***

Mission: To help with taking blood pressures on hospitality weekends and promote preventative health care for our parishioners. All nurses and health care professionals are welcome.

## **Ministry of St. Joseph**

### ***Grounds/Building Maintenance (001)***

Mission: To help with the general upkeep and maintenance of the parish building and grounds.

### ***Adopt-A-Garden (003)***

Mission: To help with the maintenance of the flowerbeds and shrubs. Also to help with the planting of all of the Easter and seasonal flowers after they are removed from the church.

### ***Parish Clean-up (011)***

Mission: To participate in the seasonal (spring & fall) clean-up of the church grounds. ***This is a service opportunity for 7<sup>th</sup> and 8<sup>th</sup> Grade Religious Education students.***

### ***Snow Shoveling (018)***

Mission: To help with clearing the footpaths to the entrances of the Church and Family Life Center.