

# St. Joseph Catholic Church

## ***Parish Ministries***



### **Mission Statement**

#### ***Welcoming all and Forming Disciples***

*We are a family united in our Catholic faith  
that welcomes all God's children  
forming disciples  
by continuing Christ's mission of  
Love, Service and Education*



# Welcome

Thank you for considering becoming a volunteer! Your time serving in our parish will transform not only the lives of those you will have the opportunity to serve, but also your own life. If you already are a volunteer, thank you for continuing serving our community of faith.

Rev. Hector J. Madrigal

Pastor

<b>PARISH OFFICE QUICK REFERENCE</b>		
<i>Address</i>	4122 S. Bonham St, Amarillo, TX 79110	
<i>Phone</i>	806-355-5621	
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<i>Email</i>	parish.office@stjosephamarillo.com	
<i>Office Hours</i>	Monday—Thursday	8:30 am—3:30 pm
	Friday	8:30 am—12 noon
	Lunch time—Closed	12 noon—1:00 pm
<i>Summer Schedule</i>		
<i>Closed on Fridays from end of school year until Labor Day</i>		



# Parish Ministries

## **GENERAL GUIDELINES FOR MINISTERS**

### ***Be an active Parishioner***

Attend Mass regularly

Active in Parish life

Good Steward to the parish with his/her time, talent, and treasure

Be a registered parishioner for at least 6 months

### ***Scheduling***

The schedule for ministers is prepared by the respective ministry coordinator. The coordinator is responsible to give the schedule to their ministers under his/her lead. Liturgical ministers can be active in various ministries, but they can only in one ministry at any given Mass.

### ***Dress Code***

The apparel, general appearance, accessories, etc., should be modest and should reflect the dignity and the teachings of the Catholic church.

### ***Arrival***

Ministers should arrive 15 to 30 minutes before the beginning of their ministry.

### ***Prayer before Liturgy***

The priest and the liturgical ministers pray in the gathering area before Mass.

### ***Safe Environment***

Volunteers working with children must take the Safe Environment Training.



# Ministries of Education and Evangelization

*"The teaching mission of the Church comes from Christ himself. The responsibility for fulfilling that mandate passes on unchanged to the bishops and to all Catholics. Catechesis is the act of handing on the Word of God intended to inform the faith community and candidates for initiation into the Church about the teaching of Christ transmitted by the Apostles. It also involves the lifelong effort of forming people into witnesses to Christ and opening their hearts to the spiritual transformation given by the Holy Spirit" (Beliefs and Teachings. "How We Teach")*

## **CATECHISTS**

Catechists have a desire to grow in and share the Catholic faith. With an awareness of God's grace and the desire to respond to that grace, catechists are also committed to the Church's liturgical and sacramental life and moral teachings. They have strength of character built on patience, responsibility, confidence, and creativity. A generosity of spirit, respect for diversity, and a habit of hospitality and inclusion defines a well-qualified catechist. English speaking as well as Spanish speaking catechists are welcome.

### **Age Group**

Catechists, through discernment, can choose what age group God is calling them to serve best on their gifts and talents.

1. Children
2. Teens
3. Adults
4. Quinceañeras

### **Sacramental Preparation**

Catechists can also serve preparing for sacraments.

1. Baptism
2. Confirmation
3. First Reconciliation and First Communion
4. Marriage
5. RCIA
6. RCIA adapted for Children



# Ministries of Education and Evangelization

## ***Children's Liturgy of the Word***

Offer children the Sunday readings and a simple reflection, adapted to the children's level, with a worksheet during the Sunday Masses at 11:00 a.m. and 1:00 p.m. CLOW welcomes children ages 4 through first grade. At the beginning of Mass children are called forward and dismissed with a blessing. The children return to Mass during the Profession of Faith.

## ***Responsibilities of all Catechists***

Pray with and for students

Prepare weekly lessons using a teacher's manual and other available resources

Teach or assist in classes

Stay with students until they are picked up

Clean up after class and put materials away in provided storage

Attend trainings

## ***DISCIPLESHIP AND EVANGELIZATION***

*We all are called to make disciples. Evangelization brings the good news of the Gospel to all who seek the life-giving message of faith in Jesus Christ"*

(Evangelization and Catechesis. "Welcome Message from Archbishop Leonard Blair)



# Ministries of Prayer and Liturgy

## ***ALTAR SERVERS***

### ***Coordinator***

The primary role of the Altar Server is to assist the Priest in the celebration of the Mass. Altar Serving is the highest honor of service in the Mass, next to priest and deacon. This is done through specific actions and by setting an example to the congregation by active participation in the liturgy, by their actions, singing of hymns, responses of the people, looking alert and sitting or standing at the appropriate times. Servers carry the cross, the processional candles, hold the book for the priest celebrant when he is not at the altar, carry the incense and censer, present the bread, wine, and water to the priest or deacon during the preparation of the gifts or assist him when he receives the gifts from the people, wash the hands of the priest, assist the priest celebrant and deacon as necessary.

Altar Servers are chosen from among the faithful who display a desire to participate in an intimate way during the Holy Sacrifice of the Mass. (St. Joseph's Altar Servers Manual)

It is a special calling and those who know God in prayer should consider giving God the gift of Altar Serving.

### ***Requirements***

In addition to the general guidelines we ask them to comply with the following: Have received First Confession and Holy Communion. Be in third grade or higher. He/she must know the principal prayers of the Mass, attend training sessions, and attend meetings as necessary. Agreed to serve when scheduled and communicate immediately to the coordinator if he/she cannot serve.



# Ministries of Prayer and Liturgy

## **CHOIR**

### **Coordinators**

*English Choir:*

*Spanish Choir:*

*Dinka Choir:*

The Choir leads the congregation in singing and helps others to worship the Lord in prayerful song. The Choir is made up of singers, soloists, psalmist, and various instrumentalists.

*"Among the faithful, the schola cantorum or choir exercises its own liturgical function, its place being to take care that the parts proper to it, in keeping with the different genres of chant, are properly carried out and to foster the active participation of the faithful by means of the singing. What is said about the schola cantorum also applies, with due regard for the relevant norms, to other musicians, and especially the organist"*

(General Instruction of the Roman Missal. Chapter III: Duties and Ministries in the Mass. No. 103. USCCB)

Anyone who is musically inclined and enjoys performing should consider giving their talents to the Church through the Choir.

### **Requirements**

In addition to the general guidelines we ask them to comply with the following: Have nice voice or play an instrument, or both. Must attend choir practice and meetings as necessary. Agreed to serve when scheduled and communicate immediately to the coordinator if he/she cannot serve. Be always ready to serve even when not scheduled. Serve not only Sunday Masses, but festivities and special Masses as well.



# Ministries of Prayer and Liturgy

## **EXTRAORDINARY MINISTERS OF HOLY COMMUNION**

### **Coordinators**

*Ray Barbosa: English*

*Eduardo and Catalina Zapata: Spanish*

Extraordinary Ministers of Holy Communion help the priest to distribute the Body and Blood of our Lord Jesus Christ.

*"All ministers of Holy Communion should show the greatest reverence for the Most Holy Eucharist by their demeanor, their attire, and the manner in which they handle the consecrated bread or wine. They should receive sufficient spiritual, theological, and practical preparation to fulfill their role with knowledge and reverence"*

(Order of Mass. Extraordinary Ministers of Holy Communion).

Those who have a love for Jesus in the Eucharist should respond yes when their pastor asks them to serve God this way. Normally you do not volunteer for this ministry.

### **Requirements**

In addition to the general guidelines we ask them to comply with the following: Must have sacraments of initiation (Baptism, First Communion and Confirmation). If married, must be married in the Catholic Church. If single, must live according to our Catholic faith. **Must be appointed by the priest.** Must attend training. Attend meetings as necessary. Agreed to serve when scheduled and communicate immediately to the coordinator if he/she cannot serve. Be always ready to serve even when not schedule



# Ministries of Prayer and Liturgy

## ***HOSPITALITY— (GREETERS AND USHERS)***

### ***Coordinators***

*Pat Kennedy: English*

*Hector and Monica Reyes: Spanish*

Hospitality ministers are the face of the parish. They greet parishioners and visitors when they arrive to the church for Mass or any other celebration. They welcome them with a smile and warm attitude. They answer questions people might inquire about our parish or direct them to the appropriate minister or staff person.

### ***Greeters***

Greeters are those who stand outside and inside the doors of the Church welcoming all who enter. They display a warm and cheerful attitude as they seek to make all who come to Church feel like they belong.

Those who are good with people should consider serving God this way.

### ***Ushers***

Ushers show people to their seats, pass the baskets during the collection, tally a count of those attending Mass, protect the Eucharist, and assists those attending Mass when needed.

Those who like to serve as needed should consider giving their gifts to the Lord as an Usher.

### ***Requirements***

In addition to the general guidelines we ask them to comply with the following: Have a warm, outgoing personality. Feel comfortable around people. Agreed to serve when scheduled and communicate immediately to the coordinator if he/she cannot serve. Be always ready to serve even when not scheduled. Serve not only in Sunday Masses, but festivities and special Masses as well. Must attend training and other meetings as necessary.



# Ministries of Prayer and Liturgy

## **PROCLAIMERS OF THE WORD**

### **Coordinators**

*Monica Musick: English*

*Lupita Alvarez: Spanish*

*Bol Ngor: Dinka*

The Lector reads the First and Second Readings. *"In the absence of a psalmist, the reader may also proclaim the Responsorial Psalm after the First Reading. In the absence of a Deacon, the reader, after the introduction by the Priest, may announce the intentions of the Universal Prayer from the ambo"*  
(The Lector at Mass. USCCB)

Proclaimers of the word read at Mass or at any other liturgical act.

Anyone with good public speaking skills should consider giving their gifts to the Lord through being a Lector.

### **Requirements**

In addition to the general guidelines we ask them to comply with the following:  
Must read clear, with good pronunciation and intonation. Not be afraid to read in front of people. Must attend a training session. Attend meetings and trainings as necessary. Agreed to serve when scheduled and communicate immediately to the coordinator if he/she cannot serve. Live a life according to our Catholic faith. Lectors use a Lector Handbook to assist them in their proclamation and pronunciation.



# Ministries of Prayer and Liturgy

## ***EUCCHARISTIC ADORATION***

***First Thursday of the month at 7:00 p.m. in the church***

Eucharistic Adoration is a devotion and practice to spend time in the Real Presence of our Lord Jesus in the Most Blessed Sacrament. Through this practice we are invited to spend time alone with God and bring to Him all our cares, concerns, prayer, hopes and thoughts.

*"...Exposition of the Blessed Sacrament flows from the sacrifice of the Mass and serves to deepen our hunger for Communion with Christ and the rest of the Church"*  
(Eucharistic Devotion. USCCB)

## ***SPANISH ROSARY***

***Every Tuesday at 8:00 a.m. inside the church***

***Contact Person: Yolanda Tuchon***

Ladies meet to pray The Rosary of The Flame of Love of our Blessed Virgin Mary. It is offered for world peace, our Catholic church, and for the special needs of everyone who participates. Everyone is welcome.

## ***THE MARIAN MOVEMENT OF PRIESTS—ENGLISH***

***Every Tuesday at 2:00 p.m. inside the church***

***Contact Person: Pam Marsh***

Ladies meet to pray the Rosary and Divine Mercy Chaplet for all ordained priests and religious and for vocations. Everyone is welcome.



# Ministries of Prayer and Liturgy

## **50'S PLUS**

### ***Golden Faith Seekers***

***Meet every Wednesday from 9:00 a.m. to 12 noon in the Holy Family Room***

***Coordinator: Dick Groninger***

A community of mature Catholic men and women (50 years and older) which objective is to prepare for Sunday Mass by becoming acquainted with the Sunday Lectionary readings, to multiply the grace and benefits of listening to the self-revelation of God in the Old and New Testament and to support and encourage every member so that they meet their spiritual needs. Never cease to worship, and never cease to pray. Fellowship and hospitality are part of the meetings, on occasions day trips are scheduled—visit Panhandle Catholic Churches, country museums, movies, among others—as well as celebrations of birthdays for the month. Any mature Catholic is welcome.

## **COMMUNION TO THE SICK AND HOMEBOUND**

***Coordinators: Deacon José Castañeda and Erika Castañeda***

The faithful who are ill or homebound are deprived of their rightful and accustomed place in the Eucharistic community. In bringing communion to them the Minister of Communion represents Christ and manifests faith and charity on behalf of the whole community toward those who cannot be present at the Eucharist. For the sick the reception of communion is not only a privilege but also a sign of support and concern shown by the Christian community for its members who are ill or homebound.



# Ministries of Service and Consultation

## ***BEREAVEMENT***

***Coordinator:*** *Maria Renteria*

Grief, often the most profound form of sorrow, demands the support and compassion of our fellow human beings. Since the beginning of time, people have come together in times of grief to help one another. Grief support groups provide an opportunity for this kind of help and support. This ministry includes: visiting with the family to assist preparing the Funeral Liturgy, providing accompaniment and serve as a liaison to the Altar Society and the parishioners to plan and prepare the funeral meal.

## ***FUNERAL MEAL PROVIDERS***

***Altar Society Funeral Coordinator***

The Altar Society is the primary support for this ministry. Parishioners that will voluntarily provide monetary donations or assigned food or drinks for the funeral meal. Sign-up will be organized predominately by flocknote or another appropriate electronic app. The Altar Society is the primary support for this ministry.

## ***BABY AND CHILD NURSERY***

***Seeking a Coordinator***

The volunteer for the nursery love to work with children. They will take care of the babies and children while their parents are at Mass.

## ***CHURCH ENVIRONMENT AND DECORATIONS***

***Coordinator:*** *Toni Hamula*

The Altar Society coordinates those who help with the general décor of the church. They arrange flowers for seasonal decorations primarily in the sanctuary. They might also at times maintain the practical dealings with external agents such as funeral directors and photographers so that proper decorum is maintained always. Decorations must be simple and elegant, and appropriate to the liturgical season and occasion.



# Ministries of Service and Consultation

## **CLEANING MASS LINENS**

### **Coordinator:** *Altar Society*

The Altar Society is responsible for washing the altar linens according to the indications of the missal and that the water for the first wash is poured down the sacrarium or to the earth. They also take care of burning old linens and other objects that are no longer suitable for liturgical use.

## **ALTAR SOCIETY**

### **President:** *Monica Musick*

The Altar Society is an organization of Christian women united in faith responsible for the needs of the St. Joseph's Sanctuary, the Altar, cleaning of linens, and funeral meals among others. They actively participate in the parish and diocesan activities.

Any woman of the parish or wife of a parishioner may become a member of St. Joseph's Altar Society.

## **KNIGHTS OF COLUMBUS**

The Knights of Columbus was founded in 1882 by Fr. Michael J. McGivney, now Blessed McGivney, as a Catholic Fraternal Benefit Society. The principals of the Order are:

Charity, Unity, Fraternity and Patriotism. We are fortunate to have two councils in our parish:

### **Knights of Columbus Council # 4621**

**Grand Knight:** *Jaime Levario*

### **Knights of Columbus Santo Toribio Romo**

**Grand Knight:** *Victor Hernandez*



# Ministries of Service and Consultation

## **MAINTENANCE COMMITTEE**

**Coordinator:** *Robert Warren*

Help and advice father in big and small repair projects and general maintenance of the church buildings and grounds.

## **SACRISTAN**

**Coordinator:** *Jeanette Herring*

Carefully arranges the liturgical books, the vestments, and other things necessary in the celebration of Mass; undertakes the overall preparation of liturgical celebrations, including special holy days and special Masses such as funerals. He or she lays out the vestments, cruets, chalice, ciboria, linens, oils, processional crosses, candles, hosts and wine, etc. The sacristan should ensure the observance of silence in the sacristy and announces the celebration by taking care of ringing the bell that announces the celebration.

## **AUDIO/VIDEO SYSTEM TECH**

### **Seeking a Coordinator**

Serve during 1 Mass on a weekend to run the PowerPoint slides, videos, lights, and sound system during the Mass

## **VOCATIONS TEAM**

**Contact Person:** *Gabi Hernandez*

Promote vocations to the priesthood, consecrated life, married life, or single life. They pray the Rosary, hold vocation retreats, help with the celebration of Priesthood Sunday among others.



# Ministries of Service and Consultation

## **PASTORAL COUNCIL**

**President:** *Arturo Perez*

The Pastoral Council is a group of the faithful that is broadly representative of the faith community. Assist the pastor in his leadership role of planning, organizing, initiating, promoting, coordinating, and reviewing the evangelization, worship, religious education, and service activities within the parish.

The Pastoral Council is not ordered by canon law, but it is required by diocesan norms.

## **FINANCE COUNCIL**

**President:** *Sonia Higgins*

The Parish Finance Council assist the pastor in the administration of parish temporal matters. An active, well-formed Parish Finance Council is a key element for promoting the financial health of a parish, assuring accountability, and assisting the pastor with temporal responsibilities. *"In each parish there is to be a finance council which is governed, in addition to universal law, by norms issued by the diocesan bishop and in which the Christian faithful, selected according to these same norms, are to assist the pastor in the administration of the goods of the parish"* (Code of Canon Law 537)

**Members of the Finance Council are appointed.**

## **SCHOOL BOARD**

**President:** *Camille Graves*

Advise the pastor and school principal in all aspects of the ministry of Catholic education.

## **DAY CARE BOARD**

**President:** *Jesse Silva*

Assist the pastor and the daycare director in overseeing the compliance with the State of Texas minimum standards rules for licensed daycare centers.