



**PRAYER** *Participation* **GENEROSITY**  
**ST. RICHARD'S CATHOLIC CHURCH**

## Lay Volunteer Ministry Guidebook

*Our Lord Jesus Christ...*

*May we see you more* **CLEARLY**

**LOVE YOU MORE** *Dearly*

*Follow you more* **NEARLY**



### Parish Mission Statement

With Jesus Christ as our center, we continue the mission of Christ to bring about the Reign of God by:

- Celebrating and living the Eucharist
  - Sharing the Good News
  - Fostering faith formation
    - Welcoming all
    - Working for justice
    - Reaching out in service
- Engaging in generous stewardship

St. Richard's Catholic Church  
7540 Penn Ave South  
Richfield, MN 55423  
612-869-2426  
[www.strichards.com](http://www.strichards.com)

### Parish Staff

Fr. Mark Pavlik	Pastor
Nicole Adams	Bookkeeper, Communications
Isidro Cardoso	Maintenance
Tom Flood	Facilities Manager
Beth Gaetz	Faith Formation Assistant
Donna Kavanaugh	Bell Choir
Jane Langer	Receptionist
Jolaine Liupakka	Director of Pastoral Care
Cindy Nedved	Director of Liturgy & Hospitality
Susie Osacho	Director of Faith Formation
Sheryl Rose	Parish Administrator
Betsy Sullivan	Director of Music

*Staff email addresses are first initial+last name @strichards.com  
i.e. nadams@strichards.com*

*Everyone working with children and vulnerable adults must participate Archdiocesan VIRTUS training and a background check prior to beginning ministry. VIRTUS is provided at a variety of times and locations throughout the year, in English and Spanish.*



## **LITURGICAL MINISTRY**

*Training and/or orientation is needed for each liturgical ministry and is scheduled by appointment with the Director of Liturgy or volunteer ministry coordinator. Scheduling for each ministry is coordinated according to the individual minister's scheduling needs.*

### Mass Coordinator

This ministry coordinates the set-up for Mass on Saturday/Sunday, Holy Days and other special services.  
*Serves per schedule*

### Sacristans

This ministry coordinates the set-up for Mass on weekdays, funerals and other special services. *Serves as needed*

### Prayer Leaders

Assist in leading prayer for weekday morning/evening prayer, monthly Taizé, and Liturgy of the Word with Holy Communion.  
*Scheduled at a preferred liturgy 1-2 times per month*

### Lectors

Proclaim the Scripture at Mass and worship services  
*Scheduled at preferred liturgy*

### Extraordinary Ministers of Holy Communion (EMHC)

EMHC distribute the Eucharist at weekday, Sunday and Holy Day liturgies. EMHC are also encouraged to participate in ministry to the homebound (see Pastoral Care).  
*Scheduled as teams on rotating basis.*

### Altar Servers (Acolytes)

Young people (grades 3 and higher) and adults serve the altar at Sunday, Holy Day and other special liturgies.  
*Scheduled at preferred liturgy on a rotating basis*

### Ministers of Hospitality (Ushers/Greeters)

Greeters welcome parishioners and guests before the Sunday and holy day Masses, and other celebrations.  
*Scheduled at preferred liturgies on a rotating basis*

Ushers greet, assist with seating, take up the collection, distribute weekly bulletins, and pick up the church after liturgy.  
*Scheduled on a weekly basis, as available*

### Gift Bearers

Gift bearers process the bread and wine at the Sunday liturgy.

### Cross Bearers

Lead the Mass procession carrying the cross in and out of church.

### Eucharistic Adorer

Pray before the Blessed Sacrament on First Fridays (daytime).  
*At least 1 hour commitment per month, as scheduled*

### Liturgical Environment

Prepare the worship space and adjacent areas for the many liturgical seasons of the church year.  
*Seasonal commitment; watch for bulletin announcements*

### Altar Guild

Care for the vestments, vessels, and worship spaces; the gifts of sewing, ordering, decorating, woodworking, and ironing welcome.  
*Scheduled depending upon the task*

## **MUSIC MINISTRY**

*Please contact the Music Director about membership in these groups.*

### Ensemble

Members of this group serve as music ministers for either the 5:00pm or the 11:00am Masses. Singers and instrumentalists grade 9 through adult are invited to join.  
*Rehearsals held Tuesday evenings, Sept-May & 30 minutes prior to Mass*

### Choir

Members of this group serve as music ministers for the 9:00am Mass. Singers and instrumentalists grade 9 through adult are invited to join.  
*Rehearsals held Tuesday evenings, Sept-May & 30 minutes prior to Mass*

### Cantors

These are members of the Ensemble or Choir who are invited by the director to proclaim the sung psalm (and other solo parts of the Mass) and to lead the congregational song when necessary.

### Hand Bell Choir

Ringers are invited to lead and accompany the assembly's singing at monthly liturgies and on major feast days.  
*Rehearsals times vary weekdays and evenings, Sept-May*

### Instrumentalists

Brass, wind and string players with at least one year experience on their instrument may play for weekly or special liturgies, including monthly Taizé prayer. Auditions may be necessary.  
*Rehearsals as needed*

## **FAITH FORMATION MINISTRY**

*Orientation is provided by the Director Faith Formation at the start of the school year. Periodic re-training may be required for some ministries. All volunteers working with children must undergo an Archdiocesan certification process which includes a background check, VIRTUS, Code of Conduct, and Mandatory Reporter trainings, and signing a Code of Conduct prior to beginning a volunteer ministry. There are no exceptions.*

### Sunday Preschool

Catechists to work under the guidance of the Director of Faith Formation weekly in the preschool classroom, October through April during 11:00am Sunday Mass. Substitutes are also needed.  
*2-4 hours preparation, 1 ½ hours on-site, for 9 months per year*

### Children's Liturgy of the Word (CLW)

Adults as prayer leaders. High School students to act as assistants.  
*1 rotation every 4—6 weeks during 11:00am Mass, with 1-2 hours preparation time each month*

### Elementary (Grades K—5)

4-6 Catechists to work under the guidance of the Director of Faith Formation on Sunday mornings.  
*2-4 hours preparation, 2 hours on-site weekly, for 9 months per year*

### Middle School (Grades 6—8)

3-6 Catechists to work under the guidance of the Director of Faith Formation in each of 6th, 7th, and 8th grades on Sunday mornings.  
*2-4 hours preparation, 2 hours on-site weekly, for 9 months per year*

### Confirmation I & II (Grades 9—10)

1-2 Catechists to work under the guidance of the Director of Faith Formation in the two year Confirmation preparation program for Sunday afternoon classes.  
*2-4 hours preparation, 2 hours on-site weekly, for 9 months per year*

### Classroom Aids

Adult or teen to be present in each classroom to assist children and catechists, as well as help with snacks  
*1 hour per week*

### #MercyWorks

Plan opportunities to live out our Christian faith through spiritual, social and service programs and activities. All parishioners are invited to participate in short, no-commitment service projects here at the church.

*Aprox 4 times per year following 11am Mass, see bulletin*

## **SACRAMENTAL PREPARATION MINISTRY**

### RCIA (Rite of Christian Initiation of Adults)

Hospitality Ministers: welcome participants, set up treats, assist with Easter Vigil reception.

*1 ½ hours each gathering, 1 hour after Vigil*

Faith Sharers: lead conversation about scripture readings.

*1 hour every Sunday after 11:00 Mass intercessions, Advent through Easter, plus preparation time—can be shared among several people, and divided up seasonally (Advent, Christmas, Ordinary Time, Lent)*

### First Eucharist Catechist

Catechist lead eight evening sessions annually

*1 hour plus preparation per week, early/mid-January—March*

### First Reconciliation Catechist

Catechist lead eight evening sessions annually

*1 hour plus preparation per week, mid-October—early December*

### Sacramental Learning Centers

Assist the Director of Faith Formation with set-up and clean-up, and help answer questions at First Reconciliation, First Eucharist and/or Confirmation afternoon learning centers.

*6 hours on a Saturday in mid-December (Reconciliation)*

*6 hours on a Sunday in February or March (Confirmation)*

*6 hours on a Saturday in spring (First Eucharist)*

## **YOUTH MINISTRY**

We partner with Side-by-Side Ministries to provide spiritual and social opportunities, including participation in #MercyWorks projects. Contact Susie Osacho for details.



## **VACATION BIBLE SCHOOL (SUMMER)**

### Small Group Leader

6-8 Adults or high schoolers to prepare and lead various age levels.  
Middle-school assistant leaders also needed (no daily prep).  
*1 training session, 2 hours prep daily, 3½ hours daily on-site teaching*

### Child Care Providers

1-2 Adults/supervised teens for daily childcare.  
*Noon—5: 30pm any or all days*

### Kitchen Crew

3-5 Adults daily to make and serve snacks and clean the kitchen.  
Also to organize and clean-up after Friday family potluck.  
*3 hour commitment daily*

### Set-Up & Clean-Up Crews

Adults/older teens to set-up, decorate and organize VBS space the week before and to take-down and return to storage after.  
*Thursdays Fridays and/or Saturdays before and after VBS*

### Arts & Crafts and Games Coordinators (2 Roles)

Adult /older teens to lead small groups in daily craft activities or to plan games/outdoor recreation .  
*3 hours daily*

### Music Coordinator

Adult to help children to learn songs/activities.  
*8 hours preparation, 3 hours daily*

### Skit Coordinator & Skit Team

5-8 Adults/teens to act as a skit team under the direction of the skit coordinator to learn and do skits each day.  
*3 hours daily, plus additional rehearsal*

### VBS Assistants

3-4 Adults & 1-2 older teens flexible to work wherever needed as assistants to the Director of Faith Formation during VBS

### Registration Crew

2 Adults to manage registration/check-in on the first day of VBS.  
*Monday only, 2 hours*

### Celebration Leader

1 Very enthusiastic adult to lead group songs and rally groups.  
*1 hour training, 4 hours daily (including prep)*

### Publicity/Photography Coordinator

1 Adult/older teen to assist the Director of Faith Formation with marketing, as well as taking photographs throughout VBS.  
*Prior to the end of preceding school year and early summer*

## **PASTORAL CARE MINISTRY**

*Training is arranged by the Director of Pastoral Care for new volunteers. Ongoing guidance and re-training may be periodically required.*

### Prayer Network

Join others in praying for parishioners and their needs. The prayer list is available at the parish office or may be picked up in a special location during the weekend Masses.

### Anointing Service (Quarterly)

Greeters and ushers are needed to welcome people, help with nametags, assist them into church.  
*1-2 hours, 4 times per year during a regular weekend Mass*

### Prayer Service Ministers

Lead a prayer service (with communion) at an area senior residence or nursing home.  
*1 hour/month to 1 hour/week, depending on the place*

### Ministers to the homebound and/or hospitalized

Visit with and take communion to a homebound person.  
*Set up individually, but usually 1 hour every week, every 2 weeks, or every month.*

Visit with and take communion to the hospitalized as needed.  
*approx. 1 hour/month*

### Funeral Ministry: Prayerful Presence

Provide supportive presence to the grieving family, pray during visitation, assist with set-up the, or even serve as lector and/or extraordinary ministers of Holy Communion. Participation varies according to you own interest and comfort level.  
*1 ½-3 hours for each funeral*

### Funeral Reception

Be a part of a team that prepares and serves the refreshments.  
*2-5 hours for each luncheon/reception*  
Call for volunteers for luncheon (cooking, etc.)  
*1 hour for each luncheon/reception*

Prepare shopping list and purchase groceries for lunch/reception  
*2 hours for each lunch/reception*

### Grief Support Coalition

Be a trained support group facilitator.  
*1 ½ hours every week for 2 months/each session, as available*

### Prayer Shawl Ministry

Knit/crochet prayer shawls to be blessed and given to parishioners in need of extra comfort and care.

Make fleece tie blankets or stuffed animals for children and teens. *according to your own schedule*

### #MercyWorks

Team members plan opportunities to live out our Christian faith through spiritual, social and service programs and activities. All parishioners are invited to participate in short, no-commitment service projects here at the church. Contact Susie Osacho.

*Aprox 1 hour, 4 times per year following 11am Mass, see bulletin*

## **COMMUNITY SERVICE**

*These are organizations in the community that our parish has chartered. Contact the individual organizations to learn more and schedule volunteer time. Be sure to tell them your are from Saint Richard!*

### Habitat for Humanity

Be part of a team to build a house or make a monetary donation. *1 day per summer—our work week will be announced in the bulletin*

### Knights of Columbus

Any man over 18 may join the parish's Knights of Columbus round table, providing services for the parish's plans and goals. Visit our Marian Council at [www.kofc3827.com](http://www.kofc3827.com) or call 952-888-1492.

### Loaves & Fishes

Help prepare, serve and clean-up a meal to those in need at St. Stephen's Church in Minneapolis. Our volunteers meet at the site. *2-4 hours, third Wednesday of each month*

### Meals on Wheels

Deliver meals to those who have signed up for this program. *noon time, 1 or more times per week or month*  
Call 612-623-3363 or sign-up at [www.meals-on-wheels.com](http://www.meals-on-wheels.com)

### VEAP (Volunteers Enlisted to Assist People)

Bring food for the food baskets - any time  
Purchase school supplies for the summer collection  
Contact VEAP at 952-888-9616 or visit [www.veapvolunteers.org](http://www.veapvolunteers.org).

## **ADMINISTRATIVE/HOSPITALITY MINISTRY**

### Lend a Hand

Help with small maintenance projects and enjoy fellowship. *10am-12pm Wednesdays, as your schedule allows*

### Coffee Shop

Serve donuts, juice, coffee, hospitality to parishioners/visitors; clean-up. *4 hours on Sunday, every 4-6 weeks on rotating basis*

### Money Counters

Be part of a volunteer team of unrelated member scheduled on a rotating basis to open and count the Sunday and special collections. Must pass a background check. *Sundays from aprox 10:00am-12:30pm, approximately once monthly*

### Bank Driver

Teams of unrelated drivers transport sealed contributions for deposit out our bank. Must pass a background check. *1 hour, aprox monthly*

### Parish Registration Volunteer

Welcome and distribute information to people interested in joining the parish. *after Masses on Saturday & Sunday on rotating basis*

### Faith Formation Office Volunteers

Assist with projects such as photocopying, cutting paper shapes and other prep work for weekly faith formation classes and liturgical season projects. *2 hours shifts as your schedule allows.*

### Parish Office Front Desk Hospitality Ministers

Assist in the parish office answering phones and performing other tasks as needed. *2 hour shifts as your schedule allows*

### Garden Club

Work with a team to maintain the parish gardens. *anytime, varies as scheduled/available*

### Fall Festival Committee Member

Plan, carry out, and evaluate the Fall Festival. *meetings as scheduled*

### Fall Festival Worker

Work a shift at the Fall Festival including set-up and clean-up. *2-4 hours or more as scheduled, November*



# St. Richard's Catholic Church Volunteer Ministry Sign-Up

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

*I would like to offer my pray, participation and generosity in the following ways:*

## LITURGICAL MINISTRY

- Mass Coordinator (A, Confirmed T)
- Funeral Sacristan (T)
- Prayer Leader (A, T)
- Lector (A, T)
- EMHC (A, Confirmed T)
- Altar Server (Acolyte) (A, C, T)
- Minister of Hospitality (A, C, T)
- Cross Bearer (A, C, T)
- Eucharistic Adorer (A, C, T)
- Liturgical Environment (A, T)
- Altar Guild (A, T)

## MUSIC MINISTRY

- Ensemble (A, T)
- Choir (A, T)
- Bell Choir (A, T)
- Instrument: \_\_\_\_\_ (A, C, T)

## FAITH FORMATION MINISTRY

- Pre-K/Kindergarten Catechist (A, Conf. T)
- Children's Liturgy of the Word (A, Conf. T)
- Elementary Catechist (A, Confirmed T)
- Middle School Catechist (A)
- Confirmation I & II Catechist (A)
- Classroom Aids (A, T)
- Substitute Catechists (A)
- Youth Ministry

## VACATION BIBLE SCHOOL

- Small Group Leader (A, T)
- Assistant Small Group Leader (T)
- Child Care Provider (A, T)
- Kitchen Crew (A)
- Clean-Up Crew (A, T)
- Music Coordinator (A)
- Skit Coordinator (A)
- Skit Team (A, T)
- Game Coordinator (A, T)
- VBS Assistants (A, T)
- Registration Crew (A)
- Celebration Leader (A)
- Publicity/Photography (A, T)

## SACRAMENTAL MINISTRY

- RCIA Hospitality Minister (A, T)
- RCIA Faith Sharing Leader (A)
- First Eucharist Catechist (A)
- First Reconciliation Catechist (A)
- Sacramental Learning Center Assist (A, T)

## ADMINISTRATIVE/HOSPITALITY

- Church Cleaners (A, T)
- Coffee Shop (A, C, T)
- Money Counter (A)
- Bank Driver (A)
- Parish Registration (A, T)
- Faith Formation Office Volunteer (A, T)
- Parish Office Volunteer (A, T)
- Garden Club (A, T)
- Handyperson (A)
- Fall Festival Committee (A)
- Fall Festival Worker (A, T)

You may also sign-up or request more information about ministries at any time via our website, [strichards.com/volunteer](http://strichards.com/volunteer)

## PASTORAL CARE MINISTRY

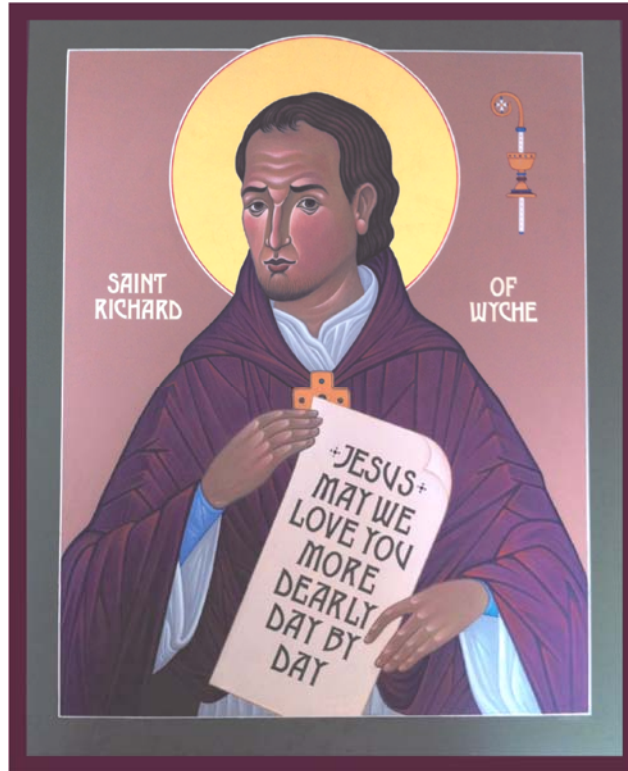
- Anointing Service (A, T)
- Prayer Service Minister (A)
- Minister to Homebound/Hospitalized(A)
- Funeral Ministry (A)
- Funeral Reception (A, T)
- Grief Support Coalition (A)
- Prayer Shawl Ministry (A, T)
- Senior Lunch Server (A, T)

## COMMUNITY SERVICE

- Habitat for Humanity (A, T over 16 yrs)
- Knights of Columbus (A)
- Loaves & Fishes (A, T)
- Meals on Wheels (A)
- Sowers of Justice (A)
- VEAP (A, T)

*Please contact above organizations directly*





**PRAYER OF SAINT RICHARD OF CHICHESTER**

*Thanks be to you, our Lord Jesus Christ  
for all the benefits that you have given us,  
for all the pains and insults that you have borne for us.*

*O most merciful redeemer, friend and brother,  
may we see you more clearly,  
love you more dearly,  
follow you more nearly.*

*Amen.*

[www.strichards.com/our-patron](http://www.strichards.com/our-patron)

