

St. Elizabeth Ann Seton Parish
2006 Commitment Survey Volunteer Opportunities

Worship Commission

Worship Commission:

- The Worship Commission in accordance with the guidelines of the Constitution of the Sacred Liturgy works to encourage full active participation at liturgical celebrations.
- We encourage and invite parishioners to actively participate in the various ministries in the church. This process is done through commitment weekend, personal invitation and through the parish bulletin.

Minister of Welcome:

- We have six teams of Ministers that rotate on an even and odd month schedule.
- The Ministers of Welcome greet parishioners as they arrive at church, assist with seating, collect the community's offerings, provide a head count for the sacristans and office, and distribute bulletins after mass.
- Following each liturgy, a general check up is done throughout the church making sure it is in good order for the next service. Within each team covering all masses there is at least one or two ministers trained in the technique of CPR and AED as certified by the American Red Cross.

Sacristan:

- The responsibility of the Sacristan is to prepare the Sacred Vessels and unconsecrated elements prior to the celebration of Mass.

Altar Server:

- Those who have received First Holy Communion and are in the 4th grade or above are eligible to become altar servers. Servers are trained prior to being placed on the schedule.

Lectors/Commentator:

- Commentator: Welcomes the assembly and reads the Prayers of the Faithful.
- Lector 1: Processes in with the Book of Gospels; proclaims the First Reading; process out after Mass.
- Lector 2: Processes in, proclaims the second reading and process out after Mass.

Eucharistic Minister of Holy Communion:

- Participates in the presentation of the gifts.
- Assists with the distribution of the Eucharistic, bread and wine.
- Cleans and prepares the vessels for the next Mass.

Preparer of the Table (PT):

- Sets the altar prior to the presentation of the gifts.
- Clears the altar of all vessels and cloths following communion.

Music Ministry:

- **Adult Choir:** A four part choir comprised of parish members who sing regularly at the 10 am Sunday Mass. Rehearsal on Thursday evenings, 7:30 – 9:00 pm.
- **Children's Choir:** Rehearsal on Thursday evenings 6:30 – 7:15 pm, Children third grade through eighth grade are welcome.
- **Resurrection Choir:** Provides musical leadership at funeral liturgies. Funerals are usually at 10:00 am any day of the week except for Sunday. No rehearsals required.
- **Cantor Program:** Leads the assembly during the Responsorial Psalm and Gospel Acclamation.
- **Instrumentalist:** Provide instrumental leadership by accompanying the assembly during hymn singing. Take the opportunity to provide an instrumental solo as a prelude, postlude or at communion. You can participate weekly, monthly or seasonally.

Home Visitor:

- Home visitors attend assisted living facilities, nursing homes and group homes in the Troy area. There are teams of 2-4 people that conduct communion services for the residents of these establishments. Services are held at specific locations on Monday evenings and Thursday mornings.

Funeral Home Prayer Leader:

- Trained men and women of the parish who provide the scripture service and or rosary at the night of vigil at the Funeral Home.

Wedding Hostess/Sacristan:

- Coordinate the wedding rehearsal and be present on the day of the wedding.

Art & Environment:

- A team of men and women who use their artistic talents and abilities to enhance our worship environment.

Launder Altar Linens:

- Wash linens used for Sunday and weekday masses.

Adult Server for Funerals:

- An adult member of the parish assists the celebrant at funeral liturgies since younger servers are generally not available during the day and since incense is used.

Baptism Assistant:

- An adult member of the parish assists the celebrant and the family before and during the Baptism ceremony which we celebrate at weekend liturgies.

Marriage Preparation:

- Married couples from the parish assist the pastor in preparing and mentoring engaged couples as they prepare for the sacrament of matrimony.

Education Commission

Commission Member:

- Meet at 9:30 A.M. the first Tuesday of the month to plan educational programs and policies for the parish

Substitute Catechist

RCIA Sponsor:

- Mentors someone contemplating becoming a Catholic

Summer Middle School:

- Morning program the last week of July, first week of August, as catechist, classroom or craft aide.

SEAS HS Youth Ministry Adult Volunteer:

- Activities and service projects with high school teens from the parish.

Children's Liturgy of the Word:

- Children's Liturgy of the Word is held twice a month during the Liturgy of the Word at Mass.
- Facilitators and aides are needed.

Catechist Library Volunteer:

- Bi-weekly re-shelves books, videos and other catechist resources

Christian Service Commission

Commission Member:

- Meets the second Tuesday of the month August through May. Groups together our many human and social outreach programs, providing opportunities for the entire parish to put into action the social teachings of the Church.

Respect Life Committee:

- Is dedicated to the belief that human life has value in all its stages of development

Baldwin Center in Pontiac:

- Serve lunch to the homeless the fourth Friday of the month from 9:30 a.m. to 1:00 p.m.

Deliver Food/Easter Baskets to St. Luke's:

- . Food drive ongoing throughout the year. Deliver Food & Easter Baskets on Palm Sunday.

Funeral Luncheon Chairperson:

- Coordinate funeral luncheons from time of notification of funeral until luncheon is over. Contact the phone callers and servers. Oversee all aspects of the luncheon.

Serve Funeral Luncheon:

- A group of parishioners who will come in the day of the luncheon to help serve and clean up.

Funeral Lunch Phone Caller:

- Make phone calls for food for funeral lunch and/or for people to help serve & clean up the luncheon.

Serve Coffee & Donuts

- Set up and serve coffee & donuts after either Sunday mass.

Parish Nurse Ministry:

- Assist our faith community to live full, abundant and healthy lives.

SOS Shelter Volunteer

- SEAS is hosting a homeless shelter here from November 19 – 26 (Thanksgiving Week). We will be providing for approximately 30 guests for seven days here at SEAS.

Giving Tree Committee:

- Help collect and transport gifts to the needy at Christmas time.

Hospitality Committee:

- A committee to help plan, set up, serve & clean up at various parish functions/receptions.

Launder Table/Kitchen Linens

Blood Drive Volunteer Worker:

- Assist at registration desk or serve cookies to donors at our semi-annual blood drives.

Donate Food for Various Parish Activities:

- Funeral Luncheons; Blood Drives; Religious Education Activities, etc.

Justice & Peace Committee:

- Through education and action, this committee will attempt to understand and respond to social, political and economic matters.

Rosary Maker:

- Meet every month or so during the day in the SEAS Parish Hall to make rosaries to send to Africa & India.

General/Seasonal Needs

General Office Help:

- Available to answer the phone **during the day** for an hour or two while the staff is in a meeting. Prepare mailings (folding and stuffing the letter, stamping, and sealing envelopes.)
Assisting the staff with small clerical jobs as needed **during the work day**.

CSA Table Volunteer:

- Accept pledges and payments for the Catholic Services Appeal for weekends in May. Choice of dates and Mass times. Written instructions on this procedure are supplied.

Bulletin – Stuff Flyers/Inserts:

- Stuff inserts (when we have them) in bulletin on Friday at 9:15 am. Depending on the number of volunteers, you will be scheduled approximately once every 3 months.

Weekend Office Help:

- Volunteer Parish Office Receptionists work in the office before, during and after Mass for 2 ½ hours either on Saturday from 4:00 p.m. to 6:30 p.m. or Sunday from 8:30 a.m. to 10:30 a.m. or 10:30 a.m. to 12:30 p.m. The job involves answering the phone, scheduling Mass requests, and taking phone messages. You will be put on a rotating schedule, working once every 6 weeks or less.

Spring/Fall Clean-up

Gardening

Carpentry

Special Events Coordinator:

- Will chair, organize, and supervise children's/youth events i.e. Halloween Party, Easter Egg Hunt, Parents' Night Out, etc.