



“Make a Difference, for Heaven’s Sake”

Descriptions of Time and Talent Opportunities

Worship Ministry Questions? Please contact the Director of Liturgy (Sarah Woeste) 251-8115 *816

Eucharistic Ministers assist the presider with the distribution of communion. Ministers shall always show the greatest reverence for the Eucharistic species by their demeanor and in the manner in which they handle the consecrated bread or wine.

Captain (Sacristan): Adults who assist in the preparation and setup of vessels, gifts (bread, wine and water) and altar before and after liturgies. The captain also assists the presider during the Lamb of God by filling the chalices with Precious Blood. He/She then ministers communion to the assembly.

Altar Servers are adults and students (4th grade and older) who assist the priest before, during and after Mass. Servers need to be fully engaged in the liturgy (singing, responses, actions), and be able to anticipate what is coming next. They must know the order of Mass. A good server is reverent and responsible and does not attract attention to him/herself.

Lector: The main job of the lector is to proclaim the good news of the scripture to the assembly, to let people truly hear the word that is to shape their lives. People who regularly read the scriptures for their personal prayer often make good lectors. Lectors also need to be able to use breath control to clearly project their voice.

Lay Presiders: Qualities that make a good presider include grace in movement and gesture, a voice for prayer, knowledge of the flow of liturgy and participation with the assembly. At Sacred Heart, lay presiders most often lead Word & Communion services. They also have the opportunity to preside for Liturgy of the Hours and wake services throughout the year.

Liturgy of the Word for Children: Presiders, assistants and musicians are needed to lead Children’s Liturgy of the Word during Advent and Lent. Children grades 1-6 will be dismissed after the opening prayer and will return during the preparation of the gifts. The children will hear the same scripture readings as the main assembly, but their readings have been adapted so that children may more easily understand the Word of God. Following the Gospel reading the presider helps the children to understand what they heard in the scriptures and how it applies to their lives.

Interpreters provide sign language for the hearing impaired.

Greeters extend a welcome to all those attending weekend liturgies. Greeters must have a gift for hospitality and feel comfortable welcoming and talking with newcomers. This ministry is open to families, couples, singles and youth.

Ushers assist during the liturgy by welcoming all, collecting the offering, taking care of special needs, and distributing the bulletins.

Audio/Visual Control Panel Operator Families, couples, singles and youth who enjoy working with computers and who know the order of liturgy may be suited for this ministry. They operate the sound and video panel during liturgies which includes using PowerPoint to display music and responses, and they also use the video cameras to show baptisms and other liturgical actions that occur in the back of the church.

Flag Bearers/Wavers add festivity to Christmas, Easter, the Feast of the Sacred Heart, Christ the King and other liturgies throughout the year. This is a wonderful opportunity for high school and college students to participate in liturgy when they are available. Training is provided before the liturgy.

Art & Environment: Assist in the planning and/or implementation of church decorations for liturgical seasons. Help is especially appreciated for Christmas & Easter decorating.

Sanctuary Care: Clean, dust and vacuum sanctuary and reconciliation room and other necessary tasks about once a month to assist in keeping our church looking beautiful.

Linen Care: Wash towels and altar linens on a rotating basis.

Seamstress/Tailor: Keep vestments, albs, altar cloths and other items in good repair.

Care of Flowers and Plants: Water and care for the flowers and plants in our church.

Lead Eucharistic Adoration: Provide prayer leadership during Eucharistic Adoration on the second Sunday each month.

Music Ministry Questions? Please contact the Director of Music (Aaron Brown) 251-8115 *822

Cantor Lead the assembly in song at weekend liturgies approximately once per month.

Adult Choir Rehearse Wednesday from 7:00 – 9:00 PM and sing 3 – 4 Sundays per month.

Praise Choir Rehearse Tuesday from 7:00 – 9:00 PM and sing twice a month at weekend liturgies.

Youth Choir For anyone in grades 6-12. Sings twice a semester at 10:00 AM liturgy.

Children's Choir For anyone in grades 2-5. Sings twice a semester at 10:00 AM liturgy.

Resurrection (Funeral) Choir Sing for funerals with rehearsal 30 minutes prior to funeral.

Instrumentalist Assist in music at liturgy.

Communications Questions? Contact the Parish Office at 251-8115 for the proper contact person.

Newsletter Assist the parish staff in creating and producing a quarterly parish publication. Needed in this group are photographers, writers, layout designers, etc.

Maintain Parish Website Assist maintaining and updating the parish website.

Computer Maintenance/Repair Members of this work group help trouble shoot computer hardware and software issues

Telephone maintenance/Repair Members of this work group help trouble shoot telephone hardware and software issues

Telephone Calling for Special Events Call parishioners to notify them of upcoming events.

Video Taping Video tape special events using your own equipment or the equipment at church.

Administration & Special Trades Contact the Parish Office at 251-8115 for the proper contact person.

Money Counter Count the collection on **Monday** mornings.

Special Trades/Interests

Carpentry

Electrician

Painting

Plumbing

Nursing Skills

Calligraphy

Sewing

Artists

Typist

Video Taping

Health Related Skills

Computer Skills

Care of Flowers/ Plants

Window Washing

Other

Office Helper Provide parish office assistance with telephoning, mailings, bulletin stuffing, data entry & other projects.

Document Preservation Assist in the preservation of the history of our church.

Sacred Heart Vegetable and Flower Garden Workers Provide planting, upkeep and harvesting of vegetables and flowers. This is an outdoor activity and is **separate** from grounds and garden ministries.

Maintenance of Parish Grounds Assist in lawn mowing, trimming and other required outdoor tasks.

Maintenance of Parish Gardens Perform routine upkeep of the various outdoor gardens (shrines) on the church grounds.

Outreach Ministry

Eucharistic Minister to Homebound on Sundays (For more information contact Sarah Woeste)

Minister the Eucharist to these parishioners after the 8:00 AM liturgy approximately once a month. Must have own transportation.

- List 1 (Private Homes, Cummings, Russell Arms)
- List 2 (Good Shepherd Apartments, Alterra)
- List 3 (Shepherd Court and Oaks)
- List 4 (Private Homes, Ridgeview Place)
- List 1, 2, 3, 4 Substitute
- Good Shepherd Nursing Home
- Good Shepherd Nursing Home Substitute

Eucharistic Minister to Homebound on Weekdays

- Eucharistic minister one Thursday a month at 2:00 PM Mass at Good Shepherd Nursing Home
- Eucharistic minister one Friday a month at 9:45 AM Communion Service at Ridgeview Place
- Eucharistic Minister one Friday a month at 2:00 PM Communion Service at Alterra

For more information on the following ministries contact the Pastoral Minister (Maureen Otremba)

Ministry of Prayer: Pray individually at home for the special needs of our parish. Special intentions are provided to ministers each month through a letter from the Pastoral Minister.

Sponsor Couple: Married couples to work with engaged couples preparing for the sacrament of Marriage.

Outreach to Hospitalized Parishioners Visit patients one time per week. Appropriate training is provided.

Outreach to Parishioners in Nursing Homes Visit residents two times a month. Appropriate training is provided.

RN/LPN Blood Pressure Check: Check blood pressures after weekend liturgies on the third weekend of the month.

Meals on Wheels: Deliver food to the homebound one day per month.

Food Shelf: Assist Catholic Charities, during the month of October, in the operation of the food shelf. 6 people are required for each shift.

Monday, 12:45 PM – 3:30 PM

Wednesday Evening, 5:45 PM – 8:30 PM

Monday Evening, 3:30 PM – 6:00 PM

Friday, 8:45 AM – 12:30 PM

Wednesday, 12:45 PM – 4:30 PM

Outreach Work Teams/Special Projects: Opportunities for various outreach projects within our parish community and beyond.

BeFriender Ministry: Receive specialized training to enable one to one relational ministry.

Bereavement Ministry: Provide supportive follow up after a death, i.e. card, plant, home visit, etc.

Senior Adult Ministry: Assist parish staff with planning a quarterly event at the church for our senior members.

Friends in Need: Coordinate and assist in the delivery of donations to area food shelves and shelters.

Widow/Widower Support Group Meet monthly for fellowship, support and the performance of a service project such as making prayer blankets, winter caps and mittens, rosaries, etc.

Separated or Divorced Group: Help plan occasional events for the separated and divorced members of the parish.

Small Christian Communities: Confirmed, young adult and adult members meet in an informal setting for prayer, scripture study and fellowship.

Parish Nurse Ministry: Help coordinate parish health and wellness activities and resources.

Hospitality Ministry Questions? Contact the Parish Office at 251-8115 for the proper contact person.

Volunteer Coordination Assist parish staff in the coordination of volunteer efforts.

Baking Bake cookies and bars for special church events.

Babysitting Teens and adults interested in babysitting and/or coordinating babysitting program.

- Coordinate Program
- Special events babysitting (i.e. special liturgies and events)

Funeral Luncheon Chairperson (Parish Hostess) Coordinate food services at funeral luncheons. This position is shared with additional co-chairs.

Funeral Luncheon Worker Provide food service assistance at funeral luncheons.

Bus Driver for Sunday Worship Pick up residents from area apartment buildings for the 8:00 AM Sunday Mass.

Special Note: Must possess appropriate license to drive bus.

Serve Refreshments After Mass Host refreshments and cleanup after weekend liturgies once a month.

Helping with Potluck on Welcome Weekends Greet and receive pot-luck dishes from parishioners before Mass. Set up buffet table after Mass and assist with serving and clean-up.

Welcome New Parishioners After Mass on Welcome Sunday and invite to refreshments.

Attendant for Special Events Be on hand to answer questions and direct traffic for special events at the church.

Transportation Provide transportation for elderly and handicapped to special church celebrations. (Must have reliable, personal transportation.)

Youth Ministry Questions? Contact the Youth Minister (Gerry Kittok) at 251-2872, ext. 8.

Youth Ministry Leadership Team Commit to one night per month. Students in grades 7 thru 12 and adults with an interest in youth. The team helps in the planning and leading of youth group activities and other events.

Chaperone Youth Events Adults willing to provide chaperone services for youth activities as required.

Faith Formation Ministry Contact the Director of Faith Formation (Mike Dorsey) at 251-2872.

Catechist (Teacher): A person of faith who participates in the catechetical mission of the church, which is to assist in placing all people, young and old, in touch with and in communion and intimacy with Jesus Christ.

Please Note: Opportunities exist for team teaching and for class observation to measure your interest.

- Preschool (3, 4 and 5 year olds) Sunday 8:30 – 9:40 AM
- Grade 1 thru 8 Sunday 8:30 – 9:40 AM
- Grade 1 thru 8 Wednesday 6:00 – 7:15 PM
- Grade 9 and 10 (Confirmation Prep) Wednesday 6:30 PM – 7:45 PM

Substitute Catechist Share the Catholic faith when a regular teacher is absent. Please specify grade above.

Catechist Assistant Assist in the classroom with another teacher. Please specify grade above.

Office Help Provide assistance to the faith formation program by making copies, mailings and other special projects as needed.

Supervision/Safety Helpers Provide supervision and a safe environment for the playground and building entrances and exits during the programs listed above.

Child Care Provide childcare for catechists during the programs listed above.

Sponsor/Mentor Help support persons in their faith journey.

- 10th Grade (2nd year preparation for the Sacrament of Confirmation)
- 2nd Grade (Preparation for First Reconciliation and First Eucharist)
Ninth and tenth grade students are especially invited to this ministry.

Adult Formation Planning Team Member Plans adult and family events and helps with implementation.

RCIA Team Member The Right of Christian Initiation for Adults is the process that assists interested individuals in becoming full members of the Catholic Church. An RCIA Team is made up of parish members who assist in the goals of the program by helping the candidates respond to the voice of God utilizing specialized training and providing programs such as sponsorship, retreats, presentations, etc.

RCIA Candidate Adult candidate interested in seeking full membership in the Catholic Church.

Help with Adult Faith Formation Events Assist with ushering, greeting, A/V operation, or serving refreshments for adult faith formation events.

Infant Baptism Team: Help is needed in preparing parents for the baptism of their children and their responsibilities as Catholic parents.

Young Adult Ministry Young adult singles and married couples are needed to plan and implement young adult ministries/activities in the Parish.

[Sacred Heart School Ministry](#) Questions? Contact the School Office at 251-2854.

Public Relations/Development/Alumni Help with the design of promotional materials and newsletter production and other tasks as needed.

School Office Helper Assist in mailings and special projects as required.

Library Helper Assist in the filing of and checking in and out of books.

Lunchroom Helper Serve in food service line and assist in the cleanup after lunch hours. This **does not** require outside duty!

Substitute Kitchen Helper Assist in the preparation of food, serving, dishwashing, etc.

Playground Supervisor Monitor students from 11:00 AM until 12:00 PM.

School Wellness Council: Assist with promoting healthy lifestyles in school.

Classroom Helper Provide help with bulletin boards, correct papers, one-on-one and small group reading.

Resource Speaker Share your expertise with the students of Sacred Heart School. Example: Nurse, doctor, lawyer, accountant, farmer, etc.

Mentor for a Student Enable a student to learn from you while you are at your place of employment.

Sponsor a Student Assist with the tuition for a student or family.

Play card games with small groups of students

Kid's Club Helper (after school program) Assist students with homework, play games or teach a trade or a skill (crochet, cribbage, etc.), on school days between 2:30 PM and 6:00 PM.

Special Ministries & Organizations Contact the Parish Office for the proper contact person.

Bazaar Chairperson the parish bazaar is held on the 4th Sunday of August each year. Every family in the parish is expected to help in some way. Chairpersons needed include: Booth Chairpersons, General Chairpersons (3 year term working with co-chairs), Raffle Co-Chairperson

St. Monica's Society This organization is a service and spiritual group for all women of the parish.

Women's Book Club Meet monthly and discuss a pre-determined book.

Sacred Heart Men's Club (Holy Name Society) A service & spiritual group for all men of the parish.

Sacred Heart Knights of Columbus A family oriented service and spiritual group for all men of the parish.

Mission Groups One group sews infant layettes for distribution through the Diocesan Mission office. A few places that the layettes have been sent include Guatemala, Kenya and Indian reservations. Other mission groups play cards and send the money to the missions.

Prayer Chain Pray individually at home for the special needs of our parish. Special intentions are provided to ministers during the year through phone contact.

Minnesota Citizens Concerned for Life (MCCL) Assist the MCCL in pro-life activities throughout the year.

Athletic Association PAA Help direct or coach sports (Football, baseball, softball, volleyball and basketball.)

Parish Committees & Work Groups

Pastoral Council Members of this council collaborate with the pastor in fulfilling the mission of the church.
Contact: Pastor 251-8115

Finance Council Members of this council serve as advisors to the Pastor and the Pastoral Council regarding parish finances. Contact: Parish Business Manager 251-2872, Ext. 5

Outreach Committee Members of this committee strive to touch those who are broken in any way by reaching out to those with little or no connections to others. Contact: Pastoral Minister 251-8115

School Advisory Council This Board provides Sacred Heart School with regulatory and advisory support. Contact: Sacred Heart School Principal 251-2854

Stewardship/Discipleship Committee Members of this committee strive to increase the understanding of Christian service within our parish community. Contact: Parish Business Manager 251-2872, Ext. 5

Cemetery This group will work on the development of policies and procedures for implementation in the parish cemetery, facilitating collaboration with the outreach and other ministries of the parish, and the interpretation of policies and procedures should there be questions or situations that arise which are not able to be resolved by the parish cemetery administration. Contact: Parish Business Manager 251-2872, Ext. 5

Adult Faith Formation Committee Members of this committee work to share the message of Christ's love through the witness of our lives and through developing, providing and evaluating faith formation opportunities for the parish. Contact: Faith Formation Director 251-2872, Ext. 6

Playground Committee (Planning/Creating Playground Area at Church) This work group will discuss the possibilities of an outdoor playground at church. They will look at possible designs, determine funding, and implement the plan. Contact: School Principal at 251-2854 or Business Manager at 251-2872, Ext. 5