

Ministry Descriptions



Below is a brief description of each ministry within St. Elizabeth Ann Seton. All items highlighted in “**RED**” are high priority needs. All **adult volunteers** must fill out a **background check** to volunteer. Those who are dealing with children will need to attend a **Protecting God’s Children Workshop**. All High School age volunteers need to attend “Called to Serve.” It is recommended that all adult volunteers attend one of these workshops. You may sign up for a workshop at www.aod.org.

Worship/Liturgical 2018 – 2019

Lector/Commentator: Commentator: collects names of presider(s), altar servers, and lectors to include in the welcome to the assembly, and reads The Prayers of the Faithful. Lector 1: processes in, proclaims the first reading and processes out after Mass. Lector 2: Processes in, proclaims the second reading and processes out after Mass.

Minister of Welcome: There are six teams of Ministers that rotate on an even/odd month schedule; you will be on duty every other month. You can choose to work at the Mass you attend on a regular basis. The Ministers of Welcome greet parishioners as they arrive at church, assist with seating, collect the assembly’s offerings, provide a head count for the sacristans and office, and distribute bulletins after Mass. Following each liturgy, a general checkup is done throughout the church making sure it is in good order for the next service. Total time commitment is 15 minutes before and approximately 10 minutes after each Mass.

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.

Extraordinary Minister of Holy Communion: During the Liturgy of the Eucharist, the Eucharistic ministers assist with the smooth distribution of Holy Communion. In addition, ministers participate in the presentation of the gifts, and clean the vessels after Mass. One minister (the Preparer of the Table) sets the vessels on the altar during the Offertory and removes them after the Eucharist.

Nursing Home Communion Service: 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 Sunday mornings and Thursday mornings. This commitment involves one (1) visit per month.

Lead Rosary at Nursing Homes: A two person team leads the rosary at two local nursing homes once a week. One nursing home has rosary at 10:00 a.m. on Mondays, and the other is at 11:15 a.m. on Tuesdays.

Wake Service Leader: Men and women of the parish who provide the scripture service and/or rosary the night of vigil at the Funeral Home. Volunteers will be trained.



Worship Continued.....

Adult Altar Server for Funerals: An adult member of the parish assists the celebrant at funeral liturgies. Incense is used. Volunteers will be trained.

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

Wedding Assistant: Coordinate wedding rehearsal and be present on the day of the wedding.

Launder Altar Linens: Wash and iron linens used for Sunday and weekday Masses.

Art and Environment/Easter & Christmas Decorating: A team of men and women who use their artistic talents and abilities to enhance our worship environment. Projects include decorating the church for Christmas, Holy Week, Easter and other celebrations.

Choir: Our Parish Choir rehearses most Thursdays, 7:15 - 9:00 pm, September through May. The choir sings at the 9:00 am Mass as well as the Holy Day Masses. Any level of commitment is welcomed and no experience is necessary. All High School students and adults who love to sing should apply. Please call Tim Palmer at 248-410-2746 for additional information.



Instrumentalists: Our musicians help to lead our faith community in song. Our liturgical music is always enhanced by instrumental accompaniment. Your musical gifts offered to our worshipping community are a blessing to us all. Several rehearsals, to assist in building musical skills, will be scheduled throughout the liturgical year.

Resurrection Choir: Our Resurrection Choir leads the gathered assembly in celebrating the Mass of Resurrection. No experience is necessary! All are welcome! Funerals are usually in the morning between 9:00 and 11:00 am. We ask that you arrive thirty minutes prior to Mass to rehearse and prepare for the Liturgy with the Music Minister. Please contact Tim Palmer at 248-410-2746 for additional information.

Sewing Decorations: Volunteers, who cut, piece together and sew the banners for our Liturgical Seasons.

Education 2018 – 2019

Education/Evangelization Commission Member: The Education/Evangelization Commission is responsible for promoting the teaching mission of the Church by developing programs in cooperation with the Archdiocesan and Parish Staffs. The Education/Evangelization Commission usually meets on the first Tuesday of each month at 7 pm. All are welcome to observe; feel free to contact Terri Konwinski to make sure of the date.

Catechist: Teach grades 1 through 5 in the Elementary Religious Education Program or grades 6 through 8 in Summer Middle School Program sharing faith and knowledge in a classroom setting. Instill Catholic traditions, prayers and teachings into the hearts of our children. The Catechist is willing to attend ongoing formation topics to work towards certification.



Catechist Aide: Assists the catechist in the classroom and assists with the security of signing students in and out of class.

Substitute Catechist: Willing to fill in when one of the regular catechists must be absent.

Education Continued.....

Hall Monitor: An adult willing to consistently stay during Religious Education Class to monitor the Religious Education hallway as well as the Sign In/Out Desk.

Children's Liturgy of the Word Facilitator: Children's Liturgy of the Word is available monthly during the Liturgy of the Word at Mass. Facilitators and classroom aides lead a group of students, Pre K-1st grade, in breaking open that Sunday's Gospel.

Teen Volunteer: Assist catechists, aides, or hall monitors. Must take "Called to Serve" prior to volunteering.

Youth Ministry Adult Volunteer: Assists the Youth Minister with activities and service projects with high school teens from the parish.

RCIA Sponsor: Mentors and journeys with the Candidate contemplating becoming a Catholic. Sponsors attend weekly RCIA sessions.

Baptism Preparation Leader: An instructor meets with parents of children preparing to be baptized in the Catholic faith. This class takes place on the second Sunday of the month immediately following the 9:00 AM Mass when necessary and lasts approximately one hour. Materials to be covered are provided by the Parish.

Marriage Preparation Team: A married couple from our parish meets with engaged couples to discuss their FOCCUS Pre-Marriage Inventory Couple Report. They meet with the engaged couple to discuss the areas on the report that they differed in and try to come up with solutions to better that difference based on the church's teachings.

Christian Service 2018 – 2019

Christian Service Commission Member: Must be able to attend meetings the second Tuesday of the month September through May. Gathers together our many human and social outreach programs; providing opportunities for the entire parish to put into action the social needs and teachings of the Church.

Serve at 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 at the luncheon.

Donate Food for Funeral Luncheon & Various Parish social activities: Volunteers will be called to donate food for various Parish activities, Funeral Luncheons, Blood Drives; Religious Education Activities, etc.

Serve Coffee & Donuts: Set up and serve coffee & donuts after either the 9:00 am or 11:00 am Mass. Set up takes approximately 15 minutes before Mass and clean up after may take 20 minutes.

Hospitality Committee for Social Events: A committee to help plan, set up, serve & clean up at various parish functions/receptions.

Giving Tree Committee: Help create tags, collect and transport gifts to the needy at Christmas time. We are also in need of a coordinator.



Christian Service Continued.....

Rosary Makers: This ministry meets on the second Tuesday afternoon of every other month to make rosaries that are sent to various places throughout the world where they are needed.

Prayer Ministry: Parishioners to pray for parish members and the good of the Church.

St. Vincent de Paul: The Society of St. Vincent de Paul offers tangible assistance to those in need on a person-to-person basis. Members of the Society of St. Vincent de Paul (or "Vincentians") are men and women who strive to grow spiritually by offering person-to-person service to individuals in need. Members are available on-call to meet clients, provide financial assistance and referrals. Commitment involves about 2 to 3 hours per month.



Deliver food to South Oakland Food Depot: As a parish, we collect non-perishable food items to be taken to the St. Vincent de Paul South Oakland Food Depot housed on Stephenson Highway in Madison Heights. Our donations help feed countless local families in need. Deliveries are made every month on the last Sunday of the month. We also coordinate the collection and distribution of Giving Tree gifts at Christmas, Easter Baskets, and other special drives as needed.

Men's Fellowship: Provides an opportunity for the men of the parish to engage in social, fundraising, charitable, and Christian service projects. High School age and up are welcome to join. Meets the second Saturday of the month, from 8:00 am to 10:00 am.

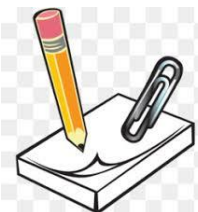
Women's Fellowship: Provides an opportunity for the women of the parish to engage in social, fundraising, charitable, and Christian service projects. High School age and up are welcome to attend. Meets the first Tuesday of the month, at 7:00 pm.

South Oakland Shelter: SEAS hosts a homeless shelter here from Sunday to Sunday of Thanksgiving week. We provide for approximately 30 guests for seven days. Signup sheets are posted in the parish hall beginning in early October.

General/Seasonal Needs 2018 – 2019

General Office Help/Parish Mailings: 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.

Weekend Office Help: Volunteer Parish Office Receptionists work in the office before, during and after Mass 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, distributing candles taking messages, assisting parishioners with questions. You will be put on a rotating schedule, serving 1-2 times per month.



CSA Table Volunteer: Accept pledges and payments for the Catholic Services Appeal during the weekend Masses in Lent. You may choose which dates and Mass times are the best for your schedule. Written instructions on this procedure are supplied.

Bulletin-Stuff Flyers: 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.

Gardening/Spring/Fall Clean-Up: A team of men and/or women who assist in the maintaining of the outdoor plants and flowers that enhance the landscape around the church grounds.

