



# Sharing the Ministry 2011

Church of Saint Joseph  
12 West Minnesota Street  
St. Joseph, MN 56374

320-363-7505

[www.churchstjoseph.org](http://www.churchstjoseph.org)

# Introduction

*There is a variety of gifts but always the same Spirit; there are all sorts of service to be done, but always the same Lord; working in all sorts of different ways in different people, it is the same God that is working in all of them. The particular way in which the Spirit is given to each person is for a good purpose. One may have the gift of preaching with wisdom given by the Spirit; another may have the gift of preaching instruction given by the Spirit; and another the gift of faith given by the same Spirit; another again the gift of healing, through this one Spirit; one, the power of miracles; another prophecy; another the gift of recognizing spirits; another the gift of tongues and another the ability to interpret them. All these are the work of one and the same Spirit, who distributes different gifts to different people just as he chooses.*

—1 Corinthians 12:4-11

As you review and learn about the ministries of the Church of Saint Joseph please take some time to reflect on:

- How can the ministries of the Church of Saint Joseph impact your life?
- How can your involvement make a difference in someone else's life?

Please contact the parish or school staff member listed under each Commission if you seek additional information about a particular ministry.

*Let each of you lead the life...to which God called you.*

*1 Corinthians 7:17*

## ***Parish and School Contact Information***

**320-363-7505**

**[www.churchstjoseph.org](http://www.churchstjoseph.org)**

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**YOUTH MINISTRY COORDINATOR**  
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**Our parish is blessed with all the gifts and talents that we need to fulfill our mission.** Knowing our areas of giftedness and building on our strengths will not only make our efforts more effective but also more rewarding. If you would like more information or are interested in using your gifts to serve the parish, please contact the parish office at 363-7505, ext. 100 or return the Sharing the Ministry form included in this booklet.

## Leadership Positions

**Trustee** – appointed by the Pastor with the approval of the Bishop and Vicar General, members of the Parish Corporate Board

**Pastoral Council** – selected each year through discernment; total of seven members with three-year terms.

**Finance Council** – members appointed by the Pastor; seven members with three-year terms.

**Commission Advisory Boards** - Community, Pastoral Ministry, Social Ministry, Word and Worship; members are selected each year through discernment; each board has three members with three-year terms.

**Cemetery Board** – members appointed by the Pastor with the approval of the Cemetery Board; six members with indefinite terms.

### Committees:

Building and Maintenance	Social Justice
Education Advisory	July 4 <sup>th</sup> General Chair
Faith Formation	July 4 <sup>th</sup> Concert
Human Resource	
Liturgy	
<i>Making Room at Our Table</i> – Planning and Design	
<i>Making Room at Our Table</i> – Finance	

### Coordinators:

Adoration	Funeral Lunch
Appreciation Picnic	Hospitality
Autumn Thursday	Pictorial Directory
Baptism Preparation	Volunteers
Calling Committee	Place of Hope Meal
Church Cleaning	Quilt Workers
Spring Church Cleaning	

Coordinators are team players who are expert at coordination, detail-oriented, have the ability to motivate and work with a variety of people, and have a willingness to promote the mission of our parish.

## **Commission of Word**

*Saint Joseph Parishioners will know, understand and daily witness to Christ-centered living inspired by God's Word and Catholic Tradition.*

CONTACT: Karl Terhaar 320-363-7505, ext. 151 [principal@churchstjoseph.org](mailto:principal@churchstjoseph.org)

### **SPONSOR COUPLE FOR MARRIAGE PREPARATION**

The Sponsor Couple provides engaged couples an opportunity for enrichment within the Sacrament of Matrimony.

**RESPONSIBILITIES:** The Sponsor Couple explores issues raised by the *Fully Engaged* questionnaire, reviews information from the diocesan marriage preparation course, helps the couple to pray together, and is a living example of Sacramental Marriage.

**QUALIFICATIONS:** The Sponsor Couple must be married, in good standing in the Catholic Church and have a willingness to share and reflect upon their own Sacramental Marriage.

**LENGTH OF COMMITMENT:** One year. Generally, the Sponsor Couple meets with the engaged couple three to four times. Each meeting lasts for about 1 to 1 ½ hours. A Sponsor Couple may work with 1-3 couples per year.

**PREPARATION:** A one-time training session sponsored by the Saint Cloud Diocese.

### **CATECHIST/CATECHIST ASSISTANT** (Pre-school/4-yr-olds-grade 10)

The Catechist and Catechist Assistant encourage young children in their Catholic faith formation in a safe, nurturing and loving environment.

**RESPONSIBILITIES:** The Catechist participates in workshops and in-services; prepares materials for class from their Catechist manual and other approved resources; interacts with students and other Catechists; provides learning experiences; adheres to policies, procedures and vision for the program; and reports problems or concerns to the Director of Faith Formation. The Catechist Assistant has the same responsibilities as the Catechist *except* the Assistant does not prepare lesson plans.

**QUALIFICATIONS:** The Catechist and Catechist Assistant have the ability to interact with children, pre-school through grade 10, in a respectful, nurturing and age-appropriate manner. They have a

willingness to share their faith with children, create a safe and encouraging learning environment and implement basic skills and curriculum. Catechists and Catechist Assistants work as part of a team who encourage one another in ministry and formation. All catechists and assistants are required to be trained annually according to the Diocesan Safe Environment Guidelines, including a background check.

**LENGTH OF COMMITMENT:** One school year beginning in August. Class meets on Wednesday evening for grades 1-6, and on Sunday morning for pre-school and kindergarten. Confirmation students (grades 9 and 10) meet approximately twice a month on various days. The Catechist and Catechist Assistant must attend seasonal workshops lasting 90 minutes. Also, Catechists spend one hour in class and one hour prep time, totaling two hours per week or approximately 40 hours for the school year.

**PREPARATION:** There is an interview process for volunteers new to the program. In-services are available seasonally.

### **CROSSING GUARDS/SAFETY PATROL**

The Safety Patrol/Crossing Guard ensures safe passage for children within the church's vicinity on faith formation evenings.

**RESPONSIBILITIES:** The Safety Patrol/Crossing Guard participates in a safety workshop, sets up and takes down safety equipment, uses safety equipment, guides vehicles and/or children and reports problems or concerns to the Director of Faith Formation.

**QUALIFICATIONS:** The Safety Patrol/Crossing Guard interacts with children and adults in a respectful manner, has a willingness to learn patrol rules and guidelines, adheres to policies and procedures and desires to keep children and drivers safe. All Safety Patrols and Crossing Guards are required to be trained annually according to the Diocesan Safe Environment Guidelines, including a background check.

**LENGTH OF COMMITMENT:** One school year beginning in August. Patrols are needed on Wednesday evenings for approximately one-half hour, approximately 18 times per year.

**PREPARATION:** One training workshop in August and on-the-job training.

**RCIA TEAM**

The RCIA (Rite of Christian Initiation) is oriented towards those who are searching and inquiring about the Catholic way of life. While this program is oriented for adults, it accepts teenagers who are mature enough to participate in the RCIA.

**RESPONSIBILITIES:** The RCIA Team member rotates duties between hospitality, faith formation and prayer.

**QUALIFICATIONS:** The RCIA Team member must be a confirmed Catholic and is willing to share his/her personal faith story.

**LENGTH OF COMMITMENT:** September-May. Requires three hours per week.

**PREPARATION:** Arrive 30 minutes before the session to help set up materials. Come prepared with assigned duty.

**FAITH FORMATION OFFICE ASSISTANT**

The Faith Formation Office Assistant helps the Director of Faith Formation by facilitating a loving, nurturing and safe environment.

**RESPONSIBILITIES:** The Office Assistant participates in a workshop, maintains a “mobile office” for Catechists to use and returns it to the upstairs Resource Room, interacts with children and Catechists, maintains youth games, adheres to policies and procedures, and reports problems or concerns to the Director.

**QUALIFICATIONS:** The Office Assistant is friendly, helpful and interacts with children and Catechists in a respectful and positive manner. All assistants are required to be trained annually according to the Diocesan Safe Environment Guidelines, including a background check.

**LENGTH OF COMMITMENT:** One school year beginning in August. Must be available Wednesday evenings and other days, as determined by availability.

**CONFIRMATION OFFICE ASSISTANT**

The Confirmation Office Assistant helps the Director of Faith

Formation provide a creative, fun and safe environment that will nurture the development of the faith lives of Confirmation candidates.

**RESPONSIBILITIES:** The Office Assistant attends every gathering for Confirmation candidates and interacts with the youth and Catechists. This person also adheres to the policies and procedures of the program and reports any problems or concerns to the Director of Faith Formation.

**QUALIFICATIONS:** The Office Assistant is friendly, helpful, fun-loving and interacts well with youth. All assistants are required to be trained annually according to the Diocesan Safe Environment Guidelines, including a background check.

**LENGTH OF COMMITMENT:** One academic year—approximately two hours per month. Must be available on Sunday afternoons for Confirmation large group sessions. Total of approximately 16 hours each year.

#### **YOUTH ADVOCATE**

Youth Advocates are interested in the ministry of presence with our youth. Youth need people to listen, pay attention, affirm and enjoy being with them. Advocates can be adults who are single, married--with or without kids, or senior members of our faith community. We need a variety of members of the Body of Christ to nurture, inspire and sustain our young people.

**RESPONSIBILITIES:** Attend and be present to youth at various events along with other adults in the parish. If interested, he/she may also provide input for youth activities and experiences.

**QUALIFICATIONS:** Advocates will find meaning in their faith and their relationship with Jesus Christ and want to pass that on to our youth. They will possess a desire to spend time with youth by listening, supporting and celebrating them in various ways. Working with youth requires annual training and a background check according to the Diocesan Safe Environment Guidelines.

**LENGTH OF COMMITMENT:** Varies with activity.

**PREPARATION:** Meetings will be held to support Advocates in their work with our youth.

Please indicate if you have a preference for working with Junior High (grades 6-8) or Senior High (grades 9-12).

### **OPEN GYM MENTORS**

At various times we will offer Open Gym for our youth. They enjoy hanging out and being active which gives them a great opportunity to be together with other youth to form community.

**QUALIFICATIONS:** Desire to be with youth and able to lead and participate, if desired, in some games, be aware of safety issues as well as unlock and lock the building.

**LENGTH of COMMITMENT:** Varies

**PREPARATION:** Meet with Coordinator of Youth Ministry and complete Diocesan Safe Environment Training

### **MINISTRIES FOR YOUTH PARTICIPATION**

**Junior High Leadership Team:** Be present to students in grades 6-8 during various events and experiences.

**QUALIFICATIONS:** Must currently be in grade 10-12 and have a heart for being with youth as well as have a desire to grow in your own faith and share it with others.

**COMMITMENT:** Varies

**PREPARATION:** Leadership Team will meet with Coordinator of Youth Ministry to plan and gain support for this ministry.

### **“B” Crew ( BC)**

B stands for Beatitudes! This area involves experiences in service and justice. Serving a meal at Place of Hope, visiting those in our parish who might like some company, planning a Hunger Banquet, working with Catholic Charities or helping increase awareness on an issue are all possibilities. Once the group is formed, we will look at what the group is interested in doing.

**QUALIFICATIONS:** Students in grades 10-12

**COMMITMENT:** Meetings 1-2 times per month and a service activity as often as the group decides.

PREPARATION: Group will meet with Coordinator of Youth Ministry and/or Youth Advocates for support, formation and community-building.

### **BAPTISM PREPARATION CATECHIST**

The Baptism Preparation Catechist encourages and prepares individuals and couples for Baptism.

RESPONSIBILITIES: Preparation for Baptism includes explaining the rite of Baptism, the meaning of the symbols used and the connection between the celebration of the sacrament (The Rite of Baptism within the Liturgy) and ordinary lives. The Catechist utilizes approved resources; interacts with parents; provides learning experiences; adheres to policies, procedures and vision for the program; and reports problems or concerns to the Pastor.

QUALIFICATIONS: Catechists have a willingness to share their faith. The Catechist interacts with parents in a respectful, nurturing and appropriate manner.

LENGTH OF COMMITMENT: One year. Class meets on the first Monday evening of each month for about 1 to 1 ½ hours.

PREPARATION: There is an interview process for volunteers new to the program. In-services are available seasonally.

### **VACATION BIBLE SCHOOL TEACHER**

Vacation Bible School is an early childhood Christian program for grades pre-school (ages 3+) through grade 6. The current structure needs leaders in the classroom for music, arts and crafts, snacks, small groups, etc.

RESPONSIBILITIES: The Vacation Bible School Teacher participates in an initial workshop and leaders' meeting, prepares materials for lessons, interacts with students, provides learning experiences, adheres to policies and procedures, and reports problems or concerns to the Directors.

QUALIFICATIONS: The Vacation Bible School Teacher interacts with children in a respectful, nurturing and age appropriate manner; shares common faith beliefs with both Catholic and Lutheran children,

staff and volunteers; expresses common faith beliefs as a necessary good; creates a safe and encouraging learning environment for young children; implements the curriculum and age-appropriate basic skills; and is a respectful team member.

**LENGTH OF COMMITMENT:** Five evenings during the summer. Class meets for approximately three hours each evening. In addition to classroom time, the Vacation Bible School Teacher must attend a workshop and teacher meetings. Depending on the position, more preparation time may be required.

**PREPARATION:** One training workshop usually takes place in the month that Vacation Bible School will take place. Also, there is on-the-job training.

#### **SAINT JOSEPH LAB SCHOOL VOLUNTEER**

Volunteers at the Saint Joseph Lab School provide assistance and support for the educational program. There are a variety of opportunities for volunteers to assist in the classroom and library as well as working with students. Volunteers can assist with lunch, recess, special projects, and office tasks. Some of the tasks can be completed at home.

**QUALIFICATIONS:** Volunteers need to be a faith-filled, flexible, resourceful, friendly, conscientious individual who is willing to share his/her talents with the school community.

**LENGTH OF COMMITMENT:** Negotiable based on volunteer interest, time, and school need.

**PREPARATION:** Volunteers will go through an orientation process in which they:

- Review the school mission and philosophy statement.
- Review the assigned tasks and expectations.
- Review and sign a statement of receipt of relevant school policies and materials including the Diocesan Sexual Misconduct Policy.
- A *Release of Information* form and a criminal background check may be required.

## **Commission of Worship**

*Saint Joseph Parishioners will know, understand and honor Benedictine values and the dignity of their role as members of the worshipping assembly.*

CONTACT: David Orzechowski 320-363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

### **LECTOR**

The Lector proclaims the Word of God at weekend liturgies, for special feasts and other liturgical celebrations.

**RESPONSIBILITIES:** The Lector reads, studies and practices the Lectionary Readings; proclaims God's Word in a manner that can be heard by all; leads the Intercessory Prayers (petitions); and brings life to God's Word.

**QUALIFICATIONS:** Persons who regularly serve as a Lector in the parish should be confirmed Catholics. Lectors have an interest in Scripture, the ability to communicate well, a willingness to do his or her best, make self-evaluations, and look for ways to improve their skills and grow in their understanding of Scripture.

**LENGTH OF COMMITMENT:** On-going, as long as the person wishes to participate. Frequency varies according to the Mass time chosen. Practice time varies for each individual. Arrive 20 minutes prior to services.

**PREPARATION:** Training and on-going formation are provided. The next training session is September, 2011.

### **GREETER**

The Greeter provides hospitality to those entering the worship space at weekend liturgies and other liturgical celebrations.

**RESPONSIBILITIES:** The Greeter welcomes those entering the church with a smile, handshake, or by saying "hello." The Greeter also distributes worship aids as necessary.

**QUALIFICATIONS:** The Greeter has a warm, friendly personality.

**LENGTH OF COMMITMENT:** On-going, as long as the person wishes to participate. Frequency varies according to the Mass time

chosen. Arrive 30 minutes prior to services.

PREPARATION: On-going training and updating are provided. The next training session is September, 2011.

### **USHER**

The Usher provides hospitality at weekend liturgies and other liturgical celebrations.

RESPONSIBILITIES: The Usher seats people; takes up the offering and assists with gift procession; distributes bulletins; attends to special needs such as sickness, restrooms, reserved seating; and makes sure the building is in order following Mass.

QUALIFICATIONS: Ushers are generally at least high school age or older. Ushers need to have a maturity, stature and “presence” such that they are able to effectively engage and lead people in adult situations. The Usher is hospitable and has knowledge of the building and equipment. They also need to be a person who is unafraid to lead or direct people in a gentle, caring, yet effective manner.

LENGTH OF COMMITMENT: On-going, as long as the person chooses to participate. Frequency varies according to the Mass time chosen. Ushers arrive 30 minutes before Mass and perform duties before, during, and after Mass.

PREPARATION: On-going training and updating are provided. The next training session is September, 2011.

### **ALTAR SERVER**

The Altar Server assists the Presider during the liturgy.

RESPONSIBILITIES: The Altar Server receives the gifts of bread and wine, assists with preparation of these gifts and functions as a leader/model during the liturgy.

QUALIFICATIONS: Boys and girls, grade four and older. The boys and girls should have received their First Communion. **Adults, men and women, are also used as altar servers for various occasions, including funerals.**

**LENGTH OF COMMITMENT:** On-going, as long as the person chooses to participate. Frequency varies according to the Mass time chosen. Servers arrive 15 minutes before the scheduled liturgy.

**PREPARATION:** On-going training and updating are provided. Next training session is September, 2011.

### **EUCCHARISTIC MINISTER**

The Eucharistic Minister helps in the distribution of the Body of Christ and Precious Blood of Christ at Mass and Communion Services.

**RESPONSIBILITIES:** The Eucharistic Minister facilitates the distribution of Communion in an orderly and dignified fashion.

**QUALIFICATIONS:** The Eucharistic Minister is a confirmed Catholic in good standing with the Catholic Church. He/She must be commissioned to distribute the Eucharist.

**LENGTH OF COMMITMENT:** On-going, as long as the person wishes to participate. Frequency varies according to the Mass time chosen.

**PREPARATION:** Training and updating are provided. Next training session is September, 2011.

### **GIFT BEARER**

The Gift Bearer presents the gifts of bread and wine during the liturgy.

**RESPONSIBILITIES:** The Gift Bearer approaches the entrance of the church during the collection and brings forward the gifts.

**QUALIFICATIONS:** The Gift Bearer has a willingness to take an active role in the Liturgy.

**LENGTH OF COMMITMENT:** Gift Bearers are scheduled on a weekly basis. The commitment requires attendance at Mass.

**PREPARATION:** No training is required.

### **SACRISTAN**

The Sacristan leads all members into “full, conscious and active participation” in the Mass by preparing for and cleaning up after the Liturgy.

**RESPONSIBILITIES:** The Sacristan provides hospitality through the use of lights, fans, etc. in the worship space; ensures the candles, hosts, wine, vessels, books and volunteers are in place; locates additional Ministers if needed; and cleans up after liturgies.

**QUALIFICATIONS:** High school age or older. The Sacristan has knowledge of the Liturgy and of the Worship space, is mature, well-organized and adept at communicating and working with people. Sacristans **must** be detail-oriented people.

**LENGTH OF COMMITMENT:** On-going, as long as the person wishes to participate. Frequency varies from every-other week to once a month, depending on the Mass time chosen. The Sacristan arrives 30 minutes before Mass and performs duties before, during and about 15 minutes after Mass.

**PREPARATION:** Training can be done individually with a veteran Sacristan serving as a mentor. Updating is provided. Next training session is by personal appointment with the Director of Music and Liturgy and/or an existing sacristan.

### **FUNERAL ALTAR SERVER**

The Funeral Altar Server assists the Presider during the funeral liturgy.

**RESPONSIBILITIES:** The Funeral Altar Server receives the gifts of bread and wine, assists with preparation of these gifts, functions as a leader/model during the liturgy, lights charcoal, maintains incense and assists the Presider at the graveside service.

**QUALIFICATIONS:** Open to adults and youth who are available during weekdays. Youth who serve for funerals must already have some experience with serving Mass. They need to be exemplary in their dependability, maturity and mastery of the details/procedures of their ministry. Sometimes youth and adults may be scheduled to serve at a funeral together.

**LENGTH OF COMMITMENT:** On-going, as long as the person chooses to participate. Servers are “on call” and arrive 15 minutes before the scheduled liturgy.

**PREPARATION:** Training and updating are provided. Next training session is by personal appointment with the Director of Music and Liturgy and/or an existing funeral altar server.

**FUNERAL CHOIR**

The Funeral Choir helps to lead the sung prayer at funeral liturgies, along with the accompanist and cantor.

**RESPONSIBILITIES:** Funeral Choir members arrive one half-hour prior to a funeral liturgy and then sing at the liturgy, providing both visual and musical example and encouragement for the members of the gathered assembly.

**QUALIFICATIONS:** There are no particular qualifications for participation in this ministry, other than the basics of being able to carry a tune, etc. Members do not need to be able to read music or sing solo. No prior choral experience is required.

**LENGTH OF COMMITMENT:** On-going, as long as the member wishes to participate. Members are free to sing for as many (or as few) funerals as they wish. Members may indicate which days of the week they are willing/able to sing.

**PREPARATION:** No outside preparation. There is a half-hour warm-up/preparation time before each funeral.

**FUNERAL USHER**

The Funeral Usher provides hospitality at funerals.

**RESPONSIBILITIES:** The Funeral Usher removes furniture from the entrance; greets the assembly as they arrive; assists in seating; hands out worship aids as needed; attends to special needs such as sickness, etc.; and makes sure the church is in order after the funeral.

**QUALIFICATIONS:** The Funeral Usher is friendly, hospitable and has knowledge of the building and equipment.

**LENGTH OF COMMITMENT:** On-going, as long as the person chooses to participate. Funeral Ushers are “on call” and arrive 30 minutes before the scheduled liturgy and perform duties before, during and after the liturgy.

**PREPARATION:** On-going training is provided by working with a current Funeral Usher.

### **CHILDREN'S CHOIR**

The Children's Choir leads the sung prayer during liturgies.

**RESPONSIBILITIES:** Children's Choir members attend rehearsals, have a willingness to share their faith in song and lead the assembly in its sung prayer.

**QUALIFICATIONS:** Children's Choir members must be in grade 2 or older.

**LENGTH OF COMMITMENT:** Nine months from September-May; must be available for one-hour rehearsals and to sing at the 10:00 am Mass approximately once per month.

**PREPARATION:** Choir Members attend rehearsals once per week and arrive 30 minutes prior to the Mass at which they are scheduled to sing. Rehearsals are scheduled from 4:30-5:30 pm on Wednesdays at the Lab School.

### **ADULT CHOIR**

The Adult Choir leads the sung prayer during liturgies.

**RESPONSIBILITIES:** Adult Choir members attend rehearsals, have a willingness to share their faith in song and lead the assembly in its sung prayer.

**QUALIFICATIONS:** Adult Choir members must be in grade 7 or older and have the ability to sing SATB (soprano, alto, tenor, bass) music.

**LENGTH OF COMMITMENT:** Nine months from September-May; sing at various weekend liturgies approximately three weekends per month. (Mass times rotate.)

**PREPARATION:** Adult Choir members must be available for a 90- minute weekly rehearsal (Thursdays from 7-8:30 pm). They arrive 45 minutes prior to Mass when they are scheduled to sing.

### **CONTEMPORARY CHOIR**

The Contemporary Choir leads the sung prayer during liturgies.

**RESPONSIBILITIES:** Contemporary Choir members attend rehearsals, have a willingness to share their faith in song and lead the assembly in its sung prayer.

**QUALIFICATIONS:** Contemporary Choir members must be in grade 7 or older and have the ability to sing SATB (soprano, alto, tenor, bass) music.

**LENGTH OF COMMITMENT:** Nine months from September-May; sing at various weekend liturgies approximately 2 weekends per month. (Mass times rotate.)

**PREPARATION:** Contemporary Choir Members must be available for a 90-minute weekly rehearsal (Tuesdays from 7:15-8:45 pm). They arrive 45 minutes prior to Mass when they are scheduled to sing.

## **CANTOR**

The Cantor leads the sung prayer of the assembly.

**RESPONSIBILITIES:** The Cantor introduces the hymns, leads the singing and sings the psalm.

**QUALIFICATIONS:** An audition is required. The Cantor has confidence, skill, the ability to read music, the ability to match pitch impeccably, and the desire to share his/her faith through sung prayer. Cantors need to be able to effectively communicate the texts they sing. Their ministry goes much deeper than merely singing the “correct notes.” They need to have a “presence” about them as they sing and be comfortable using simple gestures to facilitate the assembly’s singing. Cantors need to be able to make simple spoken announcements clearly and effectively.

**LENGTH OF COMMITMENT:** On-going

**PREPARATION:** Cantors prepare on their own at home by studying the music and texts ahead of time. A brief group practice session with other cantors is held on Thursdays from 6:30-7:00 pm. The Cantor also arrives 30 minutes prior to the scheduled liturgy. Training and updating are provided. The next training session is by appointment with the Director of Music and Liturgy. At first, new cantors often work alongside a veteran cantor.

### **ACCOMPANIST**

The Accompanist leads the sung prayer of the faith community by providing the instrumental foundation and support that enables the assembly's singing. The accompanist also plays solo instrumental music, as needed or when appropriate.

**RESPONSIBILITIES:** The Accompanist is well-prepared, supports the assembly in learning new music and provides leadership by allowing the assembly to fully participate in song.

**QUALIFICATIONS:** An audition is required. The Accompanist has a high level of competence in keyboard skills; both piano and organ skills are preferred. The accompanist is familiar with and understands liturgical services; is a team player working with the Director of Music and Liturgy, choirs and cantors; is punctual, committed, independent and self-motivated.

**LENGTH OF COMMITMENT:** On-going. The time for rehearsals and liturgies is scheduled and monitored by the Director of Music and Liturgy. This schedule involves weekend liturgies, holy days and other liturgical celebrations such as Communal Reconciliation, Stations of the Cross, etc.

**PREPARATION:** Music resources are provided, but individual instruction and rehearsal time is the responsibility of the individual. The Accompanist is available 30 minutes prior to a liturgy to rehearse with the cantors.

### **INSTRUMENTALIST**

The Instrumentalist accompanies the sung prayer of the parish community.

**RESPONSIBILITIES:** The instrumentalist plays on an "as needed" or "as requested" basis and arrives well rehearsed and ready.

**QUALIFICATIONS:** An audition is required. The Instrumentalist is competent in the area of playing his or her particular instrument, has an ability to work with other musicians and is familiar with the liturgy.

**LENGTH OF COMMITMENT:** On-going; available on an "as needed" basis determined by the Director of Music and Liturgy; arrives 30 minutes prior to the scheduled liturgy.

PREPARATION: Private preparation and/or lessons are the responsibility of the individual Instrumentalist.

### **WEDDING COORDINATOR**

The Wedding Coordinator assists engaged couples in the planning of their wedding liturgy.

RESPONSIBILITIES: The Wedding Coordinator meets with couples four months prior to their wedding, assists in selecting readings and writing Intercessions, schedules and conducts rehearsals and assists the wedding party and the pastor the day of the wedding.

QUALIFICATIONS: The Wedding Coordinator has knowledge of liturgy, knowledge of policies and procedures, a “take charge” personality and is an effective communicator.

LENGTH OF COMMITMENT: On-going. The time commitment varies from 10 to 20 hours for each wedding.

PREPARATION: Training is provided at an annual formation day scheduled in December.

### **ADORATION OF THE BLESSED SACRAMENT ATTENDANT**

The Adoration of the Blessed Sacrament Attendant is present during the weekly Adoration sessions held every Wednesday morning from 8:30 am-11:00 am and/or the monthly session held the second Saturday of every month from 8:00 am-12:00 noon.

RESPONSIBILITIES: The Adoration of the Blessed Sacrament Attendant assures someone is always present during the scheduled times of adoration. The opening attendant prepares the area and provides reading materials for parishioners in attendance. The closing attendant puts items away upon completion of adoration. The attendant has the option to offer communal prayers during adoration or remain in silence.

QUALIFICATIONS: The Eucharistic Adoration Attendant possesses a love and devotion of the Holy Eucharist.

LENGTH OF COMMITMENT: The Attendant is responsible for ½

hour or 1-hour shifts every week, every other week or every month. The schedule is flexible.

PREPARATION: A brief review of opening and closing procedure will be provided by the coordinator.

## **Commission of Community**

*Saint Joseph Parishioners will know, understand and demonstrate what it means to be a Catholic faith community.*

CONTACT: Sandy Scholz 320-363-7505, ext. 120 [sscholz@churchstjoseph.org](mailto:sscholz@churchstjoseph.org)

### **PARISH QUILTING**

The Parish Quilters make quilts for the Fourth of July Quilt Auction.

RESPONSIBILITIES: Work with the rest of the quilting group in completing quilts.

QUALIFICATIONS: The Quilters have experience in quilting or are willing to learn how to quilt.

LENGTH OF COMMITMENT: Quilters meet from the first Monday in August until the end of November. After a two-month break, they resume meeting again in February and March. They work on Mondays from 8:00 am until 2:00 pm and on Tuesdays from 8:00 am until the quilt is completed. Quilters work as many hours as they desire (though there is a minimum of two hours per session).

PREPARATION: On-the-job training is provided.

### **QUILT WORKERS**

The Quilt Workers raise money for quilting fabric and supplies and for other needs in the church and rectory that are not in the parish budget.

RESPONSIBILITIES: The Quilt Workers serve at St. John's and St. Ben's functions. They work the buffet lines, pour coffee, set tables, clear tables, etc.

QUALIFICATIONS: Quilt Workers must be able to stand on their feet 2-4 hours per job.

**LENGTH OF COMMITMENT:** One year. Quilt Workers are available on an “on call” basis, year-round.

**PREPARATION:** On-the-job-training is provided.

### **CHURCH CLEANING**

**RESPONSIBILITIES:** The Church Cleaners vacuum, clean bathrooms, wipe pews, straighten books and dust as needed.

**QUALIFICATIONS:** The Church Cleaner is physically able to do cleaning jobs similar to those done at home.

**LENGTH OF COMMITMENT:** One year. Cleaning occurs one hour a month on Tuesday mornings after 8:00 am Mass.

**PREPARATION:** On-the-job training is provided.

### **HOSPITALITY**

The Hospitality team creates a friendly environment for which food and refreshments are served for parish events.

**RESPONSIBILITIES:** Members of the Hospitality team welcome guests, provide set up and serving of food and refreshments. Clean up is also included.

**QUALIFICATIONS:** The Hospitality team understands the importance of his/her work, is friendly, a team member and understands the importance of cleanliness when preparing/serving food.

**LENGTH OF COMMITMENT:** One year for Confirmation and other parish events; one school calendar year beginning in August for Faith Formation celebrations.

**PREPARATION:** On-the-job training with supervision is provided. Printed guidelines are available.

### **AUTUMN THURSDAY**

Autumn Thursday is an opportunity for elderly members of the parish

to gather for weekly reflection and assist parish staff with mailings and other tasks.

**RESPONSIBILITIES:** Participate in group reflection led by a staff member and assist in completing the assigned projects.

**QUALIFICATIONS:** Members desire an opportunity to reflect on issues pertaining to the autumn of their life. Members also desire an opportunity to contribute to the life of the parish by assisting with projects and mailings.

**LENGTH OF COMMITMENT:** Members typically meet weekly on Thursday from 10:00 am to 12:00 noon from September through April. They will meet periodically during the summer months if a need arises.

**PREPARATION:** No preparation is required. Direction and instructions are given by parish staff members.

#### **VIDEOGRAPHER**

The videographer tapes the 10:00 am Sunday Mass which is broadcast on the cable access channel for St. Joseph. The videographer may tape other parish events upon request.

**RESPONSIBILITIES:** Videotape the 10:00 am Sunday Mass.

**QUALIFICATIONS:** Knowledge of and experience in operating a video camera.

**LENGTH OF COMMITMENT:** Sundays from 9:30 am to 11:30 am, as scheduled.

**PREPARATION:** Instructions are given specific to parish camera and equipment.

#### **RECORDING SECRETARY FOR MEETINGS**

The Recording Secretary takes minutes at parish meetings.

**RESPONSIBILITIES:** The Recording Secretary attends meetings of a specific committee, records meeting notes and types them within one week after the meeting.

**QUALIFICATIONS:** The Recording Secretary has good listening and typing skills.

**LENGTH OF COMMITMENT:** Meetings take place monthly during evening hours and occasionally on weekends. Committees typically meet ten months per year.

**PREPARATION:** None.

### **PARISH PICTORIAL DIRECTORY**

A photo directory is a helpful tool in sharing the story of the parish. Church members want to connect names and faces quickly, and the most efficient, least embarrassing way of doing that is to reach for the pictorial directory. Our last directory was published about five years ago.

**RESPONSIBILITIES** Schedule and assist with photo sessions, collaborate with directory personnel for layout, design, proofing and printing and plan for the distribution of directories.

**QUALIFICATIONS** Enjoy working with publications and photography and have good organizational skills. Photo session assistants have hospitality skills

**LENGTH OF COMMITMENT** Approximately one year.

## **Commission of Social Ministry**

*Saint Joseph Parishioners will know, understand and work to realize the Gospel vision of justice and Catholic Social Teaching.*

**CONTACT:** Dawn Carrillo 320-363-7505, ext. 152 [faithformation@churchstjoseph.org](mailto:faithformation@churchstjoseph.org)

### **SOCIAL JUSTICE COMMITTEE**

The Social Justice Committee has three primary goals: educating its members about Catholic Social Teachings and providing opportunities for other parishioners to do the same; coordinating and providing opportunities for parishioners' involvement in social service activities; and coordinating and providing opportunities for parishioners' involvement in social change activities. Committee members are part of a larger effort to form and carry out a vision for the parish. Members

also have the opportunity to meet and work with other parishioners who share their desire to help build a world that more closely reflects the love and mercy, the justice and peace of God.

**RESPONSIBILITIES:** The Social Justice Committee member attends monthly meetings (currently held one Saturday morning a month at 8:30 am at the Local Blend) and attends a yearly leadership retreat sponsored by the parish. He/she also has the opportunity to attend the annual educational event on social ministry offered by the Diocese of Saint Cloud.

**QUALIFICATIONS:** The Social Justice Committee member should have a concern for social needs and is open to learning and working together.

**LENGTH OF COMMITMENT:** Three years.

**PREPARATION:** No training required.

#### **PLACE OF HOPE MEAL**

Our parish sponsors, prepares and serves one meal a month at the Place of Hope.

**RESPONSIBILITIES:** Serve a meal for approximately 50 to 100 people at the Place of Hope.

**QUALIFICATIONS:** An ability to prepare, transport and serve nutritious food using safe food-handling procedures.

**LENGTH OF COMMITMENT:** One meal per month.

**PREPARATION:** Work with the current coordinator and Place of Hope staff.

#### **PARTNERSHIP WITH THE DIOCESE OF VIJAYAPURAM IN INDIA COMMITTEE**

The primary purpose of this partnership is to nurture relationships and to grow in understanding of each other. Another key component of this partnership is mutual prayer. The committee's primary duty is to act as the parish's liaison to a similar group in India.

**RESPONSIBILITIES:** The committee's duties and activities include

communicating with the partner, providing education about the relationship to parishioners, joint planning with the partner, facilitating delegation visits, integrating the partnership into the faith life of the parish, and managing projects that support the partnership.

**QUALIFICATIONS:** Committee members are committed to global solidarity and justice, seek to experience a broader understanding of the universal Body of Christ, and have time and enthusiasm.

**LENGTH OF COMMITMENT:** Variable, depending on an individual's availability and interests.

## **Commission of Pastoral Ministry**

*Saint Joseph Parishioners will know, understand and practice the Corporal and Spiritual Works of Mercy within our parish and in the wider community.*

**CONTACT:** Sr. Joyce Iten, OSB 320-363-7505, ext. 130 [jiten@csbsju.edu](mailto:jiten@csbsju.edu)

### **EUCCHARISTIC MINISTER TO THE HOMEBOUND**

The Eucharistic Minister to the Home-Bound brings the Eucharist on Sundays, Thursdays **OR** Fridays to people unable to attend Mass.

**RESPONSIBILITIES:** The Eucharistic Minister prays a brief liturgy with the person and distributes Communion to them.

**QUALIFICATIONS:** The Eucharistic Minister has a concern for people who are elderly and/or infirm. He/she has an appreciation of the importance of the Sacrament of the Eucharist in the life of the Church, has a caring, sensitive manner, and is comfortable visiting and sharing with others.

**LENGTH OF COMMITMENT:** One year. Ministering the Eucharist requires 1-2 hours per month.

**PREPARATION:** Before going on their own, new Ministers accompany experienced Ministers on two "on site" visits.

### **HOLIDAY GIVING TREE**

Our parish partners with the St. Joseph Community Food Shelf to

provide gifts of clothing for families in need at Christmas. Gift tags identifying the need are placed on a tree during Advent. Parishioners participate by providing gifts as requested and placing them by the tree for distribution to families. Volunteers are needed to coordinate and work with this ministry.

**RESPONSIBILITIES:** The volunteer prepares tags for the giving tree and assists with the packaging and distribution of the clothing gifts.

**QUALIFICATIONS:** The volunteer should have the desire and compassion to assist families in need of basic necessities.

**LENGTH OF COMMITMENT:** The time commitment is from mid-November to mid-December each year, with the total yearly commitment of no more than 5-8 hours.

**PREPARATION:** No training required. Volunteers will work with parish staff.

#### **PRAYER NETWORK**

Members of the Prayer Network pray for the needs of parishioners.

**RESPONSIBILITIES:** The Coordinator of the Prayer Network receives calls from people who are in need, passes the prayer request along to other members of the Prayer Network, keeps a list of members and keeps members updated with changes. Members of the Prayer Network are willing to make phone calls and pray as needed.

**QUALIFICATIONS:** Members of the Prayer Network must be willing to pray for the needs of others.

**LENGTH OF COMMITMENT:** One year.

**PREPARATION:** No training is provided.

#### **FUNERAL LUNCHEON**

A lunch is prepared and served to families and guests following a funeral in our parish.

**RESPONSIBILITIES:** Members of the funeral lunch team prepare and serve the lunch. Different groups are responsible for ordering the food, preparing, serving and cleaning up the lunch, and for calling for contributions to help cover the cost.

**QUALIFICATIONS:** Members of the team are personable, organized, have a willingness to work together and are able to respond quickly to requests.

**LENGTH OF COMMITMENT:** Typically there is a 2-3 day notice prior to a funeral. Several groups rotate in serving of the meal.

**PREPARATION:** None required.

### **BEFRIENDER MINISTRY**

BeFriender Ministry is a lay pastoral care program.

**RESPONSIBILITIES:** The role of the BeFriender minister is to be a companion to another person through listening, presence and compassion. The BeFriender minister also visits new parishioners.

**QUALIFICATIONS:** A BeFriender is one who offers a listening and compassionate presence to someone who is hurting or going through a hard time. A BeFriender knows that confidentiality is a priority.

**LENGTH OF COMMITMENT:** The length of commitment is discerned in a dialog with the BeFriender supervisor.

**PREPARATION:** The BeFriender candidate (person in training) agrees to go through a 35-hour formation program. This formation is intended to develop communication skills, faith-sharing and ministry reflection. At the end of this program, if the candidate elects to continue, he/she may be commissioned to serve as a BeFriender minister in the name of the parish.

### **MINISTRY OF PRAYER**

The Ministry of Prayer is a response to the words of Jesus, *“If two of you agree on what you are to pray, it shall be granted by my heavenly Father...” Mt. 18:19-20.* This is a ministry of outreach through prayer for the needs of the parish and the larger Church, in addition to praying for one’s own concerns.

**RESPONSIBILITIES:** The Minister of Prayer makes a commitment to include the needs of the parish and the larger Church in her/his daily prayer.

QUALIFICATIONS: The invitation to be a Minister of Prayer is extended to all members of the parish, especially to persons who may have the heart to serve but not the physical mobility.

LENGTH OF COMMITMENT: On-going

PREPARATION: A letter is sent monthly with prayers, reflections, thoughts and special needs to all who participate in this ministry.

#### **ST. ANN'S MISSION GROUP**

St. Ann's Mission Group provides a place for people to gather in prayer, to provide entertainment for shut-ins, sew quilts for the missions, and assist families in the community. There is also opportunity to socialize.

RESPONSIBILITIES: The Mission Group members begin their meetings with prayer (the rosary), tie quilts for the missions, and assist with activities at Arlington Place and St. Joseph Apartments.

QUALIFICATIONS: The invitation to be involved in the Mission Group is extended to all members of the parish, especially to persons who may enjoy group prayer and activities.

LENGTH OF COMMITMENT: On-going

PREPARATION: No training required.

## Community Partnership

### ***Rural Stearns Faith in Action***

Volunteer to assist with homemaking, outside chores, visiting, and transportation.

Contact: Lindsey Sand 320-685-3693, ext. 260 [lindseys@assumptionhome.com](mailto:lindseys@assumptionhome.com)  
Director of Community Services

### ***St. Joseph Community Food Shelf***

Volunteer to assist the coordinator with various tasks such as stocking shelves and assisting clients.

Contact: Ann Scherer, Coordinator 320-363-4179 [ann15555@aol.com](mailto:ann15555@aol.com)

### ***Catholic Charities Senior Dining Services***

Volunteer to deliver Meals on Wheels to clients, or coordinate the delivery of meals.

Contact: Connie Loecken 320-229-4581 [cloecken@gw.stcdio.org](mailto:cloecken@gw.stcdio.org)

## Other Skills

There are a variety of opportunities for parishioners to use their gifts in areas that are specific to their skills. Some areas of opportunities are:

- Gardening
- Yard work
- Carpentry
- General Maintenance
- Plumbing
- Electrical
- Clerical / copying / collating
- Data Entry
- Graphic Design
- Photography
- Snow removal
- IT Assistance
- Webpage
- Communications
- Writing

Interested individuals will receive direction from parish and school staff in their respective field applicable to the project.

***Thank you for sharing your God-given talents!***