



# Sharing the Ministry Handbook

**A Comprehensive List of the  
Ministry Opportunities  
Offered at the Church of Saint Joseph**

*Let each of you lead the life...to which God called you. 1 Corinthians 7:17*

Church of Saint Joseph

Saint Joseph, MN

Phone: 320-363-7505

# Table of Contents

- INTRODUCTION..... 4**
- COMMISSION OF WORD ..... 5**
  - All Saints Academy Volunteer.....5
  - Faith Formation CATECHETICAL MINISTRIES.....5
    - Catechist for Grades 1-11..... 5
    - Catechetical Support Team..... 6
    - Liturgy of the Word for Children (LOW) Catechist ..... 6
    - Vacation Bible School (VBS) ..... 7
  - Sacramental Preparation .....7
    - Baptism Preparation Facilitator ..... 7
    - RCIA Team ..... 8
    - Sponsor Couple for Marriage Preparation ..... 8
- COMMISSION OF WORSHIP ..... 9**
  - Accompanist.....9
  - Adoration of the Blessed Sacrament Attendant.....9
  - Altar server .....10
  - Cantor.....10
  - Choirs.....11
    - Adult Choir ..... 11
    - Children’s Choir ..... 11
    - Contemporary Choir ..... 11
    - Funeral Choir ..... 12
  - Eucharistic Minister.....12
  - Funerals .....13

Funeral Altar Server .....	13
Funeral Usher/Greeter .....	13
Gift Bearer .....	14
Gift Bearer Coordinator.....	14
Greeter .....	14
Instrumentalist .....	15
Lector .....	15
Sacristan .....	16
Usher.....	16
Wedding Coordinator.....	17
Worship CAB (Commission Advisory Board) .....	17
<b>COMMISSION OF COMMUNITY.....</b>	<b>18</b>
Church Cleaning, Weekly .....	18
Church Cleaning, Annual.....	18
Cook for Parish Quilters.....	19
Hospitality.....	19
Parish Quilters .....	20
Recording Secretary for Meetings.....	20
Videographer.....	20
Volunteer service workers.....	21
Willing Hands.....	21
<b>COMMISSION OF SOCIAL MINISTRY .....</b>	<b>22</b>
Partnership with the Diocese of Vijayapuram Committee.....	22
Place of Hope Meal .....	22
Social Justice Committee.....	22

<b>COMMISSION OF PASTORAL MINISTRY .....</b>	<b>23</b>
BeFriender Ministry.....	23
Eucharistic Minister to the Home-Bound .....	23
Funeral Luncheon.....	24
Holiday Giving Tree .....	24
Ministry of Prayer.....	25
Prayer Network.....	25
St. Ann <del>e</del> s Mission Group .....	26
<b>COMMUNITY PARTNERSHIP .....</b>	<b>26</b>
Catholic Charities Senior Dining Services.....	26
Rural Stearns Faith in Action .....	26
St. Joseph Community Food Shelf.....	26
Fare For All.....	27
Knights of Columbus Fr. Werner Council #7057 .....	27
Central Minnesota Catholic Worker -- JoeTown Table .....	27
College of Saint Benedict -- Saint John's University.....	27
Whitney Senior Center -- Whitney Without Walls .....	27
<b>LEADERSHIP POSITIONS.....</b>	<b>27</b>
Boards/Councils .....	27
Committees .....	28
Coordinators.....	28
<b>MISCELLANEOUS SKILLS .....</b>	<b>28</b>

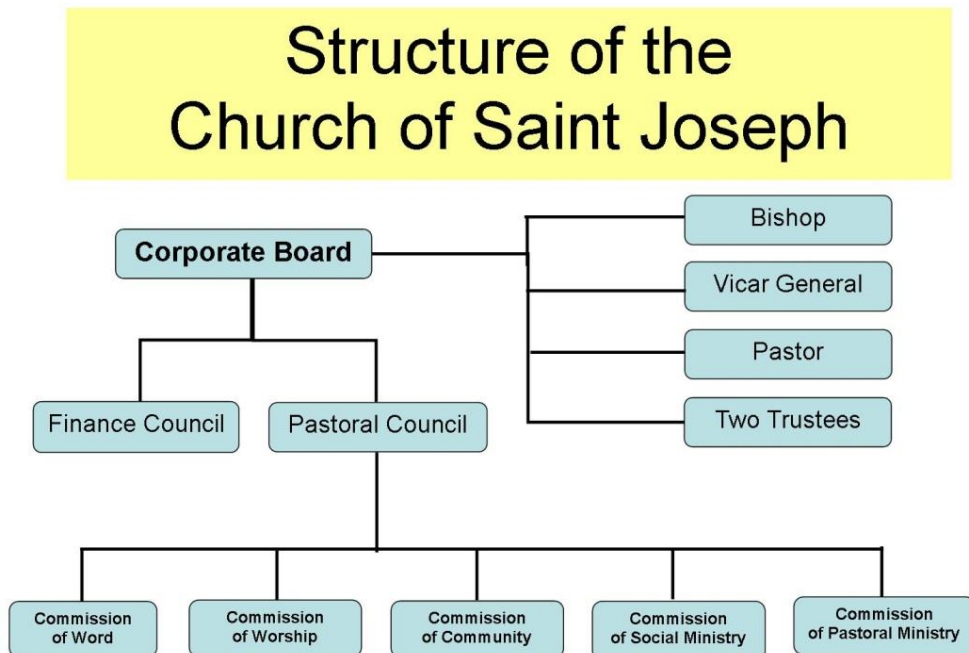
# Introduction

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 about a specific ministry, please contact either the contact person listed for the ministry or the parish office at 363-7505, ext. 100.**

There are numerous opportunities to share your gifts and talents with the Church of Saint Joseph. Almost all ministries at the Church of Saint Joseph fit within one of five commissions. Liturgical Ministry opportunities are included within the Commission of Worship. Ministry opportunities involving faith formation and *All Saints Academy* are included within the Commission of Word. Social concerns are included within the Commission of Social Ministry. Ministries that involve practicing the Corporal and Spiritual Works of Mercy, such as the prayer network, serving funeral lunches, and delivering the Eucharist to the homebound, are included within the Commission of Pastoral Ministry. Ministries that promote community-building such as the annual parish festival, hospitality, and church cleaning are included within the Commission of Community.

The five commissions are part of the overall governing structure of the parish and can be seen in the following illustration:



# Commission of Word

## ALL SAINTS ACADEMY VOLUNTEER

**Description:** Volunteers at All Saints Academy 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 faith-filled, flexible, resourceful, friendly, and conscientious individuals who are willing to share their talents with the school community.

**Length of Commitment:** Negotiable based on volunteer's interest, time, and school need.

**Preparation:** Volunteers 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 background check and annual Safe Environment training are required.

**Contact:** School Office 363-7505, ext. 150 [schooloffice@churchstjoseph.org](mailto:schooloffice@churchstjoseph.org)

## FAITH FORMATION CATECHETICAL MINISTRIES

### Catechist for Grades 1-11

**Description:** The Catechist encourages students in their Catholic faith formation in a safe, nurturing, and loving environment through classroom instruction, events, and activities. The Catechist shows respect for all parents and students.

**Responsibilities:** The Catechist participates in workshops; prepares and implements instruction using the pre-approved curriculum; assists with preparation for the Sacraments of First Reconciliation and First Eucharist for students in second grade; adheres to policies, procedures, and vision defined in the Faith Formation handbook; and communicates directly and reports to the Director of Faith Formation. Small Group Leaders assist with the immediate preparation for Confirmation candidates in Grade 11.

**Length of Commitment:** The total time commitment is approximately 6.8 hours per month, which includes planning, preparing, implementing, and teaching the lessons on Wednesday evenings. In addition, Catechists are expected to attend a workshop in September and as needed throughout the school year, attend and participate in Faith Formation events, and attend Mass regularly.

**Preparation:** There is an interview process for those called to this ministry. Training is provided. A background check and annual Safe Environment training are required.

**Contact:** Faith Formation 363-7505, ext. 152 [ffdirector@churchstjoseph.org](mailto:ffdirector@churchstjoseph.org)

## Catechetical Support Team

**Description:** The Catechetical Support Team includes Catechist Assistants and Substitutes, Floor Monitors, Safety Patrol, and Project Helpers.

**Responsibilities:** The Catechetical Support Team assists and helps to implement, monitor, and ensure the safety of all children and reports all concerns to the Director of Faith Formation.

**Qualifications:** The Catechetical Support Team provides support to the Faith Formation staff and Catechists. Team members must have respect for all persons and a willingness to follow directions and adhere to defined policies and procedures. A background check and annual Safe Environment training are required.

**Length of Commitment:** Approximately 7 hours per month, September through May, on scheduled Wednesday evenings.

**Preparation:** One training workshop and on-the-job training.

**Contact:** Faith Formation 363-7505, ext. 152 [ffdirector@churchstjoseph.org](mailto:ffdirector@churchstjoseph.org)

## Liturgy of the Word for Children (LOW) Catechist

**Description:** The Liturgy of the Word for Children Catechist offers catechesis for children ages 3, 5 and kindergarteners. LOW for Children is held on scheduled Sundays during the 10:00 am Mass.

**Responsibilities:** LOW for Children Catechists attend a workshop, know and reflect on the Scripture Readings of the specified weekend Masses, lead the children in knowing and understanding the Scripture readings in age-appropriate ways, and follow guidelines set forth by the Director of Faith Formation. A background check and annual Safe Environment training are required.

**Qualifications:** LOW for Children Catechists must be respectful, a leader, and have a desire to share scripture in creative and age-appropriate ways. They must be willing to implement music and motion, scripture dramatization, and activity focusing on the scripture readings.

**Length of Commitment:** One school year.

**Preparation:** One training workshop and on-the-job training.

**Contact:** Faith Formation 363-7505, ext. 152 [ffdirector@churchstjoseph.org](mailto:ffdirector@churchstjoseph.org)

## Vacation Bible School (VBS)

**Description:** 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, and small groups.

**Responsibilities:** The Vacation Bible School Leaders participate 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 VBS Directors.

**Qualifications:** The Vacation Bible School Leader interacts with children in a respectful, nurturing and age-appropriate manner, expressing common faith beliefs in an ecumenical setting, creating a safe and encouraging learning environment for young children, implementing the curriculum, and being a respectful team member.

**Length of Commitment:** Five evenings during the summer. VBS meets for approximately two hours each evening. In addition to classroom time, the Vacation Bible School Leader attends a leaders meeting. Depending on the position, more preparation time may be required.

**Preparation:** One training workshop usually takes place in the month that Vacation Bible School occurs. There is also on-the-job training.

**Contact:** Faith Formation 363-7505, ext. 152 [ffdirector@churchstjoseph.org](mailto:ffdirector@churchstjoseph.org)

## SACRAMENTAL PREPARATION

### Baptism Preparation Facilitator

**Description:** The Baptism Preparation Facilitator 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 Facilitator utilizes approved resources, interacts with parents, provides learning experiences, adheres to policies, procedures and vision for the program, and reports issues or concerns to the Director of Faith Formation.

**Qualifications:** The Facilitator needs to have a willingness to share his/her faith and interact 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 approximately 1 ½ hours.

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

**Contact:** Faith Formation 363-7505, ext. 152 [ffdirector@churchstjoseph.org](mailto:ffdirector@churchstjoseph.org)



## RCIA Team

**Description:** The RCIA (Rite of Christian Initiation of Adults) is oriented towards those who are searching and inquiring about becoming Catholic.

**Responsibilities:** The RCIA Team member rotates duties between hospitality, faith formation and prayer. The Parish Team, directed by the Director of Faith Formation, participates in the RCIA liturgical rites.

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

**Length of Commitment:** October. April. The days and time vary, dependent upon the time of Holy Week and Easter.

**Preparation:** Preparation varies with the responsibilities of the assigned duty.

**Contact:** Faith Formation 363-7505, ext. 152 [ffdirector@churchstjoseph.org](mailto:ffdirector@churchstjoseph.org)

## Sponsor Couple for Marriage Preparation

**Description:** 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 three to four times with the engaged couple. 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.

**Contact:** Faith Formation 363-7505, ext. 152 [ffdirector@churchstjoseph.org](mailto:ffdirector@churchstjoseph.org)

# Commission of Worship

## ACCOMPANIST

**Description:** The Accompanist leads the sung prayer of the faith community by providing the instrumental foundation and support that enables the assembly to sing. 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, and 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 Liturgy and Music. 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.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

## ADORATION OF THE BLESSED SACRAMENT ATTENDANT

**Description:** The Adoration of the Blessed Sacrament Attendant is present during the weekly Adoration sessions held every Wednesday morning from 8:30 am until 9:00 am.

**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 sets out reading materials for parishioners in attendance. The closing attendant puts items away upon completion of adoration.

**Qualifications:** The Eucharistic Adoration Attendant possesses a love of, and devotion to, the Holy Eucharist.

**Length of Commitment:** The Attendant is responsible for a one-half hour shift 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.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

## ALTAR SERVER

**Description:** 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, who 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 are expected to arrive at least 15 minutes before the scheduled liturgy.

**Preparation:** On-going training and updating are provided.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

## CANTOR

**Description:** 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. Group practice sessions are sometimes held with other cantors. The Cantor is expected to arrive 30 minutes prior to the scheduled liturgy. Training and updating are provided. Training sessions are by appointment with the Director of Liturgy and Music. New cantors often work alongside a veteran cantor.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

## CHOIRS

### Adult Choir

**Description:** 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 between the 5:00 pm Saturday and 10:00 am Sunday liturgies.

**Preparation:** Adult Choir members must be available for a 90-minute weekly rehearsal (Thursdays from 7:00-8:30 pm). They arrive 45 minutes prior to Mass when they are scheduled to sing.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

### Children's Choir

**Description:** 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, usually on the second Sunday of the 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 school.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

### Contemporary Choir

**Description:** 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 two weekends per month. Mass times rotate between the 5:00 pm Saturday and 10:00 am Sunday liturgies.

**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.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

## Funeral Choir

**Description:** The Funeral Choir, also known as the Resurrection 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 or times of the year they are available.

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

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

## EUCCHARISTIC MINISTER

**Description:** 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.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

## FUNERALS

### Funeral Altar Server

**Description:** The Funeral Altar Server assists the Presider during the funeral liturgy and is also known as an ~~an~~ acolyte.

**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 and 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 ~~an~~ on call and arrive 15 minutes before the scheduled liturgy.

**Preparation:** Training and updating are provided. Training sessions are by personal appointment with the Director of Liturgy and Music and/or an existing funeral altar server.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

### Funeral Usher/Greeter

**Description:** The Funeral Usher provides hospitality at funerals.

**Responsibilities:** The Funeral Usher/Greeter 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, and makes sure the church is in order after the funeral.

**Qualifications:** The Funeral Usher/Greeter 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/Greeters are ~~an~~ on call and arrive 30 minutes before the scheduled liturgy and perform duties before, during, and after the liturgy.

**Preparation:** Training is provided by working with a current Funeral Usher/Greeter.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

## GIFT BEARER

**Description:** 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 Offering 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.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

## GIFT BEARER COORDINATOR

**Description:** The Gift Bearer Coordinator schedules gift bearers for the weekend and holy day liturgies.

**Responsibilities:** The Gift Bearer Coordinator calls parishioners several weeks in advance of the liturgy, requesting that the family be gift bearers for the Mass. The Coordinator then submits names to the parish office in advance of the bulletin deadline.

**Qualifications:** The Coordinator of Gift Bearers is organized, personable, and is attentive to deadlines.

**Length of Commitment:** On-going, as long as the person chooses to coordinate.

**Preparation:** Training is provided.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

## GREETER

**Description:** 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 and 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.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

## INSTRUMENTALIST

**Description:** 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 Liturgy and Music; arrives 30 minutes prior to the scheduled liturgy.

**Preparation:** Private preparation and/or lessons are the responsibility of the individual Instrumentalist. Music resources are provided by the parish.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 *liturgy@churchstjoseph.org*

## LECTOR

**Description:** 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 is done at home and practice time varies for each individual. Lectors are expected to arrive 20 minutes prior to services.

**Preparation:** Training and on-going formation are provided. Lectors receive an annual workbook containing readings for all of the Sundays and Holy Days of the liturgical year.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 *liturgy@churchstjoseph.org*



## SACRISTAN

**Description:** 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 operation of lights and fans 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. Training sessions are by personal appointment with the Director of Liturgy and Music and/or an existing sacristan.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

## USHER

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

**Responsibilities:** The Usher seats people, takes up the offering and assists with the gifts 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.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

## WEDDING COORDINATOR

**Description:** 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 may be done in a mentor relationship with an existing wedding coordinator or at an annual formation day. Periodically, meetings are held to provide updates.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

## WORSHIP CAB (COMMISSION ADVISORY BOARD)

**Description:** The Worship CAB serves the Pastor, Pastoral Council, and Director of Liturgy and Music in an advisory and visionary role.

**Responsibilities:** Worship CAB members are concerned with the overall quality and effectiveness of the parish's liturgical life. Much of their work involves brainstorming and giving of advice. They assist in setting goals and policies regarding worship and in recruiting new liturgical ministers. Sometimes their work involves creating seasonal elements in the liturgy such as special rituals, observances, or things having to do with the liturgical environment. Evaluation of parish liturgies and the community's observance of the various seasons of the church year is also a significant part of their work. They gather feedback from parishioners and keep in the forefront parishioners' needs and interests in regard to worship. As well, members seek ways to help the parish community grow in its appreciation, knowledge, and understanding of the liturgy. Individual members may be called upon to serve as coordinators at special liturgies.

**Qualifications:** Those serving on the Worship CAB should have a love for the church's official worship, have an interest in encouraging the full, conscious, and active participation of the assembly at Mass in the spirit of Vatican II and have a desire to help create an atmosphere where life-giving, uplifting liturgical celebrations can happen. Members should come to the committee with a positive attitude and a desire to serve. As well, they need to be open to growing in their own understanding and appreciation of liturgy. To this end, a portion of many Worship CAB meetings is

dedicated to ongoing study and formation for the committee members themselves, using various methods and media.

**Length of Commitment:** On-going, as long as the person chooses to participate. We encourage people who join this committee to do so with an eye toward serving for at least a couple of years. There is a bit of a learning curve for this committee, since it takes a while just to become familiar with the various official documents, rubrics, and elements of what constitute good liturgy. However, this need not deter or intimidate anyone with a genuine interest in serving on this committee. Long-standing members, as well as neophytes, enjoy the ongoing process of learning together while serving.

**Preparation:** Worship CAB members attend a 90-minute meeting, usually held at 4:30 pm on the 2<sup>nd</sup> Tuesday of the month, September through May. Sometimes there is a brief reading assignment that needs to be prepared ahead of time for discussion at the meeting. Occasionally, a special meeting may be called for a specific project or special liturgy.

**Contact:** Director of Liturgy & Music 363-7505, ext. 123 [liturgy@churchstjoseph.org](mailto:liturgy@churchstjoseph.org)

## Commission of Community

### CHURCH CLEANING, WEEKLY

**Description:** Church Cleaners keep the church interior looking presentable.

**Responsibilities:** The Church Cleaners vacuum the floors, clean the bathrooms, wipe the pews, straighten the hymnals and dust the statues as needed.

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

**Length of Commitment:** One year. Each team of volunteers clean the church on Tuesday mornings after the 8:00 am Mass, once per month.

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

**Contact:** Parish Office 363-7505, ext. 100 [parish@churchstjoseph.org](mailto:parish@churchstjoseph.org)

### CHURCH CLEANING, ANNUAL

**Description:** Once a year, volunteers conduct a thorough cleaning of the church interior. One does not need to participate in the weekly cleaning to assist with the annual cleaning and does not need to sign up for the cleaning.

**Responsibilities:** Volunteers perform such tasks as vacuuming the stone walls to remove dust and cobwebs, wiping down the pillars and window ledges, scraping gum

off the undersides of the pews, using magic erasers to remove scuff marks from the walls and heat registers, washing the kneelers, and cleaning the plexiglass in the balcony area.

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

**Length of Commitment:** Cleaning occurs once a year, on a Saturday morning, usually a couple weeks before Easter.

**Preparation:** Arrive on annual cleaning day ready to pitch in with the various tasks that need doing. Volunteers can bring their favorite cleaning tools with them such as a shop vacuum, latex gloves, cleaning cloths, and a bucket.

**Contact:** Business Manager      363-7505, ext. 120      [sscholz@churchstjoseph.org](mailto:sscholz@churchstjoseph.org)

## COOK FOR PARISH QUILTERS

**Description:** The Cook for Parish Quilters prepares lunch for the Parish Quilting group.

**Responsibilities:** Prepare a simple lunch, such as soup and sandwiches, or a casserole, for the 12. 15 Parish Quilters who meet on Mondays during the months of August. November and February. March.

**Qualifications:** The cook for parish quilters enjoys preparing lunch and having it ready by 11:30 am on Mondays.

**Length of Commitment:** The Cook for Parish Quilters may prepare lunch as a team or on a rotating basis with other interested individuals.

**Preparation:** Food may be prepared at home or in the Heritage Hall kitchen. The groceries are paid for by the Parish Quilting Fund.

**Contact:** Parish Office      363-7505, ext. 100      [parish@churchstjoseph.org](mailto:parish@churchstjoseph.org)

## HOSPITALITY

**Description:** The Hospitality team creates a friendly environment for parish events.

**Responsibilities:** Members of the Hospitality team welcome guests, serve food and refreshments, prepare ahead and clean up after the event.

**Qualifications:** The Hospitality volunteer 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.

**Contact:** Business Manager      363-7505, ext. 120      [sscholz@churchstjoseph.org](mailto:sscholz@churchstjoseph.org)

## PARISH QUILTERS

**Description:** 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.

**Contact:** Parish Office      363-7505, ext. 100      [parish@churchstjoseph.org](mailto:parish@churchstjoseph.org)

## RECORDING SECRETARY FOR MEETINGS

**Description:** 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, and a working knowledge of MS Word.

**Length of Commitment:** Meetings take place monthly during evening hours and occasionally on weekends. Committees typically meet ten months per year.

**Preparation:** None.

**Contact:** Business Manager      363-7505, ext. 120      [sscholz@churchstjoseph.org](mailto:sscholz@churchstjoseph.org)

## VIDEOGRAPHER

**Description:** 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.

**Contact:** Parish Office      363-7505, ext. 100      *parish@churchstjoseph.org*

## **VOLUNTEER SERVICE WORKERS**

**Description:** Volunteer Service Workers serve at functions of the College of Saint Benedict and Saint John's University. The hourly wage they earn goes into the Quilt Fund and is used to purchase quilting fabric and supplies for the Parish Quilting group and for extraordinary needs in the church and rectory that are not in the parish budget.

**Responsibilities:** Responsibilities of Volunteer Service Workers include working the buffet lines, pouring coffee, and setting and clearing tables.

**Qualifications:** Volunteer Service Workers must be able to stand on their feet 2. 4 hours per job. Those who set tables for various functions wear casual dress. Those working the buffet line are asked to wear a white shirt and black pants.

**Length of Commitment:** One year. Volunteer Service Workers are available on an on-call basis, year-round. Events may take place during the day or evening and during the week or on a weekend. Buffet lines usually begin at 7:00 am, 10:30 am and 4:00 pm.

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

**Contact:** Parish Office      363-7505, ext. 100      *parish@churchstjoseph.org*

## **WILLING HANDS**

**Description:** Willing Hands is a group of parishioners who design and create greeting cards for parish use, make items to sell at the annual parish festival, and assist parish staff with mailings, the folding of worship aids, and other tasks.

**Responsibilities:** Assist in completing assigned projects, per instruction.

**Qualifications:** Members of Willing Hands have a desire to contribute to the life of the parish by assisting with projects and mailings.

**Length of Commitment:** Members usually meet weekly on Wednesday mornings from 10:00 am until 12:00 noon from September through April. They also meet periodically during the summer months, if a need arises.

**Preparation:** No preparation is required. Direction and instructions are given by parish staff members or the coordinator of the card-makers.

**Contact:** Parish Office      363-7505, ext. 100      *parish@churchstjoseph.org*

# Commission of Social Ministry

## PARTNERSHIP WITH THE DIOCESE OF VIJAYAPURAM COMMITTEE

**Description:** 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.

**Contact:** Pastor                      363-7505, ext. 122                      [pastorosb@churchstjoseph.org](mailto:pastorosb@churchstjoseph.org)

## PLACE OF HOPE MEAL

**Description:** Our parish sponsors, prepares, and serves meals on a monthly basis at the Place of Hope in St. Cloud.

**Responsibilities:** Prepare and serve a meal for approximately 50-100 people at the Place of Hope.

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

**Length of Commitment:** Approximately three hours of time.

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

**Contact:** Business Manager                      363-7505, ext. 120                      [sscholz@churchstjoseph.org](mailto:sscholz@churchstjoseph.org)

## SOCIAL JUSTICE COMMITTEE

**Description:** 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, mercy, justice and peace of God.

**Responsibilities:** The Social Justice Committee member attends monthly meetings 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.

**Contact:** Business Manager     363-7505, ext. 120     [sscholz@churchstjoseph.org](mailto:sscholz@churchstjoseph.org)

## Commission of Pastoral Ministry

### BEFRIENDER MINISTRY

**Description:** 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 20-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.

**Contact:** Pastoral Ministry     363-7505, ext. 130     [pministry@churchstjoseph.org](mailto:pministry@churchstjoseph.org)

### EUCCHARISTIC MINISTER TO THE HOME-BOUND

**Description:** 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.

**Contact:** Pastoral Ministry      363-7505, ext. 130      [pministry@churchstjoseph.org](mailto:pministry@churchstjoseph.org)

## FUNERAL LUNCHEON

**Description:** 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 after 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.

**Contact:** Business Manager      363-7505, ext 120      [sscholz@churchstjoseph.org](mailto:sscholz@churchstjoseph.org)

## HOLIDAY GIVING TREE

**Description:** 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 approximately 5.8 hours.

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

**Contact:** Business Manager 363-7505, ext 120 [sscholz@churchstjoseph.org](mailto:sscholz@churchstjoseph.org)

## MINISTRY OF PRAYER

**Description:** 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 bi-monthly with prayers, reflections, thoughts and special needs to all who participate in this ministry.

**Contact:** Pastoral Ministry 363-7505, ext. 130 [pministry@churchstjoseph.org](mailto:pministry@churchstjoseph.org)

## PRAYER NETWORK

**Description:** 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:** There is no required training.

**Contact:** Pastoral Ministry 363-7505, ext. 130 [pministry@churchstjoseph.org](mailto:pministry@churchstjoseph.org)

## ST. ANN'S MISSION GROUP

**Description:** 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.

**Contact:** Pastoral Ministry      363-7505, ext. 130      [pministry@churchstjoseph.org](mailto:pministry@churchstjoseph.org)

## Community Partnership

### CATHOLIC CHARITIES SENIOR DINING SERVICES

**Description:** 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)

### RURAL STEARNS FAITH IN ACTION

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

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

### ST. JOSEPH COMMUNITY FOOD SHELF

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

**Contact:** Ann Scherer, Coordinator      320-363-4179      [ann155555@aol.com](mailto:ann155555@aol.com)

## FARE FOR ALL

**Description:** Food that makes *cents*. Purchase healthy foods at savings up to 40%.

**Contact:** 1-800-582-4291 [www.fareforall.org](http://www.fareforall.org)

## KNIGHTS OF COLUMBUS FR. WERNER COUNCIL #7057

**Contact:** Grand Knight 320-267-4259 [rickschmitt@msn.com](mailto:rickschmitt@msn.com)

## CENTRAL MINNESOTA CATHOLIC WORKER - JOETOWN TABLE

**Contact:** [centralmncw@gmail.com](mailto:centralmncw@gmail.com)

## COLLEGE OF SAINT BENEDICT - SAINT JOHN'S UNIVERSITY

**Contact:** 320-363-5011 or 320-363-2011 [www.csbsju.edu](http://www.csbsju.edu)

## WHITNEY SENIOR CENTER - WHITNEY WITHOUT WALLS

**Contact:** 320-255-7245

# Leadership Positions

To express an interest in a leadership position, contact:

Business Manager 363-7505, ext 120 [sscholz@churchstjoseph.org](mailto:sscholz@churchstjoseph.org)

## BOARDS/COUNCILS

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

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

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

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

## COMMITTEES

Building and Maintenance	July 4 <sup>th</sup> Parish Festival
Hospitality	Liturgy
Human Resource	Social Justice

## COORDINATORS

**Description:** 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.

**Areas in need of coordination:**

Adoration of Blessed Sacrament	Hospitality
Appreciation Picnic	Place of Hope Meal
Calling Committee	Quilt Workers
Church Cleaning, Weekly	Volunteers
Church Cleaning, Annual	Willing Hands
Funeral Lunch	

## Miscellaneous Skills

**Description:** There are a variety of opportunities for parishioners to use their gifts in areas that are specific to their skills. Interested individuals will receive direction from parish and school staff in their respective field applicable to the project.

**Contact:** Business Manager    363-7505, ext 120    [sscholz@churchstjoseph.org](mailto:sscholz@churchstjoseph.org)

**Areas of opportunity:**

Carpentry	Graphic Design
Clerical	IT Assistance
Collating	Meal Preparation
Communications	Photography
Copying	Plumbing
Data Entry	Snow removal
Electrical	Webpage
Gardening	Writing
General Maintenance	Yard work

