

# St. Kateri Tekakwitha Parish Ministries



**Our goal, in keeping with the Diocesan Charter for the protection of children, young people, elderly and vulnerable, is to have everyone involved in ministry be background-checked and VIRTUS trained.**

## ADMINISTRATION & FINANCE

**Finance and Administration Council:** Empowered to serve the community in all our fiduciary responsibilities. This Council meets every other month.

**Budget Oversight:** This entails bimonthly meetings to ensure that our expenses are in line with our income and our priorities are reflected in our stewardship.

**Investments:** This group manages and decides investments in keeping with our values.

**Administration:** Our needs include clerical assistance on a regular basis, one morning or afternoon each week, to allow our receptionist to process our weekly bulletin. Duties would include filing, shredding, answering the phone and other simple tasks.

**Buildings and Grounds:** This group manages the state of the buildings maintenance needs and plans for preventive maintenance, focuses on the grounds and emerging needs in carpentry, plumbing/electrical so that everyone feels welcomed in a beautiful atmosphere.

**Collection Counters:** When we share our treasure, committed people need to make sure that it is dealt with care and confidentiality. Teams of 4 count the weekend collection on Sunday mornings after the 10 AM mass on Union Street and Monday morning after the 9 AM Mass on Rosa Road.

**Garden Ministry:** A beautiful physical plant invites all of us to enter into the blessings of our church building at both locations. These teams of people plant and maintain the gardens around the churches, parish centers, office building and rectory.

**Parish Historian:** We want to preserve and carry forward our story in pictures. We need people who will take what has been and shape it into a pictorial representation of who we are becoming.

**Coffee Hour:** This is an evangelizing ministry that sets up and serves coffee and donuts after our Sunday Mass times.

**Knights of Columbus:** A fraternal organization for Catholic men 18 years and older. This worldwide organization is formed on the principles of Charity, Unity, Fraternity and Patriotism and serves to support our priests and parishes while building bonds between our members. The Knights support the St. Kateri Parish & Albany Diocese through charitable activities and volunteerism. Our different activities include running the annual St. Patrick's Day and Oktoberfest dinners, Balltown Road clean up, blood drives, local free throw and soccer challenges for our youth.

**Parish Activity Ministry:** Just as it is essential to gather after Masses, so too, it is important to have other events where we can come together as a parish family and invite others to attend. Events such as: the Parish Picnic and Lenten Bread & Soup Suppers. Game-oriented events are: CYO Basketball Coaches & Assistants, Adult Men's Basketball, Adult Volleyball and Bridge Club.

## PASTORAL CARE AND ADULT FAITH

**Pastoral Care and Adult Faith Council:** This council meets about 3-4 times a year and its mission is "to serve all. We pray with, grieve for, form faith and extend the loving spirit of our parish community to all."

**Scripture Group:** Gathers to pray and reflect on the coming Sunday readings and what they mean to us. Meets weekly Tuesdays at 3:30pm or Thursdays at 2pm.

**Faith and Play Group:** Meets Thursdays at 9:30am. This is a time for toddlers to play and adults to converse, share faith and pray.

**RCIA (Rite of Christian Initiation for Adults) Team:** Welcomes new members into the Catholic Church. We meet twice monthly Sept – June. We share faith, discuss scripture and explore Catholic doctrine. Past team members say it enriches their faith too!

**Bereavement Ministry:** Join us in helping families to plan funeral liturgies, greeting at funerals, sending cards and planning events for those grieving, for the Memories Group (widows & widowers) and All Souls' Day.

**Mercy Ministry:** This ministry responds to the needs of the community for transportation, making occasional meals, and offering companionship.

**Visitation Ministers:** Communion by commissioned Eucharistic Ministers and Visitation Ministers to Catholics in facilities, Ellis Hospital and to those who are homebound. Training provided.

**Facility Mass Aide/Communion Service Leader:** Serve as reader and Eucharistic Minister for the priest during Mass in the nursing homes (training provided) and lead Communion Services on Sundays when priest is unavailable. Masses are offered once a month as follows: 1<sup>st</sup> Tuesday 10:00am at Brookdale East; 2<sup>nd</sup> Tuesday 9:00am Brookdale; 2<sup>nd</sup> Tuesday 9:45am at Heritage Home; 3<sup>rd</sup> Tuesday 10:00am at The Terrace @The Eddy & 10:30am at Ingersoll Place.

**Prayer Shawl Ministry:** Shawls have brought comfort, relief and the blessings of prayer to the sick, the mourning and anyone of whom it is asked. We need knitters and those who crochet, as well as people to help us distribute the shawls.

**Senior Group:** Members meet monthly on the 2<sup>nd</sup> Wednesday of the month for faith, fellowship and fun!

**Stamping Group:** Meets weekly on Mondays to make greeting cards for periodic mailings to nursing home & homebound parishioners. Instruction is provided.

**Caregiver Support Group:** If your loved one has issues with memory loss or any form of dementia, you are welcome to come and feel nurtured by others who share in the same concerns. Meets the last Wednesday morning each month. This is supported by the Alzheimer's Association. God will be with us in this endeavor.

**Healing Together Support Group:** is for people experiencing grief. Whether your grief experience began recently or not, this is an uplifting, relaxed meeting for those wanting to listen or be listened to. Meets 2<sup>nd</sup> Monday each month at 1pm.

**Support Group for Survivors of a Loved One's Suicide:** Have you lost a loved one, friend or colleague to suicide? Come, find solace with us. We meet 1<sup>st</sup> & 3<sup>rd</sup> Monday each month, 6:30pm.

**Contemplation Group:** A monthly spiritual practice on the first Wednesday each month at 9am. We sit in silence with the Lord.

**Spiritual Direction:** Would you like a spiritual companion to share with in a safe, confidential space? Whether you are going through a transition of some kind or just want to find where God is in your life, a **listening ear** is available. Generally meets every 4 – 6 weeks individually.

## CHRISTIAN SERVICE

**Schenectady Inter-Faith Community (Monthly):** Gathering with others from different faith traditions enriches us and others as well. A parish delegate(s) is needed to attend meetings.

**The Giving Tree** offers our community an opportunity to give gifts to adults and children in our partner agencies for Christmas. The team collects and sorts gifts for the agencies to pick up.

**Bethesda House** is a local interfaith community agency serving guests for a 3 pm meal each day and sandwiches on Mondays. Depending upon the number of volunteers, the commitment will be 8-10 sandwiches approximately once a month.

**City Mission Meals:** Volunteers sign up with the mission to serve according their own schedules. There is also a list of adult volunteers who are willing to serve with Youth Ministry.

**Home Furnishings:** Teams of 3-5 pick up & deliver good used furniture in Schenectady County. Each team serves four times per year.

**Salvation Army Soup Kitchen** - Teams provide lunch to the hungry of our community at the Salvation Army facilities one Monday a month and one Wednesday a month from 9:30 AM-1:30 PM. Home bakers are needed to provide cookies, brownies and cupcakes.

**Habitat for Humanity:** A leader is needed to set up work days, liaison with the Habitat Affiliate staff and communicate the opportunities to the community.

**Schenectady Inner City Ministry Parish Delegate (SICM):** Our parish is represented on the first Wednesday of each month in the evening by a Parish Delegate(s).

**SICM Food Pantry:** Our community generously donates canned goods and non-perishables for the SICM Food Pantry at 839 Albany St. Volunteers also are needed to transport weekly food collections on Mondays between the hours of 9:00 AM-11:00 AM.

**Sister Parish Committee:** Members meet monthly to pray for our sister parish, the Church of San Agustin in Mexico, and to plan ways to promote understanding and appreciation of their customs and nurture a mutually beneficial relationship between our two faith communities.

**Social Justice Ministry:** Committee meets monthly to increase understanding and awareness of the Church's teaching on Social Justice and to act and participate in the broader arena. Members are encouraged to share talents, interests (education, advocacy, communications, public policy, respect life, etc).

**Family Promise:** Volunteers dedicated to helping local homeless families get off the streets and into permanent housing. Our parish in partnership with other Capital Area churches and congregations will house the families for one week and spans four times a year.

## FAITH FORMATION

**Faith Formation Council:** As the leadership group for our efforts in faith formation, this group meets four times a year to support, initiate and empower all faith formation ministries in our focus to share the Good News of Jesus with all whom we meet. This Council will also oversee the Catechetical programs.

**Sacramental Preparation Team:** Team members meet 2-3 times a year to plan retreats and sacramental celebrations. Team members assist with First Communion, First Reconciliation and Confirmation.

**Catechist (K-5) and Youth Ministers (6-12):** Share your faith with the children and youth of our parish. We ask for a one year commitment. Professional training is provided for Catechists' certification. Substitutes and Aides are needed & volunteers for special projects.

**Safety Monitors:** Adults monitor building during classes/sessions and assist in crisis response.

**Confirmation Team:** Team members participate in formal preparation of 10<sup>th</sup> graders to receive the Sacrament of Confirmation which includes leading small groups in the monthly formation session (10 sessions – 1.5hrs each); participate in retreats, Confirmation Conversations and service.

**SKY:** This collaborative team of youth and adults plans activities, retreats, service opportunities; sends representative to the Pastoral Council and members to all standing committees of the parish.

**Children's Catechumenate:** Welcomes children and youth 7-14 to the Sacraments, a team approach is ideal but individuals are encouraged to serve.

**Children's Liturgy:** Everyone is valued at our liturgies. We give our children a special look at the readings perfectly sized for them so that they can grow in love with Jesus. We need leaders (adults and high school students) to lead our children twice a month to experience the liturgy of the word in a way best suited for them.

## PRAYER AND WORSHIP

**Prayer and Worship Council:** Meets 2-3 times a year to enhance liturgy at our parish.

**Altar Care:** With respect toward God and with pride in our appearance, we offer the ministry of altar care. Responsibilities include dusting and cleaning the sanctuary and the Blessed Sacrament chapels, washing and ironing altar linens and general cleaning around the Church. Duties once/week. Needs and duties vary between worship sites.

**Altar Servers:** What a blessing to see our young people serving at God's altar. And a blessing for our young people to reverently serve God at the holiest of times. Boys and girls in fourth grade and up. Training will be provided.

**Art and Environment:** We enhance the experience of liturgy, especially during our holiest times of the year, by providing our community an environment that speaks of the glory of God. Volunteers are needed to help decorate for the liturgical seasons.

**Music Ministry:** Music is an integral and vital part of our worship. Please consider joining one of our choirs, serving as cantor, or adding your instrument to our music ministry. As we serve God together in song, we lift our hearts and voices to God as we sing, pray and enjoy fellowship together.

- Adult Choirs (high school and up) sing mostly at the 10:00AM Mass at Union Street and at the 11:30AM Mass at Rosa Road. No audition required, and new members always welcome!
- Instrumentalists are welcome at both locations for various liturgies. Please contact one of our music ministers.
- Children's Choir (grades 1 and up) meets weekly and sings in both churches at rotating Mass times.
- Cantor: Be a leader of prayer with blessed song and lead our congregation in the music for the liturgy. Interested people need to read music. Please see either music minister to audition. Training will be provided.

**Eucharistic Minister:** As Jesus fed his beloved apostles with his body and his blood, so our Eucharistic Ministers invited to help form the body of Christ by distributing the most precious sacrament at mass and to those who are homebound, sick or incapacitated. Training will be provided.

**Liturgy Coordinator:** The minister to the ministers, this indispensable role ensures that all roles are filled before mass begins and the altar and gifts are prepared. Training will be provided. Responsible for preparing and setting up the necessary items for the weekend and holyday liturgies. Insures that all ministers are present and have signed in and ready to serve at a given liturgy.

**Prayer Circle:** As a parish family, we lean on each other for support. And there is nothing as personal, touching and effective as praying for one another. Please join this ministry and pledge to pray daily at home for those with a special prayer request.

**Prayer of the Faithful Team:** The General Intercessions are the community's cry for justice and peace. They properly belong to the faithful to voice the needs of our Church, country, neighborhood and world. This ministry, with supportive materials made available, allows the minister to write the Sunday Prayer of the Faithful on a rotating basis.

**Reader:** God's Word is always present to God's people. Not merely a recitation of old words, it is alive, especially when proclaimed at mass. To share this word is to feed the people God's Word as Eucharistic Ministers feed us with God's food. Training will be provided.

**Rosary Society:** The most popular long form of prayer in the world is shared by members of this group that recites the rosary daily at home and once a week at both Church sites. What a beautiful gift to our parish to serve as a deep well of prayer and peace.

**Usher and Greeter:** This critical ministry of hospitality is literally the front door of evangelization. People, especially on a first visit, like to know they are wanted and welcomed into a friendly environment. It has been said that mass goers make up their mind about a community in the first five minutes. Please be a part of letting everyone know they are welcomed at the table of the Lord. Training will be provided. Welcome and seat people at the weekend and Holy day Liturgies; also take up the collection.

**Pre-Cana Sponsor Couple:** Mentor engaged couples who are preparing to celebrate the Sacrament of Matrimony.

**Seamstresses and Embroiderers:** Making Baptismal stoles for the infants and young children as a Parish gift who have been baptized. Sewing experience required, and training provided.

## **SAINT KATERI TEKAKWITHA PARISH SCHOOL**

**Literacy Mentor:** once a week read with a student

**Math Mentor:** once a week help reinforce math skills with a student

**Kindergarten Center Helper:** help in the classroom

**Office Helper:** answer phones from 11:30 to 12:30

**School Board Member:** Monthly Meetings

**Fundraising Helper:** Assist Fundraising Coordinator with ideas

**Event Volunteer:** Participate in evening events once a year

**Gala Committee Member:** Work for a few months preparing for the yearly Gala in February.