

St. Martin Parish Stewardship Opportunities

Stewardship is an integral part of Catholic life. As members of the Catholic faith community, we are asked to give back to God as God has given to us, through sharing our gifts of time talent and financial support with our parish, our school, and our community. Listed below are the major areas seeking volunteers for service to our parish, along with a brief description of the duties. We ask that you prayerfully consider in which areas you may be called to share your time and talents. We welcome volunteers to sign up at any time throughout the year, but especially during our annual stewardship appeal.

PARISH COUNCIL

The Parish Council consists of 12 members who provide leadership and serve as an advisory body to the pastor. Mindful of the spiritual and routine needs of the parish, Council members routinely prioritize identified parish needs and set goals, objectives and policies to meet those needs. Elected members are responsible for attending monthly Council meetings and actively participating in the Council activities. Most members will also be assigned to a Commission and will also be responsible for attending those meetings.

Number of members: 12 elected members, plus the pastor, deacon(s), pastoral minister, school principal and School Board President.

Length of term: Three years

Meetings: 2nd Tuesday of every month at 7 p.m. Members may also be chosen to represent the Council at Commission meetings which are scheduled during the odd numbered months.

FINANCE COUNCIL

The Finance Council assists with the functional aspects of the administration of the parish and long-range planning. This includes developing and monitoring the parish budget.

Members are appointed by the pastor.

Meetings: 2nd Tuesday of every month at 6 p.m.

Money Depositors

These are volunteers who take the offertory collection to the bank after each Mass.

Number of volunteers: 1-2 for each Mass

Length of term: As long as interested in volunteering. You will be placed on the list of available volunteers and scheduled for one month at a time.

St. Martin Education Foundation Board

The St. Martin Education Foundation is an independent group responsible for oversight of the Foundation assets which are dedicated to providing financial assistance to supplement parish support of St. Martin School.

Number of members: 6 members

Length of term: Two years

Meetings: Quarterly (no specific day)

Maintenance Committee

The Maintenance Committee provides skilled labor in various areas such as HVAC, plumbing, electrical, landscaping, etc. Generous donations of time and skill provide a valuable and cost-saving service to the parish.

Number of volunteers: Unlimited

Length of term: As long as you are willing and able. The maintenance chairperson keeps a list of available tradesmen and calls upon various parishioners depending upon the type of work needed.

Picnic Committee

The Picnic Committee organizes and supervises the annual parish picnic, held every year on the second Sunday of July. Members of the committee include the Chair, Vice-Chair, Secretary, and Treasurer, although many others are called upon to offer leadership in various areas.

Number of volunteers: Unlimited

Length of term: Generally, the Vice-chair becomes the chair in the following year and acts as an advisor the year after chairing the picnic. Other committee members serve as long as they are willing.

Cemetery Committee

The Cemetery Committee oversees cemetery operations consisting of charting the burial plots, meeting with parties interested in obtaining a burial plot and ensuring the proper upkeep of our parish cemeteries.

WORSHIP AND SPIRITUAL LIFE COMMISSION

The Worship and Spiritual Life Commission works to foster the spiritual life of the parish, especially growth in faith worship and religious commitment. Members of the commission are persons interested in developing a fuller participation in the areas of spiritual growth, worship, music and liturgical environment.

Members: Volunteers and 2 Parish Council members, plus the pastor, deacon(s), and pastoral minister.

Meetings: 3rd Tuesday of odd numbered months.

Lector

Lectors proclaim God's word during parish liturgies. Volunteers should have clear, strong voices and be able to speak comfortably in front of the congregation. Your name will be placed on a list for your preferred liturgy time(s) and assigned based on that list. Frequency of service varies based upon the total number of available lectors.

Server

Servers assist the celebrant during parish liturgies. **Any person who has celebrated their First Holy Eucharist is eligible to become a server. The deacons hold periodic training sessions for school and PSR students to teach volunteers the responsibilities and duties of servers.** Your name will be placed on a list for your preferred liturgy time(s) and assigned based on that list.

Director of Worship

The Director of Worship introduces the liturgy, announces the Mass intention and offers the petitions. Volunteers should have clear, strong voices and be able to speak comfortably in front of the congregation. The Director of Worship will find volunteer(s) to take up the gifts and announce who the Mass intention is for. Your name will be placed on a list for your preferred liturgy time(s) and assigned based on that list.

Sacristan

Sacristans assist the pastor and deacons in preparing for Mass, and in returning books, and altar vessels to their appropriate location after Mass. Training provided by the pastor or deacons. Your name will be placed on a list for your preferred liturgy time(s) and assigned based on that list.

Minister of Hospitality

Ministers of Hospitality are quite often the first contact someone has with our parish family at the liturgies and various other gatherings. Volunteers should be comfortable greeting and welcoming all those attending St. Martin's functions. Ministers greet people at the door, help seat them, gather the collection and distribute bulletins. Your name will be placed on a list for your preferred liturgy time(s) and assigned based on that list.

Extraordinary Minister of the Eucharist

Assist with distribution of Holy Communion at Masses. Eucharistic Ministers should be persons whose virtuous lifestyle is self-evident. Eucharistic Ministers are encouraged to volunteer to bring Communion to Catholics in the hospital or who are homebound or in assisted-living facility.

Music Ministers

Music ministers enhance the liturgical celebration by leading the music as a singer and/or as a musician. Volunteer musicians should be proficient in playing their instrument and comfortable working with singers of various skill levels. Singers should have a clear voice, be able to follow music and be willing to lead the congregation in song. Volunteer singers are also welcome for the Easter and Christmas choirs. Participating as a music minister requires practice to prepare for the various liturgies or special events. Musicians generally have the responsibility for scheduling practice times.

Youth Group (members and leaders)

Youth are a vital part of our parish family. Any student from **8th grade through high school** is welcome to join the Youth Group. **Adult leaders are also needed.** The group meets at least monthly for faith sharing and periodically for social activities.

Vocation Committee

The Vocation Committee includes the pastor, deacons, pastoral minister and its lay members. Volunteers work to provide information and guidance for those who may be interested in a priestly or religious vocation. The group also works with parish youth to give information and encouragement for considering a priestly or religious vocation.

Prayer Line Member

The purpose of the prayer line is to support families and individuals in times of need. When someone has a special need for prayers (sickness, death, etc.), the prayer line leader is contacted and the prayer line is activated immediately. Parishioners may join the prayer line by calling **the rectory office. Prayer line members are placed on a calling/email list and are responsible for calling/emailing one or more other members of the prayer line with each new prayer request.**

Bible Study/Faith Sharing Group

Bible study and faith sharing is one way to deepen your faith, through continuous learning about Scripture and discussing your faith with others. A group of adults meets regularly on a set weekday evening at church. More groups could be formed if enough interest is shown.

SOCIAL CONCERNS COMMISSION

The Social Concerns Commission assists with the needs of the community. Members of the commission should be knowledgeable in community organization, empathetic toward human problems and sensitive to issues of social justice. The commission oversees and coordinates both service and civic action in the parish. It coordinates efforts to care for the needy and to take action and organize efforts on their behalf.

Members: Volunteers and 2 Parish Council members, plus the pastor, deacon(s), and pastoral minister.

Meetings: As determined by the committee.

50+ Club

Anyone from the community over the age of 50 is invited to gather for social, educational, and spiritual activities. Members elect officers who guide the club. Meetings begin with a carry in lunch followed by an activity such as bingo. You do not have to be Catholic to be a member.

Meetings: First Monday of the month at 1:00 during the school year and 12:00 when school is not in session.

Dues: As determined by group.

Girl Scouts/Boy Scouts

Scouting organizations teach members important life lessons on how to be participating citizens and leaders through a variety of activities and educational opportunities. Youth from **kindergarten through age 18 are eligible for membership in the Scouts. Informational and sign-up meetings are generally held near the beginning of each school year.**

Knights of Columbus

The Knights of Columbus is a men's Catholic, fraternal, family, service organization based on the principles of charity, unity and fraternity. The St. Martin's Council is active and generously supports St. Martin Parish and various other charitable causes, such as the Samaritan Center, the annual Roses for Life activities and the annual collection for the mentally handicapped.

Members: Men over the age 18 are eligible to join

Meetings: 2nd Thursday of each month, beginning at 6:45 p.m.

Knights of Columbus - Ladies Auxiliary

The Knights of Columbus-Ladies Auxiliary is an opportunity for wives, mothers, daughters, granddaughters and widows of Knights of Columbus members to gather for social and charitable activities. The St. Martin's Ladies Auxiliary actively and generously supports St. Martin Parish and various other charitable causes such as the Relay for Life.

Picnic Quilt Association

The Picnic Quilt Association was organized to make or obtain quilts for the annual parish picnic. Quilts are made and/or donated by members of the parish. Members should have an interest in quilting and in soliciting assistance with providing quilts for the picnic.

Quilting Circle

The quilting circle meets every week at church to create quilts. Some of the quilts are used for the parish picnic. In addition to quilting, members share friendship and social time during their weekly quilting sessions.

Meetings: To be determined by circle.

Samaritan Center

The Samaritan Center is an interfaith, cooperative effort between various churches in the Jefferson City area. The goal of the Center is to respond to the needs of the poor by providing food and utility assistance. As a parish, St. Martin's provides financial assistance through a second collection taken up on the first Sunday of each month. The parish also provides food baskets for the needy during the holiday season and has other special collections depending upon the needs of the Center. Numerous parishioners volunteer time to the Center. Anyone interested in volunteering should contact the Samaritan Center directly.

Funeral Area Coordinators/Help with Funeral Dinners

St. Martin Parish has a tradition of helping provide dinners for family and guests after all funerals, if the family chooses. Volunteers prepare, set up, serve and clean-up for funeral dinners. Parishioners are divided into several areas and those areas take turns providing the food (except for meat and cheese) for the funeral dinners. The Funeral Area Coordinators are responsible for calling families in their assigned areas to ask for food donations for the meal. Volunteers would need to be able to make the various phone calls necessary to have enough food available for the meal.

Phone or Visit the Homebound

Although some parishioners may be homebound, they are still very much a part of the St. Martin Parish family. It is important that we maintain a connection with these friends and fellow parishioners. Volunteers should be willing to visit with the homebound through periodic phone calls and/or to make contact through a personal visit (depending upon the homebound person and the volunteer's preferences). The pastor or pastoral minister will provide callers with the names and other pertinent information on the homebound parishioner.

CHRISTIAN EDUCATION

School Board

The School Board is an advisory body that assists in preparing general policies, budget plans, programs, and procedures for the school. General supervision is exercised by the School Board and instruction is carried out by its educational personnel.

Number of members: 9 elected members along with ex-officio members including the pastor, school principal, a Parish Council representative and a Home & School representative.

Length of term: Three years for elected members

Meetings: 1st Tuesday of the month.

Home and School Association

The Home and School Association was created to promote a clearer understanding of the mutual educational responsibilities of parents and teachers, to encourage greater communication between home and school, and to provide opportunities for education updates and for the presentation of student accomplishments. This association also sponsors fundraising projects such as Lenten fish fries, SCRIP sales and the Valentine's Day Bazaar to help support the school. All families are encouraged to take an active role in the Home and School Association. Officers are elected in the annual parish elections.

Substitute Teachers (School)

Qualified substitute teachers are a valuable asset for the parish school. Having a list of qualified substitutes will assist the principal in ensuring the smooth operations of the school when regular faculty members must be absent during the school year.

Substitute Teachers (PSR)

The Parish School of Religion (PSR) is an opportunity for students in grades 1-8 who do not attend a Catholic school to participate in a religion program. The program is staffed by volunteers who receive specialized training and is in conformity with the diocesan policy. The pastoral minister recruits and trains the regular PSR teachers; however, substitutes are needed in case the regular teachers are unable to attend. The PSR classes are held almost every Wednesday evening during the school year.

School Helpers

Volunteers are welcome to assist teachers with various classroom duties and also to help school administration with various clerical tasks. Volunteers of various skill sets and interests are welcome to offer your services throughout the school year.

Athletic Committee

The Athletic Committee is responsible for overseeing all youth sports programs in the parish. Members work with scheduling of games and practices, securing game officials and handling any behavior issues which may arise throughout the season. Volunteers should be interested in providing an atmosphere of healthy competition and Christian attitudes for all sporting events.

Other

Each individual has special gifts and talents and it would be nearly impossible to list all of the ways those could be used in our parish. If you have an interest in a particular activity or function of the parish, please do not hesitate to contact the pastor or other parish leadership to offer your assistance. Our parish has excelled throughout the years because of those who were willing to give of their time and talents through the various formal and informal opportunities present in parish life.