

Parish Ministry Opportunities



Receiving God's Gifts Gratefully

**ST. MARY PARISH
FOURTH & PINE STREETS
DEKALB, IL 60115
(815) 758-5432**

www.stmarydekalb.org

By Baptism we are called to active participation in the Church Community. Through ministry we grow spiritually and attain a sense of belonging. We are fortunate people who have the benefit of membership in a parish filled with love, caring, and generosity. Each person's unique talents are the framework for our Parish family. Please share your time and talent with others.

The information on the following pages is a categorical listing of ministry opportunities and can be used as a supplement to the Time and Talent Survey form.

If you wish to form a new ministry, one that is not listed, please contact the Parish Office!



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WORSHIP

Includes those ministries directly related to the liturgy.

LITURGY

Liturgy Commission

Our parishioners are able to participate in spirit-filled liturgies because members of this commission work behind the scenes to review and select appropriate liturgical materials to be used for worship services. Members are selected for a three-year term. Time commitment includes a two-hour monthly meeting with some additional time needed during special celebration preparations. Active parishioners with basic knowledge of the liturgy are welcomed.

LITURGY PLANNING AND ENVIRONMENT

Members of this ministry assist in the planning and execution of themes and decorations for liturgical feasts and events. This group offers a friendly, informal environment with a flexible commitment. Meetings are monthly with additional decorating events for feast days, Christmas, and Holy Week.

EXTRAORDINARY MINISTER OF HOLY COMMUNION

As a commissioned Minister in the Rockford Diocese, these individuals assist the celebrant in the distribution of the Eucharist during Mass. Pre-commission instructions and a training session are provided. Term is for three years with ministerial duties for a specified Mass on two consecutive weekends every 6-8 weeks.

EUCCHARISTIC EXPOSITION AND ADORATION

Each Wednesday between 7:30 AM and 7:00 PM, individuals are invited to spend time in quiet prayer before the Blessed Sacrament to honor Jesus in His True Presence and grow in Spirituality. Volunteers sign up for the same one-hour time period each week. Reliability and commitment to be present at your scheduled time is a necessity for this ministry.

LECTOR

Our faith is proclaimed through the reading of the Scriptures at Mass. A lector reads the first and/or second readings plus the Responsorial Psalm when not sung by the cantor. The Lector also reads the Prayers of the Faithful. Persons who have a talent for reading the Word faithfully is needed. Training is provided. The commitment is for two Sundays every 6-8 weeks.

PRAYER WRITERS

The prayer writers prepare the Prayers of the Faithful used at Sunday liturgies and feast days. Guidelines are provided. Preparation includes reviewing the Sunday readings and then writing six prayers for each week. Commitment is for the Sundays and feast days of one month in the year.

GREETERS

Extending a cheerful welcome to all who attend Mass is an important part of community and evangelization. Big smiles are a requirement for this ministry. Families are encouraged to participate. Commitment is for 30 minutes prior to a designated Mass, two or three times per year. Guidelines will be provided.

USHERS

Ushers serve as hospitality ministers at each Mass. They assist in greeting and seating the assembly, guide the communion reception, collect and guide the presentation of the gifts of the faithful, assist in other tasks that keep the Mass flowing smoothly. Commitment is for one Mass per Sunday as assigned.

SMALL LINENS LAUNDRY ASSISTANTS

If you can wash and fold the altar linens once a week for one month you should consider participating in this ministry. Instructions for correct handling and laundering will be provided.

WEEKLY/ANNUAL CHURCH CLEANING

Light cleaning chores are done weekly and volunteers are asked to give one hour of service weekly for one month. Also an annual Church cleaning project day needs a coordinator/planner.

MUSIC

TRADITIONAL CHOIR

This choir leads the singing at the 9:30 AM Mass and enhances the liturgy with its special music. Rehearsals are Thursday evenings 7:00-9:00 PM. The group is open to men and women ages 14-80+. Commitment for rehearsals and Mass is from September to Pentecost. This choir specializes in traditional repertoire.

CONTEMPORARY ENSEMBLE

This music group leads the singing at the 11:00 AM Sunday Mass and enhances the liturgy with special music. Vocalists and persons having talent on a particular

instrument – guitar, flute, oboe, clarinet, or trumpet should consider a music ministry as their way of participating in this Church activity. The ability to read vocal music and sight sing is helpful, but not necessary. Time commitment usually consists of 1 ½ hour weekly rehearsals on Thursday nights (6:00 to 7:30 PM) and participating in choir at the 11:00 AM Mass during months from August through June. Anyone over the age of 12 with some ability to match pitch and the desire to participate is welcome.

CANTORS

Cantors lead the singing and proclaim Scripture by singing the Responsorial Psalm. Volunteers are assigned two Sundays during a Liturgical Season. Training is provided. Special rehearsals are arranged with the choirs or privately with the organist. Talent in facilitating others' prayer as well as a pleasing voice is necessary.

CHILDREN

ALTAR SERVER MINISTRY

Altar Servers play a most important part in the Church liturgy. They enable the congregation to better celebrate Mass and other sacraments in a spirit of prayer. Boys and girls in at least the 4th grade, with enough maturity to follow directions and act reverently, are eligible. Time commitment involves serving at least one weekend Mass per month. Initial and ongoing training is provided.

CHILDREN'S CHOIR

Children in grades 2-8 are invited to sing, once a month, at the 11:00 ARE Sunday Mass. Rehearsals are Thursday afternoons from 4:00-5:00 PM. Commitment is for weekly rehearsals and monthly Mass, September through May.

LEADERSHIP

Includes those ministries dedicated to keep the parish going spiritually, physically and financially.

BUILDING AND GROUNDS COMMISSION

Members of this committee review and discuss needs of the parish grounds and buildings. Individuals with construction, plumbing, electrical, or any type of building and grounds maintenance expertise are preferred for this advisory group. Meetings are held on the first Tuesday of each month at 5:30 PM.

CEMETERY COMMISSION

Parish members with some ground maintenance experience review and discuss needs of the cemetery pertaining to maintenance, beautification, operating costs, regulations

of internments, foundations, and grave purchases. Term is three years with meetings held monthly on the Third Tuesday of each month March-October at 7:00 PM.

FINANCE COUNCIL

This leadership group regularly reviews the parish financial statements and provides advice to the pastor on setting parish budgets and recommendations on other relevant financial matters. Meetings are held quarterly.

PASTORAL COUNCIL

This leadership group assists the pastor with practical advice in pastoral matters. Members need to be registered parishioners who are committed to working in a team environment. Term is for three years.

STEWARDSHIP/EVANGELIZATION COMMISSION

The focus of this group is to develop stewardship as a spiritual response to our baptismal call. It is living out Christ's instruction to "love one another as I have loved you". This group is responsible for educating parishioners about sharing time, talent, treasure and assets. Members are also involved in both the diocesan and parish financial appeals.

COMMUNITY

Includes those ministries dedicated to the betterment of both the parish and the local community.

Habitat for Humanity

Habitat for Humanity of DeKalb County (HFHDC) unifies God's people to provide decent, affordable housing for families in need. Funds are provided solely on donations from outside individuals and organizations. For information about HFHDC see their website at www.hfhdcillinois.org.

Respect Life Committee

The Respect Life Committee is committed to staying on top of sound Catholic Doctrine as well as promoting the Culture of Life. They assist mothers in need by providing money to the local pregnancy care center through a baby bottle money collection from the parish community. They pray for others during the monthly Respect Life Mass throughout the diocese, as well as a monthly Respect Life Rosary on the 3rd Wednesday of every month before the 5:30 PM Mass in the chapel. The committee also continues to educate the community through helpful facts and contact information through the bulletin. Any and all ideas are always welcome. Please contact Katie Decker or Bud Trapp for more information.

ST. VINCENT DE PAUL SOCIETY

The Society of St. Vincent de Paul is a Catholic lay organization that helps the poor and those with temporary needs. It is not a social service agency. The Society is a person-to-person Christian ministry that sees the face of Christ in the faces of those who are suffering. Within St. Mary Parish, the Society oversees such ministries as the food pantry, holiday food and gift baskets, clothing drives, Hope Haven meal preparation, and one-time financial support of those in need. Volunteers in the Society choose an area of interest and devote their time toward that effort.

Ecumenical Association

The purpose of this group is to further the witness and spirit of community in the DeKalb area. The group provides leadership and promotes ecumenical gatherings and service projects such as worship services, choral programs, youth retreats, assistance for the needy, etc. At this time the association includes St. Mary Catholic Church, First Lutheran Church and First United Methodist Church. They meet six times a year.

EDUCATION

Includes those ministries dedicated to the expansion of knowledge of the faith through formal instruction, faith sharing & personal experiences.

HIGH SCHOOL YOUTH MINISTRY

PEER MINISTRY COUNCIL

The peer Ministry Team is a group of students who have applied to become leaders/mentors to fellow youth within the parish community. Once the peer ministry team is chosen and formed they make decisions about the activities that the youth ministry will provide throughout the year. They plan and lead various activities such as Kairos, Steubenville Youth Conference, 24 Hour Food Fast for Catholic Relief Services, Camp Wow, and many more. They also mentor middle school students by participating in JH Youth Ministry activities such as the JH Rally and JH Overnight at St. Peter's in Geneva, IL. At these two events, they work with fellow high school students around the diocese to provide faith filled activities and talks specifically targeted towards our middle schoolers. Aside from this, they have a commitment to prayer, providing friendship and service to the faith community around them. If you or someone you know is interested in taking on a leadership role with our youth group, please contact Katie Decker or one of our peer team members.

EVENT CHAPERONE

Adults are needed to attend and monitor teen special events on an as-needed basis. Events might consist of social, service, or funding types of activities and usually last only 2-4 hours.

CONFIRMATION SPONSOR

Adults who are faith-filled and willing to share that faith with a teen Confirmation Candidate are urged to consider this ministry work. Involvement includes meeting monthly with your candidate and attending four preparation sessions on Saturdays (one per month) and a rehearsal one week prior to the conferring of the sacrament.

KAIROS RETREAT TEAM

Kairos is a retreat program founded in Christian incarnational theology and the spirituality of St. Ignatius Loyola (1491-1556). During this retreat, students are invited to explore the roles of spirituality, religion, and God in their lives. Youth who have attended a Kairos retreat and adults are needed to help implement and participate in this yearly retreat. Duties include presentations, set-up, clean-up, and small group facilitator. The retreat is held off-site over four days. This is a highly spiritual retreat that impacts team members as much as the candidates. Individuals are also needed to manage specific activities at the Parish during the time of the retreat.

PRAYER SUPPORT

Please be involved as part of the prayer base of Youth Ministry. Assistance is needed as a prayer sponsor for Confirmation candidates and other youth in need, developing a prayer calendar, prayer cards, etc.

SMALL GROUP FACILITATOR

A person that is faith filled, relates well with teens, and enjoys an active discussion should consider this ministry. Sessions are Sunday evenings, 7-8:30 PM for 24 weeks. The facilitator will be responsible for monitoring the discussion of a small group (10-12) of teens concerning the topic presented in large group.

SUBSTITUTE FACILITATOR

If you would like to share your faith with our Parish teens, but are unable to do so on a regular basis, you might consider the role of substitute facilitator. You would function as the small group leader if the group's facilitator cannot attend a particular session.

ADULT EDUCATION & FORMATION

BIBLE STUDY FACILITATOR

Anyone interested in leading a small group that would study the Bible more closely should consider this ministry. These groups meet once a week for 6-8 weeks in a session. Materials for the study include a booklet, study guide, and video to help provide a total overview of the subject.

BIBLE STUDY PARTICIPANTS

Anyone desiring a deeper understanding of the Scriptures is urged to participate in the study of the Bible at the Ministry Center. Weekly sessions for the duration of the particular study are held over a 6-8 week period. The study follows a guide and video and a booklet is provided. Day and evening classes are offered.

RETREATS FOR MEN

A one-day retreat is held each fall and spring. This is a great opportunity to spend the day with the Lord and slow down from your hectic pace. Pre-registration is needed to determine number of participants.

RETREATS FOR WOMEN

If you need a day off to slow down and be with the Lord, you should consider one or both of these one-day retreats, held in the fall and spring. Pre-retreat registration is needed to determine number of participants.

Women at the Well

Receive insight from inspirational speaking, share thoughts and faith, gain support and encouragement from other women of all ages and spiritual growth. Meets 4 times a year in the Ministry Center gym with a light dinner, followed by an inspiring program.

Men's Group

St. Mary Church invites all brothers in Christ to a special group for the Catholic man. Come share your faith and experiences through friendship, prayer, and fraternity.

WELCOMING NEW MEMBERS TO THE CHURCH

SACRAMENTAL PREPARATION FOR BAPTISM

All materials and training needed to help prepare parents for the Baptism of their infant are provided for those interested in this ministry. Meetings are usually held on the first Saturday of each month at 10:30 AM.

SACRAMENTAL PREPARATION FOR MARRIAGE

This is an ideal ministry for couples who would like to help engaged couples prepare for marriage. Couples will assist the priests in discussing an engaged couple's inventory. Training is available and ministry couples may work with couples in their homes. This program is a great outreach to young couples!

RCIA/RCIC FACILITATOR FOR BREAKING OPEN THE WORD

Practicing, confirmed Catholics with basic understanding of Sacred Scripture are urged to participate in this ministry to share your Faith by taking candidates from the dismissal after the homily at the 9:30 AM or 6:00 PM Sunday Mass to the Ministry Center and discuss with them the meaning of the Sunday Gospel. Time commitment is 1-3 times per year.

RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)

SNACK PROVIDER

This is an opportunity to participate in Parish activities with minimal time commitment – just provide a snack for either one weekly session or a Saturday retreat for those individuals participating in the Parish RCIA program.

SPONSOR

Journey with a candidate through the RCIA process to offer support and help nurture their faith. All fully initiated, practicing Catholics who are prayerful, faith filled, and good listeners who are willing to share the Catholic faith with others are welcome to participate in this program.

TEAM MEMBERS

Team members work with the director to facilitate the RCIA sessions, share faith, and help introduce candidates to the Church, the Gospel, and Church teachings. Meetings are usually Thursday evenings or Sunday mornings and a minimum of 2-3 years commitment is preferable.

RITE OF CHRISTIAN INITIATION OF CHILDREN (RCIC)

RCIC SPONSOR/PEER COMPANION

You can participate with a child in a journey of faith through the RCIC process. All practicing Catholics who are prayerful, faith filled, good listeners, and are eager to share the Catholic Faith with our youth are invited to participate in this ministry.

Team Members

Team members work with the director to facilitate the RCIC sessions, share faith, and help introduce candidates to the Church, the Gospel, and Church teachings. Meetings are held on Thursday evenings from 6:30 – 8:00 PM in the Ministry Center.

ST. MARY SCHOOL

SCHOOL COMMITTEE

This advisory committee provides leadership, guidance, and practical implementation in the field of Catholic education, both religious and secular, through St. Mary School. Those St. Mary parishioners and parents with an interest in sound Catholic education are selected through the discernment process. Meetings are monthly. The term for this committee is three years.

HOME AND SCHOOL ASSOCIATION

The purpose of this ministry is to assist the School Committee in carrying out the help needed for fundraisers and special events for students and faculty. Volunteers are needed as officers and committee persons to help in planning

SPORTS BOOSTERS

Members of this group provide encouragement and expand opportunities for the students participating in St. Mary School athletic sports programs. They also give guidance to the athletic program by sponsoring tournaments and defraying athletic related expenses through various fundraisers.

MARKETING COMMITTEE

This group acts as the communication link between St. Mary School, the Parish and the community, with the goals of recruiting new students and generating interest in and support for the school. Anyone with an interest in Catholic education is encouraged to participate.

MARKET DAY PROGRAM

This group coordinates the sale of food products to raise funds for the Home and School Committee. Market Day is held on one Saturday each month.

AUCTION DINNER DANCE (SPRING GALA)

This annual event is held each spring and is a major fundraising effort for St. Mary School. The evening includes a silent auction and a live auction, dinner, and dancing. Members of the DeKalb and St. Mary Parish communities come together to support Catholic education at this exciting gala evening. Volunteers are needed in several committees to successfully stage this event. If you have good organizational skills, work well with others, and would enjoy putting together this type of event, this ministry is for you.

SEPTEMBER FEST

This annual event, held Friday-Sunday during a September weekend, is a major fundraising effort for St. Mary School and an exciting parish-wide activity. The festival is open to the public and draws many people, including parishioners, to the carnival, sound stage, craft show, ethnic and American food booths, and much more. Many volunteers are needed, in several committees, to coordinate this event. If you have good organizational skills, work well with others, and would enjoy putting together this type of event, this ministry is for you.

RELIGIOUS EDUCATION (K-8)

CATECHIST AIDES

This ministry offers a good opportunity for those considering a position as catechist. Classroom aides are volunteers who assist the teacher and help with students' weekly classes, guiding lessons, art activities, songs, and prayers. Classes are held on Wednesday evenings and Sunday mornings. Commitment is from September through May.

CATECHIST/TEACHER

Catechist/Teachers are adults who guide groups of students through textbook lessons, art activities, songs, and prayers. Classes are held from September through May. A teacher's manual, as well as other books, is used as teaching materials. Volunteers attend an orientation and meetings throughout the year to discuss the program. Each volunteer has the opportunity to grow in faith through catechist certification classes and retreats.

OFFICE AIDE

Help is always needed to answer phones, check attendance, and call families whose children are absent from class. Time required is about one and one half hours a week during RE class times on either Wednesdays or Sundays.

RETREAT FACILITATORS

Once a year this ministry requires help in facilitating a retreat for the RE students. You will participate in a day filled with games, songs, art activities, prayer, and fun! Retreats are held for grades 3 & 4, 5 & 6, and 7 & 8 of the RE program.

SUBSTITUTE CATECHIST

This ministry offers an opportunity for those who would like to help out with teaching but not on a regular schedule. Your name would be added to the listing of possible substitutes and you would be called if the regular teacher is not able to teach on a particular day.

SERVICE

Includes ministries dedicated to the parishioners and community members.

BAPTISM HOSTS AND HOSTESSES

These men and women assist the priest or deacon in preparing the church for the baptism just prior to the family's arrival and also greet the family when they arrive. They assist in answering questions the family may have and escort them to their designated seats. They assist as needed during the ceremony. This ministry provides a unique opportunity to share intimately in the joy of a family at the time of their child's baptism.

FUNERAL LUNCH PREPARATION

This group prepares and serves meals for funeral luncheons for parishioners. Workers can help with shopping, ordering supplies, food preparation, clean-up, or telephone calling.

GROUNDS MAINTENANCE

Help is needed to keep the Church, School, and Cemetery campuses presentable. Weeding, mulching, and general shrub and flower care are some of the tasks for those garden lovers who are searching for a personal ministry.

LENTEN SOUP, SPEAKER, AND STATIONS – MAKE SOUP

Every Friday during Lent, we could use your help to make a meatless soup or provide bread for the soup supper that is part of the evening.

LENTEN SOUP, SPEAKER, AND STATIONS – SPEAKER

Do you have a faith journey story you would like to share. Let us know. You could be a featured speaker at this popular Lenten event held every Friday during the season.

MARY & MARTHA GUILD

They care for the sacred vessels and sacred space by washing linens, cleaning and polishing vessels, furniture and caring for altar flowers. They meet every other month and hold special work sessions for projects. Each individual determines the level at which they are willing to work.

MINISTRY OF CARE

This ministry brings the Blessed Sacrament to those who cannot be present for liturgy. Participants must be practicing Catholics and commissioned by the Diocese as Ministers of Care. Term is for three years. Training is provided. Weekly commitment is about two hours.

MINISTRY OF ENCOURAGEMENT

This is a special ministry for those who would like to write notes of appreciation or congratulation to members of the Parish to mark special events such as initial reception of sacraments. This ministry is ideal for homebound parishioners and anyone else who enjoys writing. The Parish will supply names, occasions, and materials.

MONEY COUNTERS

Parish members gather for about two hours each Monday morning to tally the weekend donations. Substitute volunteers are also needed. With enough volunteers, a rotating schedule can be developed.

NEW MEMBER WELCOMING COMMITTEE

This vital group welcomes families and individuals who have recently joined our Parish community by providing an orientation session on the third Sunday of each month. Follow-up contact and scheduling of house blessings is also done. Other activities include an annual new member Mass and potluck dinner as well as displaying new member photographs in the church bulletin on an ongoing basis.

OFFICE MAILING ASSISTANTS

Help is needed periodically for mass mailings of approximately 1500 pieces. Time commitment is 2-3 hours per mailing and responsibilities include inserting information into envelopes, affixing labels, and organizing mail by zip code.

PARISH BULLETIN STUFFERS

Members of the Parish who can meet in the Parish Office for about an hour whenever inserts are needed in the weekly bulletin are invited to participate in this fun, and needed, activity.

Parish Office Help

These volunteers perform basic office duties as needed such as sign out keys, record Mass Intention sales, and file sacramental papers for several hours daily or weekly as arranged. This ministry is ideal for stay-at-home moms and other adults who have time to give during the day. This is a great way to get to know what makes the Parish "tick".

ANCILLARY GROUPS

These are national groups in which our parish is represented by a local chapter.

Catholic Daughters of the Americas

Founded by the Knights of Columbus in 1903, Catholic Daughters is the largest organization of Catholic Women in the world dedicated to strengthening their spiritual life through Christ and His Church. CDA thrives to embrace the principle of faith, working through love in the promotion of justice, equality and the advancement of human rights and dignity for all. You are invited to join the monthly meeting on the 1st Tuesday of the month in the Ministry Center Cafeteria at 7:00 PM. Your skills, gifts, and talents will find a place in Catholic Daughters.

EUCCHARISTIC APOSTLES OF DIVINE MERCY

This group meets September through May on once a week in members' homes. After prayers of thanksgiving, weekly lessons include a reading from St. Faustina's Diary, *Divine Mercy in My Soul*, and The Catechism of the Catholic Church, Sacred Scripture, and at times, encyclicals. At the close of the lesson, prayers of petition and the Chaplet of Divine Mercy are recited. Their Mission is to proclaim the truth of the Real Presence of Jesus in the Most Holy Eucharist, promote Perpetual Adoration, bring the message of mercy to a hurting world, pray the Divine Mercy Chaplet for the dying, for vocations to the priesthood and end abortions, study our Catholic Faith through Sacred Scripture, the Catechism and Diary of Blessed Faustina and perform Spiritual and Corporal works of Mercy.

Knights of Columbus

The Knights of Columbus is the largest Catholic lay organization in the world, with more than 1.75 million men and 14,000 councils nationwide. The Knights of Columbus was founded in 1882 and the organization's basic principles are Charity, Unity, Fraternity, and Patriotism. The Knights of Columbus is open to all "practical Catholic" men aged 18 or older. For more information about the Knights of Columbus, please consult the official website at www.kofc.org.

*May you find the peace of the Lord
in all that you do!*

WHO TO CONTACT:

St. Mary School:

Patricia Weis - (815) 756-7905

Music:

Paula Vasko – (815) 758-5432 ext. 222

Religious Ed. and Adult Ed. & Formation:

Denise Maulding – (815) 758-8504 ext. 223

Youth Ministry:

Katie Decker – (815) 758-8504 ext. 227

Rite of Christian Initiation:

Fr. Ken Anderson – (815) 758-5432

Ministry of Care

Parish Office – (815) 758-5432

Director of Stewardship & Development

Deacon Greg Urban – (815) 758-5432 ext. 211