

St. Regis Parish Ministry Booklet

** Most ministries may come in contact with youth under the age of 18 and volunteers must complete Virtus training and state required volunteer clearances.*

LEADERSHIP

Pastoral Council

The primary responsibility of the Parish Pastoral Council is pastoral planning. This process envisions, addresses and evaluates the needs and goals of the parish community in light of Church teaching and the mission of both the local and the larger Church. Parishioners who serve on the Pastoral Council must be those who have received a call to the ministry of leadership. These are individuals who are capable of reflection, discernment, visioning, consensus-reaching and pastoral planning. Members of the council should be called forth from the community by a discernment process rather than by election.

Finance Council

The Finance Council is a consultative body that collaborates with the pastor to assist him to carry out the varied administrative responsibilities effectively. They assist the pastor and the pastoral council with a financial plan that supports the parish's pastoral plans and provides for the future needs of the faith community. They support and review the annual budget process. This plan should include areas such as adequate reserves, facility management, endowments and planned giving. The pastor appoints members of the council.

WORSHIP

Weekend Mass

Altar Servers (Youth)

Boys and girls in the third grade and higher who have received First Eucharist serve at weekend and holyday Masses. The servers are placed on a seasonal schedule. Training sessions are provided.

Extraordinary Eucharistic Ministers

The minister, who must be at least 18, is commissioned to distribute communion at the weekend liturgies. He/She should possess a great love for the Eucharist. A Preferred Mass Schedule is compiled seasonally. Training is provided.

Greeters

Outgoing and friendly individuals or families are invited to participate in this Ministry of Hospitality. Greeters welcome with a smile parishioners and guests at our weekend liturgies. They assist people when needed – open doors and give directions concerning the church facilities.

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Lectors

The lector proclaims the first and second reading at the weekend liturgies and holydays. It is necessary for the lector to study the scripture readings prior to the liturgy to which they are assigned. He/she also reads the prayers of the faithful as well as the opening announcements prior to the start of Mass. Good speaking skills and a desire to make God's Word come alive to the congregation are necessary. Training is provided.

Ushers

These ministers are responsible for seating late-comers and passing the collection baskets. They also distribute the bulletins at the end of Mass. They are an essential part of the Ministry of Hospitality.

Pre-Mass Coordinators

All parents of altar servers are given the opportunity to coordinate all of the servers in their duties before Mass. There are simple written procedures available in the ministers' sacristy.

Weekday Mass

Weekday Altar Servers

Adult men and women set up the sanctuary for worship and serve at the weekday morning Masses. Training is provided.

Weekday Extraordinary Eucharistic Ministers

The minister, who must be at least 18, is commissioned to distribute communion at liturgies. Each minister distributes communion at an assigned or preferred weekday Mass.

Weekday Lectors

The lector proclaims the first reading and the psalm of the day. He/she is assigned to a preferred day of the week, usually rotating with another parishioner.

Music

Cantors

The cantor leads the congregation in songs of praise, psalms and responses. It is necessary that the cantor practice and prepare the required pieces prior to the liturgy. Some vocal talent is a must! Voice and procedure training is provided.

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Voice and Chime Ensemble

Boys and girls must be in the third grade or higher. They lead the assembly in song the last Sunday of the month and on some holydays. Practice takes place on Wednesdays from 4:00-5:00 p.m. during the school year.

Chorale for Teens

The teens sing once a month at a weekend liturgy. Practices take place most Sunday mornings after the 9:30 a.m. Mass until 12 noon during the school year.

Hand Bells

This choir enhances the liturgies and services at the church. Ability to follow notes on a score, and agility with hand and eye coordination are recommended. An hour and a half practice takes place once a week, on Wednesdays from 7:00 to 8:30 p.m., excluding summer months.

Instrumentalists

This includes: organ, piano, flute, strings, guitar, brass and percussion. All are used to lead the congregation in worship through hymns, psalms and liturgical pieces. Instrumentalists need to have a basic understanding of the liturgy.

Funeral

Funeral Adult Altar Servers

Two adults are called by phone to serve at a parishioner's funeral three or four times a year. The Funeral liturgy is usually celebrated in the morning. Training and written instructions are provided.

Funeral Extraordinary Eucharistic Ministers

This individual distributes Holy Communion at funeral liturgies.

Funeral Lectors

The lector reads the first and second reading at a funeral. He/she may also read the prayers of the faithful. Good speaking skills are necessary. Training is provided.

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Wake Service

The wake is intended to be the principal rite in the time between death and the funeral liturgy. This service is of a communal nature, especially since many people are unable to attend the funeral Mass. Following a ritual at the funeral home, the minister leads those present in the prayers after death. The service takes about 20 minutes. It is recommended that the minister spend some additional time in conversation with the family members.

Rite of Committal

The conclusion to the funeral journey is the Committal. A trained funeral minister recites the prayers at the cemetery, thus supporting the mourners in the final stop of the journey by this proclamation of faith.

Other Worship

Lay Presiders

The minister leads people in prayer at various liturgical services. Training is provided.

Arts and Environment

Adults plan for and decorate the Church for different liturgical seasons. Knowledge of flowers and greenery would be helpful, but not necessary.

Wedding Coordinators

A team of two volunteers sets up the church for the wedding rehearsal and for the day of the wedding. The team goes through the wedding ceremony with the couple and the wedding party at rehearsal and then coordinates the group on the day of the wedding.

FAITH FORMATION

Adult Chaperone

A few times a year adults are needed to help chaperone youth and teens. Anyone can participate in this ministry, even if you do not have children of your own. Most events occur on-site at St. Regis; however, sometimes the events are off-site.

Catechists/Aides

Catechists

Instruct children of kindergarten through grade five in their faith on Monday nights from September through April by using discussion, activities, videos, faith sharing, stories, etc. Training and class materials are available for the catechist.

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Catechist Aides

This adult assists the catechist in carrying out classroom activities on Monday nights.

Middle Youth Catechists

The adult leader empowers youngsters in grades 6-8 to live as contributing members of the church, the community and as a family member. Using prepared materials promotes personal and spiritual growth, along with service projects and catechesis.

Middle Youth Aides

The volunteer assists the Middle Youth Catechist during activities and projects.

Children's Liturgy of the Word

Children's Liturgy of the Word Leaders

The adult leads the children in prayer and reflects on the readings in child appropriate language. She/he also encourages the children to call forth their own intentions. Taking part fulfills your Sunday Mass obligation since you are hearing the readings and participating in prayer as you do in the main assembly.

Children's Liturgy of the Word Cantors

As a musician you will play the piano and/or sing as the children participate in the Liturgy of the Word at the 9:30 a.m. Sunday Mass. Taking part fulfills your Sunday Mass obligation since you are hearing the readings and participating in prayer as you do in the main assembly. Ability to lead children in singing a psalm and a gospel acclamation (with or without accompaniment) is a necessary talent.

Children's Liturgy of the Word Readers

This minister proclaims the first reading and the Intercessions to the children. The readings are proclaimed on a child's level. Taking part fulfills your Sunday Mass obligation since you are hearing the readings and participating in prayer as you do in the main assembly. Training is provided.

Marriage Preparation

Marriage Sponsor Couple

The leaders follow the engaged encounter book and its exercises. The discussions lead to a trust level that allows for open and honest questions between the engaged couple and the sponsor couple. Usually meet in sponsor couple's home for 4-5 sessions. Diocesan training is available.

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RCIA

RCIA Catechists

This adult leads the discussion on the Sunday readings with the candidate/catechumen. This occurs during a weekend Mass after the candidates are dismissed from the congregation.

Vacation Bible School

Vacation Bible School Leaders

Class time includes the reading of a Bible story, discussion and completing an activity related to the story. VBS occurs a few days or one week in the mornings in the month of June. No formal teaching skills are needed. Materials are provided for the catechist.

Vacation Bible School Craft Helpers

The volunteer uses the provided program to organize and prepare the craft area for the crafts.

Vacation Bible School Music Helpers

Youth in grades 5 and older. Vocal talent is needed to lead the small groups of children in song, dancing, game playing and storytelling. Music background is helpful.

Vacation Bible School Snack Aides

The adult sets up, distributes and cleans up the snack area in the mornings during the event.

MINISTRY OF CARE

Home Visitors

The individual contacts shut-ins to offer help with errands or transportation. Just a visit once in a while goes a long way to keep a homebound person connected with the parish.

Nursing Home Visitors/Extraordinary Eucharistic Ministers

This group makes personal visits to our parishioners living permanently or temporarily in area nursing homes. Usually the visit lasts fifteen minutes to a half hour.

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Greeting Card Ministry

This involves sending cards to the homebound parishioners and those in Nursing Homes on their birthdays and during the special holidays. A few kind words or a pretty card makes them feel a needed part of our faith community.

SERVICE/OUTREACH

Baking

Teams of bakers are called upon two or three times a year to provide goodies (cookies, cakes, breads, candies, etc.) for one of our social events.

Birthday Events

Monthly birthdays are celebrated the last Tuesday of the month after the 8:00 a.m. Mass. Several volunteers provide and set up the goodies in Gillen Hall.

Church Cleaning

Participants spend several hours to give a general cleaning of the church a week before Easter.

Clerical

Women and men assemble various materials for mailings to our parishioners. They can be called on to answer the office phone when the secretary is unavailable.

Evangelization Committee

Many members of our parish have gone through the Christlife program. Through their journey in faith, they have been led to evangelism. This committee meets once a month to discuss different modes of spreading the faith. You do not have to attend Christlife in order to be on this committee, just have an open heart and willingness to share the faith.

Food Bank Collections

Some adults collect donations on Food Bank Sunday at the church entrances. Others assist the Food Bank Director in the distribution of food to the recipients once a month at the Food Bank Center.

Garden Club

Volunteers enhance the appearance of the parish grounds by planting, weeding, mulching or watering.

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Giving Tree Project (Adult and Children's Trees)

Adults to assist with the Advent special project of contacting agencies, assembling the Advent Giving Trees and tags, and collecting the gifts for the various non-profit groups who support the homeless, the poor, those living in shelters, victims of domestic violence, etc.

Good Samaritans

Individuals assist members of the parish who may have special needs or who have short term situations that require help from the outside of their household, such as: snow removal, transportation to an appointment, odd jobs, etc.

Mary & Martha

Women host funeral luncheons in Seton Place. The food is catered by a local restaurant and needs to be set out as a buffet. Women are called by phone and rotated, serving two to three times a year.

Meals for Moms

Women cook and deliver meals to families with new babies. Even if you can only make a salad, you're hired! Usually you're called on several times a year to make a dish for the family.

Parish Picnic

Volunteers help lead the parish picnic each year. Volunteers are needed to help set-up, clean-up, host games for youth, serve food, etc. The picnic is held once a year over the summer; however, planning begins many months before.

Red Cross

Volunteers host the blood drive by their hospitality and provide assistance to the donors after they've given blood. The blood drive occurs twice a year between 1:00 and 6:00 p.m. Nurses can be a big help at this time, along with the other volunteers.

Sister Parish

We have a parish partnership with Valle Dorado in Mexico. This committee does a few fundraisers to provide monies to the Sister Parish for church construction and to support their Food Program.

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Welcoming Families

Registered families extend a personal welcome to new families that are just joining the parish. An initial phone call is made for introduction purposes and can be followed up by a meeting at a parish event.

ORGANIZATIONS/GROUPS

Knights of Columbus

This fraternal organization meets on the 4th Wednesday of each month. This group has the goal of uniting Catholic laymen for religious and civic activities.

Life of Joy

A weekly prayer and praise gathering that meets in the Chapel on Tuesday evenings. Their prayer consists of intercessory prayers, music, scripture and personal sharing.

Men's Group

Join with other men once every three months at a local establishment for fellowship and faith building.

Sleeping Bag Project

Women meet either Monday afternoon or evening to sew sleeping bags for the homeless in McKeesport. Blankets and bedspreads are sewn together and delivered to Intersection, which is operated by the Mercy Sisters. Minimal sewing skills needed.

Women's Faith Sharing Group

Women of the parish have the opportunity to meet once a month to reflect on a selected topic as they grow in their relationship with God and their sisters in Christ. Each 60 minute session will guide women to a deeper understanding of their life's vocation through prayer, personal reflection and faith-sharing.

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