



**Worship Ministry Questions? Contact the Co-Director of Music/Liturgy (Sarah Woeste) 251-8115 x116**

**Eucharistic Minister** Assist the presider with the distribution of communion. Ministers should always show the greatest reverence for the Eucharist by their demeanor and in the manner in which they handle the consecrated bread or wine.

**Captain (Sacristan)** Adults who assist in the preparation and setup of vessels, gifts (bread, wine and water) and altar before and after liturgies. Ministers communion to the assembly.

**Altar Servers** Adults and students (4<sup>th</sup> grade and older) who assist the priest before, during and after Mass. Servers need to be fully engaged in the liturgy (singing, responses, actions), and be able to anticipate what is coming next. They must know the order of Mass. A good server is reverent and responsible and does not attract attention to him/herself.

**Lector** The main job of the lector is to proclaim the Good News of the Scripture to the assembly, to let people truly hear the Word that is to shape their lives. People who regularly read the Scriptures for their personal prayer often make good lectors.

**Children's Liturgy of the Word** Adults and teens are needed as leaders, assistants and musicians. They should have a good presence, confidence and fun attitude to lead the children in prayer. An outline of the liturgy and materials are provided.

**Ushers** Provide dignified order to the liturgy by welcoming all, collecting the offering, taking care of special needs, and distributing the bulletins.

**Ushers Captain** Coordinates the usher team. Checks in with the Priest or Liturgist for special instructions.

**Greeters** Extend a welcome to all those attending weekend liturgies. Greeters must have a gift for hospitality and feel comfortable welcoming and talking with newcomers. This ministry is open to families, couples, singles and youth.

**Audio/Visual Control Panel Operator** (Contact Beth Plumski) Families, couples, singles and youth (7<sup>th</sup> grade and older) who enjoy working with computers and who know the order of liturgy may be suited for this ministry. The A/V Operators manage the sound and video panel during liturgies. This entails working with PowerPoint and video cameras to display music, baptisms and other liturgical actions on the large screens in church.

**Flag Wavers** Add festivity to Christmas, Easter, the Feast of the Sacred Heart, Christ the King and other liturgies throughout the year. Training is provided before the liturgy. 4<sup>th</sup> Grade and older.

**Eucharistic Adoration** Pray during Eucharistic Adoration on the first Friday of each month.

**Lay Presiders** Qualities that make a good presider include grace in movement and gesture, a voice for prayer, knowledge of the flow of liturgy and participation with the assembly. At Sacred Heart, lay presiders lead Word & Communion services. They also have the opportunity to preside for Liturgy of the Hours (Vespers) and wake services throughout the year.

**Sign Language Interpreters** Provide sign language for people who are deaf and hearing impaired.

**Art & Environment** Assist in the planning and/or implementation of church decorations for liturgical seasons. Help is especially appreciated for Christmas & Easter decorating.

**Sanctuary Care** Clean, dust and vacuum sanctuary and reconciliation room and other necessary tasks weekly to assist in keeping our church looking beautiful.

**Church Cleaning** Assist in deep cleaning the church by washing windows, pews, bathrooms, etc. (semi-annual)

**Linen Care** Wash towels and altar linens weekly on a rotating basis.

**Care of Flowers and Plants** Water and care for the flowers and plants in our church.

**Music Ministry Questions? Please contact the Director of Music & Liturgy (Beth Plumski) 251-8115 x122**  
(Unless otherwise noted)

**Cantor** Lead the assembly in song at weekend liturgies approximately once per month.

**Instrumentalist** Assist in music at liturgy.

**Mixed Choir** Rehearse Wednesday from 7:15 – 8:45 pm and sing 3 – 4 Sundays per month. 9<sup>th</sup> grade-adult.

**Praise Choir** (Contact Sarah Woeste) Rehearse Tuesday from 6:15–7:15pm and sing twice a month at 5pm Saturday liturgy.

**Choristers** For anyone in grade 3-8. Rehearse Wednesday from 4:30-5:30pm. Sings once a month at either a 5pm or 10am liturgy. Also sings for Christmas and Easter Masses.

**Bells of the Heart** Ring handbells for liturgies. Rehearse Wednesdays from 5:45-7:00 pm. Prior music experience and knowledge is required.

**Sacred Heart Ringers** (Contact Sarah Woeste) Ring handbells about seven times a year (not Christmas or Easter). Rehearse Tuesdays from 7:30-8:30pm. Prior music experience and knowledge is recommended.

**Resurrection (Funeral) Choir** Sing for funerals with rehearsal 30 minutes prior to funeral.

**Communications Questions? Contact the Parish Office at 251-8115 for the proper contact person.**

**Newsletter** Assist the parish staff in creating and producing a quarterly parish publication. Needed in this group are photographers, writers, layout designers, etc.

**Photographer** Photographers are needed for our Journey in Faith gatherings, social events, and other various parish happenings or liturgical seasons (Christmas, Easter, Pentecost, etc.). You use your own camera.

**Parish Website Assistance** Assist maintaining and updating the parish website.

**Computer Maintenance/Repair** Members of this work group help troubleshoot computer hardware and software issues.

**Telephone Calling for Special Events** Call parishioners to notify them of upcoming events.

**Video Recording** Video tape special events using the equipment at church.

**Graphic Artist/Public Relations** Help with the design of promotional materials and newsletter production and other tasks as needed.

**Administration & Special Trades Contact the Parish Office at 251-8115 for the proper contact person.**

**Money Counter** Count the collection on **Monday** mornings at 8:30. (Tuesdays mornings during summer)

**Office Helper** Provide parish office assistance with telephoning, mailings, bulletin stuffing, data entry & other projects.

**Maintenance of Parish Grounds/Shrines** Assist in lawn mowing, trimming, maintenance of paths and ponds and other outdoor tasks.

**Maintenance of Parish Gardens** Perform routine upkeep of the outdoor vegetable garden on the church grounds.

**Youth Ministry Questions? Contact the Youth Minister (Joe Kresky) 251-8115 x121**

**Youth Team** The Youth Ministry Committee assists in developing, supporting and evaluating the Youth Ministry program at Sacred Heart. This committee has the task of visioning for the future, and, in addition to regular meetings, will be reading, researching, and discussing documents that will frame our direction for years to come. Members of this committee may also be asked to support the Youth Ministry program in additional volunteer opportunities throughout the year and should share a passion for youth.

**Adult Team** The Youth Ministry Committee assists in developing, supporting and evaluating the Youth Ministry program at Sacred Heart. This committee has the task of visioning for the future, and, in addition to regular meetings, will be reading, researching, and discussing documents that will frame our direction for years to come. Members of this committee may also be asked to support the Youth Ministry program in additional volunteer opportunities throughout the year and should share a passion for youth.

**Youth Support** Assist the Youth Minister with various tasks, including set up, clean up, etc.

**Youth Chaperone** Adults are needed to chaperone youth events and trips. A completed background check is required.

**Youth Prayer Partner** Receive an assigned youth of our parish to pray for daily during the year.

**Outreach Ministry** Questions? Contact the Pastoral Minister (Greg Spofford) 251-8115 x126

**Eucharistic Minister to Homebound on Sundays**

Minister the Eucharist to these parishioners after the 8am liturgy approximately once a month. Must have own transportation.

- List 1 (Private Homes, Russell Arms)
- List 2 (Good Shepherd Apartments, Private Homes)
- List 3 (Shepherd Court and Oaks Apartments)
- List 4 (Brookdale Senior Homes, Private Homes)
- List 1, 2, 3, 4 Substitute
- Good Shepherd Nursing Home
- Good Shepherd Nursing Home Substitute

**Eucharistic Minister to Homebound on Weekdays**

- Eucharistic Minister one Thursday a month at 2pm Mass at Good Shepherd Nursing Home
- Eucharistic Minister one Friday a month at 9am Communion Service at Ridgeview Place

**Prayer Line** Pray individually at home for the special needs of our parish. Special intentions are provided to ministers during the year through phone contact.

**Sponsor Couple for Marriage Preparation** (Contact Joe Kresky) Married couples to work with engaged couples preparing for the sacrament of Marriage.

**Outreach to Hospitalized Parishioners** Visit patients one time per week. Appropriate training is provided.

**Outreach to Parishioners in Nursing Homes** Contact residents once a month. Appropriate training is provided.

**RN/LPN Blood Pressure Check Coordinator** Take blood pressures after weekend liturgies on the third weekend of the month.

**Meals on Wheels** Deliver food to the homebound one day per month.

**Food Shelf** Assist Catholic Charities, during the month of October, in the operation of the food shelf. 6 people are required for each shift.

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|-----------------------------------|--------------------------------------|
| Monday, 12:45 PM – 3:30 PM        | Wednesday Evening, 5:45 PM – 8:30 PM |
| Monday Evening, 3:30 PM – 6:00 PM | Friday, 8:45 AM – 12:30 PM           |
| Wednesday, 12:45 PM – 4:30 PM     |                                      |

**Bereavement Ministry:** Provide supportive follow up after a death, i.e. card, plant, home visit, etc.

**Widow/Widower Support Group** Meet monthly for fellowship, support and the performance of a service project such as making prayer blankets, winter caps and mittens, rosaries, etc.

**Transportation for elderly/disabled** Provide transportation for elderly and parishioners with disabilities to special church celebrations. (Must have reliable, personal transportation.)

**Visit Baptism Families** (*Contact Joan Krause*) Deliver an information packet to the homes of families with a recent baptism. (Must have personal transportation.)

**Jail Ministry** Minister once a month to those imprisoned.

**Card Ministry** Make cards that are used for special events (baptism, graduation, illness, etc.).

**Hospitality Ministry** Questions? Contact the Parish Office at 251-8115 for the proper contact person.

**Baking** Bake cookies and bars for weekend liturgies and parish events.

**Child Care** Teens and adults interested in babysitting and/or coordinating child care program.

- Coordinate Program
- Assist with child care during Faith Formation gatherings, liturgies and other parish events

**Funeral Luncheon Chairperson** (Parish Hostess) Coordinate food services at funeral luncheons. This position is shared with additional co-chairs.

**Funeral Luncheon Volunteer** Provide food service assistance at funeral luncheons.

**Funeral Luncheon Set Up/Clean Up** Provide custodial assistance with table and chair setup, cleanup and tear down.

**Hospitality After Mass** Serve refreshments and cleanup after weekend liturgies.

**Serving Food for Parish Events** Help set up, serve and cleanup for parish potlucks and other events.

**Attendant for Special Events** Be on hand to open the building, activate the heating/cooling system, lights, assist in the kitchen and answer questions as needed for special events at the church.

**Social Event Planning** (*Contact Heather Conklin*) Plan and carry out social events throughout the year.

**Faith Formation Ministry** Questions? Contact the Director of Faith Formation (Joan Krause) 251-8115 x118

**Catechist/Facilitator** Leads sessions for various age groups in exploring topics of faith. Opportunities exist for work with adults, teens, children, or parents and children together. Training and explicit directions are provided. Some preparation is required.

**Catechist for First Sacraments** Assist with retreats and learning sessions for families preparing to celebrate First Reconciliation and First Eucharist.

**Small Group Facilitator** Leads small groups of either adults or youth in discussion as directed by the presenter.

**Office Volunteer** Assist in preparing materials for learning activities and special projects.

**Hospitality Staff** Assist at faith formation gatherings by greeting and registering participants.

**Set Up/Clean Up Workers** Help before or after intergenerational gatherings to put out or collect materials and furnishings.

**Activities Assistant** Assists in preparing materials for learning activities and/or assists with projects during the JIF session.

**RCIA Team Member** The Rite of Christian Initiation for Adults is the process that assists interested individuals in becoming fully initiated into the Catholic Church. An RCIA Team is made up of parish members who assist in the goals of the program by helping the candidates respond to the voice of God utilizing specialized training and providing programs such as sponsorship, retreats, presentations, etc.

**Vacation Bible School Volunteer** Help with various activities during one week in August.

**Meal Coordinator** Plans meals for monthly intergenerational gatherings and contacts volunteers to prepare for and serve the meal. This may be a shared position.

**Meal Servers** Help set up, serve and clean up for the meal at the Sunday or Wednesday monthly gatherings. Adults, youth, and families are welcome.

**JIF Design Team** Assist with design and planning of the intergenerational preparation sessions. Resources are provided.

**Sponsor for Baptism/Confirmation** Serve as a witness and companion for those being baptized or confirmed in our parish. A list of those willing to serve in this capacity will be created and offered to those looking for a sponsor or mentor on their faith journey.

**Catholic Scripture Study Participants** This group meets three Wednesdays per month, September-May, from 9-11am at church to study Scripture.

**Special Ministries & Organizations** Contact the Parish Office at 251-8115 for the proper contact person.

**Festival Committee** The parish festival is held on the 4<sup>th</sup> Sunday of August each year. Every family in the parish is expected to help in some way. Chairpersons needed include: Booth Chairpersons, Festival Committee (3 year term working with co-chairs), and Raffle Co-Chairperson.

**St. Monica's Society** This organization is a service and spiritual group for all women of the parish.

**Women's Book Club** Meet monthly and discuss a pre-determined book.

**Women's Craft Group** Meet monthly to work on crafts.

**Mother's Book Study** Meet the first and third Thursday of the month year-round from 7-8:30pm. No childcare is provided.

**Sacred Heart Men's Club (Holy Name Society)** A service and spiritual group for all men of the parish.

**Boy Scouts** Prepare young people to make ethical and moral choices over their lifetimes.

**Non-Parish Affiliated Groups** Contact the Parish Office at 251-8115 for the proper contact person.

**Knights of Columbus Council # 11346** A family oriented service and spiritual group. Members work together to serve and support a number of parish and community events.

**Minnesota Citizens Concerned for Life (MCCL)** Members advocate for human life from conception until natural death. Members help keep the parish and community informed on life issues.

**Catholic United Financial** Members work together for a common purpose; Catholics serving Catholics. Association members help with church and school activities.

### **Parish Committees**

**Pastoral Council** Members of this council collaborate with the pastor in fulfilling the mission of the parish. Contact Pastor 251-8115 x112

**Finance Council** Members of this council serve as advisors to the Pastor and the Pastoral Council regarding parish finances. Contact Director of Communication & Finance (Dana Howard) 251-8115 x111

**Health & Wellness Committee** A program of health care ministry which encourages individual's physical, emotional, spiritual, and social well-being in the context of their relationship to God, family, and neighbor. This ministry strengthens the parish and enables the parishioners to focus on serving God by serving others. Contact Pastoral Minister (Greg Spofford) 251-8115 x126

**Discipleship Committee** This committee strives to help all recognize and acknowledge that all we have and all we are is gift from God. As disciples, we are called to be stewards and to work for peace and justice for all people. Meetings are held the first Tuesday of the month from 6:30-8pm. Contact Mission & Ministry Director (Heather Conklin) 251-8115 x129

**Faith Formation Committee** Members of this committee work to share the message of Christ's love through the witness of our lives and through developing, providing and evaluating faith formation opportunities for the parish. Contact Faith Formation Director 251-8115 x118

**Sister Parish Committee** This committee assists our parish community in deepening our relationship with Cristo Rey Parish in Maracay, Venezuela. Contact Pastor 251-8115 x112