

Ministry Guide 2019
PARISH OF THE IMMACULATE

WORSHIP/LITURGY

Liturgy / Spiritual Life Committee

Members meet monthly to discuss areas of worship dealing with Liturgy, and prayer opportunity. Art and Environment Team Members plan and design the liturgical art and environment for the church especially during the Advent/Christmas and Lent/Easter Seasons. Meetings called prior to special seasons.

MINISTRY AT MASS

Lectors Ministers provide effective delivery of the Word of God. Open to 10th grade and above. Training will be required for new lectors.

Eucharistic Ministers Ministers distribute the Body and Blood of Christ at Mass. Open to 10th grade and above. Training required for all ministers.

Altar Servers Ministers assist the priest during the weekend Eucharistic Liturgies. Open to boys and girls upon the completion of 3rd grade through High School. Must complete 3 training sessions to be scheduled.

Greeters Ministers help make parishioners and visitors feel welcome and at ease. Open to 9th grade and above. Training will be required for all ministers.

Gift Bearers Families/Individual present the gifts at weekend liturgies.

Vocation Holy Family Statue Each week a family/individual takes home the Vocation Statue and prays for vocations. Scheduled 1-2 times/year.

Liturgical Sacristan Prepare items to be used at the weekend Masses. Training required.

MUSIC MINISTRY

Cantor Individuals lead singing at various Masses throughout the year. Rehearsals Thursday at 5:45pm.

Adult Choir Open to anyone wishing to share their voice for weekend liturgies. No previous experience necessary. Rehearsals one Thursday per month at 6:30pm.

Youth Choir (7th-12th Grade) Ministers at Mass once per month throughout the year. Rehearsals Sunday mornings at 11 the week prior to singing.

Children's Choir (Grades 2-6) Ministers at Mass once per month throughout the year. Rehearsals Sunday mornings at 11 the week prior to singing.

Funeral Choir Open to anyone wishing to share their voice for funeral Masses. No previous experience necessary.

Instrumentalists Ministers who play an instrument are invited to assist with weekly Mass or special occasions.

Help with special service Ministers who help set up for special services such as Taize, Evening prayer, Communal Penance, etc. One does not have to be a musician/singer to help.

FAITH FORMATION

*** = Safe Environment Training required**

Faith Formation Committee Members are responsible for determining the goals and objectives to meet the educational needs of the entire parish community and for monitoring and evaluating the programs (not including the OCS system) designed to carry out these goals and objectives.

ADULTS

Bible Study Participant (Large Group) Participants are welcomed to join large group Bible Study. Several sessions a year from 6-12 weeks. Days vary.

Small Group participant Participants are welcomed to more intimate small faith sharing groups. Usually two sessions a year.

Adult Faith Formation Facilitator Minister facilitates the discussion at faith sharing groups (either Large Bible Study or Small Faith Sharing Group). DRE can/will organize the group.

RCIA Hospitality Ministers assist in organizing and serving refreshments when RCIA meets.

RCIA Tech Support Ministers assist in setting up audio-visual systems for RCIA gatherings.

YOUTH

*Youth Team Adult Ministers lead/facilitate youth sessions (1x/month) for either HS or MS.

*Help with Youth Events Adults volunteer to provide meals, chaperone and transport youth for events.

CHILDREN

*Catechist for Faith Formation Catechists teach the Catholic faith to students. Weekly for approx 30 weeks.

*Catechist Aide for Faith Formation Aide Ministers assist in teaching Catholic faith to students. Weekly for approx 30 weeks.

* Support Staff for Faith Formation Ministers assist with organization and traffic.

*VBS Staff Ministers assist with teaching or support for a week of Vacation Bible School in mid June.

*Children's Liturgy of the Word Coordinator Coordinator ensures there are adequate materials for Sunday morning, that staff is present, and assist where needed.

*Children's Liturgy of the Word Leader Leader prepares and facilitates the session for children PS-2nd grade on Sundays during the 10:00am Mass.

*Children's Liturgy of the Word Adult & Youth Assistants Adult/youth assist with CLW for children in PS-2nd Grade on Sundays during the 10:00am Mass. (Grades 6-12)

*RCIA Catechist for Children Catechist meets with RCIA candidates weekly to guide students about the teachings of the Catholic faith and prepare them for the sacraments of initiation.

PRE-MARRIAGE

Sponsor Couples Married couples meet in their own home with engaged couples preparing for marriage. Training is required.

HOSPITALITY

FOOD

Bereavement Dinners Ministers bring food for a bereavement meal offered to families after the funeral of a loved one.

Special Events Ministers provide food for receptions and special celebrations during the year such as Easter Vigil, special meetings, etc.

Meal Train Ministers provide meals for those recovering from surgery, a hospital stay or new baby.

Snack for RCIA When called upon, ministers bring a light snack to RCIA gatherings.

Dinner for Youth Ministers bring dishes for a meal on Sunday evening (6pm) for the Youth Gathering.

St. Benedict Meal Ministers assist monthly in preparing, delivering and serving an evening meal for the homeless shelter. (Approx once every 5 months)

WORK BEREAVEMENT MEALS

Ministers serve/work a bereavement meal which is offered to families after the funeral of a loved one. (rotating basis)

WORK SPECIAL EVENTS

Work Special Events Ministers work receptions for special events, Easter Vigil, Parish Mission, Guest Speakers

*Special Events Child Care Provider/ Assistants- Adult and Youth Ministers care for children during church sponsored events (day or evening). Safe Environment training required.

WELCOMING

Welcoming Committee Members plan programs & events to welcome new members at Immaculate.

STEWARDSHIP/OUTREACH

Stewardship Committee Members plan annual Time, Talent, Treasure drive and other programs to help parishioners become actively involved in the parish.

OCS Fundraising Reverse Raffle A committee to plan and/or work the annual Owensboro Catholic Schools assessment fundraiser. Funds generated go toward our parish Catholic school bill. In collaboration with the Men's Club.

FAMILY LIFE

Family Life Events Committee Members plan events for ALL families (single/children/empty nesters) of the parish to gather encouraging fellowship and spiritual bonding.

Plan and/or work Family Life Events Ministers carry out the Family Life Planning Committee's ideas/events such as Mardi Gras Celebration, Fall Festival, Couples' Event, Easter Baskets, Back to School Swim Party.

Feisty Fifty Ministers plan and coordinate meals, speakers, entertainment, games and other activities several times each year for those 50 years of age and older.

Men's Club A group of men who assist the pastor to promote and conduct activities for all ages for the benefit of the Parish: spiritual, social, financial, educational, athletic, and scouting programs.

SPIRITUAL

Prayer Link This ministry is a prayer network that links our parish family socially & spiritually. Members will be contacted to pray for those requesting prayer.

Bereavement Sympathy Cards Ministers assist individuals/families with support after the death of a loved one by sending sympathy cards from the parish.

Bereavement Visiting Funeral Home Ministers assist individuals/families with support after the death of a loved one by attending the wake or funeral service.

Eucharistic Ministry to the Homebound or Hospital Ministers share the Body of Christ with those who are not able to attend Church. Ministry specific training and background check required.

SOCIAL CONCERNS

Social Concerns Planning Committee Members call the parish community to a deeper understanding of the social mission of the Church and provide resources to consciously translate into effective action. The committee works for the common good in family, professional, social, cultural and political life.

Organizing Card of Care Ministers will sort, address and send cards to shut-ins at Christmas and Easter.

Organize Poinsettias Ministers will order and then get parishioners to help deliver poinsettias to shut-ins at Christmas.

*Society of St Vincent de Paul Ministers help those who are in need of assistance (food, rent, utilities, clothing, etc.) Ministry specific training and background check.

Habitat for Humanity Ministers assist in building low cost homes for needy families.

Haiti Mission Ministers coordinate and plan events to provide resources and support to St. Joseph Parish in Sources Chaudes, Haiti. Ministers also needed to carryout these plans.

Jail Ministry Individuals work with Daviess County Detention Center to bring the Good News to prisoners.

Immaculate supports these outside ministries. Please contact the organization directly at the number listed.

St Gerard Life Home Ministers assist women who have chosen life over abortion.

Contact 270-903-3744

St. Joseph Peace Mission Ministers assist in the care and welfare of children at the SJPM.

Contact- 270-683-9441

Birthright Ministers assist in the needs of expectant moms. Hours are from 9a-12p M-F

Contact- 270-683-1103

Right to Life Ministers assist with 40 Days for Life through prayer, fasting and/or public vigil.

Contact- 270-685-4922

COUNCILS/ADMINISTRATION

Parish Council Members gather to initiate, promote, undertake, and carry out needs of the Parish with the approval of the pastor. (Nominee)

Parish Finance Committee Members advise the pastor and the Parish Pastoral Council on financial matters. (Appointed)

Office Assistance Ministers fold and stuff parish mailings and help to staple items in the bulletins.