

MINISTRY OPPORTUNITIES

OUR LADY OF THE SNOWS PARISH & SCHOOL



STEWARDSHIP

A way of life

TIME + TALENT + TREASURE

Return to the Lord a portion of what he has given to you in gratitude and his blessings will continue to be bestowed upon you.

MINISTRY OPPORTUNITIES

LITURGICAL

Liturgical Commission: *This commission coordinates: Liturgy Planning, Training and Seasonal Decoration; Music Ministry; Parish Mission/Lenten Programs. The Liturgical Commission is a group of parishioners who assist the Priest to ensure the parish liturgies are celebrated in accordance with the principles of the Church. They facilitate ongoing formation, training, and education for the liturgical ministers and parishioners which participate in the ministries listed below.*

Liturgical Ministries:

Altar Servers/Acolyte: Serve at the Altar and assist the Priest and/or Deacon before, during, and after Mass. *Training and instruction will be provided. Youth must have received the Sacrament of First Holy Communion.*

Choir/Cantor: Adults and youth who possess clarity and beauty of voice to participate in the faithful's singing of hymns and responses whenever sacred action is to be celebrated with song. *Instruction and guidelines will be provided.*

Extraordinary Minister of Holy Communion: Distribute Holy Communion during Mass in an orderly manner; showing great reverence for the Sacred Body and Blood of our Lord by demeanor, attire, and the manner of handling the consecrated Holy Eucharist and Wine. *Training and instruction will be provided. Approval by Bishop required.*

Greeters: Individuals or Families. Arrive 15 minutes before Mass to welcome and assist parishioners and guests into Church.

Instrumentalists: Musicians with a firm musical foundation to accompany the singing of the faithful and truly contribute to their edification using organ, piano, guitar, or other approved instruments. *Instruction and guidelines will be provided.*

Lectors: Proclaim the first and second readings from Sacred Scripture which precede the Gospel. *Training and instruction will be provided.*

Liturgy Committee: Meets monthly to plan the Liturgical celebrations for the Parish.

Liturgical Environment/Church Decoration: Ensure a beautiful setting for our Eucharistic celebrations which appropriately reflects the liturgical season, including arranging flowers, hanging banners and other special décor and adornments. *Training and instruction will be provided.*

Mass Coordinator: Assist the Priest and/or Deacon prior to and during Mass.

Ushers: Assist parishioners and guests with finding seats and collect money, ballots, etc. by passing collection baskets. Perform duties as needed to assist with unlocking doors, turning off lights, etc. Distribute bulletins after Mass.

Vestment & Linen Care/Sacristan: Make sure that the vestments and linens are regularly laundered. Launder corporals, purificators, and towels used during Eucharistic celebrations. *Training and instruction will be provided.*

MINISTRY OPPORTUNITIES

PRAYER/OUTREACH

Prayer Ministry/Outreach Commission: This Commission provides Spiritual Ministry in helping others by seeking Gods graces through the following ministries.

Prayer/Outreach Ministries:

Holy Communion Minister to Homebound: Assist with the distribution of Holy Communion to the faithful who are unable to keep obligation. *Training and instruction will be provided.*

Rosary Leader before Weekend Mass: Lead the Rosary before each Saturday and Sunday Mass.

Eucharistic Adoration: Worship before the Blessed Sacrament for one hour on the first Friday of every month. Times are scheduled on an hourly basis beginning at 8 AM and ending at 12:00 midnight. A coordinator for Eucharistic Adoration posts the sign-up list and calls to fill open time slots.

Prayer Line (phone notification): Volunteer to be notified by phone calling tree of prayer requests and/or needs for parishioners and others; then spend time in prayer for those requests.

Prayer Line (text notification): Volunteer to be notified by a group text of prayer requests and/or needs for parishioners and others; then spend time in prayer for those requests. Please provide your cell phone number.

MINISTRY OPPORTUNITIES

SOCIAL CONCERNS

Social Concerns Commission: *This commission coordinates Social Services to the Community and is responsible for promoting and coordinating programs that provide opportunities for charitable works and social activities and health promotion within our parish.*

Social Concerns Ministries:

AA & Al-Anon: Provides for people with an addiction to alcohol to meet and support each other to overcome their addiction.

Food Pantry Donations: Deliver food and monetary donations to Eldon Food Pantry as needed.

Funeral Luncheon: Assist with preparation and serving of Funeral lunches.

Funeral Usher: Assist parishioners and guests with finding seats, unlocking doors, turning off lights, etc.

Giving Tree: Coordinate or assist with the Giving Tree activity which occurs during Advent in which the parish “adopts” a number of families for Christmas. The families’ needs are put on ornaments on a special tree and parishioners purchase the item and return it to Church. The items are organized and presented to the families.

Health and Wellness Committee: Members explore issues of faith and health in our parish setting and promote parishioner education on health care issues.

Knights of Columbus: An international organization with local councils that sponsor fundraising activities to support several charitable foundations. Knights meet monthly (first Thursday).

Life Group: Activities that raise awareness of the sanctity of life in all stages of life.

Outreach to Newcomers: Leadership is needed to launch a program for new parish members as well as inactive members. Volunteers will be needed to assist in developing and promoting a successful plan to prepare and distribute packets of information to new parishioners and help them become involved in parish activities.

Quilters: Make quilts as a fundraising activity for the parish.

Rides to Mass: Provide rides to weekend Masses for those unable to drive themselves.

Senior Activities: Fellowship, Lunch, & Social Activities for seniors of the parish and community. This group meets on Wednesdays at 11:00 am at the Knights of Columbus Hall for a carry-in lunch at noon (main course provided) and cards or games to follow.

Visiting Priest/Mission Guest Meals: Assist in providing meals for visiting priests during communal penance services during Advent and Lent and also for guests providing missions for the parish. Volunteers are needed to prepare part of the meal (meat, side, dessert) and/or organize and serve these dinners.

MINISTRY OPPORTUNITIES

EDUCATION

Education Commission: The Education Commission has the responsibility to develop, promote, and evaluate educational programs for all members of the parish in its efforts to move people beyond where they are to a deeper understanding and experience of faith and community. This Commission coordinates: Youth Ministry, Parish School of Religion (PSR), Confirmation, and Adult Religious Education (including RCIA).

For all PSR volunteer roles, VIRTUS Protecting God's Children training required (online or in-person). Other training and instruction provided.

Education Ministries:

PSR Coordinator: Prepare lessons, gather materials needed, and schedule teachers and helpers for the PSR program.

Confirmation/PSR/Sacramental Prep/Youth Ministry Catechist: Pass on the Catholic faith to the youth of our parish! This is a great experience for parents, retirees, or anyone who wishes to impact the lives of our young people. Time commitment is about two hours per week from September to April. Substitute teachers are available for weekends you might be out of town or cannot teach for some reason.

Confirmation/PSR/Sacramental Prep/Youth Ministry Assistant: Confirmed High School Students and Adults may serve as an assistant to allow you to interact with our young people while providing assistance to the catechist. A great service experience for confirmed teens who may want to teach in the future.

Confirmation/PSR/Sacramental Prep/Youth Ministry Substitutes: Act as a substitute for catechist, in the case of absence, due to sickness, travel or schedule conflict, and arranged in advance of date.

PSR meets on Sunday mornings and Youth Ministry & Confirmation meet on Wednesday nights.

Youth Ministry: Volunteer to work with Catholic Youth Organization and National Catholic Youth Conference.

OLOS School Athletic Association: Is in charge of athletic activities for the school children. Play Like a Champion Today is a university-based initiative focused on promoting a positive sports culture for all young people.

OLOS School Volunteer: Our parochial school has many volunteer opportunities, including teacher's aide, computer lab assistant, assist with music and art programs, read to children, special projects and more. Contact Principal Jake Akin.

Totus Tuus Summer Youth Program: One week during each summer, usually in mid-July. Youth program (grades 1-6) occurs Monday-Friday, from approximately 8am-2pm. Teen program occurs Sunday-Thursday, from approximately 7-9:30pm.

Adult and teen volunteers needed for the day program and adult chaperones for the evening program, as well as volunteers to provide dinner for the team each night.

RCIA/RCIC: (Rite of Christian Initiation for Adults/Children) For non-Catholics who want to learn more about our Catholic faith and possibly become members of our Church and for current Catholics wishing to strengthen their knowledge of the faith. Volunteers also are needed to sponsor confirmands.

RCIA Sponsor: Be a companion on the journey for those desiring to become Catholic. Must be confirmed and actively practicing the sacraments and your Catholic Faith by attending Mass.

MINISTRY OPPORTUNITIES

ADMINISTRATION and MAINTENANCE

This group of parish volunteers serves as advisors to the pastor. The councils are involved in planning to meet the needs of the parish with a vision for the future and a strong basis in stewardship.

Administration and Maintenance Ministries:

Building and Grounds Committee: Is chartered with assessing the condition of all Parish facilities and planning for routine maintenance and taking care of repairs. In addition, future Parish facilities would be planned and managed by this committee. An annual budget for needed repairs and maintenance is to be submitted to finance council. Membership is volunteers who have expertise in maintenance and construction.

Cemetery Committee: Oversees the administration of the cemetery.

Finance Council: The establishment of a parish finance council is mandated by Canon Law. The parish finance council assists the Pastor in administering the material resources and funds of the Parish. It develops a budget, ensures accurate accounting and compliance with diocesan procedures and state/federal laws. This group monitors revenue and expenditures and provides recommendations to the Pastor and Parish Council for any needed changes to operation expenses. Assist the Parish Council with drafting and sending out annual Stewardship Pledge Cards. Coordinates with Pastor, Parish Council, School Board and Building and Grounds Committee for items affecting Parish spending. Provides administrative oversight to all fundraising activities. The finance council membership is on a voluntary basis and consist of parishioners who have technical expertise in accounting procedures, relevant laws, fundraising, investment and other related business skills. All meetings have documented minutes given to Parish office.

Miscellaneous Fundraising Committee: Established for major Parish fundraising activities and are overseen by the Finance Council. All fundraising committees are to have documented meeting minutes and an elected Chairperson who is to ensure all financial information is accurate and reported to the finance committee. All fund raising are total parish activities and should be supported by all parish members. Money from funding goes to the Parish general account and is used for budget items. Volunteers are needed for each fundraising activity.

OLOS School Board: Is an elected group from parents of school children. It provides the administrative oversight for the school. A school budget is developed and submitted to the finance committee in February each year for inclusion in the Parish budget which is submitted to the Pastor and Parish Council for approval by March 1st. The school board is responsible for monitoring the expenses of the school and reviewing the school budget monthly.

OLOS Home and School Association: Our Lady of the Snows Catholic Home & School Association is the parent/teacher organization of Our Lady of the Snows Catholic School and serves as a working committee of the Education Advisory Board.

Parish Pastoral Council: An advisory council to the Pastor that represents the needs, ideas and hopes of the Parish community, supports Parish ministries, evaluates the quality of Parish commissions and programs and plans for the Parish's future by recommending ways to further fulfill the Church's mission.

The Parish Council consists of six members (three women and three men) elected for a three-year term. Two members are replaced each year. All Commissions report to the Pastor and Parish Council (Liturgy, Social Concerns, Education and Administration).

Picnic Committee: The annual major parish fundraiser, held on Labor Day weekend, where all able-bodied parishioners are asked for their assistance. Activities include a meal, raffle, quilt wheel, children's games, and Bingo. Assistance is requested with worknights during preparation, set up before the actual day, along with cleanup and tear down the following day. The Picnic Committee coordinates picnic activities and develops work list with oversight by Parish Council.

MINISTRY OPPORTUNITIES

PARISH SUPPORT OPPORTUNITIES

Parish Support Opportunities Assist with Parish Operations:

Flower Gardens & Grounds: Many volunteers are needed to beautify the grounds through the clean-up and planting of flowers and to perform periodic flower bed maintenance throughout the year.

Money Counter: Assist with counting collection money on Monday or another designated time.
Training and Instruction will be provided.

Parish Office Volunteer: Adults/Teens. Help in the parish office with a variety of projects including stuffing inserts to the weekly bulletins and assisting with bulk mailings. This is done during business hours on an “as needed” basis.

Handyman/Building/Carpentry Work

Volunteers in the areas of woodworking/ carpentry, painting, electrical, plumbing, or other skills that may be needed from time to time or for special projects.