

# **T**he Spirit of the Lord is upon us.



**Ministry opportunities at The Shrine of the Sacred Heart**

**Mt. Washington**

**Baltimore, Maryland 2006**

Dear Member of The Shrine of the Sacred Heart Family,

Ministry is what the Church does and it takes many forms. There is the ministry of the ordained deacon, priest or bishop. This ministry is actually a very narrow and carefully defined work of teaching, preaching and sanctifying in the church community. The wider ministry of the Church is that of all the baptized who are called to proclaim the reign of God in word and deed in every setting. No one in the Church is excused from this glorious calling! We are all bound by the instruction of Jesus to “Go forth and teach all nations.”

The fulfillment of Jesus’ commission is a daunting task. We are, in effect, being asked to convert the world. Where do you begin? The answer is, ministry begins at home i.e. right here in our church home, The Shrine of the Sacred Heart parish and school. Your active presence in the work of our parish and school are the means by which God is praised, children and adults learn and grow in faith, the poor are served and the way is prepared for God’s kingdom of justice. Worship, learning and service are the key elements of Christian life. By doing these works we become effective evangelizers and we fulfill our calling from Jesus.

How do you fit into the ministry? The Shrine of the Sacred Heart Book of Ministry is presented to you as an invitation. The ministries are organized into the areas of:

- Worship
- Education
- Service - Outreach
- Hospitality
- Stewardship

There is a place for you somewhere in this list! Some of the ministries are easy and quick works. Some are demanding in terms of skills. Some demand a generous response of time. All of them are essential to our community and to the mission of the Church. But I repeat: there is a place for you!

May God bless you!  
Msgr. Rick Cramblitt

**Only be careful, and watch yourself closely so that you do not forget the things your eyes have seen or let them slip from your heart as long as you live. Teach them to your children and to their children after that.”**  
*Deuteronomy 4:9*

## EDUCATION MINISTRY

### *Adult Faith Formation Team*

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Describe the primary function of this ministry.

*This ministry provides educational and spiritual opportunities for Adults to learn more about and deepen their Faith.*

Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight?

*The Chair of the AFF team is on the Pastoral Council and reports yearly to the Pastoral Council on the status of Religious Education and Faith Formation in the parish. The staff liaison to the AFF team is the Pastoral Associate.*

Where does this ministry take place and on what dates and times?

*The AFF team meets at the Parish House on a weekday once per month.*

What is the time commitment one should expect to allocate for this ministry?

*A monthly meeting lasting 60 minutes; support during programs planned by the AFF team.*

Are there special skills or requirements?

*Willingness to share Faith and assist organizing activities.*

How many people are active in this ministry today?

*The team has 10 members*

How many more people could join this ministry for optimum results?

*The team would welcome about six additional members.*

Who is the contact person for more information?

*Sister Carol C. Czyzewski, fssj 410-466-6884 ext. 15 carol@theshrine.org*

“Love is patient. Love is kind.” 1Cor 13.4

## Education Ministries

### Sponsor Couple Program

Describe the primary function of this ministry.

The sponsor couple program fulfills the catholic requirement of marriage preparation in a two-on-two setting between the engaged couple and a married couple. It provides an alternative to Engaged Encounter or Pre-Cana classes

Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight?

Currently there is not much communication between the Sponsor Couple program and the parish, but there could be in the future in bulletins and occasional announcements at Mass.

Where does this ministry take place and on what dates and times?

The Ministry takes place in the home of the sponsor couple at times and dates that best suit the two couples.

What is the time commitment one should expect to allocate for this ministry?

The Sponsor couple and the engaged couple meet on 5 mutually agreeable nights for approximately 2 hours each night

Are there special skills or requirements?

Sponsor couples receive training, but are not expected to be experts. They only need a willingness and a strong belief in the importance of marriage.

How many people are active in this ministry today?

4 couples

How many more people could join this ministry for optimum results?

Couples are always welcome to join. The optimum number depends on the demands of the parish.

Who is the contact person for more information?

Anne and Pete Mathews 410-377-5615

The priest of the engaged couple contacts the parish office, who in turn contact Anne & Pete.

“Remember your leaders who spoke the Word of God to you. Consider the outcome of their way of life and imitate their faith. Jesus Christ is the same yesterday, today and forever.” Heb 13: 7-8

## Education Ministries

### **RCIA TEAM**

The Team responsible for the **Rite of Christian Initiation of Adults** offers a program of Christian formation and catechesis to prepare unbaptized adults for Baptism, Confirmation, and Eucharist. The Team also prepares non-Catholic baptized adults for Profession of the Faith and the sacraments.

Team members meet to plan the schedule and content of formation times and catechesis as well as to evaluate the readiness of those seeking membership in the Church.

RCIA sessions occur on a weekly basis and include group reflection of Scripture as proclaimed at Sunday Liturgy.

Team members minister from their giftedness as persons knowledgeable in the Faith, committed to prayer and worship with the Community, eager to share their faith, hope, and love through Christian spirituality and devotion. Ideally, team members are certified catechists in the Archdiocese of Baltimore.

Presently, five persons comprise the RCIA Team. Guest speakers may also teach during the sessions.

The Team would welcome several new team members to teach and/or to help implement the rites constituting RCIA. The Team also seeks parishioners to serve as sponsors or godparents.

Contact Sister Carol Czyzewski, Pastoral Associate, at 410-466-6884x15, for more information.

"Let the children come to me, and do not hinder them; for to such belongs the kingdom of God."  
Mk. 10:13

## Education Ministries

### **Children's Liturgy of the Word Ministry (CLOW)**

Children's Liturgy of the Word Ministry (CLOW) seeks to help children understand and appreciate God's Word during Liturgy.

#### **Responsibilities**

1. Attend planning meetings in August, November, January, and April.
2. Help with any of the following activities, at the 9:00AM Children's Liturgy of the Word on the first Sunday of the of the month, according to individual gifts and the needs of the ministry.
  - a. Prepare and share a homily with the children
  - b. Prepare a "take-home" for the children
  - c.. Call to schedule youth lectors
  - d. Rehearse with the lectors
  - e. Set up the room used on Sunday mornings
  - f. Send thank-you notes to the lectors
  - g. Chaperone the children to the undercroft and back to church.
3. **OR** help with CLOW if we have CLOW each week by reading the scriptures to the children and engaging them in a discussion using a guide.
4. For chairperson only: Plan and lead the meetings. Schedule the ministers for the 2<sup>nd</sup>, 23<sup>rd</sup>, and 4<sup>th</sup> Sundays. We do not have this person as yet.

#### **Formation**

All parish volunteers must complete an Application for Volunteer Services and read the Statement of policy For the Protection of Children and Youth, and the Code of Conduct for Church Personnel of the Archdiocese of Baltimore. CLOW ministers must include references and complete the Consent form for Volunteer Criminal History Screening. CLOW ministers must be provided with training on sexual abuse and creating safe environments before working with the children. (Youth between 14 and 17 do not need to complete the Consent Form for Volunteer Criminal History Screening.)

Ministers will be invited to attend Archdiocesan and Parish workshops on CLOW when offered. The parish will pay all registration fees

#### **Participation**

We have a team of 8 members and we need 4 more for the program to work best.

**Contact:** Director of Religious Education

“Rejoice in the Lord always! Again I say rejoice!” Philippians 4:4

## Education Ministries

### **The Middle School Youth Ministry Planning Committee**

The Middle School Youth Ministry Planning Committee plans service, spiritual, and social events for parish middle school youth participation.

#### **Responsibilities**

1. Attend bi-monthly meetings to organize events, to discuss issues relative to middle school youth and parish life, social justice issues and spiritual needs.
2. Facilitate events.
3. Help with various activities as needed outside the meetings, such as contacting agencies, purchasing supplies, preparing items, creating PR material, securing other drivers and chaperones as needed.

#### **Formation**

All parish volunteers must complete and Application for Volunteer Services and read the Statement of Policy For the Protection of Children and Youth, and the Code of Conduct For Church Personnel of the Archdiocese of Baltimore. MSYM volunteers must include references and complete the Consent Forms for Volunteer Criminal History Screening. MYSM volunteers must be provided with training on sexual abuse, and creating safe environments before working with the teens. MYSM volunteers 21 and older who wish to drive must complete the Volunteer Driver History Screening form.

Ministers will be invited to attend Archdiocesan and Parish workshops on Youth Ministry offered. The parish will pay all registrations fees.

#### **Participation**

Post Confirmation teens and adults are encouraged to join this team.

There is room for at least four (4) more members to join this committee.

**Contact** the Director of Religious Education for more information.

## Education Ministries

### **The Youth Board**

The Youth Board Plans service, spiritual and other social events for parish high school age youth participation. The Youth Board encourages leadership development of teens as peer ministers and ministers within the wider parish community. It seeks to encourage all parish youth to be involved in all areas of parish life, including, but not limited to Youth Ministry.

### **Responsibilities**

#### **Youth Members:**

1. Attend monthly meetings to organize events, to discuss issues relative to parish life, social justice issues and spiritual needs.
2. Serve on the service or spiritual/social sub-committees.
3. Help with various activities as needed outside the meetings, such as contacting agencies, purchasing supplies, preparing items, creating PR material.

#### **Adult Members:**

1. Attend monthly meetings to organize events, to discuss issues relative to parish life, social justice issues and spiritual needs.
2. Serve on the service or spiritual/social sub-committees.
3. Help with various activities as needed outside the meetings, such as contacting agencies, purchasing supplies, preparing items, creating PR material.
4. Assume adult leadership responsibilities for some events-open building, keep permission forms while at an offsite event, chaperone and/or drive for some events.
5. Help secure other drivers, chaperones as needed.

### **Formation**

All parish volunteers must complete an Application for Volunteer Services and read the Statement of Policy for the Protection of Children and Youth, and the Code of Conduct For Church Personnel of the Archdiocese of Baltimore. YB ministers must include references and complete the Consent Forms for Volunteer Criminal History Screening. YB ministers must be provided with training on sexual abuse and creating safe environments before working with the teens. (Youth between 14 and 17 do not need to complete the Consent Forms for Volunteer Criminal History Screening.) YB ministers 21 and older who wish to drive must complete the Volunteer Driver History Screening form. Ministers will be invited to attend Archdiocesan and Parish workshops on Youth Ministry and Peer Ministry when offered. The parish will pay all registrations fees. Ministers will also be invited to Archdiocesan and National conferences. The parish will assist with costs as able to do so.

### **Participation**

The number of participants this year is 10 and each year that number changes as students move on to school.

We would like to welcome five (5) new members each year.

**Contact** the Director of Religious Education for more information.

“Hear, O Israel: The LORD our God, the LORD is one! You shall love the LORD your God with all your heart, with all your soul, and with all your strength. And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.” (Deuteronomy 6:4-7)

## Education Ministries

### **Catechist**

The volunteer catechist is one who is committed to sharing his/her faith with the children and young people of the parish through the process of educating them about the Catholic Tradition. A catechist should be a confirmed, practicing Catholic registered in the parish.

Catechists are responsible for the following:

#### I. Classroom Instruction

- Well planned and prepared lesson for each hour session
- Weekly presence to facilitate lesson
- Providing a prayer experience as part of each lesson
- Keeping accurate attendance

#### II. Formation

All parish volunteers must complete an Application for Volunteer Services and read the Statement of Policy For the Protection of Children and Youth, and the Code of Conduct For Church Personnel of the Archdiocese of Baltimore. Catechists must include references and complete the Consent Form for Volunteer Criminal History Screening. Catechists must be provided with training on sexual abuse and creating safe environments before working with the children.

Catechists in grades Pre-K thru 5 should be actively working towards Certification in Religious Education. Catechists in grades 6-8 should be actively working towards Certification in Youth Ministry. Opportunities for workshops, seminars, and retreats will be provided. The parish will pay all registrations fees. A basic catechist formation opportunity will be provided once a month at the Shrine for all new catechists.

A copy of clock hour receipts for participation in formation opportunities will be kept in the catechist's file in the parish office. The Coordinator of Religious Education will meet with each catechist periodically to discuss formation and certification experiences or to update files.

#### III. Prayer and Spirituality

- As a people committed to sharing faith, catechists are encouraged to nourish their faith and spirituality through active participation in prayer and worship.

Catechists participate in Sunday Mass regularly.  
Catechists share their faith with the children/young people by their words and actions.  
Catechists present the Catholic faith according to the Church's teachings.

#### IV. Length of Commitment

Class service: September thru mid-May

Training: Participation in formation opportunities according to your schedule.

Meetings: New catechist orientation: Beginning of year meeting; end of the year evaluation meeting.

**Contact** the Director of Religious Education for more information.

“Proclaim the Word; be persistent whether it is convenient or inconvenient.” 2 Tim. 4.2

## Education Ministries

### **Catechist Assistant**

#### **Overview**

The volunteer catechist assistant is one who is committed to sharing his/her faith with the children and young people of the parish through the process of educating them about the Catholic Tradition. A catechist assistant must be a practicing Catholic and should be registered in the parish.

Catechist Assistants are responsible for the following:

#### I. Classroom Instruction

- Weekly presence to help facilitate lesson
- Assist in keeping accurate attendance
- Assist with classroom activities
- Assist in planning of lessons
- Possibly substituting for the catechist
- Notifying the catechist if you are unable to attend on a particular Sunday

#### II. Formation

All parish volunteers must complete an application for Volunteer Services and read the Statement of Policy For the Protection of Children and Youth, and the Code of Conduct For Church Personnel of the Archdiocese of Baltimore. Assistant catechists must include references and complete the Consent Form for Volunteer Criminal History Screening. Assistant catechists must be provided with training on sexual abuse and creating safe environments before working with the children. (Youth between 14 and 17 do not need to complete the Consent Form for Volunteer Criminal History Screening.)

Catechist assistants are encouraged to participate in catechist formation opportunities. Opportunities for workshops, seminars, and retreats will be provided. The parish will pay all registration fees. A basic catechist formation opportunity will be provided once a month at the Shrine for all new catechists and assistants. A copy of clock hour receipts for participation in formation opportunities will be kept in the catechist assistant's file in the parish office.

#### III. Prayer and Spirituality

As a people committed to sharing faith, catechists are encouraged to nourish their faith and spirituality through active participation in prayer and worship.

Catechist assistants participate in Sunday Mass regularly.

Catechist assistants share their faith with the children/young people by their words and actions.

Catechist assistants present the Catholic faith according to the Church's teachings.

Length of Commitment

Class service: September thru mid-May

Meetings: Beginning of year; end of the year.

“Send forth your Spirit O Lord.” Ps 104

## Education Ministries

### **Confirmation Team**

The volunteer Confirmation Team catechist is one who is committed to sharing his/her faith with the teens of the parish as they prepare to celebrate the Sacrament of Confirmation. A Confirmation Team catechist must be a confirmed, practicing Catholic registered in the parish.

Catechists are responsible for the following:

#### I. Classroom Instruction

Team approach to facilitating six 2 hour sessions and a special Holy Thursday session.  
Keep accurate attendance.

#### II. Recent Experience

Help plan and facilitate two retreat experiences

#### III. Interviews

Assist the Coordinator of Faith Formation in conducting entrance and exit interviews.

#### IV. Participation in the Orientation Meeting, the Parent/Sponsor meeting, the Ritual of Entrance, the Reconciliation Service, and the celebration of the Sacrament.

#### V. Formation

All parish volunteers must complete an Application for Volunteer Services and read the Statement of Policy For the Protection of Children and Youth, and the Code of Conduct For Church Personnel of the Archdiocese of Baltimore. Catechists must include references and complete the Consent Form for Volunteer Criminal History Screening.

Catechists must be provided with training on sexual abuse and creating safe environments before working with the children.

Catechists should be actively working towards certification in Youth Ministry. Opportunities for workshops, seminars, and retreats will be provided. The parish will pay all registration fees. A copy of clock hour receipts for participation in formation opportunities will be kept in the catechists's file in the parish office. The Coordinator of Faith Formation will meet with each catechist periodically to discuss formation and certification experiences or to update files.

#### VI. Prayer and Spirituality

As a people committed to sharing faith, catechists are encouraged to nourish their faith and spirituality through active participation in prayer and worship.

Catechists participate in Sunday Mass regularly.

Catechists share their faith with the children/young people by their words and actions.

Catechists present the Catholic faith according to the Church's teachings.

#### VII. Length of Commitment

Instruction service: October thru May

Training: Participation in formation opportunities according to your schedule.

Meetings: Scheduled as needed throughout the year.

“O Lord God of hosts, who is like You? Ps. 89

## Education Ministries

### **Elementary and Middle School Catechist Ministry**

#### **Overview**

The volunteer catechist is one who is committed to sharing his/her faith with the children and young people of the parish through the process of educating them about the Catholic Tradition. A catechist should be a confirmed, practicing Catholic registered in the parish.

Catechists are responsible for the following:

#### **I. Classroom Instruction**

- Well planned lesson for each one hour session
- Weekly presence to facilitate lesson
- Provide a prayer experience as part of each lesson
- Keep accurate attendance

#### **II. Formation**

All parish volunteers must complete an Application for Volunteer Services and read the Statement of Policy For the Protection of Children and Youth, and the Code of Conduct For Church Personnel of the Archdiocese of Baltimore. Catechists must include references and complete the Consent Form for Volunteer Criminal History Screening. Catechists must include references and complete the Consent Form for Volunteer Criminal History Screening. Catechists must be provided with training on sexual abuse and creating environments before working with the children.

Catechists in grades Pre-K thru 5 should be actively working towards Catechist Certification Religious Education. Catechists in grades 6-8 should be actively working towards Certification in Youth Ministry. Opportunities for workshops, seminars, and retreats will be provided. The parish will pay all registration fees. A basic catechist formation opportunity will be provided once a month at the Shrine for all new catechists.

A copy of clock hour receipts for participation in formation opportunities will be kept in the catechist's file in the parish office. The Coordinator of Faith Formation will meet with each catechist periodically to discuss formation and certification experiences or to update files.

#### **III. Prayer and Spirituality**

As a people committed to sharing faith, catechists are encouraged to nourish their faith and spirituality through participation in prayer and worship.

Catechists participate in Sunday Mass regularly

Catechists share their faith with the children/young people by their words and actions.

Catechists present the Catholic faith according to the Church's teachings,

#### **IV. Length of Commitment**

Class service: September thru mid-May

Training: Participation in formation opportunities according to your schedule.

Meetings: New catechist orientation; Beginning of year meeting; end of the year evaluation meeting.

## **Elementary and Middle School Catechist Assistant Ministry**

The volunteer catechist assistant is one who is committed to sharing his/her faith with the children and young people of the parish through the process of educating them about the Catholic Tradition. A catechist assistant should be a practicing Catholic registered in the parish.

Catechist assistants are responsible for the following:

### **I. Classroom instruction**

Weekly presence to help facilitate lesson

Assist in keeping accurate attendance

Assist with classroom activities

Assist in planning of lessons

Possibly substituting for the catechist

Notifying the catechist if you are unable to attend on a particular Sunday

### **Formation**

All parish volunteers must complete an Application for Volunteer Services and read the Statement of Policy For the Protection of Children and Youth, and the Code of Conduct for Church Personnel of the Archdiocese of Baltimore. Assistant catechists must include references and complete the Consent Form for Volunteer Criminal History Screening. Assistant catechists must be provided with training on sexual abuse and creating safe environments before working with the children. (Youth between 14 and 17 do not need to complete the Consent Form for Volunteer Criminal History Screening.)

Catechist's assistants are encouraged to participate in catechist formation opportunities. Opportunities for workshops, seminars, and retreats will be provided. The parish will pay all registration fees. A basic catechist formation opportunity will be provided once a month at the Shrine for all new catechists and assistants. A copy of clock hour receipts for participation in formation opportunities will be kept in the catechist assistant's file in the parish office.

### **III. Prayer and Spirituality**

As a people committed to sharing faith, catechists are encouraged t

nourish their faith and spirituality through active participation in prayer and worship.  
Catechist assistants participate in Sunday Mass regularly.  
Catechist assistants share their faith with the children/young people by their words and actions.  
Catechist assistants present the Catholic faith according to the Church's teachings.

**IV. Length of Commitment**

Class service: September thru mid-May

Meetings: Beginning of year; end of the year

**Contact** the Director of Religious Education for more information.

## High School Catechist

### Overview

The volunteer catechist is one who is committed to sharing his/her faith with the teens of the parish through the process of educating them about the Catholic Tradition. A catechist should be a confirmed, practicing Catholic registered in the parish.

Catechists are responsible for the following:

#### I. Classroom Instruction

Team approach to planning and facilitating each seventy-five minute session.

Consistent presence to facilitate lessons.

Provide a prayer experience as part of each lesson.

Keep accurate attendance.

#### II. Formation

All parish volunteers must complete an Application for Volunteer Services and read the Statement of Policy For the Protection of Children and Youth, and the Code of Conduct For Church Personnel of the Archdiocese of Baltimore. Catechists must include references and complete the Consent Form for Volunteer Criminal History Screening. Catechists must be provided with training on sexual abuse and creating safe environments before working with the children.

Catechists working with high school youth should be actively working towards Certification in Youth Ministry. Opportunities for workshops, seminars, and retreats will be provided. The parish will pay all registration fees.

A copy of all your receipts for participation in formation opportunities will be kept in the catechist's file in the parish office. The Coordinator of Faith Formation will meet with each catechist periodically to discuss formation and certification experiences or to update files.

#### III. Prayer and Spirituality

As a people committed to sharing faith, catechists are encouraged to nourish their faith and spirituality through active participation in prayer and worship.

Catechists participate in Sunday Mass regularly.

Catechists share their faith with the children/young people by their words and actions.

Catechists present the Catholic faith according to the Church's teachings.

#### IV. Length of Commitment

Class service: Mini-sessions in the fall, winter and spring.

Training: Participation in formation opportunities according to your schedule.

Meetings: New catechist orientation; Beginning of year meeting; end of the year evaluation meeting.

## Education Ministries

### **Sacrament Team Ministry**

The volunteer Sacrament Team minister is one who is committed to sharing his/her faith with the children and their parents as they prepare to celebrate the Sacraments of Reconciliation and Eucharist. A Sacrament Team minister should be a confirmed, practicing Catholic registered in the parish.

Ministers are responsible for the following:

I. Retreat & Workshop Experiences

Help plan and facilitate a children's retreat and a family workshop for the sacrament of Reconciliation.

Help plan and facilitate a children & parents retreat for the sacrament of Eucharist

II. Presence at the celebration of the Sacraments of Reconciliation and Eucharist

III. Assistance at the two rehearsals for First Eucharist Mass

IV. Formation

All parish volunteers must complete an Application for Volunteer Services and read the Statement of Policy For the Protection of Children and Youth, and the Code of Conduct for Church Personnel of the Archdiocese of Baltimore. Ministers must include references and complete the Consent Form for Volunteer Criminal History Screening.

Ministers must be provided with training on sexual abuse and creating safe environments before working with the children.

Ministers will be encouraged to work towards Catechist Certification in Religious education. They will be invited to attend workshops, seminars, and retreats. The parish will pay all registration fees.

A copy of clock hour receipts for participation in formation opportunities will be kept in the minister's file in the parish office. The Coordinator of Faith Formation will meet with each minister periodically to discuss formation and certification experiences or to update files.

V. Prayer and Spirituality

As a people committed to sharing faith, catechists are encouraged to nourish their faith and spirituality through active participation in prayer and worship.

Sacrament Team Ministers participate in Sunday Mass regularly.

Sacrament Team Ministers share their faith with the children/young people by their words and actions.

Sacrament Team Ministers present the Catholic faith according to the Church's teachings.

VI. Length of Commitment

Instruction service: October thru May

Training: Participation in formation opportunities according to your schedule.

Meetings: Scheduled as needed throughout the year.

**Contact** the Director or Religious Education for more information.

“Let mutual love continue. Do not neglect hospitality for through it some have unknowingly entertained angels.” Heb. 13:1-2

## Liturgical Ministries

### **HOSPITALITY**

Hospitality Ministers greet parishioners and welcome visitors as they gather for worship and, then, distribute bulletins to them afterwards. They select ushers who take up the collection and persons who carry the gifts to the altar. After Mass, they see that the church is neat and tidy for the next Liturgy.

Hospitality Ministers serve, per their choice, at one Mass per month and during specific Liturgies of Advent/Christmas and Lent/Holy Week. Contact lists and schedules are provided to maintain communication.

The required skills are a friendly spirit, a willingness to be aware of special needs of those present at Mass, an ease and flexibility in calling forth participants for the liturgical tasks described above.

Twenty ministers are active in hospitality. The parish would welcome twenty more to share in the responsibilities!

“Do you not know that those who are employed in the temple service get their food from the temple, and those who serve at the altar share in the sacrificial offerings?” 1 Cor 9.13

## Liturgical Ministries

### **Altar Society**

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Describe the primary function of this ministry. *The primary function of the altar society is to clean and maintain the sanctuary furnishings, including altars, sacramental vessels and other sacred objects.*

Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight? Through the parish liturgy committee.

Where does this ministry take place and on what dates and times? One weekly in the parish church.

What is the time commitment one should expect to allocate for this ministry? *Weekly, one morning on a weekday (2-3 hours) Special times before seasons.*

Are there special skills or requirements? Desire to beautify and help maintain our beautiful worship space.

How many people are active in this ministry today? 4

How many more people could join this ministry for optimum results? 5

Who is the contact person for more information?

Claire Shepard 410-561-4343

Douglas Barclay, Minister of Worship, 410-466-6884 \*16

*“How lovely are your Dwelling Places, O Lord of Hosts!” Psalm 84*

## Liturgical Ministries

### **Art and Environment**

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Describe the primary function of this ministry. *The primary function of the ministry is to plan and execute the Liturgical Environment for the liturgical year.*

Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight? Through the parish liturgy committee.

Where does this ministry take place and on what dates and times? The committee holds four planning and evaluation meetings (2 hours each). Members are needed to set up during Oct/Nov (Parish Dedication Day, Thanksgiving); Advent and Christmas; Lent and Easter and Pentecost) Yearly cleaning and maintenance day (5-7 hours)

What is the time commitment one should expect to allocate for this ministry? The committee's work takes place in the church for all weekend masses, holydays and special liturgical celebrations.

Are there special skills or requirements? Floral Arrangement Skills.

How many people are active in this ministry today? 5

How many more people could join this ministry for optimum results? 5

Who is the contact person for more information?

Dr. Mary Blue; 410-664-4654

Douglas Barclay, Minister of Worship, 410-466-6884 \*16

*“Sing a new song to the Lord” Ps. 96*

## Liturgical Ministries

### **Choir**

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Describe the primary function of this ministry. *The primary function of this ministry is to enhance the liturgical celebrations of the parish through choral singing and leadership.*

Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight? Through the parish liturgy committee.

Where does this ministry take place and on what dates and times? *3. Generally at the 11:30am liturgy as well as Christmas/Easter and Special Days during the major liturgical season.*

What is the time commitment one should expect to allocate for this ministry? *Approximately 75 calls in total from late September through Pentecost. (2 hours each) Rehearsal: Weekly, Wednesday Nights 7 - 9 during season; Also warmup will be one hour prior to each liturgy.*

Are there special skills or requirements? Previous experience in Choral/Solo Singing is useful, but not necessary.

How many people are active in this ministry today? 19

How many more people could join this ministry for optimum results? 5-10

Who is the contact person for more information?

Douglas Barclay, Minister of Worship, 410-466-6884 \*16

*“Take and Eat, this is my Body given up for you.”*

## Liturgical Ministries

### **Eucharistic Minister**

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Describe the primary function of this ministry. *The primary function of this ministry is to assist in the distribution of Holy Communion.*

Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight? Through the parish liturgy committee.

Where does this ministry take place and on what dates and times? During liturgy at regular Sunday Masses, Holy Days, and special celebrations.

What is the time commitment one should expect to allocate for this ministry? 1-2 assignments per month. Time before mass for preparation and time following mass. (10-15 minutes)

Are there special skills or requirements? Strong Eucharist centered faith.

How many people are active in this ministry today? 45

How many more people could join this ministry for optimum results? 15

Who is the contact person for more information?

Douglas Barclay, Minister of Worship, 410-466-6884 \*16

*“Your words are Spirit and Life O Lord” Ps. 19*

## Liturgical Ministers

### **Lector**

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Describe the primary function of this ministry. *The Primary function of this ministry is to serve at liturgy through the proclamation of sacred scripture.*

Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight? Through the parish liturgy committee.

Where does this ministry take place and on what dates and times? Lectors proclaim scripture at liturgies on weekends, holy days, special celebrations and celebration of the Liturgy of the Hours.

What is the time commitment one should expect to allocate for this ministry? Preparation time for assigned readings (30-60 minutes). Lectors are expected to prepare Sunday readings even when they are not assigned. Time for one yearly retreat (3-4 hours)

Are there special skills or requirements? Comfort with Public Speaking, Articulate, desire for continual study and practice so that proclamations are confident and clear.

How many people are active in this ministry today? 30

How many more people could join this ministry for optimum results? 10

Who is the contact person for more information?

Volunteer Coordinator- Debby Gerber 410-494-1911  
Or Douglas Barclay, Minister of Worship 410-466-6884 \*16

Do you not know that those who are employed in the temple service get their food from the temple, and those who serve at **the altar** share in the sacrificial offerings?" 1 Cor 9:13

## **Altar Servers**

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**Describe the primary function of this ministry.** Boy and Girls (4<sup>th</sup> grade and up) as well as adults assist in our various liturgies, especially weekend masses.

**Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight?** NA

**Where does this ministry take place and on what dates and times?** Servers are scheduled to serve mass at one of our Saturday evening (5PM) or Sunday (7:30 AM, 9AM, 11:30AM and 5:00PM) Masses. Scheduling is done in a family friendly manner. There is a mandatory one hour training session, usually held on Saturday AM at the Church.

**What is the time commitment one should expect to allocate for this ministry?** Over the course of a year 1-2 hours/month.

**Are there special skills or requirements?** Willingness to learn and a joyful heart.

**How many people are active in this ministry today?** ~ 20 servers

**How many more people could join this ministry for optimum results?** We could use 10 more servers.

**Who is the contact person for more information?** Deacon Mark

*“There are different forms of service each according to spiritual gifts”  
1 Cor 12:4*

## Liturgical Ministry

### **Sacristan**

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Describe the primary function of this ministry. *The primary function of the Sacristan is to set-up and clean up for weekly masses.*

Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight? Through the parish liturgy committee.

Where does this ministry take place and on what dates and times? Scheduled times on weekdays and holy days.

What is the time commitment one should expect to allocate for this ministry? 1-1.5 hours prior to each celebration and 45 minutes after. Special events such as weddings/funerals, holy days and major liturgical celebrations.

Are there special skills or requirements? Organization and Responsibility

How many people are active in this ministry today? 3

How many more people could join this ministry for optimum results? 5

Who is the contact person for more information?

Douglas Barclay, Minister of Worship, 410-466-6884 \*16

“Beloved, it is a loyal thing you do when you render any **service** to the brethren, especially to strangers,” 3 *John* 1.5

## Liturgical Ministries

### **Altar Server Coordinator (s)**

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**Describe the primary function of this ministry.** These individuals are responsible for the recruitment and trainings of altar servers who assist in our various liturgies.

**Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight?** Annual reports to the liturgy committee would be the primary means of communication

**Where does this ministry take place and on what dates and times?** There are usually scheduled 2-3 training sessions per year that are held on Saturday AM at the Church. Also there are recruitment sessions, generally held in the beginning of the school year, for the Parish School and Religious education classes.

**What is the time commitment one should expect to allocate for this ministry?** Over the course of a year 1-2 hours/month

**Are there special skills or requirements?** Ability to work with children. Youth protection certification.

**How many people are active in this ministry today?** 1

**How many more people could join this ministry for optimum results?** A team of 2-3 individuals would be most effective.

**Who is the contact person for more information?** Deacon Mark

“All the Lord’s followers often met together, and they shared everything they had. They broke bread together in different homes and shared their food happily and freely, while praising God.” Act 2:44

## Service Ministries

### Parish Life

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**Describe the primary function of this ministry.**

Parish life ministry enhances parishioner’s community spirit and acquaintances by providing set up, service, and clean up of refreshments, food, and décor at receptions and events as scheduled on the parish calendar.

**Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight?**

Meetings occur rarely and only as needed. Communication usually is by phone calling.

**Where does this ministry take place and on what dates and times?**

Parish life serves at receptions such as parish welcoming and farewells, anniversaries, seasonal choral vespers, Mardi Gras, Lenten Soup and Bread.

**What is the time commitment one should expect to allocate for this ministry?**

Time commitment is about 4 hours per month.

**Are there special skills or requirements?**

No special skills are required, members should enjoy tasks involved in the presentation of refreshments.

**How many people are active in this ministry today?**

There are 6 active members at the present time.

**How many more people could join this ministry for optimum results?**

We welcome 12 or more new members.

**Who is the contact person for more information?**

Sr. Carol Czyzewski, Pastoral Associate, at 410-466-6884 ext. 15

“Let no one despise your youth, but set the believers an example in speech and conduct, in love, in faith, in purity.” 1Tim.4.12:

## Service Ministries

### **Young Adult Planning Team**

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**Describe the primary function of this ministry.** Involved in planning and scheduling various activities for Young (21+) Adults

**Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight?** Reports to staff point person

**Where does this ministry take place and on what dates and times?** At this time the Shrine Young Adults gather on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday evening of the month @ 7:30PM.

**What is the time commitment one should expect to allocate for this ministry?** Over the course of a year, including activities and planning sessions, average 3-4 hours/month.

**Are there special skills or requirements?** Good planning and organizational skills.

**How many people are active in this ministry today?** ~ There are currently ~ 10 young adults who participate in the activities.

**How many more people could join this ministry for optimum results?** A team of 2-4 individuals for planning activities would be ideal!

**Who is the contact person for more information?** Deacon Mark

“We, though many, are one body in Christ” Rom 12:5

## Service Ministries

### **St Ambrose – Shrine of the Sacred Heart Parish Partnership Committee**

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**Describe the primary function of this ministry.** This group works in partnership with their counterparts in the St Ambrose Parish to identify areas of mutual interest and need as well as develop a sense of fellowship with our neighbor.

**Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight?** Reports to staff point person and through Social Justice Outreach committee

**Where does this ministry take place and on what dates and times?** At this time the group meets bi-monthly to plan activities. The meetings have been held on Saturday mornings.

**What is the time commitment one should expect to allocate for this ministry?** Over the course of a year, including activities and planning sessions time allocation average of 3-4 hours/month.

**Are there special skills or requirements?** Good planning and organizational skills. Willingness to learn about social justice issues.

**How many people are active in this ministry today?** ~ There are currently 5 SSH parishioners involved.

**How many more people could join this ministry for optimum results?** A team of up to 10 individuals would be ideal!

**Who is the contact person for more information?** Deacon Mark and Sister Carol

“Jesus said to them, ‘I am the bread of life, whoever comes to me will never hunger, and whoever believes in me will never thirst.’ John 6:35

## Service Ministries

### **Health Care Ministry**

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**Describe the primary function of this ministry.** The primary function of this ministry is to minister to parishioners who are ill, living at home or in a hospital/retirement facility or in a nursing home and would like to receive Holy Communion.

**Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight?**

Health care ministers are parishioners who simply must be trained according to Archdiocesan standards and be accompanied by a health care minister on visits until they feel comfortable to do this ministry on their own. The health care ministers meet periodically to review our activities and to discuss better ways of service. Through the Sunday Bulletin we attempt to make parishioners aware of the service we provide.

**Where does this ministry take place and on what dates and times?**

Personal home visits are made as requested by families and persons. Communion services in nursing homes are conducted at set times and days.

**What is the time commitment one should expect to allocate for this ministry?**

A health care ministers time commitment varies, depending on conducting services at retirement homes or a simple room visit. On average, one should budget 1-4 hours a week for this ministry.

**Are there special skills or requirements?**

An individual should have the desire to communicate and understand the needs of the homebound and the elderly.

**How many people are active in this ministry today?**

We currently have 17 active health care ministers.

**How many more people could join this ministry for optimum results?**

We are constantly looking for more help. We can accept as many as come to us.

**Who is the contact person for more information?**

Sr. Carol.

“He and all his family were baptized.” Acts 16:33

## Service Ministries

### **Families in Service Planning Committee**

Families in Service (FIS) is a ministry that invites families with children and middle school age youth to put the Gospel values of peace and justice into action, while at the same time, build community within our parish, and encourage their own family’s healthy development.

#### Responsibilities:

1. Attend meetings bi-monthly to plan monthly events that will take place in October-May.
2. Help with any of the following activities according to individual gifts:
  - a. Help with PR-make flyers, announcements, send Emails, make phone calls.
  - b. Arrange for events
  - c. Be present for events to greet other families.
  - d. Lead prayer at events.
  - e. Set-up and clean-up for events as necessary.

#### Formation:

All parish volunteers must complete an application for Volunteer Services and read the Statement of Policy for the Protection of Children and Youth, and the Code of Conduct for Church Personnel of the Archdiocese of Baltimore. FIS ministers must include references and complete the Consent Form for Volunteer Criminal History Screening. FIS ministers must be provided with training on sexual abuse and creating safe environments before working with the children. (Youth between 14 and 17 do not need to complete the Consent Form for Volunteer Criminal History Screening.)

FIS ministers will be invited to attend Archdiocesan and Parish workshops on social justice issues when offered. The parish will pay all registration fees.

#### Participants

Currently there are 8 active committee members.

We welcome any individual who wishes to contribute and hope the Committee would grow to at least 12.

“Do justice, love kindness, act humbly before God.” Micah 6:8

## Service Ministries

### Social Justice Outreach

<b>Describe the primary function of this ministry.</b> Outreach to the community. Coordinate and inform the parish community of social justice issues. Coordinate parish wide activities for needs of the poor.
<b>Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight?</b> Reports. Annual report to the Pastoral Council. Communicating with the Pastoral Associate.
<b>Where does this ministry take place and on what dates and times?</b> At designated centers of need. In the bulletin. At the poor box.
<b>What is the time commitment one should expect to allocate for this ministry?</b> 1 – 2 hours a month for meetings. Projects may expect at least 20 hours a month.
<b>Are there special skills or requirements?</b> Interest in the underserved people and communities of our region.
<b>How many people are active in this ministry today?</b> 5 (five)
<b>How many more people could join this ministry for optimum results?</b> Would be great to have a committee of 15.
<b>Who is the contact person for more information?</b> Sr. Carol Czyzewski, Pastoral Associate, at 410-466-6884 ext. 15

“As each one has received a gift, use it to serve one another as good stewards of Gods varied grace.” 1 Pt. 4.10

## Stewardship

### **Finance Committee**

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Describe the primary function of this ministry.

Primary function is to assist pastor with the review and monitoring of the church and school finances, including preparation of the budgets, review of major expenditures.

Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight?

The Committee provides regular summary reports to the Pastoral Counsel each month, information quarterly for the parish newsletter, and provides data for the annual presentation to the parish on “where the money goes” as part of the annual stewardship appeal.

Where does this ministry take place and on what dates and times?

Committee meets one evening each month in the Rectory

What is the time commitment one should expect to allocate for this ministry?

3-5 hours per month for meetings and follow up work

Are there special skills or requirements?

Accounting or Finance background is of help

How many people are active in this ministry today?

Five

How many more people could join this ministry for optimum results?

One to two

Who is the contact person for more information?

Dick Boecker 410-837-3433 (work)

“For where you treasure is, there also will your heart be.” Lk 12:34

## Stewardship

### **Development Committee**

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Describe the primary function of this ministry.

Assist Pastor with the fundraising needs of the Parish, including regular Stewardship campaign, special project funding, and long term initiatives/endowment.

Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight?

Contribute to the parish newsletter to make stewardship opportunities known parishioners. Coordinate stewardship education, including use of third party assistance and ministry fairs.

Assist Pastor with annual stewardship campaign letter.

Where does this ministry take place and on what dates and times?

Meets bi-monthly and as needed for projects

What is the time commitment one should expect to allocate for this ministry?

1-2 hours per month

Are there special skills or requirements?

Previous fundraising experience is not a must, but one must be willing to ask for support and be encouraging in recruiting and involving others in the parish mission.

How many people are active in this ministry today?

3

How many more people could join this ministry for optimum results?

3-5

Who is the contact person for more information?

Ligia Remick –410-467-6838

“Let us not become weary in doing good, for at the proper time we will reap a harvest.” Gal 6:9

## Stewardship

### **Maintenance Committee**

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Describe the primary function of this ministry.

Assist the pastor with evaluating and prioritizing of the maintenance needs of the parish and school facilities, and the arranging of certain work to be done.

Describe how this ministry stays in touch with the parish. Through reports, meetings, oversight?

Provides information to the Parish Council, Finance Committee, and Development Committee to facilitate planning of non-routine expenditures.

Where does this ministry take place and on what dates and times?

Meets a couple times per year and as needed for special projects.

What is the time commitment one should expect to allocate for this ministry?

One – Two hours per month.

Are there special skills or requirements?

Knowledge of the contracting business is helpful, but basically one needs a good eye for repairs.

How many people are active in this ministry today?

3

How many more people could join this ministry for optimum results?

One

Who is the contact person for more information? Tom Brennan-410-560-3051