

Ministry Descriptions



Below is a brief description of each ministry within St. Elizabeth Ann Seton. All items highlighted in “**RED**” are high priority needs. All **adult volunteers** must fill out a **background check** and attend a **Protecting God’s Children Workshop** to volunteer. You may sign up for the PGC workshop at www.aod.org All High School age volunteers need to attend “Called to Serve.” Please call the DRE for more information on Called to Serve.

Worship/Liturgical

(Training provided)

Lector: There is one Lector at each Mass. The Lector reads the greeting, both readings, the Universal Prayers and the announcements at the end of Mass. Sign up is done via SignUpGenius.

Minister of Welcome: Arrive at Church approximately ½ hour prior to the beginning of Mass. Greet parishioners as they arrive at church; assist with seating and who needs communion brought to them; collect the assembly’s offerings; provide a head count for the office. Following each Mass, a general checkup is done throughout the church making sure it is in good order for the next Mass. Two unrelated MOW’s put the collection into a bank bag, lock it and give it to a staff member. Sign up is done via SignUpGenius.

Sacristan: The responsibility of the Sacristan is to prepare the Sacred Vessels and unconsecrated elements prior to the celebration of Mass and to clean the vessels after Mass. Sign up is done via SignUpGenius.

Altar Server: Those who have received First Holy Communion and are in the 4th grade or above are eligible to become altar servers. Servers are trained prior to being placed on the schedule.

Extraordinary Minister of Holy Communion: EMHC’s assist with the smooth distribution of Holy Communion. EM’s participate in the presentation of the gifts. One minister, the PT (Preparer of the Table) sets the vessels on the altar during the Offertory and removes them after Communion. The PT also is responsible for bringing Communion to those in the pews who are not able to walk up to the altar. Sign up is done via SignUpGenius.

Nursing Home Communion Service: Home visitors attend assisted living facilities, nursing homes and group homes in the Troy area. There are teams of 2-4 people that conduct communion services for the residents of these establishments. Services are held at specific locations on Sunday mornings and Thursday mornings. Training will be provided.

Lead Rosary at Nursing Homes: Leads the rosary at two local nursing homes once a week. One nursing home prays the rosary at 10:00 a.m. on Mondays, and the other is at 11:15 a.m. on Tuesdays. Training provided.



Worship Continued.....

Wake Service Leader: Men and women of the parish who provide the scripture service and/or rosary the night of vigil at the Funeral Home. Volunteers will be trained.



Adult Altar Server for Funerals: An adult member of the parish assists the celebrant at funeral liturgies. Incense is used. Volunteers will be trained.

Adult Sacristan for Funerals: Prepares the Sacred Vessels & unconsecrated elements prior to the Funeral Mass.

Baptism Assistant: An adult member of the parish assists the celebrant and the family before and during the Baptism ceremony which we celebrate after weekend liturgies.

Wedding Assistant: Coordinate wedding rehearsal and be present on the day of the wedding.

Launder Altar Linens: Wash and iron linens used for Sunday and weekday Masses. A one month commitment once or twice during the year.

Instrumentalists: Our musicians help to lead our faith community in song. Our liturgical music is always enhanced by instrumental accompaniment. Your musical gifts offered to our worshipping community are a blessing to us all. Several rehearsals, to assist in building musical skills, will be scheduled throughout the liturgical year.



Resurrection Choir: Our Resurrection Choir leads the gathered assembly in celebrating the Mass of Resurrection. No experience is necessary! All are welcome! Funerals are usually in the morning between 9:00 and 11:00 am. We ask that you arrive thirty minutes prior to Mass to rehearse and prepare for the Liturgy with the Music Minister.

Sewing Decorations: Volunteers who cut, piece together and sew the banners for our Liturgical Seasons.

Education

(Training provided)

Catechist: Teach grades 1 through 5 in the Elementary Religious Education Program or grades 6 through 8 in Summer Middle School Program, sharing faith and knowledge in a classroom setting. Instill Catholic traditions, prayers and teachings into the hearts of our children. The Catechist is willing to attend ongoing formation topics to work towards certification.



Catechist Aide: Assists the catechist in the classroom and assists with the security of signing students in and out of class.

Substitute Catechist: Willing to fill in when one of the regular catechists must be absent.

Hall Monitor: An adult willing to consistently stay during Religious Education Class to monitor the Religious Education hallway as well as the Sign In/Out Desk

Education Continued.....

Teen Volunteer: Assist catechists, aides, or hall monitors. Must take “Called to Serve” prior to volunteering.

Youth Ministry Adult Volunteer: Assists the Youth Minister with activities and service projects with high school teens from the parish.

RCIA Sponsor: Mentors and journeys with the Candidate contemplating becoming a Catholic. Sponsors attend weekly RCIA sessions.

Baptism Preparation Leader: An instructor meets with parents of children preparing to be baptized in the Catholic faith. This class takes place on the second Sunday of the month immediately following the 9:00 AM Mass when necessary and lasts approximately one hour. Materials to be covered are provided by the Parish.

Marriage Preparation Team: A married couple from our parish meets with engaged couples to discuss their FOCCUS Pre-Marriage Inventory Couple Report. They meet with the engaged couple to discuss the areas on the report that they differed in and try to come up with solutions to better that difference based on the church’s teachings.

Christian Service

(Training provided)

Serve at Funeral Luncheon: A group of parishioners who will come in the day of the luncheon to help serve and clean up.

Funeral Lunch Phone Caller: Make phone calls for food donations for funeral luncheons.

Donate Food for Funeral Luncheons and/or Parish Events: Volunteers will be called to donate food for Funeral Luncheons and/or Parish Events.



Coffee & Donuts Coordinator: Obtain volunteers for coffee and donuts after the 9:00 am and 11:00 am Sunday Masses through SignUpGenius.

Serve Coffee & Donuts: Set up and serve coffee & donuts after either the 9:00 am or 11:00 am Mass. Set up takes approximately 30 minutes before Mass and clean up after may take 20 minutes.

Hospitality Committee for Social Events: A committee to help plan, set up, serve & clean up at various parish functions and special celebrations.

Giving Tree Committee: Help create tags, collect and transport gifts to the needy at Christmas time. **We are in need of a coordinator.**

Rosary Makers: This ministry meets on the second Tuesday afternoon of every other month to make rosaries that are sent to various places throughout the world where they are needed.

Prayer Ministry: Parishioners to pray for parish members and the good of the Church.

Right to Life/Respect Life: Provide information & activities to help end abortion & to help support women in crisis pregnancies who have chosen life for their child.



Christian Service Continued.....

St. Vincent de Paul: The Society of St. Vincent de Paul offers tangible assistance to those in need on a person-to-person basis. Members are available on-call to meet clients, provide financial assistance and referrals. Commitment involves about 2 to 3 hours per month.

Deliver food to South Oakland Food Depot: As a parish, we collect non-perishable food items to be taken to the St. Vincent de Paul South Oakland Food Depot housed on Stephenson Highway in Madison Heights. Deliveries are made at the end of the month.

Men's Fellowship: Provides an opportunity for the men of the parish to engage in social, fundraising, charitable, and Christian service projects. High School age and up are welcome to join. Meets the second Saturday of the month.

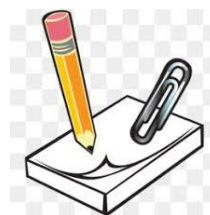
Women's Fellowship: Provides an opportunity for the women of the parish to engage in social, fundraising, charitable, and Christian service projects. High School age and up are welcome to attend. Meets the first Tuesday of the month.

South Oakland Shelter: Due to Covid, SEAS will be supporting S.O.S at their off-site facility this year. We will need your help providing meals & gift cards. Watch bulletin for details.



General/Seasonal Needs

General Office Help/Parish Mailings: Available to answer the phone during the day for an hour or two while the staff is in a meeting. Prepare mailings (folding and stuffing the letter, stamping, and sealing envelopes). Assisting the staff with small clerical jobs as needed during the work day.



Weekend Office Help: Volunteer Parish Office Receptionists work in the office before, during and after Mass either on Saturday from 4:30 p.m. to 6:30 p.m. or Sunday from 8:30 a.m. to 10:30 a.m. or 10:30 a.m. to 12:30 p.m. The job involves helping parishioners, taking messages, assisting parishioners with questions. You will be put on a rotating schedule, serving hopefully, one time per month.

CSA Table Volunteer: Accept pledges and payments for the Catholic Services Appeal during the weekend Masses in Lent. You may choose which dates and Mass times are the best for your schedule. Written instructions on this procedure are supplied.

Bulletin-Stuff Flyers: Stuff inserts (when we have them) in bulletin on Friday at 9:30 am. Depending on the number of volunteers, you will be scheduled approximately once every 3 months.



Gardening/Spring/Fall Clean-Up: A team of men and/or women who assist in the maintaining of the outdoor plants and flowers that enhance the landscape around the church grounds and the rectory, on an ongoing basis. **Looking for a co-coordinator.**

