

# **Liturgical Ministries**

## **St. Clare of Assisi Parish**

*There are different kinds of spiritual  
gifts but the same Spirit;*

*there are different forms of  
service but the same Lord;*



*there are different workings but the same  
God who produces all of them in everyone.*

*To each individual the manifestation  
of the Spirit is given for some benefit.*

*1 Corinthians 12:4-7*

# **An Invitation...**

One of the documents of the Second Vatican Council, *Lumen Gentium* (Light of the Nations) calls the Eucharist “the source and summit of the Christian life.” In parish life, every ministry we do flows (source) from our communal celebration of the Eucharist, and we continue to seek (summit) the grace offered in the Eucharist to strengthen us as one Body of Christ.

St. Paul tells us, “To each individual the manifestation of the Spirit is given for some benefit.” As you peruse this booklet, I hope you find a place to use your gifts in service of the Sacred Liturgy. **Using the enclosed card, select the ministries you would like to join.**

**This year’s cards are for new signups only. All current ministers will remain on their respective ministry rosters.**

**Bring your card to Mass the weekend of May 28 for the Solemnity of Pentecost.** We will place our offerings of time and talent at the altar. If you are out of town that weekend, you can drop off your card in the collection basket or at the parish office the following week.

**Stephen Eros**

Director of Liturgy & Music

[stepheneros@stclarechurch.org](mailto:stepheneros@stclarechurch.org)

# Ministry Descriptions

## 1 - Altar Server (Grades 5 - 12)

Boys and girls in fifth grade through high school and above assist the priest in serving the Mass. **Adults and children are also needed to serve for weekday Masses.** Training sessions are required for new servers. Current servers must attend a refresher course.

## 2 - Extraordinary Minister of Holy Communion (Age 16 & up)

These ministers assist in the most important aspect of our faith – distributing the Eucharist at Mass. Grow in your devotion to Jesus' presence in the Eucharist by becoming an Extraordinary Minister of Holy Communion!

## 3 - Reader (Grade 8 - Adults)

Readers proclaim the Word of God during the Mass and at other liturgical services throughout the year. Readers need a good speaking voice with the ability to project well and a willingness to deepen their knowledge of scripture.

## 4 - Greeter

Greeters welcome parishioners and visitors to our weekend liturgies, and for various feasts and events throughout the year. They also assist newcomers with registration forms and help them become familiar with parish facilities. **This is a ministry in which individuals or families can participate!**

## 5 - Usher (Grade 8 - Adults)

Ushers provide a hospitable atmosphere by greeting and seating people, taking up the collection, and responding to people's needs. Youth and adults, both male and female, are needed. **A training refresher will be required for all ushers this year.**

## 6 - Gift Bearer

Gift bearers represent the assembly's sacrifices by bringing the gifts of bread and wine to the altar at each weekend Mass.

**This is a ministry in which individuals or families can participate!**

## 7 - Banner Bearer (Grade 8 - Adults)

Banner bearers add color and festivity to the processions at Mass for particular seasons and feasts. **This is a low time commitment ministry and is open to youth and adults.**

## 8 - \*Parish Choir (Grade 9 - Adults)

Through the gift of song, the parish choir enriches our prayer at Sunday Masses from September through May. Rehearsals are held weekly on Wednesday evenings and for 30 minutes before Mass.

## 9 - \*Treble Choir (Grades 5 - 8)

These young musicians lead our parish in sung prayer at Mass. Weekly rehearsals are held in the St. Clare School choir room on Wednesdays from 3:45 to 4:45. After-school care is available for St. Clare students from 3:00 to 3:45. The choir sings at Mass twice per month from September through May and for some feasts and special liturgies during the year.

## 10 - \*Cherub Choir (Grades 1 - 4)

Begin your life in music ministry at a young age!

Weekly rehearsals are held in the St. Clare School choir room on Wednesdays from 3:10 to 3:40. The choir sings at Mass once per month from September through May and for some feasts and special liturgies during the year.

**\*Mindful of busy family schedules, occasional absences are permitted for rehearsals and Masses.**

## **11 - Instrumentalist**

We welcome instrumentalists (wind, string, brass, and percussion), youth and adults, for liturgies throughout the year. Practices are held as needed. Please indicate your instrument on the commitment card.

## **NUMBERS 12 AND 14 ARE IN DESPERATE NEED OF VOLUNTEERS!**

### **12 - Children's Liturgy of the Word Leader (Age 17 & up)**

Share the Gospel in a language our youngest members understand as a leader for Children's Liturgy of the Word. Couples or friends can even sign up together. The ready-made program follows the format of the Liturgy of the Word at Mass and explains elements of the liturgy to the children.

### **13 - Children's Liturgy of the Word Helper (Ages 12-16)**

Youth assist the leaders for Children's Liturgy of the Word. (See #12 for full description)

### **14- Nursery Leader (Age 17 & up)**

The Parish Nursery is open for free child care for children as young as 6 months old during the 8:30 and 10:30 Masses.

**We are looking to open the nursery during the 5:00 Mass.** Leaders are in charge of child care and the overall operation of the nursery during their assigned Mass. Leaders are asked to arrive 20 minutes before Mass begins.

### **15 - Nursery Helper (Ages 12-16)**

Youth assist the leader in the nursery with child care and the overall operation of the nursery. Helpers are asked to arrive 20 minutes before Mass begins. (See #14 for full description)

## **16 - Eucharistic Adoration Committee**

In addition to organizing our monthly Eucharistic Adoration times, this committee helps to foster devotion to the Eucharist by distributing literature and encouraging adult education sessions on the Eucharist.

## **17 - Eucharistic Adoration Adorer**

St. Clare offers monthly 24-hour Eucharistic Adoration. Let Jesus more closely guide you in life by spending an hour of prayer in His presence in the Most Blessed Sacrament.

## **18 - Art & Environment**

This committee is responsible for enhancing our liturgical space by decorating the church weekly and for each liturgical season. Extensive help is needed at the beginning of Advent, Christmas, Lent, and Easter seasons.

## **19 - Homebound Visitation Ministry**

Extraordinary Ministers bring Holy Communion to homebound parishioners and to residents of Nursing Homes/Skilled Care Centers and Retirement Communities. This brings the parish to the sick/aged and shut ins and feeds them spiritually and emotionally. These parishioners are uplifted knowing that they are still connected with and cared for by our faith community. Ministers attend the training session for Extraordinary Ministers of Holy Communion and are given additional guidance pertaining to this ministry.

## **20 - Rosary Leader (Grade 8 - Adults)**

Rosary Leaders help the assembly draw nearer to Christ through his Mother Mary. "Mary's role in the Church is inseparable from her union with Christ and flows directly from it." (Catechism 964) The rosary is prayed before all weekend Masses.

## **21 - Altar Angels**

Altar Angels clean the sanctuary, sacristy, and various areas in the church. Scheduling is flexible.

# Training Dates & Times

Please mark these dates on your calendar **NOW** so you will be able to attend the appropriate training session(s).

**All trainings are held in church unless noted otherwise.**

If you have conflicts, please contact Stephen Eros  
stepheneros@stclarechurch.org or 618-632-3562.

## **Retreat Night for All Liturgical Ministers**

*Thursday, September 21 – 7pm*

### **1 - Altar Server**

**New Servers** - September 7 **OR** 14, 7:00p-8:30p

**Current Servers** - August 26 or 27 after Mass

### **2 - Extraordinary Minister of Holy Communion**

**New Ministers** - September 10, after 10:30 Mass

**Current & New Ministers** - September 21, 6:30pm

### **3 - Reader**

**New Readers** - September 17 after 10:30 Mass

**Current & New Readers** - September 21, 6:30pm

### **4 - Greeter**

September 3 after Mass (10-15 min.) **in Meeting Room 3**

### **5 - Ushers**

**New Ushers** - September 24 after 10:30 Mass

**Current Ushers** - October 7 or 8 after Mass (15 minutes)

**\*Meeting for current ushers held in Meeting Room 3\***

**6 - Gift Bearer**     August 20 after 10:30 Mass (10-15 minutes)

**7 - Banner Bearer (Grade 8 - Adults)**

August 27 after 10:30 Mass (10-15 minutes)

**12 - Children’s Liturgy of the Word Leader (Age 17 & up)**

**13 - Children’s Liturgy of the Word Helper (Age 12-16)**

New Leaders & Helpers - August 27 after 10:30 Mass

**\*\*\*Training held in the choir room\*\*\***

**14 - Nursery Leader (Age 17 & up)**

**15 - Nursery Helper (Age 12-16)**

Training scheduled by appointment

Kim Huber - kimmyhuber@gmail.com

**Ministries by Age Requirements**

Grade 1-4	Cherub Choir
Grade 5-8	Treble Choir
Grade 5-12	Altar Server
Age 12-16	Children’s Liturgy of the Word Helper
	Nursery Helper
Grade 8	Banner Bearer
	Reader
	Rosary Leader
	Usher
Grade 9	Parish Choir
Age 16	Extraordinary Minister of Holy Communion
Age 17	Children’s Liturgy of the Word Leader
	Nursery Leader