

STEWARDSHIP



A

MINISTRY HANDBOOK

St. Elizabeth Ann Seton Parish 2006-2007

"Give, and it shall be given to you. . . For the measure you measure with will be measured back to you." Luke 6-27-38

“We have gifts that differ according to the favor bestowed on each of us.”
(Romans 12: 6-8)

September 12, 2006

Dear Saint Elizabeth Ann Seton Parish Family Member(s),

Each year in the fall we commit ourselves to a time of stewardship renewal. We remind ourselves that everything we have is a gift from God and we respond in gratitude by giving of our time, our talent, and our treasure. God has abundantly blessed each of us. As His good stewards He expects us to cherish these gifts in a responsible manner and to share them in justice and love.

Time, talent and treasure. God gives us time each day. For most of us, time is probably our most precious gift. How we use our time for God is a sign of our faithfulness; how we generously use the talents given to us reflects our commitment to offering God our entire life; how we share our material wealth with others in need is a measure of our growth in the virtue of charity.

This ministry booklet is more than a list of activities in our parish. It is an invitation for you to become more deeply involved in the life of our faith community. It is an invitation for you to live in closer communion with your fellow parishioners. It is an invitation to respond in gratitude for the many blessings in your life. It is an invitation to reach out and love more deeply.

Please pray over how God may be inviting you to share your time and talent with others. Then, take a deep breath, and commit your name and that of other family members on the enclosed card each to a particular ministry for the coming year. **Please bring this card with you on “Commitment Sunday,” October 7th and 8th.** Fear not: you’re not trapped in a particular ministry for eternity! Try one ministry for one year. Serving others can really change your life!

Thank you for prayerfully considering how you are being called to serve!

Fr. Tom Lilly
Pastor

Effie Caldarola
Parish Stewardship Coordinator

Saint Elizabeth Ann Seton Parish Ministry Directory

All are called and gifted. By virtue of our baptism, we are called in the mission of the Church to be servants of one another. Our gifts (talents) are for the building of the Kingdom so the reign of God is made visible here on earth. We are called to develop, nurture, and share our gifts. We invite you to pray about sharing your talents with your parish family. Each commitment runs one calendar year. Thanks!

Liturgical Ministries

Altar Guild

Ava Goodman 333-2410 Cathy Macke 522-1171

The Altar Guild is responsible for the weekly care and ironing of linens, upkeep of the altar and sacristy, and special cleanings throughout the year. Each month, two or three different people are scheduled to be responsible for the weekly care. Your help is greatly appreciated.

Altar Servers

Father Tom 345-4466

Serve and assist the priest during Mass. Open to boys and girls age 9 in 4th grade through high school. Mandatory instruction sessions provided.

Environment and Arts

Judy Christianson 344-6617

The purpose of the Environment and Arts Committee is to decorate the church building and worship space to complement the Liturgical Calendar and to enhance the worship environment. This committee works closely with all groups within the church in planning and carrying out these goals.

Extraordinary Ministers of Holy Communion

Cheryl Roderer 868-3080

This ministry assists in distributing Communion to the faithful. Open to Catholics in good standing who have received the Sacraments of Baptism, Communion and Confirmation. Must have a firm belief in and love for Christ present in the Holy Eucharist.

Readers (Lectors)

Keith McIlvoy 334-8024

The Reader proclaims the Word of God to the assembly in the celebration of the Liturgy. Readers should be lovers of the Word who feel called to proclaim the Good News with a clear voice and elocution.

Hospitality

Effie Caldarola 345-6316

The duties of the Hospitality Ministers include greeting people when they arrive for Mass, distributing bulletins and handouts, taking up the collection, ushering people during communion, straightening up the church after Mass, and changing the missals throughout the year. Good ministry for families!

Sacristans

Cheryl Roderer 868-3080

This is a liturgical support ministry to help relieve our busy priests. The duties of the Sacristan include opening and closing the church, setting up and cleaning up of liturgical vessels and books, setting up for Baptisms, coordinating other lay ministers before Mass, as well as other duties as necessary. You need to have been trained and have served as a Eucharistic Minister for at least one year.

Music Ministry

Our ministry enhances the liturgical celebration by providing quality liturgical music for all to share. Sight reading ability is helpful but not required and no audition is necessary for the choirs. All voices are needed and welcome, teenagers and adults. Instrumentalists on a regular or part-time basis are also needed.

Saturday 5:30PM Choir

Kathy Harte 344-4748

A cantor most often provides singing leadership for this Mass, with accompaniment on organ or keyboard. Rehearsal is a minimum of one hour prior to the Saturday, 5:30PM Mass, and other specially scheduled times as needed.

Sunday 8:30 AM Choir

Kathy Harte 344-4748

This choir rehearses on Wednesday evenings 7:00-9:00PM in preparation for the Sunday 8:30 AM Mass and other special liturgies. Principle accompaniment is organ and piano.

Sunday 11:30AM Choir

Katie Kerris 248-8659

This choir rehearses once or twice monthly in preparation for the Sunday 11:30AM Mass and other special liturgies. Principle accompaniment is guitar and piano.

Sunday 5:30PM Choir

Lynn & Linda Roberts 345-5680

This choir rehearses Sunday afternoons before Mass and other specially scheduled times in preparation for the Sunday 5:30PM Mass and other special liturgies. Principle accompaniment is guitar and keyboard.

Cantors

Kathy Harte 344-4748

Cantors are specially trained to lead the assembly by way of sung prayer especially through the Psalms and Gospel Acclamation. It is not necessary to be a choir member but a vocal audition is required. Expanded roles may include Morning and Evening Prayer, special liturgies, weddings and funerals. Dedication, love of liturgy and a willingness to grow with the ministry are desirable qualities.

Faith Formation Ministries

Rite of Christian Initiation of Adults

R.C.I.A. Inquiry

Deacon Ken Donohue 345-4466, X717

COME AND SEE! Are you searching for a church to call your own? Do you feel God's call to become a full, active participating member of the Catholic Church? In our parish, R.C.I.A. is the process by which adults become members of the Catholic Church through the sacraments of Initiation: Baptism, Confirmation and First Eucharist; and where Catholics (who have not done so) complete these sacraments, and all encounter our Catholic faith at an adult level. The process is concerned with the total formation of the person into believing, living, praying, and serving members of this community of faith.

R.C.I.A. Sponsor

Deacon Ken Donohue 345-4466 X717

This is a sacramental sponsorship by a loving and caring Catholic in the personal faith journey of an adult R.C.I.A. participant who is considering becoming Catholic, or of a Catholic participant wanting to complete the sacraments of initiation, namely Eucharist and/or Confirmation. Could you be a companion on such a personal journey? Will you volunteer to be asked by an R.C.I.A. participant to be his/her sponsor?

R.C.I.A. Team

Deacon Ken Donohue 345-4466, X717

Team members are called to be more closely involved with adults going through the R.C.I.A. process, primarily on Tuesday evenings, 6:30-9:30 p.m. Usually team members have prior experience as a facilitator, sponsor or participant in the R.C.I.A. process. Team members help in coordinating aspects of the process from August to June, including planning, facilitating, sponsoring, and providing hospitality and logistics support. A wonderful opportunity for those with R.C.I.A. experience to share your faith journey as you share in the journey of others.

Religious Education

Bonnie Bezousek 345-4466, X718

This ministry is an opportunity for parents, single adults and youth to share their faith with children. Adults and youth wishing to enrich their spiritual lives are invited to volunteer for one of the following: catechists, co-catechists, catechist helpers, office help and special projects. Religious education classes are held on Sundays: PS-K 8:30-9:30 am and 1st grade- 6th grade 10:00-11:15am.) Come and join our team of enthusiastic catechists.

Catechist Preschool – 6th grade

Co-Catechist Preschool – 6th grade

Catechist Aid Preschool – 6th grade

Office Help Sunday 10:00 a.m.

Adult Faith Formation

Bonnie Bezousek 345-4466 X718

Ministry for continuing education of adult Catholics.

Vibrant youth ministry requires involvement of the entire faith community, including young people, parents, and other adults. Please prayerfully consider the invitation to pursue an active role in the youth ministry of our parish. Teens and adults can be involved in opportunities on this list:

Catechist 7th – 12

Co-Catechist 7-12

Small group Leader

Youth Ministry Advisory Board

Retreat Help

Confirmation Sponsor – Must be Confirme

Adult Chaperone for Special Events

Faith Sharing Ministries

Compassion and Caring Ministry

Louise Esslinger 344-9838

Members of this group visit, support and bring the Eucharist to those members of our parish who are ill, in the hospital, or homebound. Compassion and caring for others are the gifts needed for this ministry.

Parenting Group

Camille Rzeszut 344-9381

Parents of all ages gather to discuss parenting or religious based books, and participate in presentations on religious topics. Preschool children are provided a social environment with play, crafts, and snacks. A nominal child care fee may be charged. Occasional field trips are arranged for children. The group meets every Wednesday morning during the school year. Gym Play is also offered every Tuesday morning during the school year allowing preschool children to play in the Miki Center for free.

Stewardship Committee

Effie Caldarola 345-6316

Stewardship is a way of life. Come help us foster an understanding of time, talent, treasure, and personal giftedness in the parish. We are very active in the fall with the stewardship drive and ministry fair, but we seek to collaborate with other ministries year-round in making our parish an active, welcoming place.

Knights of Columbus

David Tobin 345-0470

Those pancakes you smell cooking for breakfast on the first Sunday of each month are a small but popular part of the St. Paul Miki Knights of Columbus commitment. The Knights lead or lend a supporting hand to most of the major projects and social activities that happen in our busy parish. Knights grow in personal faith and friendship through their involvement in the Order. Open to all men aged 18 and over.

Ladies' Auxiliary

Betty Adler 345-3048

The Ladies Auxiliary provides assistance to our parish and pastor. Recent projects include the parish directory, a soon-to-be-published cookbook, and a leading role in "Trunk or Treat," the Christmas party and our picnic. Open to all parish women.

Men's Ministry

Joe Connelly 345-7592

We, the men of SEAS, accept our mission to engage each other, in weekly gatherings for reflection, dialogue, and prayer, to acknowledge our responsibility to God, to our faith, to our families, and to the greater community, by responding to the call of the Spirit to become more fully involved in the life of our parish.

Respect Life

Jean Dore 345-4832

We believe that each and every human life, from the moment of conception until natural death, is precious, sacred, and deserving of protection. Our activities focus on prayer, education and action to proclaim this Gospel of Life to our community. We would love new members and ideas.

Perpetual Eucharistic Adoration

Katie Reed 348-7300

When we enter into the presence of Jesus Christ in the Blessed Sacrament, we do not enter into the presence of a static reality, but rather, into a dynamic Presence which is personal, living and loving. We invite you to spend time with our Lord in the Pope John Paul II Adoration Chapel at any time, day or night. Call to sign up for a specific hour or for information.

Project Rachel

Carol Szopa, R.N., 297-7781

This confidential grief ministry provides reconciliation and healing support to anyone suffering from abortion loss. The nine-week program includes Scripture, prayer and Christ's healing love.

Spiritual Direction

Mary Cartwright 345-6832

This ministry provides spiritual direction under the guidance of a director trained in Holy Spirit Center's two-year formation program. If you feel the call to deepen your prayer life and explore God's call to you, spiritual direction may be right for you.

Service Ministries

Building, Grounds, School Maintenance

David Reaume 345-4466, X744

This ministry helps with upkeep of the buildings and grounds at SEAS and includes:

Yard Work

Special Cleanings

Painting

Carpentry

General Maintenance

Electrician (Certified)

Electrician (Certified)

Plumber (Journeyman)

Special Gardening

Marja Beltrami 336-7500

“On-Call” Office Help Ministry

Debbie Reaume 345-4466, X710

This ministry helps the staff of SEAS as needed. Some of the needs throughout the year include help with mailings, typing, data entry, stuffing envelopes and bulletins, and telephoning.

Mailings – Stuff Envelopes
Typing
Data Entry

Pew Rack Cleanup
Telephoning
Stuff Bulletin

Outreach Ministries

Alexandra Lorian 344-5952

This ministry helps by connecting parishioner resources with people who need them. Parishioners are invited to join in the coordination of these various projects or by signing up for the projects as they occur.

Outreach Committee This committee coordinates Outreach services and resources available to needy referrals. Conducts monthly food drives for St. Francis House.

Outreach Ministry Food Drive Monthly donation of non-perishable food.

Food Prepare or purchase food for those needing a meal, i.e., for someone recently released from the hospital or on bed rest.

Financial Can you donate to those in need?

Professional Consultation Provides medical, legal, dental or other professional consultation to someone in need.

General Repair/Home Maintenance Handy Person Repair appliances, plumbing, heating, electrical or autos. Specify profession and area of expertise.

Snow Removal Can you help with snow removal for those in need?

Hauling Delivery or moving of small or large items

Household Help Emergency cleaning assistance

Emergency Child Care Short-term child care

Provide Breakfast Items for Clare House

Make Sandwiches for Brother Francis Shelter

Delivery of items to Clare House or Brother Francis Shelter

Craft Workshop & Bazaar

Judy Christianson 344-6617

Volunteers make craft items with furnished supplies to sell at the SEAS Annual Bazaar in October. Bazaar proceeds are used to purchase needed items for the church. New people and new ideas are always welcome. The Craft Workshop generally meets once each week during the months of February through October.

Coffee and Donut Ministry

Rose Bridgman 345-3614

This ministry provides coffee and donuts after the Sunday 8:30 AM Mass. Responsibilities include picking up donuts, making coffee before Mass and cleaning up afterwards.

Receptions (Funerals)

**Charlotte Jensen 345-3197
Shirley Germaine 345-1628**

This volunteer group prepares and/or serves refreshments for funerals if requested by the families. Anyone interested in serving on this ministry is invited to call.

Receptions (Liturgical)

Office 345-4466

This volunteer group of parishioners prepares and/or serves refreshments for receptions or celebrations such as 1st Communion, Confirmation, R.C.I.A., etc. Anyone interested serving on this ministry is invited to call.

Nursery

Eudora & Chris Fraczek, Tom & Vicki Scanlon 345-3890

The Nursery is available to all parishioners with children through the age of six and is open at both 8:30 and 11:30 Masses. Those who use it run it on a volunteer basis. We ask that a family volunteer to work at least twice per quarter. Small snacks are provided. Our wish is that providing a nursery will make Mass more prayerful for the parents who use it and enjoyable for the children as well.

Sewing Group

Judy Christianson 344-6617

This group welcomes seamstresses, needle workers, and designers of all abilities. We meet as needed to work on various projects for the Church, such as vestments, altar linens, and banners. Interested persons are invited to lend a hand and share ideas.

Welcoming Committee

Terese Blair Coomer 345-0013

Members personally welcome each of our newcomers to our parish family. We also provide church information that explains the many activities and opportunities available to members of the SEAS family. Our goal is to provide welcoming events and activities – your help is needed to reach this goal!

Boy Scout Troop 104

Kim Bakic 349-6895

Troop 104, which is chartered by SEAS Church invites all boys ages 11-18 to join. Regular troop meetings are held on Wednesdays at 7:00 pm at SEAS Church during the school year. We camp monthly year round. The troop is always looking for active committee members and assistant Scout Masters.

Cub Scouts

Cub Master George Floyd 522-9085

The Pack is sponsored by SEAS Church and invites all boys in first through fifth grade to join. The Pack welcomes Den Leaders, active committee members and assistant Cub Masters.

Girl Scouts

Casey Youngberg 344-6415

Troops sponsored by SEAS invite girls, kindergarten through 12th grade. Girl Scouts Susitna Council needs troop leaders, co-leaders and parent helpers. Girl Scouts also includes Daisy, Brownie, Junior Girls Scouts, and Studio 2B.

SEAS School Volunteers

Jim Carden 345-3712

Parent and parish volunteers contribute greatly to the success of our parish school. There are many opportunities and ways to contribute to the success of our school. If interested in offering your services, please contact the school principal. Any gift of time, talent and treasure is welcome.

Social Activities Committee

Debbie Robbins 223-0603

The parish that prays together plays together! Our committee promotes community and fun within the parish. Past activities include Night in India, Mardi Gras, and Mother's Day Celebration. We assisted with Trunk or Treat, the Christmas Party and Summer Picnic with the Ladies Auxiliary, Lenten Fish Fry with the Knights of Columbus, the Spaghetti Dinner with SEAS School, and Bingo Night with Habitat for Humanity. We typically meet once a month and are always looking for new ideas. All members of the parish, youth and adults, are welcome.

Catholic Homeschoolers

Mary Kemper 345-8760

The Catholic Homeschoolers Group meets on Thursday mornings. Two times a month, we gather in the Miki Center to play, pray, and share ideas. On the other Thursdays, several students make music at Providence Extended Care. The group is open to Catholic families from the Archdiocese who are homeschooling children in kindergarten or above. (Younger siblings welcome.) We welcome new families!

Clare House Meal Provider

Jan Lipinski 345-0570

Be part of a team that prepares dinner 7 times per year for Clare House.

Habitat for Humanity

John and Pat Kennish 345-0306

Christian housing ministry involved in renovating and building decent housing for God's people in need. Opportunities include various aspects of construction, administrative work, community outreach, family selection committee and partnering, site-selection committee. We will contact you and provide a sign-up for specific work groups.

SEAS Annual Auction

Auction Line at SEAS School 345-2327

The Annual Auction is the major fundraiser for our parish school. This annual fall event features dinner for 500, a silent and live auction. Parishioners can contribute to the success of this event by purchasing tickets and attending the auction, by being a sponsor or donor, or by working on one of the auction committees.

Health Ministry Team

Carol Szopa, R.N., Parish Nurse 243-5427

This ministry enables health professionals to volunteer on the parish level to create a holistic, healthy environment and address specific health issues as needed. We include dimensions of emotional, intellectual, spiritual, social occupational and physical wellness.

Archdiocesan Ministries

To volunteer for Catholic ministries outside of the parish, please contact the ministry directly.

Programs of Catholic Social Services

**Melissa Bartley 297-7706
Volunteer Coordinator**

Brother Francis Shelter – emergency adult shelter

Clare House – emergency shelter for women and children

McAuley Manor – long-term residence for teen girls

Charlie Elder House – long-term residence for teen boys

St. Francis House – emergency food, clothing and other assistance

Refugee Assistance and Immigration Services

Beyond Shelter Transitional Housing

Pregnancy Support and Adoption Services

Special Needs Services – addresses the needs of children with disabilities

Brother Francis Shelter in Kodiak

Bishop’s Attic

279-6328

Second-hand store whose proceeds benefit the Archdiocese.

Birthright

276-3645

Offers loving and caring support to women experiencing unplanned pregnancies.

Holy Spirit Center

346-2343

The Archdiocese’s center for spiritual development, faith formation and renewal. In the Jesuit tradition, offers retreats, programs, spiritual direction and pastoral counseling. Facility is available to groups whose purposes are compatible with our mission.

Marriage Encounter

349-7548

Engaged Encounter

346-2279

Retrouvaille Help for troubled marriages

1-800-470-2230

Do you desire to begin a new ministry?

Do you see something lacking in our parish and feel God has given you a particular gift that you desire to share? Know that your gifts are welcome.

Come and let’s talk!

Stewardship Prayer

Oh Lord, our God, we thank you for calling us together as brothers and sisters in Christ.

We know that together, inspired and empowered by your Holy Spirit, we are called to further your Kingdom here on earth.

Make us good stewards of the gifts you have entrusted to us. Help us cultivate them responsibly, share them lovingly with others, and return them generously.

We ask this through Christ our Lord, who lives and reigns with you, now and forever.

Amen