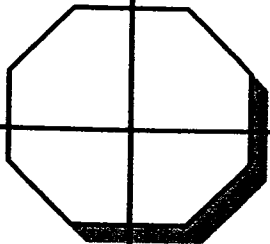
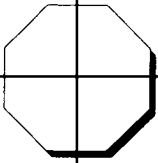




**2003 Ministry Catalog**



**St. Luke the Evangelist Catholic Church**



# St. Luke the Evangelist Catholic Church

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June 2003

Dear St. Luke Community,

The Stewardship Committee is pleased to present the second annual Ministry Catalog. In the pages of the catalog you will find descriptions of our active ministries, including the general purpose of each ministry and the time commitment required. The ministries are grouped according to the seven initiatives as defined by the Pastoral Council:

- Stewardship
- Liturgy and Prayer
- Evangelization
- Faith Formation
- Outreach
- Community Life
- Facilities

We hope that you will use this catalog as a reference as you continue to discern how God is calling you to use your time and talents. We also hope that the catalog may reveal a service that you or a friend or family member may need, and we encourage you to call upon our ministries for help.

Finally, we would like to say a special thanks to Bob Merz who coordinated the design and production of this catalog. Bob has given countless hours and his incredible talent to this project. Many thanks.

Sincerely,

Jeff and Shannon Williams  
Stewardship Committee Chairmen

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## **INTRODUCTION**

The purpose of this catalog is to provide a convenient overview of all the ministries currently available for parishioners who would like to return some of the time and talents the Lord has given to each them. Each ministry is listed under the appropriate one of the seven ministerial initiatives that form the Pastoral Mission Plan of our parish. The catalog was compiled by St. Luke's Stewardship Committee from the input provided by the coordinators of each ministry. We will continue to update the catalog to include additional ministries as we receive input.

An insert containing ministry contact information has been included in the catalog. It contains the name and phone number of a contact for each ministry. The list will be maintained by the Stewardship Committee and will be available at the parish office (848-1533).

## **STEWARDSHIP**

**Goal: To promote personal discernment by all St. Luke parishioners in our Christian stewardship of time, talent and treasure, encouraging each to receive God's gifts gratefully, to cultivate them responsibly, to share them lovingly and to return them with increase to our God as a way of life.**

### ***Pastoral Council***

The mission of the Pastoral Council is to assist, plan and advise the pastor on issues related to the current and future spiritual and physical needs of the parish. The Council brings concerns and suggestions of the congregation to the pastor and to specific ministries as necessary. Each Council member serves as a liaison to one of the seven ministerial initiatives.

The Pastoral Council meets on the fourth Tuesday of every month except July and December. Each member is asked to serve a 3-year term. The time commitment is 4-5 hours per month.

### ***Stewardship Committee***

The role of the Stewardship Committee is to educate parishioners about the responsibilities of stewardship and to promote the opportunities to give of time, talent, and treasure. The Committee also offers guidance and support to ministries of the parish and sponsors the annual Ministry Fair. The Stewardship Committee meets monthly for 1-2 hours. Other tasks can take an additional two hours each month.

### ***Finance Council***

The parish Finance Council acts as an advisor to the pastor in all financial matters relating to the parish. Its mission is to maintain the fiscal health of the parish. Committee members help create an annual budget, review monthly financial reports, oversee offertory and cash control procedures, and coordinate the Bishops Annual Appeal and other special campaigns.

The council meets monthly and a time commitment of 4-12 hours per month is typical. The council values individuals who have a business background, especially those with financial and accounting skills.

### ***Office Volunteer Receptionists***

Receptionists answer office phones and address the basic needs of those who stop by the parish office. Volunteers are needed Monday-Friday for 2-4 hours one day per week.

### ***Offertory Count Teams***

Offertory count teams are responsible for counting and recording the offertory each Sunday after the last mass. Members of the count teams spend 2-3 hours counting on a Sunday afternoon every 4-6 weeks.

## **LITURGY & PRAYER**

**Goal: To lead each member of the parish to full, conscious and active participation in liturgical celebrations and to provide opportunities for prayer and reflection in the home.**

### ***Prayer and Healing Ministry***

Prayer and Healing ministers pray for physical, spiritual and emotional healing, for the healing of broken relationships and for the needs of people who live with pain, anguish, fear or distress.

Volunteers are needed to pray with parishioners in need after mass and occasionally at their homes or the hospital. In addition, they also pray daily for those who request prayers.

The time commitment for this ministry is 1-2 hours per week.

### ***Arts and Environment***

The Arts and Environment ministry prepares the church for the changing of liturgical seasons. Volunteers decorate the church for holidays as well as care for the plants in the church each week.

The time commitment for this ministry is ½ -1 hour per week or 1-2 hours per month.

### ***Lectors***

The lector proclaims the Word of God and leads the congregation in hearing and responding to the voice of the Lord during the mass.

A lector serves approximately twice per quarter. Advance preparation takes 1-2 hours during the week in which the lector will serve.

### ***Altar Servers***

Altar servers contribute to the liturgy by assisting the priest before, during and after Mass.

Servers must be in the fifth grade or older. They are expected to attend training, to arrive early (15 minutes before their scheduled mass), to find a substitute if they cannot serve at a scheduled mass and to set a good example during the liturgy.

Servers may expect to be scheduled every 5-6 weeks, depending on which mass they regularly attend.

### ***Family Rosary***

The Family Rosary ministry makes available a statue of Our Lady of Fatima to be taken home for one week by families in the parish. The family prays the rosary each day before the statue to help promote family prayer.

The time commitment for this ministry is 15 minutes each day for the week that a family has the statue. Each family involved in this ministry has a statue about once every other month.

### ***Ministers of Hospitality***

The Ministers of Hospitality are the greeters and ushers at the weekend masses. Ministers greet parishioners, collect the offertory and distribute important information at the end of mass. Each minister serves approximately once per month at the mass that they usually attend.

### ***Altar Preparers***

This ministry prepares the altar before each Sunday/Holy Day mass for the celebration of the Eucharist. Each minister serves approximately once every 4 weeks for 30 minutes prior to the mass they normally attend. Holy Days may require a little more time.

### ***Linen Preparers***

Linen Preparers wash and iron the linens used in the liturgy. Each minister serves approximately once every six weeks for about four hours.

### ***God's Housekeepers***

God's Housekeepers have the responsibility for cleaning and maintaining the sanctuary and worship space. Duties include light dusting and cleaning of the sanctuary and sacristy. Each minister serves for 1 hour per month.

### ***Intercessions Preparation***

The intercessions preparer, using the order specified in the General Instruction of the Roman Missal, usually prepares the general intercessions. In weeks where there is a children's liturgy, the children write the prayers, which are then edited for use at all weekend masses. Special intentions may be written by any member or visitor in the "Book of Intercessions" to the left of the church door (as you enter).

### ***Music***

The Music Ministry provides musical support for the assembly during the weekend masses and other liturgies. Piano and guitar are the typical rhythm instruments. Other stringed instruments, woodwinds, and brass are also played on occasion. Vocalists include both choir members and cantors. Ministers arrive 30 minutes before mass to rehearse. Additional rehearsals, when required, are held on Thursday's at 7:30 p.m. Personal practice time varies by the individual and role. The Music Ministry seeks new instrumentalists and vocalists during all seasons of the year. New accompanists and cantors are especially helpful in sharing the schedule commitment of those roles.

### ***Eucharistic Ministers***

Eucharistic Ministers assist the priest in distributing the Precious Body and Precious Blood to the congregation attending mass. The main duty, of a minister is to assist the priest with the distribution of the Holy Eucharist. We also purify and wash the vessels used for Consecration and Communion.

Eucharistic Ministers are expected to arrive about 15 minutes before mass begins on their scheduled day. Ministers are scheduled to serve approximately twice per month. A Eucharistic Minister must be a confirmed, practicing Catholic.

## **EVANGELIZATION**

**Goal: To help St. Luke's community to live their faith more fully, share it more freely and live the Word of Christ openly among themselves and other Christians.**

### ***Ecumenism***

The Ecumenism ministry focuses on the restoration of Christian unity among Christian churches. It allows for members of diverse Christian denominations to focus on what the churches share—belief in Christ, baptism, scripture, Eucharist.

We develop relationships with Christians outside of the Catholic faith. In addition, we participate in various functions designed to open dialogue between Christian churches and focus on what makes us all – Catholics, Baptists, Methodists, etc. – the Body of Christ. Parishioners can develop a greater understanding of other Christian faiths and what makes us all one in the body of Christ.

The time commitment is 2 to 3 hours per quarter.

### ***Women of Bethany***

The Women of Bethany Ministry offers a place where women of all ages come together to strengthen their relationship with Christ and one another. With God's guidance, we seek to help women to discern who they are, where they are going, why they are here and how they can grow in the word, in prayer and in sharing. Our goal is to provide an opportunity for interested women to learn from one another, to grow in their unique spirituality, to recognize their special gifts and to edify the body of the church.

Team members attend one team meeting each month and the Women of Bethany formation session that is held the first or second Saturday of the month. Each team member is encouraged to share her time and talent in an area of her choice, which includes but is not limited to teaching, hospitality, music and intercessory prayer.

The time commitment is 3-4 hours per month.

### ***Journeymen***

Our goal is to foster in men a deeper awareness of Christ Jesus' presence among us, promote spiritual growth, and strengthen the faith of our church community. We encourage Sacramental Living by the use of Sacred Scripture as a part of an active prayer life, involvement in the ministries of the church, and a greater family devotion to prayer and worship as modeled by Jesus and his Holy Family.

The Commitment is one Saturday a month at 7:00 AM - a Reflection Session followed by a fellowship. These sessions provide an opportunity for men to discuss issues we face daily. We model ways of how to apply catholic principles and scriptural teachings as solutions to the issues and daily situations

During the year, the Journeymen sponsor three main events: An all day men's retreat, "A Day with Dad", and "Blessing of Marriage."

## **FAITH FORMATION**

**Goal: Create an environment in which people grow in their relationship with God and, in turn, spark a desire for further information in their Catholic faith.**

### ***Faith Formation Council***

The council evaluates faith formation programs and offers guidance to the faith formation director for the planning of future programs. The council meets monthly for approximately 2 hours.

## **FAITH FORMATION OF OUR YOUTH**

### ***Baptism Team***

The Baptism Team helps parents prepare for the baptism of their children. This includes classes for parents, preparation of baptismal documents, and coordinating the sacrament with the pastor. Some team members help to cross-stitch and make bibs for the ceremony.

The time commitment is 3-5 hours per baptism.

### ***Catechists for Pre-Kindergarten-Eighth Grade***

Catechists are adults who are trained to share the message of faith with our youth. Catechists teach a class for one or two grade levels. Each catechist must attend a training session during the summer. Approximately 2 hours per week is required for preparation and instruction. Additional retreats are offered for catechists throughout the year for spiritual enrichment.

Some catechists of students preparing to receive sacraments will be asked to serve on special planning teams such as the First Communion Team and the Confirmation Team. These team members will be required to attend additional planning sessions and meetings.

### ***All God's Children***

All God's Children promotes the awareness and acceptance of children who have special physical, emotional and learning needs in our faith community. When requested, team members provide one-on-one assistance to children during faith formation classes. Families are also provided with respite time during these sessions. Team members also maintain a library of information about various disabilities.

Individuals can work one-on-one with students, or can work with the resource library. The time commitment varies depending upon involvement.

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### ***Total Youth Ministry***

Total Youth Ministry (TYM) is a comprehensive program for students in grades 9-12. It includes socialization, evangelization, religious formation, and discipleship for our high school students.

Adults serve on a **TYM Adult Leadership Team**. Team members serve as mentors, sharing their lives and knowledge of Christ with the teens. The adults meet twice per month for planning and prayer. They also attend the weekly Sunday evening sessions with the teens. Other social events and retreats are scheduled throughout the year.

Students serve on the TYM Student Leadership Team. Comprised of upper class students, this team leads their peers after extensive training in ministry and discipleship. Team members attend a daylong training in the summer and weekly TYM meetings. Other social events and retreats are scheduled throughout the year.

### ***Confirmation Sponsors***

Confirmation Sponsors are adults who sponsor a confirmation candidate. The goal of a sponsor is to develop a deeper relationship with the candidate through frequent interactions and to serve as a spiritual mentor.

Sponsors are asked to attend three 1-hour sessions with the confirmation coordinator and to spend 1-hour per week with the candidate.

## **ADULT FAITH FORMATION**

### ***RCIA***

The Rite of Christian Initiation of Adults (RCIA) is a year-round process of evangelization and catechesis that seeks to help those interested in joining the Roman Catholic Faith. The Rite includes the preparation for and the celebration of the sacraments of baptism, confirmation, and Eucharist.

Catechists provide instruction to RCIA candidates. Approximately 4-6 hours per month is required in combined preparation and meeting time.

RCIA sponsors are adults who serve as mentors to the RCIA candidate. Sponsors must agree to walk with their candidate for at least one full year, attending weekly sessions with the candidate. Approximately 2-3 hours per week is required in combined preparation and meeting time.

### ***Denver Bible Study***

Adults attend a 10-week Bible study program called the Denver Bible Study. Opportunities to serve as facilitators or catechists are available. Morning and evening sessions are held. Approximately 1-2 hours of preparation is required for each session, and the sessions last 2 hours.

### ***Disciples in Mission***

In the Disciples in Mission program, adults meet in small groups during Lent to preview and discuss the scriptures of the coming week. Opportunities for hosting and facilitating these groups are available. Facilitators must attend a 1-hour training session. The small group meetings require about 3 hours of combined preparation and meeting time each week.

### ***Adult Education Catechists***

Adult education consists of a series of lectures on the teachings of the Church. Adults with an interest in presenting a particular topic are encouraged to contact the faith formation office.

## **OUTREACH**

**Goal: St. Luke's Outreach program is dedicated to strengthening our awareness and understanding of Catholic social teaching. It offers each of us the opportunity to practice stewardship by using our time and talents through our active participation in serving the needs of others.**

### ***Bereavement***

The mission of the Bereavement ministry is to provide support and encouragement to families of St. Luke's who experience the death of a loved one. This is expressed through correspondence, attendance at wakes and funerals by providing a light luncheon following the funeral and by assisting at prayer services in remembrance of deceased loved ones. Additional volunteers are also needed to help with food preparation, setup and serving at funeral luncheons.

### ***My Brother's Keeper***

My Brothers Keeper collects new or used blankets to distribute to the homeless.

Basic sewing skills are all that is needed, and projects can be worked on independently at home. Donations of blankets, sheets and other fabrics are also accepted.

### ***The Gabriel Project***

Gabriel Project is a ministry that reaches out to women in crisis pregnancies who choose life for their unborn child. Volunteers work in teams of four to five ministering directly to women during and after pregnancy by providing emotional, spiritual, and material support. Services provided include: occasional meals, phone calls, help with birth, Baptism, baby shower, mentor, daily prayer for baby and mother, or babysitting. Training is provided.

### ***Habitat for Humanity***

Habitat for Humanity is an ecumenical Christian housing ministry whose objective is to eliminate poverty housing from the world and to make decent shelter a matter of conscience. Affluent and poor work in equal partnership to build community as well as new homes.

Volunteers are needed over the course of 24 to 26 Saturdays although not every skill is required each week. Not every volunteer position requires "skilled" labor. In addition, there are support committees such as food, publicity, telephone coordination and homeowner's helper. Each volunteer should bring tools appropriate to their task as well as loving Christian commitment. Plan to have fun and meet people united in a common cause. Once the project begins, volunteers should be available for tasks on Saturday's. Each Saturday, volunteers may stay as long as the whole day or as short as a few hours. Volunteers may participate from start to finish or only one Saturday. **WARNING – Habitat is addictive.**

If you are seeking the Holy Spirit, Habitat is a ministry you should check out.

### ***Hospital Ministry***

The mission of the Hospital Ministry is to visit patients at Wake Medical Center with the special purpose of bringing them the Eucharist. This ministry is part of a Deanery-wide effort to minister to all those in the hospital. Our parish has been asked to maintain this ministry on Friday of each week. Members will be scheduled on a rotating basis. Training will be provided.

### ***Our Lady's Rosary Makers***

This ministry involves making rosaries from kits. To date, this group has made thousands of rosaries for missions around the world. This is a perfect "at-home" project with simple instructions provided.

### ***Red Cross Blood Drive***

This is an annual drive, held on a Saturday in the fall. St. Luke's coordinates with the Red Cross to help ease the shortage of urgently needed blood products. The entire process takes about an hour. You can also help by volunteering with registration, set-up, breakdown or food services.

### ***Respect Life Committee***

The Respect Life Ministry promotes respect for all human life, from birth to natural death through prayer, education, and action. St. Luke's is part of the Raleigh Diocese Respect Life Committee. Activities include:

- Life Chain Vigil in October
- Monthly rosary at abortion clinic
- National Night of Prayer for Life
- Fundraising for Birthchoice
- Project Rachel
- Gabriel Project
- Run for Life committee

Your involvement can be on a regular or short-term basis.

### ***Sunshine Ministry***

The purpose of this ministry is to bring "sunshine" to members of our parish who are ill or housebound, new mothers, and our "seniors" who would enjoy the company of other parish members.

We maintain contact through correspondence, phone calls, and visits. Please let us know if you or a loved one would welcome such contact.

### ***Visiting Eucharistic Ministers***

Members of this ministry take the Eucharistic to residents at the Windsor House of Raleigh rest home and also to parishioners who are temporarily or permanently housebound. It is suggested that visits be made on the weekend whenever possible.

Members are scheduled on a rotating basis, usually every five to six weeks. Please note it is not necessary to be a Eucharistic Minister at Mass to participate in this ministry.

### ***Volunteer Caregiving***

The center for Volunteer Caregiving is a private, non-profit, faith-based organization committed to promoting independence and dignity in the lives of elderly and disabled adults in Wake County. The Center provides volunteer orientation and serves as a clearinghouse to match volunteers to specific opportunities for ministry. St. Luke's is pleased to be affiliated with the Center for Volunteer Caregiving.

Volunteers provide assistance, including transportation, shopping, light housekeeping, visits, and other simple tasks as well as respite care.

### ***Yellow Barrel Ministry***

The Yellow Barrel provides a way for each of us to help many different organizations, both within our diocese and throughout the Raleigh community. Through monthly collections and special holiday projects (Thanksgiving Food Baskets and The Christmas Giving Tree), we can all personally contribute to the good work of these groups. We can all be part of this effort by supporting the Yellow Barrel collections.

Assistance is needed in collecting and distributing goods.

## **COMMUNITY LIFE**

**Goal: Provide opportunity to gather for fellowship and celebrate the bonds of our unity as a parish community.**

### ***Community Life Committee***

The focus of the Community Life ministry is concerned with the social aspects of the parish. Ministry members are involved in the following activities of the parish.

- Visiting Priest Dinners
- After Mass Socials
- Dances
- Parish Directory
- Operation Cozy (Blankets for the Homeless)
- St Luke's Web Site
- Kitchen and Banquet Hall consultation
- Welcome new Parishioners
- Epiphany Celebration
- Lenten Soup Suppers

The time requirement for the Community Life ministry is 5-6 hours per month.

### ***Pre-School Play Group***

The playgroup is a social group for pre-school children and their moms/dads that meets Wednesday mornings from 10-11:30 in the nursery at St. Luke's. It provides opportunities for socialization for the kids as well as the moms (dads). Weather permitting, we pack a lunch and eat outdoors. Every other month, the moms do a night out (no kids).

The minister fields information calls from new members as well as acting as the point of contact for existing members of the group.

The time commitment is 1/2 day each month.

### ***Church Nursery***

The nursery provides a safe and caring environment for parents who wish to leave their children there during mass. Currently the nursery is offered for only one Sunday mass. This is due only to a shortage of ministers. We would like to extend this service to other masses if we can recruit additional ministers.

The minister should arrive 15 minutes before mass begins to receive the children. He/she should pay special attention to any special needs the child may have (i.e. potty training, medicine, food allergies). Donations given by the parents should be taken to the church office once all the children have been picked up by their parents. The minister is also responsible for cleaning the room before leaving for the day.

The time requirement is 1 1/2 hours per mass.

***Knights of Columbus***

The Knights of Columbus is a Catholic men's fraternal organization whose foundation is based on the principles of unity as a Catholic lay society, charity to those in need, fraternity toward fellow Knights and the principles of patriotism reflecting the love of one's country.

The Knights of Columbus support programs for the church, the youth and the family at St. Luke's as well as in the community. Social programs promote fraternity for its members and the Church.

# **FACILITIES**

**Goal: To provide and maintain sufficient space for worship, ministry and other work that reflects the entire life and identity of the parish.**

## ***Facilities and Grounds***

The goal of the Facilities and Grounds ministry is to provide safe, attractive and well-maintained facilities for worship, ministry, fellowship, and other activities that reflect the life and identity of the parish. To fulfill this goal, the Ministry has two functions - maintenance of both the building and grounds, and landscaping - which provide unique and rewarding opportunities for volunteers.

The chairperson works with various vendors regarding specific repair requirements such as plumbing, electrical work, and routine building maintenance. Qualified volunteer parishioners assist on a part-time basis to accomplish the many tasks necessary to keep our church beautiful and inviting. The time requirement varies depending on the number of volunteers and the specific skills and experience needed for the task.

The landscaping function develops and implements beautification plans for the church grounds, focusing on the immediate area around the church, the pastoral life center and the grotto. Two general workdays are planned each year near the Easter and Christmas holidays. Additional calls for volunteers are sent out to accomplish special projects. The recently completed landscaping of the rear entrance of the pastoral life center is one special project example. Projects under consideration for 2003-2004 include continuation of landscaping around the pastoral life center, extensive work in the Grotto including new Stations of the Cross, and establishing an area for a playground.

The Facilities and Grounds ministry provides ministry volunteers a broad range of stewardship opportunities utilizing the talents God gives.