

## Time & Talent Stewardship Opportunities

*"...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."* 1 Corinthians 12:5-6

Recognizing that every parishioner has been blessed with unique gifts for building the Kingdom of God, we invite you to prayerfully consider areas of service to share your gifts with the community. Please contact us if you need additional information about any of these ministries. Thanks to all who generously share their time and talents with our parish family and broader community!

**IMPORTANT INFORMATION REGARDING SAFE ENVIRONMENT:** Per the Diocese of Springfield in Illinois, a volunteer is defined as: "All religious and lay persons 18 years of age and older serving in any volunteer capacity in the parishes, schools, agencies and other institutions of the diocese of Springfield in Illinois to include volunteers in ministries of the liturgy (i.e., Eucharistic/Extraordinary Ministers of Holy Communion, Lectors, Ushers, Greeters/Hospitality, Choir members, Musicians and Equipment Technicians)."

Under the policy, all volunteers in a parish or school regardless of volunteer reason or position would be required to attend the diocese's Virtus® Protecting God's Children Training and undergo a Criminal History Background Check. This includes, for example, volunteers working at parish festivals and fundraising events, etc.

There are no exceptions to this requirement. For further information, you can contact the Victims Assistance & Safe Environment Coordinator for the Diocese of Springfield in Illinois, Patricia Kornfeld at 217-321-1155 or e-mail her at [pkornfeld@dio.org](mailto:pkornfeld@dio.org), or Laurie Scott at the Parish Office.

## ADMINISTRATION

**1 Pastoral Council** Provides leadership, direction, education, resources and encouragement in accordance with ongoing, changing goals of the parish, the diocese and the universal church. **Requirements:** Adult 18+ who is willing to collaborate with others; active member of the parish; involved in other ministries; knowledgeable of the needs of the parish and parishioners.

**Contact:** Fr. Pat

**Commitment:** Three year term; monthly meetings.

**2 St. John Neumann School Board** Assist the pastors and principal in determining policy for the parish school.

**Requirements:** Adult with interest in Catholic education; practicing Catholic.

**Contact:** Canonical Administrator Fr. Pat

**Commitment:** Three year term; meetings are held on the first Tuesday of each month.

## LITURGY

**LITURGY COMMISSION** This commission assists the Pastoral Associate for Liturgy and Music in visioning the over-all tone, feel, and spiritual focus for the liturgical seasons, based upon study and reflection on the Lectionary (Scripture) readings, understanding of liturgical documents, traditions, and principles. Gifts that would be most helpful would be a desire to understand the liturgical prayer of the Church, music, art and environment, and a sincere desire to deepen one's spiritual life.

### **3 Liturgy Commission Member**

**Requirements/Commitment:** Prepare for and participate in quarterly or seasonal meetings (2-4/yr.)

**Contact:** Steve Stack

### **4 Liturgical Music Sub-committee**

**Requirements/Commitment:** Seasonal meetings to plan music (2-4 times per year) for Sundays and Holy Days, based upon and contributing to the vision and direction of the Liturgy Commission.

**Contact:** Steve Stack

### **5 Liturgical Art & Environment Sub-committee**

**Requirements/Commitment:** Seasonal meetings (2-4 times per year) to plan and decorate the church environment for the liturgical seasons, based upon and contributing to the vision and direction of the Liturgy Commission.

**Contact:** Steve Stack

### **6 Liturgical Decoration Helper**

**Requirements/Commitment:** Physical assistance in the actual decorating of the church for the major seasons and holidays, especially Christmas and Easter decorations.

**Contact:** Steve Stack

**LITURGICAL MINISTRIES** Many parishioners are needed and called to use their gifts and talents to serve in various roles for our liturgical celebrations.

**7 Extraordinary Minister of Holy Communion** This ministry assists the priest and deacon in distributing the Body and Blood of Christ to the assembly during Mass.

**Requirements:** At least 16 years old; attend training; Confirmed; have a love of and devotion to the Eucharist.

**Contact:** Steve Stack

**Commitment:** Periodically throughout the year.

**8 Altar Server** The altar server assists the priest and deacon at Mass as a Cross bearer or Candle bearers and occasionally for incense or banners.

**Requirements:** Age 8 (3rd grade, having received First Communion)- adult; attend training; consent of parents for children who wish to perform this ministry.

**Contact:** Steve Stack

**Commitment:** Periodically throughout the year. (Once every 4-6 weeks.)

**9 Reader** This minister proclaims the Word of God to the gathered assembly.

**Requirements:** Ages 14-adult, with good public speaking skills—experience with story-telling or drama is helpful; training and participation in the weekly “Breaking Open the Word” session prior to the Sunday for which you are scheduled.

**Contact:** Steve Stack

**Commitment:** Periodically throughout the year.

**10 Minister of Hospitality (Greeter/Usher)** You would be expected to arrive 30 minutes before Mass begins in order to greet and welcome people coming to worship at St. Jerome, and hand out worship aids (song sheets). You would be attentive to provide for special needs of gathering worshipers, especially elders, individuals with disabilities, and those with infants. The ushers also assist parishioners in finding seats within the assembly and open the doors for R.C.I.A. dismissal, and for reposition of the Holy Eucharist.

As ushers you would distribute the baskets and gather the collection during the Preparation of the Gifts. At the end of Mass you would greet people as they exit and hand out bulletins. Afterwards, you would clean up the worship space in preparation for the next service.

**Requirements:** Middle School or older; friendly, outgoing personality; required training session.

**Contact:** Steve Stack

**Commitment:** Monthly or bi-monthly service. (Approx. 1-2/month)

**11 Music Ministry** This ministry is vital to the worthy celebration of Liturgy.

**Requirements:** Middle School age or older; rehearsals are held weekly; love for music and desire to sing or play an instrument.

**Contact:** Steve Stack

**Commitment:** Weekly rehearsals Sept.-May (once a month June-Aug.) for weekend Masses; additional rehearsals for special events and seasons; even if you cannot commit to weekly rehearsals, you are invited to be a part of the Music Ministry for seasonal liturgies (i.e. Easter, Christmas).

## PASTORAL CARE MINISTRIES

**12 Bereavement Ministry** Praying for the bereaved along with mailing cards and/or making follow-up calls.

**Requirements:** Compassionate adult who is a good listener.

**Contact:** Lorraine Senci

**Commitment:** As needed when called upon by the Bereavement Minister.

**13 Ministry to the Elderly and Homebound** This is a ministry of presence, which includes simply visiting the homebound or elderly parishioners on a regular basis, offering support, prayer and friendship. In addition, this ministry entails providing practical assistance, such as taking the homebound or elderly to their health care appointments or shopping for groceries. Volunteers also needed to provide transportation to Mass and other parish events.

**Requirements:** A desire to befriend and serve those whose illness or age has limited their access to the faith community.

**Contact:** Lorraine Senci

**Commitment:** As determined by the volunteer.

**14 Minister of Care** This special ministry is for those who wish to take the Word of God and the Body of Christ to those who are unable to be present with the worshipping community because of illness or age.

**Requirements:** At least 18 years old; Confirmed; attend training; have a love of and devotion to the Eucharist.

**Contact:** Lorraine Senci

**Commitment:** As needed throughout the year.

**15 Minister of Care-Anderson Hospital** This ministry involves taking Communion to Catholic patients at Anderson Hospital in Maryville.

**Requirements:** At least 18 years old; Confirmed; attend training; have a love and devotion to the Eucharist.

**Contact:** Lorraine Senci

**Commitment:** About once a month.

**16 Ministry of Praise** The primary purpose of this ministry is PRAYER, the backbone of all ministry.

**Requirements:** Open to all parishioners. The elderly and homebound are especially encouraged to participate in this vital ministry.

**Contact:** Lorraine Senci

**Commitment:** Remembering the petitions of the Church in Prayer.

**17 Prayer Chain** This is a ministry of intercessory prayer, with volunteers praying for those requesting prayers. Prayer chain volunteers are contacted via an e-mail message or a phone call each time a prayer request is made at the parish.

**Contact:** Lorraine Senci

**Commitment:** Praying for the requested intentions.

**18 Prayer Shawl Ministry** Prayer shawls are hand-made shawls (e.g. sewn, knit, crocheted, quilted, embroidered, etc.) that have been created with prayers for the future recipient. The shawls are then blessed by the pastor and given anyone in need of prayer.

**Requirements:** Ability to sew, crochet or knit, or ability to teach others these skills.

**Contact:** Lorraine Senci **Commitment:** As determined by the volunteer.

**19 Funeral Luncheons: PREPARE** Prepare a "dish" when called upon for a funeral luncheon at the parish.

**Requirements:** Willingness to prepare a "dish" on a couple days' notice.

**Contact:** Parish Office

**Commitment:** As needed throughout the year.

**20 Funeral Luncheons: SERVE** Work with a team of adults in setting up St. Joseph Hall, serving the meal and/or cleaning up afterwards, usually during the day.

**Requirements:** Adult who is available during the day on a couple days' notice. **Contact:** Parish Office

**Commitment:** As needed throughout the year.

## OUTREACH MINISTRIES

**21 Ministries Unlimited:** the first full weekend of every month, the parish holds an “Outreach Collection” at all Masses, and parishioners are invited to bring non-perishable donations for the local, ecumenical food pantry, Ministries Unlimited. Baskets are placed in the sanctuary each month for these donations, and parishioners bring their gifts for the pantry forward during the offertory. In addition, Ministries Unlimited occasionally needs volunteer help throughout the year in a variety of areas, and pantry volunteers are recruited in the parish bulletin on an as-needed basis.

## SOCIAL MINISTRIES

**22 Parish Meals (non-funeral): PREPARE/SET UP** Work with staff and others in preparing a meal for a parish event or party.

**Requirements:** Willingness to help prepare food, and/or set up (decorate) the hall, usually during the day.

**Contact:** Parish Office

**Commitment:** As needed throughout the year.

**23 Parish Meals (non-funeral): SERVE/CLEAN UP** Work with staff and others in serving food at a parish event and/or cleaning up afterwards, usually evenings.

**Contact:** Parish Office

**Commitment:** As needed throughout the year.

**24 Coffee and Donuts** After 8:00 a.m. Mass coffee and donuts are served in St. Joseph Hall to provide a period of fellowship. Volunteers are needed to pick-up donuts, make coffee, set-up, serve and clean-up afterward.

**Requirements:** Middle School and older with a willingness to be available on Sunday mornings 1/2 hour before 8:00 a.m. Mass and for about 45 minutes after Mass.

**Contact:** Parish Office

**Commitment:** As determined by volunteer.

**25 Welcome Committee** This is a ministry of hospitality, with volunteers contacting and welcoming new parishioners by phone or e-mail. Committee meets as needed.

**Contact:** Lorraine Senci

**Commitment:** As determined by volunteer.

**26 Hospitality Ministry** Volunteers are needed throughout the year to prepare meals, snacks, treats, etc. when the parish hosts various events. The functions range from dinner for the bishop, to meals for retreats, to snacks for meetings. If you are passionate about generous, gracious serving, and enjoy creating a welcoming environment that nourishes the body and spirit of those gathered, please share your gifts with this ministry.

**Requirements:** Gifts for this ministry include an enjoyment of cooking; or baking; or decorating; or cleaning; or serving; or meeting new people.

**Contact:** Lorraine Senci

**Commitment:** As needed throughout the year.

## ORGANIZATIONS

**27 St. Ann Council of Catholic Women** This women’s group exists to unite all women of the parish to function more efficiently in service to the parish. Primarily this group covers the costs of the altar and sanctuary needs (bread, wine, linens). Women from this group also volunteer to launder the altar linens during the year.

**Requirements:** Any women parishioners of St. Jerome.

**Contact:** Parish Office

**Commitment:** Monthly meetings, participation in Council events throughout the year; \$5.00 annual dues.

**28 Quilters** This group of volunteers “quilts” for various needs of the parish.

**Requirements:** Basic sewing skills; sociable.

**Contact:** Parish Office

**Commitment:** As one's schedule allows, quilters meet on Tuesdays from 9:00 a.m. until 1:00 p.m. in the Wayland Office basement.

**29 Troy Knights of Columbus Council #9266** This Catholic Men's organization was founded by Fr. Michael J. McGivney to carry out the mission to support our Pope, Bishops, Priest, church, our Knights of Columbus members and families and as well as to serve the less fortunate regardless of their religion.

**Requirements:** Membership is open to all practicing Catholic men 18 years of age or older.

**Contact:** Parish Office.

## **FAITH FORMATION**

**30 Parish School of Religion (PSR): CATECHIST (Teacher)** These volunteers provide religious instruction to the children of the parish on Wednesday evenings.

**Requirements:** High School or older; required attendance at scheduled in-services; participating in the life of the Church; willing to work with children. PSR fees are waived for children of Catechists.

**Contact:** Ron Knapp

**Commitment:** Weekly sessions from September through May.

**31 Parish School of Religion (PSR): SUBSTITUTE CATECHIST** Same as CATECHIST, but on an as-needed basis.

**Requirements:** High School or older; required attendance at scheduled in-services; participating in the life of the Church; willing to work with children on short notice.

**Contact:** Ron Knapp

**Commitment:** Weekly sessions from September through May, as needed.

**32 Parish School of Religion (PSR): COORDINATOR** This volunteer oversees the proper functioning of one PSR session on Wednesday.

**Requirements:** An adult at least 18 years of age; required attendance at scheduled in-services; participating in the life of the Church; good organizational skills. PSR fees are waived for children of Coordinators.

**Contact:** Ron Knapp

**Commitment:** Weekly sessions from September through May.

**33 Faith Formation Commission Member** Advisory group for direction, inspiration, and support of programs such as PSR, Home Study, Adult Enrichment, Retreats, RCIA, Sacramental Preparation, and St. Jerome's participation in Saint John Neumann School and Catholic high schools.

**Gifts & Talents:** Passion for ongoing learning and knack for programming/planning.

**Contact:** Ron Knapp

**Commitment:** Meet 2 times per year.

**34 Baptism Preparation Ministry – Greeters with Families:** Before Mass: Welcome the families and guests; give key cues to parents and Godparents for the celebration.

**Gifts & Talents:** Joy in Baptism; good communicator; warm presence.

**Contact:** Ron Knapp

**Commitment:** 3-4 times per year.

**35 Baptism Preparation Ministry – Couples as Presenters:** As a married couple, co-present a "Pre-Jordan" session and facilitate discussion with parents preparing for their child's Baptism.

**Gifts & Talents:** Passion for the Baptism rite and the promises (commitment) made by parents.

**Contact:** Ron Knapp

**Commitment:** Lead 1 session per year; attend 1 team meeting per year.

**36 Small-groups Facilitator – Adult Faith Enrichment:** For a Bible Study or Book Discussion or Faith-Sharing group (typically 6-10 adults), convene sessions, organize materials, and facilitate conversation.

**Gifts & Talents:** Enjoyment and ease with faith-sharing; keen on group dynamics and dialog.

**Contact:** Ron Knapp

**Commitment:** Varies according to participants' needs and schedules.

## **YOUTH MINISTRY**

Under the direction of the parish Youth Minister, provide services to our young people to empower them to become leaders in the Church and community.

**37 Catechists (teachers)** are always needed to help during the Youth Group meetings.

**Requirements:** 18 years and older, must have completed Protecting God's Children and have a current background check on file with the Diocese, required attendance at scheduled meetings, participating in the life of the Church, actively practicing our Catholic faith and the ability to work with Middle School and High School age students.

**Contact:** Brenda Neumann

**Commitment:** As needed during meetings from September through May.

**38 Chaperones and Drivers** Chaperones and drivers are always needed for youth activities at the parish and off parish grounds.

**Requirements:** Chaperones - 21 years and older, must have taken Protecting God's Children & have a current background check on file with the Diocese. Drivers - 25 years and older, must have taken Protecting God's Children, have a current Background check on file with the Diocese and a current driver's license and car insurance. You will be asked to give a copy of insurance card to the Youth Minister to keep on file.

**Contact:** Brenda Neumann

**Commitment:** As needed during events taking place throughout the year.

**39 Vacation Bible School** Volunteers are needed for our week-long Vacation Bible School that takes place during the summer.

**Requirements:** 18 years and older, must have completed Protecting God's Children and have a current background check on file with the Diocese, required attendance at scheduled meetings, participating in the life of the Church, actively practicing our Catholic faith. Youth 6th grade-12th are also encouraged to volunteer to help with VBS. Must be attending church regularly and practicing our Catholic faith and have the ability to work with young children. **Contact:** Brenda Neumann

**Commitment:** The week during VBS.

**RITE OF CHRISTIAN INITIATION OF ADULTS (R.C.I.A.)** This ancient process of conversion invites those with a deep love of Christ and his Church to serve as Catechists (teachers) and Sponsors (faith-guides) for those who come forth with an interest in the Catholic Church.

**40 Inquiry** The first phase of the process is INQUIRY. It is during this initial phase that the basic teachings of the Church are shared with the inquirers. Normally these question-and-answer sessions take place on a weeknight throughout the year.

**Requirements:** Fully initiated practicing Catholic adult with a deep love for the Church; ability to share the faith with resources provided; attendance and participation in scheduled in-services.

**Contact:** Ron Knapp

**Commitment:** As determined by need and the volunteer's availability.

**41 Catechist for Adults** Catechists plan sessions rooted in the Sunday readings; reflect with, teach, and facilitate dialogue with those who have processed through the INQUIRY phase into this next level of formation in the Catholic faith. These sessions usually take place on Sunday mornings.

**Requirements:** Fully initiated practicing Catholic adult with a deep love for the Church; ability to share the faith with resources provided as scheduled; attendance & participation at scheduled in-services.

**Contact:** Ron Knapp

**Commitment:** As determined by need and the volunteer's availability.

**42 Sponsor for Adults** Sponsors are needed to journey with those who desire to continue the process of preparation for the sacraments of initiation.

**Requirements:** Fully initiated practicing Catholic adult with a deep love for the Church; ability to share one's faith with others; attendance and participation at scheduled in-services, rituals and catechetical sessions.

**Contact:** Ron Knapp

**Commitment:** As determined by need and the volunteer's availability.

**43 Catechist for Children** Catechists prepare sessions rooted in the Sunday Scriptures and spend time reflecting with, teaching, and guiding children and their parents (normally on Sunday mornings).

**Requirements:** Fully initiated practicing Catholic, high school-aged or older; a deep love for the Church; natural ability to connect with children; ability to share the faith with resources provided; attendance and participation at scheduled in-services.

**Contact:** Ron Knapp

**Commitment:** As determined by need and the volunteer's availability.

**44 Sponsor for Children** Sponsors are needed to journey with children who desire to continue the process of preparation for the sacraments of initiation.

**Requirements:** Fully initiated practicing Catholic member of the Church; natural ability to connect with children; and a deep love for the Church.

**Contact:** Ron Knapp

**Commitment:** As determined by need and the volunteer's availability.

## **OTHER SERVICES**

**Contact:** Parish Office

**45 Annual Chicken Dinner.** Volunteers are needed to chair (organize) the entire event; committee chairpersons; workers to set up the hall; workers on the day of the dinner; volunteers to clean up after the event. This is an opportunity to build community and meet other parishioners.

**Requirements:** High School and older.

**Commitment:** from a few hours to several hours each year.

**46 Baby Sitting.** Provide child care for parish meetings or gatherings.

**Requirements:** An adult at least 18 years of age; and has a knowledge of child care; with a love for children.

**Commitment:** As needed.

**47 Landscaping.** Volunteers to assist with upkeep of the parish lawns and gardens. **Requirements:** Middle School or older with a desire to work outdoors.

**Commitment:** As needed during the year, especially in Spring, Summer and Fall.

**48 Snow Removal.** Volunteers to assist in clearing sidewalks and parking lots of snow in preparation for parish events.

**Requirements:** Able-bodied Middle School or older adults with a desire to work in the cold.

**Commitment:** As needed during the Winter months with sometimes very short notice.

**49 Electrician.** Volunteers who are willing to offer advice and limited service as an electrician.

**Requirements:** Adult, willing and knowledgeable.

**Commitment:** As needed and in emergencies.

**50 Plumbing.** Volunteers who are willing to offer advice and limited service as a plumber.

**Requirements:** Adult, willing and knowledgeable.

**Commitment:** As needed and in emergencies.

**51 Painting.** Volunteers who are willing to offer advice and limited service as a painter.

**Requirements:** Adult, willing and knowledgeable.

**Commitment:** As needed throughout the year.

**52 Carpentry.** Volunteers who are willing to offer advice and limited service as a carpenter.

**Requirements:** Adult, willing and knowledgeable.

**Commitment:** As needed throughout the year.

**53 Office Assistance.** Monday through Fridays 9:30-3:30. These individuals assist with parish and catechetical office mailings, typing, folding and stapling programs, stuffing the parish bulletin, answering the phone, filing, etc.

**Requirements:** Willing to assist the parish secretary or other staff on an as needed basis; cooperative and friendly.

**Commitment:** As needed throughout the year.

**54 Computer Assistance.** These volunteers would be willing to assist the staff in understanding computer technology and maintenance of computers.

**Requirements:** Willing and knowledgeable in the area of computers.

**Commitment:** As needed throughout the year.

**55 Photographer.** These volunteers would be willing to attend major parish events to take photos for the participants.

**Requirements:** Adult, willing and knowledgeable of photography; own a camera (cost of prints will be covered by the parish if desired).

**Commitment:** As needed by the parish staff throughout the year and as available by the volunteer.

**56 Sewing.** These parishioners offer to do some basic sewing for the parish (banners, altar linens, mending).

**Requirements:** Adult, basic sewing skills; sewing machine.

**Commitment:** As determined by volunteer.

**57 Cemetery Board.** Members of this board assist in managing, planning, maintaining and fundraising for our two cemeteries.

**Requirements:** Adult, with managing skills and a love and respect for sacred grounds for our deceased.

**Commitment:** As determined by volunteer.

**58 Church Hall Set Up.** Assist with moving walls, tables and chairs for weekly PSR sessions or parish events.