

SKILLS AND INTERESTS

ARTS/MUSIC

Acting/Drama
Artwork/Graphic Design
Carpentry/Building
Crafts
Music: Instrumental
Music: Vocal
Photography/Video Recording
Recording/Sound Systems

BUSINESS/FINANCE

Accounting/Finances
Clerical Work
Fundraising
Legal Services
Planning/Visioning
Researching

COMMUNICATION

Coordinating
Facilitating
Organizing
Promoting Programs/Ideas
Public Speaking
Recruiting Others
Telephoning
Writing

COMPUTER/TECHNOLOGY

Data Entry
Database Applications
Desktop Publishing
Information Technology
Social Media

EDUCATION

Child Care
Faith Sharing
Mentoring
Teaching/Training
Youth Ministry

HEALTH/COUNSELING

Counseling
Medical/Nursing Care

HOSPITALITY

Cooking
Baking
Decorating
Driving
Event Planning
Flower Arranging
Gardening/Yardwork
Hospitality
Kitchen Assistance
Listening
Praying
Set Up/Clean Up
Sewing/Knitting/Quilting
Visiting Others
Welcoming Others

**To Volunteer, please call or email:
Laura Corrion
Volunteer Coordinator
248-243-0254
laurac@smoth.org**

St. Mary of the Hills

Ministry Handbook

We are the salt of the earth

We are the city on the hill

But we're never gonna change the world

By standing still

~Matthew West



It's time for us to do something!

IT'S TIME FOR US TO DO SOMETHING!

Dear Friends in Christ,

I would like to personally invite you "to do something." Pope Francis has cautioned us against becoming "museum-piece" Christians and instructs us to "go forth," to be followers of Christ who are willing to go outside ourselves and "accept responsibility for helping others." This sentiment is also echoed in Matthew West's song, "Do Something." At the beginning of the song he laments the world's wrongs, struggles and difficulties and asks God, "Why don't you do something?" And God responds, "I did. I created you."

St. Mary of the Hills is a vibrant parish because of our many parishioners who share their time and their talents with us. Please take a moment to consider what gifts you have been blessed with and would be willing to share with your faith community. To assist you, we have developed this Ministry Handbook to profile our many ministries and to help you identify opportunities for you to use your gifts and to "do something."

You are the salt of the earth; and in the words of Pope Francis, "Salt makes sense when you use it." We have all been blessed with distinct talents, and I want to ensure that you are able to use them to do something for God's glory. Please prayerfully consider using your gifts to allow Christ to work through you in our parish, in our community, and in our world.

Sincerely,

Fr. Stan Ulman

- ◆ **Collection Counter:** Teams of members who sort the contribution envelopes, count the money, and make the deposit.
- ◆ **Extraordinary Minister of the Eucharist:** Men and Women who assist in the distribution of the Eucharist during Mass. Must be a confirmed Catholic.
- ◆ **Hand Bell Choir:** High School students.
- ◆ **Mass Coordinator:** Set up for Mass and sign up Extraordinary Ministers of Holy Communion before Mass.
- ◆ **Ministers of Care-Vigil Service:** Lead a prayer service at the funeral home for parishioners who have passed away.
- ◆ **Musician:** Play an instrument at one of the weekend Masses.
- ◆ **Parish Mission Planning Team:** Assist with the planning of St. Mary's parish mission.
- ◆ **Prayers of the Faithful Writer:** Write weekly intentions for Mass. Samples and guidelines are available.
- ◆ **Reader:** Volunteers who proclaim the scripture readings during Mass.
- ◆ **Usher:** Men and Women whose purpose is to maintain order in and about the Church, aid in seating the congregation, collect the offerings, and direct communion lines.
- ◆ **Worship Commission Member:** Assist with maintaining, recruiting, and training parish members to support the liturgical efforts of the parish.
- ◆ **Youth Choir:** Various children's choirs are available. Visit our website, smoth.org, for more information.

PARISH PASTORAL COUNCIL

- ◆ **Parish Pastoral Council Representative**
- ◆ **Pontiac Area Vicariate Representative:** Two representatives are needed. Both reps attend monthly vicariate meetings and they alternate attending St. Mary's parish council meetings. They share pertinent information with the vicariate and St. Mary's on what the other is doing.

STEWARDSHIP

- ◆ **Stewardship Commission Member:** The Stewardship Commission assists the members of our parish to discern their individual and unique gifts and talents and calls them to use these gifts in service to the church, our community, and the world. The Stewardship Commission is responsible for fostering stewardship through the sacrificial giving of time, talent, and treasure. New members are needed to share their ideas. Monthly meetings from September to June.

WORSHIP AND MUSIC

- ◆ **Adult Choir:** Share your voice by singing in either the traditional or the contemporary choir.
- ◆ **Altar Server:** Assist the priest in Eucharistic Celebrations as well as other special services during the year. This ministry welcomes boys and girls of our parish who are entering the 5th grade or older.
- ◆ **Arts and Environment:** Members of this committee work in cooperation with the Worship Commission in planning decoration and arrangement of worship space in Church for annual liturgical seasons and special celebrations. Volunteers are needed to help with creative ideas and planning.
- ◆ **AV Tech:** Operate the projector and sound board during Mass. Must be 7th grade or older.
- ◆ **Baptismal Garment Seamstress:** Sew baptismal stoles for those being baptized at St. Mary's. Instructions are given for you to sew them at home.



ADMINISTRATION

- ◆ **Office Volunteer:** As needed, assist with bulk mailings and bulletin inserts.
- ◆ **Poster:** Weekly posting of contributions to our data base.

CHRISTIAN FELLOWSHIP & HOSPITALITY

- ◆ **Agape:** If you are a young adult, consider gathering with other young adults from our area for fun, fellowship and opportunities for service and sharing information.
 - ◆ **Advent by Candlelight:** A women only event that gives participants a chance to reflect and relax. Help to plan and write this special program.
 - ◆ **Bravehearts Men's Group:** A group to inspire men to live out their lives as true sons of the King. Meetings are the 2nd and 4th Saturday morning of the month.
 - ◆ **Christian Fellowship Commission Member:** Help build community by planning social events for the parish. Monthly meetings from September through June.
 - ◆ **Cookie Ministry:** Bake cookies for various church events, as needed.
 - ◆ **Couples Anniversary Mass and Reception:** Help plan the annual Mass and cake and punch reception that takes place in February.
 - ◆ **Gardening Ministry:** Help to maintain the flowerbeds surrounding our building through weeding, watering, and spring planting. Seasonal.
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FELLOWSHIP & HOSPITALITY CONTINUED

- ◆ **Graduation Mass and Brunch:** Help put together the Graduate Picture board and help plan the graduation brunch held the first Sunday in June.
- ◆ **Hospitality Committee:** Help set up, serve food, clean up, prepare a dish, or shop for various parish events.
- ◆ **Knights of Columbus:** A Catholic family, fraternal service organization. Fr. McGivney created the Knights to support its members in their faith, provide support for their families, and direct their charity to the needs of the less fortunate and the Church. His vision is manifested in three principles of our Order—charity, unity and fraternity. Meetings are the 3rd Tuesday of the month at 7:30 PM with fellowship following.
- ◆ **Parish Picnic Planning Team:** St. Mary of the Hills parish picnic provides a means to bring our community together in fellowship. Volunteers are needed for various job positions before and during the picnic. For example: plan and coordinate activities, set up/clean up, food prep, decorate, etc..
- ◆ **Senior Exercise:** Adults 50+ exercise to videos every MWF from 10:00-10:45 AM.
- ◆ **Senior Fellowship:** A gathering of seniors for fun and friendship. Meetings are held the 2nd Tuesday of the month following the 9:00 AM Mass.
- ◆ **Welcome Center Greeter:** Greet our guests as they arrive for Mass and answer any questions that they may have about St. Mary's.

CHRISTIAN SERVICE AND SOCIAL JUSTICE

- ◆ **Blood Drive:** Blood Drive volunteers take appointments and make telephone calls. On the day of the Drive they register donors, serve refreshments and provide and serve snacks and lunch to Red Cross personnel. Blood Drives are held in March, August, and December.
- ◆ **CCRT (Catholic Community Response Team):** This group is our vicariate's response to the emergency needs of no/low income residents of Pontiac. As a volunteer you could assist with drives at church for toiletries/food/bikes and/or serve on the working board which meets monthly on Monday mornings.

EDUCATION CONTINUED

- ◆ **St. Mary's Youth Group (SMYG):** High School students participate in fun events that build friendships, promote spiritual growth, and service. Adults assist with supervision and participation at special events, regular meetings, service projects, or other activities. (Training and criminal background check is required for adults.)
- ◆ **Sunday Preschool Catechist Aide**
- ◆ **Vacation Bible School:** Help in various capacities during the week of VBS.
- ◆ **Vocations Awareness:** Vocational discernment is the process in which men or women in the Catholic Church discern, or recognize, their vocation in the Church. The four vocations in the Catholic Church are the married life, single life, consecrated religious life, and ordained life to priesthood and diaconate.
- ◆ **Website Support:** Help update our Facebook page, Tweet, or Instagram.
- ◆ **Youth Ministry Team (Middle/High School):** Attend meetings, helping to guide conversation and participation in small groups of preteens and/or teens (Training and a criminal background check are provided/needed).

EVANGELIZATION

- ◆ **Evangelization Committee Member:** Members work with the St. Mary's commissions and parish leadership to INVITE ALL PEOPLE to know Jesus and share in the fullness of the Catholic faith, to CALL THE FAITHFUL to ongoing conversion and enthusiasm, and to FOSTER GOSPEL VALUES in our society.
- ◆ **Religious Freedom:** Under the auspices of the USCCB, the Religious Freedom Committee is an ad hoc committee formed in response to the modern threats against free expression and practice of religion in our communities. Members work to defend and promote religious freedom by raising awareness and highlighting the moral and ethical dimensions of current issues, and by encouraging the laity to speak out, evangelize, and exercise their right to vote. We help parishioners stay current on the issues through special events and a regularly maintained facebook page under the title: St. Mary of the Hills Religious Freedom.

EDUCATION CONTINUED

- ◆ **Photographer:** Take photos during GIFT sessions.
- ◆ **RCIA Facilitator:** Periodically lead sessions by facilitating discussion of previously provided materials. Likely to be two or three sessions either during or following 9AM Mass.
- ◆ **RCIA Hospitality-Easter Vigil Set Up:** Arrive at 4:00 on Holy Saturday to decorate and prepare trays for the Vigil reception. (Usually about an hour commitment)
- ◆ **RCIA Hospitality-Easter Vigil Serving Lead:** Oversee the Vigil reception, from putting out the food at 9:00 PM until clean up concludes at 11:30 PM.
- ◆ **RCIA Hospitality-Easter Server/Clean Up Crew:** Arrive at 9:00 PM to put out food and monitor the tables, concluding with clean up. (9:00-11:30 PM)
- ◆ **RCIA Hospitality-Weekly Team Leader:** Leads the team, by organizing volunteers and making sure that the group will have access to beverages and a light snack for all Sunday gatherings.
- ◆ **RCIA Hospitality-Weekly Team Assistant:** Set up beverages and a snack (provided) for the group, either by assuring that they will have access to coffee and doughnuts (gym) or by setting up refreshments in the St. Joseph Room.
- ◆ **RCIA Hospitality-Weekly Food Donations:** Provide a snack when called upon to do so.
- ◆ **RCIA Parish Mentor:** Several times in the year, talk to or meet with an individual who is going through the RCIA process .
- ◆ **RCIA Sponsor:** The person who acts as a companion to the individual who is celebrating the sacraments. They attend the formation portion of our sessions, from about 10:10 AM to 10:50 AM on Sunday mornings. Sept.-May.
- ◆ **RCIA Team Member:** Assist with gatherings of those adults who would like to celebrate the sacraments of initiation in the Church. Team members can facilitate sessions, organize the annual potluck, or simply offer a listening ear and support to those entering the Church.

CHRISTIAN SERVICE AND SOCIAL JUSTICE CONTINUED

- ◆ **Charitable Giving Committee:** Bi-Monthly, (2nd Monday of the month at 7:00 PM) review the requests and make disbursements from money collected through the offertory.
- ◆ **Christian Service Commission Member:** Members serve as models and resources to advance Catholic Social Teaching through works of charity and justice. The Commission considers new ministries and celebrates current ones. Monthly meetings from September through June.
- ◆ **Funeral Lunch Ministry:** This committee provides desserts, phones volunteers, and/or assists in the kitchen at funeral lunches as a parish demonstration of support and comfort to the grieving family.
- ◆ **Giving Tree:** Help coordinate gifts between our parish and people in need in our community. Duties include phone calls, creating labels, setting up/placing cards on trees, and sorting the gifts as they come in.
- ◆ **Interchurch Women:** Members meet on the first Monday morning of each month held at local churches in the Rochester community. A volunteer is needed to represent St. Mary of the Hills at these meetings. Interchurch Women support as their ministry Neighborhood House Pantry Shelf.
- ◆ **John R Rd Clean Up:** Assist in the clean up of John R Rd between Avon and Auburn Rds. Clean ups are done on a designated Saturday in the Spring and Fall.
- ◆ **Justice and Peace:** This group works to provide a variety of opportunities to reduce the causes of society's ills through advocacy, education, legislative action, and prayer.
- ◆ **Knitting and Crocheting Ministry of Comfort:** This group is comprised of women who 'stitch' and pray for parishioners going through a difficult time and for organizations in need. The group meets on the 2nd Thursday of the month from 10:00 AM-12:00 PM or 7:00-9:00 PM.
- ◆ **Meal Share-We Care:** Provide meals, on a temporary basis, to people who are going through a difficult time.

SERVICE AND SOCIAL JUSTICE CONTINUED

- ◆ **Neighborhood House:** Neighborhood House is a nonprofit human service organization founded by communities of faith assisting our neighbors during times of hardship. We partner with the community and other social service providers to help those neighbors move toward self-sufficiency. We try to provide food, clothing and assistance with rent, utilities, daycare and other immediate needs. St Mary's supports Neighborhood House through frequent tithing, the Giving Tree Program at Christmas and a School Supply Program each fall. For volunteer opportunities, see ranh.org.
- ◆ **Prayer Chain:** Volunteers are called on to pray for those in need.
- ◆ **Respect for Life:** Defending human life and promoting the dignity of the human person includes many issues and actions. Some are anti-trafficking, climate change, death penalty, domestic social development, justice-peace-and human development, migration and refugee services, pro-life activities, religious liberty. The parish has an active pro-life group. (A more extensive list is on the USCCB website.)
- ◆ **St. Michael's Food Pantry:** Help with the collection of non-perishable food items before each Mass the first weekend of the month. Help arrange special collections during times of increased need, and post/stuff fliers.
- ◆ **St. Vincent de Paul:** Vincentians strive to be open to the needs of those who request help for food, rent, utilities, and other kinds of assistance. Meetings are the 2nd Tuesday of the month from 7-9 PM.
- ◆ **South Oakland Shelter (SOS):** Help plan and organize the week in August that St. Mary houses the homeless.
- ◆ **Stephen Ministry:** Stephen Ministers are trained to be a listening presence to someone experiencing difficulty in life such as divorce, death of a loved one, or single parenting.
- ◆ **Sunshine Ministry:** Spread "sunshine" to other parishioners by sending them cards when they are going through challenging times. All cards and postage are supplied.

EDUCATION

- ◆ **Adult Formation Facilitator:** Facilitate the use of materials, DVD's, etc. to conduct sessions under the guidance of the director of formation. Training, materials, and guidance is provided as needed, or desired.
- ◆ **Babysitter during Religious Education Events:** Help is needed to supervise children while their parents are attending events here at the parish. (Training and a criminal background check are provided/needed)
- ◆ **Bible Study Facilitator:** Help guide conversation, using information and other materials. Training will be provided. No bible expertise is needed, just an ability to move conversation along.
- ◆ **Book Club Facilitator:** Read books, and lead conversation within a group. An ability to draw out questions or themes from the books is helpful but not an absolute must.
- ◆ **Catechist:** Serve in a leadership role during the break out sessions of GIFT.
- ◆ **Catechist Aide:** Assist the catechists during the break out sessions of GIFT.
- ◆ **Christmas Family Liturgy Leader:** Oversee the practice and "pageant" of the nativity story at the 4:00 Christmas Eve Mass.
- ◆ **Education Commission Member:** Promote the teaching mission of the Church by promoting and evaluating religious formation programs for all ages. Monthly meetings September through June.
- ◆ **Marriage Mentor Couple:** Couples meet with an engaged couple to share their marriage experiences with them and to review the couples Pre Marriage Inventory with them.
- ◆ **Marriage Ministry Planning Team:** Couples who help identify needs and offer programs, resources, and activities for couples going through the various stages, phases, circumstances and challenges of married life.
- ◆ **Office Support:** Whether cutting, pasting, stuffing envelopes, or doing other office tasks, help is always needed and appreciated.