

St. Paul Catholic Church & School
Stewardship of Talent Sign Up and
Descriptions



*“I glorified you on earth
by accomplishing the work that you gave me to do.”*

John 17:4

What Are My Talents?

We are often held back from recognizing or sharing our gifts because of a narrow definition of "talent." We think "talented people" are extraordinary achievers or have easily identifiable gifts, such as musical ability or artistic talent. We must remember that each one of us was created by God and was given the ability to serve God and each other in some way.

Talents include being a good listener, being able to organize people, relating well to children or teens, being patient with others and numerous other less-recognized gifts. Our gifts often change during our lives: in our youth our gift may be energy; when we're older, it is knowledge. We are each one-of-a-kind creations of God with unique contributions to make in this world.

As Christians we recognize that our gifts of talents and skills are meant to be cultivated and shared with others, beginning with our family and friends, with our parish community and with the world. Sharing the gift of ourselves is how we express our gratitude for being created as a unique and gifted people.

How can I be a good steward of my talents?

Begin by recognizing and acknowledging the talents you have been given. A first step in this process is gift discernment. As defined in *Grounded in God*,

"Discernment involves opening our entire selves to the working of the Holy Spirit. It bids us to let go of preconceived ideas so that we can be open to new possibilities with a readiness to view things from new perspectives. . . . it beckons us to be still and listen with the ear of the heart. It draws us into alignment with God."

When we regularly pray about our gifts and how God is calling us to use them, we are more likely to be fulfilled in our lives.

STEWARDSHIP DESCRIPTIONS

Position Descriptions for the 2014 Stewardship Talent Form.

The following descriptions are provided to help you fill out the 2014 Stewardship of Talent form. For additional questions about any ministry or group, please call or email the listed contact person.

WORSHIP

Contact: Annette Reed-Beaudoin, Parish Secretary 723-4277 or secretary@stpaulowosso.org

Altar Server

Description: Boys and Girls, 10 years old and up, men and women, any age, assist priest and deacon at Liturgies.

Time Commitment: About once a month. Attend initial training and any refresher training.

Talent to Share: Willingness to learn about the liturgy and desire to serve.

Sacristan

Description: Prepare worship space and coordinate all liturgical ministers before, during and after liturgy. First one to arrive, last one to leave liturgy.

Time Commitment: One and one half hours per weekend, once or twice per month if there are enough sacristans.

Talent to Share: Dependable, good at working with people, some knowledge of liturgy or willingness to learn.

Lector

Description: Proclaim Scripture at weekend worship and other special and seasonal Liturgies.

Time Commitment: Scheduled one to two times per month at choice of Masses. Study and rehearsing preparation. Attend initial training. Responsible to attend liturgy as scheduled or to find substitute.

Talent to Share: Public speaking and reading ability. Must have received the sacrament of Confirmation and be active in your faith.

Extraordinary Minister of the Eucharist (EM)

Description: Assist the priest in distributing the Body and Blood of Christ during liturgy.

Time Commitment: Typically one liturgy per month at your time preference.

Talent to Share: Gift giving and welcoming. Must have received the sacrament of Confirmation and be active in your faith.

Greeters/Welcome Table

Description: Welcome and greeting parishioners and visitors at weekend and special liturgies and sharing information about the parish after Mass.

Time Commitment: Once monthly at choice of Mass preference, and other special liturgies. Attend initial training.

Talent to Share: Friendly, warm and caring personality. Being responsible for scheduled duties.

Ushers

Description: Welcome and greeting parishioners and visitors at weekend and special liturgies, gift bearers assistance, communion ushering, checking pews and church after Mass, passing out bulletins after Mass and general assistance.

Time Commitment: Once monthly at choice of Mass preference, and other special liturgies. Attend initial training.

Talent to Share: Friendly, warm and caring personality. Being responsible for scheduled duties.

MUSIC MINISTRY

Contact: Russell Beaudoin, Director of Music 723-4277 or rbeaudoin@stpaulowosso.org

Adult Choir

Description: Enhance the beauty and solemnity of our liturgies, as well as to encourage participation by the Assembly.

Time Commitment: This group generally sings at the 10:00am Sunday Mass and other Holy Days. Rehearsals are on Thursdays from 7:00-8:30pm, and run from September to June. Due to the sophisticated nature of the music, regular attendance is essential.

Talent to Share: Love of choral music and enthusiasm for leading congregational singing.

Children's Choir

Description: This group consists of children in grades 3 - 5. Choir performs at about ten Masses per year, including Christmas Eve, Easter Sunday, and First Communion. St. Paul students will also sing at School Masses, but public and home schooled students are welcome.

Time Commitment: Rehearsals on Wednesdays from 3:45-5:00pm during the school year. In addition to the Masses, we sing at several events outside of church, including Memorial Hospital Christmas Program, McCurdy Park Festival of Trees, and Mother's Day Banquet. Regular attendance at rehearsals and singing engagements is expected.

Talent to Share: Enjoyment of singing and a desire to have fun.

Resurrection Choir

Description: This group provides music for funeral liturgies on an "as-needed" basis. This group brings comfort to grieving families through their music. Because funerals mostly occur on weekday mornings, this group is ideal for retirees who wish to sing.

Time Commitment: There are no regular weekly rehearsals, but we do gather to practice 30 minutes prior to the start of each funeral.

Talent to Share: Love of music and enthusiasm for leading congregational singing.

Other

We have, in various years, fielded other ensembles such as Contemporary Ensemble (guitars, drums, piano, singers,) Middle School Choir, High School Choir, and large Festival Choir (for special liturgies, such as the Feast of St. Paul.) Their existence depends upon having adequate numbers of interested parties.

FAITH FORMATION

Contact Deb Marston, Dir. Of Religious Education, 723-1400, Joe Christian, Dir. Of Youth Ministry, 723-2800, or Ed Horski, Dir. Of RCIA, 723-4277

Soup Preparer

Position Description: Prepare a large pot of soup (of your choice) for one of our weekly Soup & Substance program on Thursday evenings during the Lenten season.

Time Commitment: Time to prepare soup.

Talent to Share: Ability to prepare a large pot of soup (of your choice) and bring it to church.

Marriage Preparation FOCCUS Couple

Position Description: Married couple to meet and debrief with engaged couples the results of their FOCCUS

Time Commitment: Meet with each couple 1– 2 times. Online training.

Talent to Share: Ability to lead and facilitate dialogue and share about various aspects of your own marriage.

Elementary Catechist

Position Description: Catechists participate in the mission of the Catholic Church by forming a partnership with parents in the faith formation of their children.

Time Commitment: Weekly preparation of lesson plans. Implementation of lesson plans in the classroom every Wednesday 6:00-7:30pm, September through April.

Talent to Share: Basic knowledge of the Catholic faith and an enthusiastic willingness to share the faith with children.

Elementary Catechist Aide

Positions Description: Catechist Aides participate in the mission of the Catholic Church by assisting the catechist in implementing lesson plans in the classroom. Assists with activities planned by the catechist.

Time Commitment: Wednesdays 6:00-7:30pm, September through April.

Talent to Share: Basic knowledge of the Catholic faith and an enthusiastic willingness to share the faith with children.

Middle School Catechist

Position Description: Catechists work with students to help them develop spiritual habits that will lead them into a deeper relationship with Christ.

Time Commitment: Weekly preparation of lesson plans. Implementation of lesson plans in the classroom two Sundays per month 6:00-8:30pm, September through April.

Talent to Share: A working knowledge of the Catholic faith and an ability to teach by modeling the way in which the faith is lived.

Middle School Catechist Aide

Position Description: Assist catechist in the classroom with implementation of lesson plans.

Time Commitment: Two Sundays per month 6:00-8:30pm, September through April.

Talent to Share: A working knowledge of the Catholic faith and an ability to teach by modeling the way in which the faith is lived.

Children's Liturgy Leader

Position Description: Lead children in Children's Liturgy of the Word including Opening Prayer, Responsorial Psalm, Gospel Acclamation, Gospel Reading, and discussion of the Gospel message. Help children prepare gifts for Children's Offering upon returning to the Church Proper.

Time Commitment: One Sunday per month during the 10:00am Mass. September through April.

Talent to Share: A desire to help young children participate more fully in the Mass. An ability to relate to the youngest members of the parish to help them understand the Gospel message and how it relates to their lives.

Children's Liturgy Lector

Position Description: Assist Leader in Children's Liturgy of the Word.

Time Commitment: One Sunday per month during the 10:00am Mass. September through April.

Talent to Share: A desire to help young children participate more fully in the Mass. An ability to relate to the youngest members of the parish to help them understand the Gospel message and how it relates to their lives.

Children's Liturgy Student Helper

Position Description: Students in grades 6 through 12 assist in Children's Liturgy of the Word. Help children prepare their gifts for Children's Offering upon returning to the Church Proper.

Time Commitment: One Sunday per month during the 10:00am Mass. September through April.

Talent to Share: A desire and an ability to help the youngest members of the parish to participate more fully in the Mass.

VBS Parent Activity Leader

Position Description: Supervising and working with VBS Participants (Preschool – 5th Grade) and Group Leaders (6th – 12th Grade) in coordinating and implementing activities, mini-Bible lessons, playing games and making crafts.

Time Commitment: Usually the last full week of July. Monday through Friday 8:30am-12:30pm.

Talent to Share: A desire to work and play with children in ways that teach Bible messages and share the life of the Catholic faith in fun ways.

VBS Student Group Leader

Position Description: Being responsible for and working with VBS Participants (Preschool – 5th Grade) in implementing activities, conducting mini-Bible lessons, playing games and making crafts.

Time Commitment: Usually the last full week of July. Monday through Friday 8:30am-12:30pm.

Talent to Share: A good sense of responsibility and a desire to work and play with children in ways that teach Bible messages and share the life of the Catholic faith in fun ways.

Lenten Mini-Vacation Bible School Leader

Position Description: Supervising and working with VBS Participants (Preschool – 5th Grade) and Group Leaders (6th – 12th Grade) in coordinating and implementing activities, mini-Bible lessons, playing games and making crafts.

Time Commitment: One Saturday during Lent 9:00am until 5:00pm.

Talent to Share: A desire to work and play with children in ways that teach Bible messages and share the life of the Catholic faith in fun ways.

Parish Librarian

Position Description: Check books in and out of Parish Library. Organize and shelve books and other materials in the Parish Library.

Time Commitment: One Sunday per month after 10:00am Mass. Library is open 11:00-11:45am, September through April.

Talent to Share: Ability to organize and arrange.

Student Library Assistant

Position Description: For students in 8th – 12th Grades, Catalog incoming books for Parish Library. Label and prepare books for lending. Preparing library check-out cards and envelopes.

Time Commitment: One or two days per month. Commitment is flexible.

Talent to Share: Ability to organize and arrange. Good penmanship!

Youth Ministry Adult Core Team Leader

Description: Adult core team members are present at high school youth group gatherings to minister to teens through their presence, in leading small groups, and presenting/speaking on a variety of topics relevant to teens and their faith.

Time Commitment: Sundays 2 hours, bimonthly core team meetings following youth group, and helping at periodical Sunday evening events and other youth events throughout the year. Please note, schedule is flexible and you do not need to attend every meeting.

Talent to Share: All adults who have a passion for working with the youth, who are caring and enjoy building relationships, who have a gift for speaking publicly, experienced ministering and leading groups of teens.

Food Ministry

Description: At both our middle school breakfast club meetings (Thursdays from 8:00-8:40am) and high school youth groups, a meal is served. Volunteers bring a large helping of food prepared for 20-30 youth.

Time Commitment: Flexible; according to how many days you decide to volunteer for.

Talent to Share: Food preparation.

FAITH FORMATION CONTINUED

Chaperones/Drivers for Youth Trips

Description: Ministering and overseeing teens while on various day/overnight trips. Some of our opportunities include the Diocesan Youth Jamboree, March for Life in Washington D.C., Middle School Rally, Winter Mission Retreat, Steubenville Youth Conference, and Summer Mission Trip.

Time Commitment: Varies per trip.

Talent to Share: Relational ministry, overseeing youth, positive and serving attitude.

RCIA Sponsor

Description: Walk the faith journey with an RCIA person and be a bridge to the parish for them. Sponsors must be confirmed, active members of the Catholic Church.

Time Commitment: Attend as many weekly two-hour meetings as possible with one's RCIA person over the course of 12-15 months.

Talent to Share: Enthusiasm for one's faith. Willingness to share your faith and learn more about it. Ability to form a supportive relationship with your RCIA person.

RCIA Team

Description: Works along with the RCIA Director, to assess and develop the parish RCIA process in relation to the changing needs of those seeking to join the Catholic Church. Assists by occasionally facilitating at the RCIA Sessions.

Time Commitment: A few hours a month.

Talent to Share: Willingness to learn, love for the Catholic faith, desire to share the Catholic faith.

SCHOOL

Contact Merry Jane Robertson, Principal 725-7766 or principal@spsowosso.org

Teacher's Helper

Description: Varies by grade level. Reading help, reviewing math facts, other support as needed.

Time Commitment: Schedule set with teacher and volunteer.

Talent to Share: Desire to work with children, support learning, share the joy of learning.

Library Aide

Description: Assist with library time for classes, help check out and re-shelve returned books.

Time Commitment: Schedule set with principal and volunteer.

Talent to Share: Ability to organize. Love of reading.

Playground Aide

Description: Help supervise children during lunch recess.

Time Commitment: 2 hours per shift based on availability.

Talent to Share: Ability to watch several things at once, enjoy being outdoors.

Lunchroom Aide

Description: Help supervise students in cafeteria during lunch, also assist in food service.

Time Commitment: About 2 hours per shift based on availability.

Talent to Share: Patience, enjoy working with children.

Dinner & Auction Help

Description: Can serve on the committee to help with the annual dinner & auction, areas include: marketing, decorations, dinner, auction item acquisition, auction check out, set up/clean up. Also need people willing to help the day before, of and after the event with set up and clean up.

Time Commitment: Depends on level of involvement.

Talent to Share: Creativity, willing to work with a group, dependable.

SCHOOL CONTINUED

Marketing Committee

Description: A group committed to promoting the school. Must have a passion for Catholic Education, in particular St. Paul School. Must have time to dedicate to planning and help implement ideas to promote the school.

Time Commitment: A few hours per month.

Talent to share: Passion for Catholic Education, creativity, vision, positive attitude.

Coaching

Description: The school has various opportunities for students to explore athletics and we depend on volunteers to lead our teams.

Time Commitment: Need to be available for practice times and games.

Talent to Share: Desire to mentor students, build teamwork, teach sportsmanship.

ART & ENVIRONMENT

Interior Plant/Flower Care

Description: Water and care for plants.

Time Commitment: Once or twice a week.

Talent to Share: Knowledge of caring for plants.

Seasonal Set-Up/Take Down

Position Description: Decorating the sacred space during various liturgical seasons. Set up and take down at the beginning and end of Advent and Christmas and Lent and Easter. There is also set up/take down for some Holy Days and special events during the year. We need people to do light work and people to do the heavy work.

Time Commitment: One to three hours, seasonal.

Talent to Share: The ability to create an environment with the help of instructions and pictures and/or the ability to lift and move heavy objects.

St. Joseph Workers

Description: Help with various cleaning activities in the church, also replace yearly missals and in spring help with outdoor planting around parish grounds.

Time Commitment: First Tuesday of the month, about 9 months of the year.

Talent to Share: Willingness to help care for our church and grounds.

CHRISTIAN SERVICE

St. Vincent de Paul

Description: A variety of tasks to meet the needs of the poor in our local community.

Time Commitment: Tuesday mornings sorting clothing, preparing for clients to make use of our food cupboard and clothing bank or Tuesday evenings assisting clients when they come in for assistance.

Talent to Share: The willingness to see the face of Christ in those who are in need, to treat them with dignity and kindness.

Nocturnal Adoration Society

Description: Spend one hour before the Blessed Sacrament with recitation of prayers.

Talent to Share: Ability to spend time in prayer before the Eucharist for the needs of the Church and the world at large. All ages welcome.

Time Commitment: One hour per month on the third Saturday of the month, hours are between 7:00-11:00pm.

CHRISTIAN SERVICE CONTINUED

Bring Eucharist to Homebound/Nursing Home

Position Description: Available and free to service the schedule of the homebound.

Time Commitment: Daytime, Sunday-Friday

Talent to Share: Love of the Eucharist and understanding of its importance to the homebound—must be a trained Extraordinary Minister of Holy Communion.

Letter/Card Writing to Homebound

Description: Send greeting cards to homebound. Names supplied by parish coordinator.

Time Commitment: Send cards about four times a year.

Talent to Share: Caring and willingness to remember someone.

Praying for Intentions of Parish/Parishioners

Description: Pray for particular intentions of the parish or specific parishioners and their needs. Intentions supplied by parish coordinator.

Time Commitment: Depending on prayer requests, may include in daily or weekly prayer.

Talent to Share: Caring and willingness to pray for the needs of others.

BEREAVEMENT MINISTRY

Serve on Funeral Luncheon Team

Description: Assist with prep, serving, set up and/or clean up at funeral luncheons.

Time Commitment: Approximately 2-4 hours for any given funeral. Teams take turns, you may be called on several times a year.

Talent to Share: Hospitality and caring for friends and family during their time of grief.

Provide Food for Funeral Luncheons

Description: Bring a salad, side dish or dessert to the church on the day of the funeral.

Time Commitment: Preparation time required for the dish.

Talent to Share: Baking and cooking

Sacristan for Funerals

Description: Prepare worship space and coordinate all liturgical ministers before, during and after liturgy. Assist priest in preparing for funeral liturgy.

Time Commitment: Funerals typically take place on weekday mornings, arrive 45 minutes prior to funeral and serve throughout the Mass.

Talent to Share: Dependable, good at working with people, some knowledge of liturgy or willingness to learn..

Altar Server for Funerals

Description: Boys and Girls, 10 years old and up, men and women, any age, assist priest and deacon at liturgies.

Time Commitment: Will be called on to serve at funerals throughout the year, typically weekday mornings.

Talent to Serve: Willingness to serve at Mass.

Lector for Funerals

Description: Proclaim Scripture at funerals when needed.

Time Commitment: Funerals typically take place on weekday mornings. Will be called on as needed.

Talent to Share: Public speaking and reading ability. Must have received the sacrament of Confirmation and be active in your faith.

SERVICE GROUPS

Altar Society

Description: The Altar Society is open to all women in the parish. Their goals are to help develop the faith life of the parish, provide social programs for the parish, help supply volunteers for parish activities and assist with monetary help for the worship needs of the parish.

Time Commitment: Attend meetings throughout the year as well as provide time or food for various parish functions when needed. You may also elect to belong to a guild which meets throughout the year.

Knights of Columbus

Description: Fraternal order of Catholic men dedicated to family and community service.

Time Commitment: Attend regular meetings or functions sponsored by the Knights of Columbus.

Talent to Share: Willingness to participate in various activities sponsored by the Knights of Columbus and be a faithful citizen in your community.

EVENTS/SOCIAL

Parish Picnic Committee

Description: Willing to meet with and work with other committee members to plan and help with the annual Parish picnic.

Time Commitment: Picnic usually takes place in September, available for meetings leading up to the picnic and helping the days before and of the picnic.

Talent to Share: Ability to work with a group, help with publicity, shopping, planning and prep.

Parish Picnic Help

Description: Willing to help set up, serve and clean up for the annual Parish picnic.

Time Commitment: Several hours the day of the picnic, usually in September.

Talent to Share: Able to follow directions, possible heavy lifting, be welcoming and friendly to those who attend.

Harvest Dinner Committee

Description: Willing to meet with and work with other committee members to plan and help with the annual Harvest Dinner. Areas include: Raffle, Dinner, Set Up/Clean Up, Publicity, Children's Activity (such as Pumpkin Carving Contest).

Time Commitment: Attend monthly meetings leading up to the dinner and more often if necessary closer to the event. Depending on your area of involvement may require more hours leading up to event.

Talent: Ability to work with a group, bring new ideas and have an open mind.

Harvest Dinner Help

Description: Help with the annual Harvest Dinner, can include helping set up, decorating, serving the meal, selling raffle tickets, tending bar, selling tickets at the door or helping with clean up.

Time Commitment: A few hours the evening of the event.

Talent to Share: Good work ethic, welcoming, willing to help where needed.

Primetimers Group

Description: Help plan and participate in a variety of programs, trips and events for our parish Primetimers Group

Time Commitment: You can be as involved as you want to be!

Talent to Share: Organized, bring new ideas, leadership

Coffee & Donut Hosts

Description: Make coffee, help with set up and clean up for Sunday coffee and donuts following the 8:00am and 10:00am Masses.

Time Commitment: Sign up as often as you like. About 15 minutes before Mass and an hour after Mass.

Talent to Share: Friendliness, willingness to help out.

The parish offers many opportunities for involvement to serve specific needs of parishioners as well as programs to participate in throughout the year. These include: Bereavement Groups, Jail Ministry, Respect Life, Bible Studies, Book Clubs, Lenten programs, Men's groups, Prayer Groups, Prayer Shawl Ministry. If any of these groups or topics interest you please call the parish office at 723-4277 and we will get you in touch with the appropriate person.

COUNCILS/COMMITTEES

Parish Council

Description: The primary means for pastors and parishioners to respond to the pastoral mission of the Church and listen to the needs and hopes of the parish. Consults with the Pastor to create a vision for the parish and helps to form a plan to bring that vision to fruition.

Talent to Share: A collaborative personality, the ability to assist in creating a vision for an organization, be a positive spokesperson for the parish and also be a vibrant, involved member of the parish community.

Finance Council

Description: A consultative voice in administering parish finances. Review annual budgets, assist the Pastor and Parish Business Manager in recommending areas or guidelines for making changes when necessary to balance the parish budgets.

Talent to Share: A background in business or other professional field. Ability to understand financial statements and also look at the big picture of a parish understanding our mission as a church.

Education Commission

Description: This commission helps with the vision of the Parish school and the Parish Religious Education and Adult Formation programs. Members offer financial advice, develop and defend policies, serve as a source of good public relations, provide parents or guardians a voice in their child's education, recommend programming for adult parishioners and encourage strategic planning.

Talent to Share: Ability to work in committee, some basic financial understanding, a passion to promote faith formation to parish.

Evangelization Committee

Description: This committee is responsible for recommending programs and ideas to the Pastor to help foster a sense of belonging in the parish as well as welcoming back those who are no longer active in our parish community. They form a plan for the parish to help us implement the mission set forth in Bishop Boyea's first pastoral letter, "Go and Announce the Gospel of the Lord."

Talent to Share: Welcoming, friendly, understand needs and wants of parish community.

Since we have gifts that differ according to the grace given to us, each of us is to exercise them accordingly: if prophecy, according to the proportion of his faith; if service, in his serving; or he who teaches, in his teaching; or he who exhorts, in his exhortation; he who gives, with liberality; he who leads, with diligence; he who shows mercy, with cheerfulness.

Romans 12:6-8

**ST. PAUL CATHOLIC
CHURCH & SCHOOL**

We, the people of St. Paul Parish, are called by God to be a people of prayer, to live the Word, and to celebrate the Sacraments. With the guidance of the

Holy Spirit, we commit ourselves to become a warm and welcoming community, reaching out to others in need. By calling forth a variety of gifts, talents and ministries, we seek to provide opportunities for all to grow in holiness and loving service.

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