

# *SEAS Time and Talent Survey 2011*

## *Ministry Volunteer Descriptions/Contact Information*

Phone: 585.964.8627 Fax: 585.964.3352 Website: [www.myseas.org](http://www.myseas.org)

---

### **COMMUNICATION COMMITTEE**

(Chairperson John Wagner, 964.3992)

**Committee Member** – works within the committee to increase communication between the Pastoral Council and the parish, and to facilitate the outreach ministries and inter-parish events as described in the NW Regional Plan. The Communication Committee is one of 9 Standing Committees which send a voting representative to the Pastoral Council.

### **MINISTRIES ASSOCIATED WITH THE COMMUNICATION COMMITTEE**

**Parish Historian/Archivist** – collects, organizes and preserves photos, newspaper articles, media recordings and various mementos which will form a record of SEAS' history for future parishioners.

**Photographer** – attends parish events and takes photographs or record activities, which will be used on the SEAS website and other parish communication channels, and will become part of the parish archives. (SEAS will provide CD's for saving photos, or they can be e-mailed to [seas@dor.org](mailto:seas@dor.org).)

**Technical/Computer Consultant** – provides technical consultation and support for computers, software, digital storage, networking, digital cameras, digital TV projects as requested by SEAS committees and staff.

**Website Development & Maintenance** – involves maintaining our current website content, as well as enhancing and expanding the current content in order to continue to meet the communication needs of our parish community and our various committees.

### **FACILITIES COMMITTEE**

(Chairperson Bruce Newell, 659.4037)

**Committee Member** – works within the committee to coordinate and oversee general maintenance and upkeep of all parish property, providing for snow removal and grass cutting, acting as consultants for modifications and upgrades, and supervising volunteers. The goal is to provide for the safety and comfort of the community. The Facilities Committee is one of 9 Standing Committees which meet once each month and send a voting representative to the Pastoral Council.

#### **MINISTRIES ASSOCIATED WITH THE FACILITIES COMMITTEE**

**Carpentry, Electrical, Painting, Plumbing, etc.**

**Routine Repairs**

**Seasonal Grounds Care**

**Special Events Setup/Takedown**

#### **FAITH FORMATION COMMITTEE**

(Chairperson Sharon Campbell, 964.8200)

**Committee Member** – works within the committee seeking to respond to and coordinate the parish initiatives in faith development and lifelong education by assessing and evaluating current efforts and assisting staff to develop new initiatives. Faith Formation is one of 9 Standing Committees which send a voting representative to the Pastoral Council.

#### **MINISTRIES ASSOCIATED WITH THE FAITH FORMATION COMMITTEE**

**CHILDREN'S LITURGY OF THE WORD** (Sue Flanagan, 964.8977)

**Presider** – leads children up to 5<sup>th</sup> grade in praying and reading Scripture, and helping them to understand God's Word and apply it to their lives (10:30 Mass on Sundays throughout the year). Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided.

**Monitor** – helps presider as requested during Children’s Liturgy of the Word. Monitors are usually adults or youth older than 5<sup>th</sup> grade.

## SACRAMENTAL PREPARATION

**Baptism Prep Team** (Billie Warner, 964-2853; Deacon Jim Steiger, csteiger@rochester.rr.com) – is composed of individuals or couples willing to work in teams to provide Baptism preparation for parents of newborn children. Duties include scheduling Baptisms, as well as assisting with Baptisms when needed. Team members need not be parents.

**Confirmation Team** (Billie Warner, 964-2853) – is composed of volunteers who work as a team preparing youth to receive the Sacrament of Confirmation. Since SEAS is a Restored Order community, this team works closely with the Eucharist Team. *(There are three Sacraments which establish full Initiation into the Catholic Church: Baptism, Confirmation and Eucharist, in that order. They follow the Catholic Rite, and the restored order of celebrating the Sacraments reclaims the focus of each Sacrament and the original rite.)* Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required.

**Eucharist Team** (Billie Warner, 964.2853) – is composed of volunteers who work as a team preparing youth to receive the Sacrament of First Eucharist. Since SEAS is a Restored Order community, this team works closely with the Confirmation Team. *(There are three Sacraments which establish full Initiation into the Catholic Church: Baptism, Confirmation and Eucharist, in that order. They follow the Catholic Rite, and the restored order of celebrating the Sacraments reclaims the focus of each Sacrament and the original rite.)* Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required.

**Reconciliation Team** (Billie Warner, 964.2853) – is composed of volunteers who work as a team preparing youth for celebration of the sacrament of Reconciliation. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required.

**Marriage Prep Team** – is composed of married couples willing to work as a team to provide preparation (Pre-Cana) for engaged couples preparing for marriage. Marriage prep is a collaborative program among the 4 NW regional partner parishes: Nativity BVM, SEAS, St. John (Spencerport) and St. Leo (Hilton).

**RCIA Team** (Bill Beiter, 964.2730; Billie Warner, 964-2853) – offers spiritual guidance and instruction to adults and children through the *Rite of Christian Initiation of Adults*, primarily working with those who are unbaptized or uncatechized in their journey to become Catholic.

**WHOLE COMMUNITY CATECHESIS** (Billie Warner, 964.2853)

*(WCC is multi-generational faith education and enrichment)*

**Adult Faith Formation Team** – brings adult education and conversation aspects of the gatherings to light; team members may work on any one or all of the gatherings.

**Catechist for Grade-level Sessions** – develops and leads faith formation classes for students K-5th grade during the WCC gatherings; may work on any one or all of the gatherings. Training and materials are available - commitment, respect for children and love of God are the criteria, along with being 21 years of age and completing the Creating A Safe Environment (CASE) training as prescribed by the diocese.

**Catechist Aide** – assists the Catechist in classes for students K-5th grade during the WCC gatherings; may work on any one or all of the gatherings. Adults and teens are welcome - completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required.

**Vacation Bible School** – seeks volunteers to develop and lead a portion of the Bible focused Faith Education program. People are needed to work on themes, arts and crafts, service programs, music, and games. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required.

## **FINANCE COUNCIL**

(Chairperson Beth Verde, 637.5230)

**Council Member** – works with the council to provide the parish family, as well as its Pastoral Council, committees, and staff with the pertinent financial data for

joint administrative decisions necessary to the present and future parish operations and goals. The Finance Council is one of 9 Standing Committees which meet once each month and send a voting representative to the Pastoral Council.

### **MINISTRIES ASSOCIATED WITH THE FINANCE COUNCIL**

**FUNdraising Committee** (Krys Staub, 402-5288; Linda Sweeney, 964.8589) – plans and carries out or schedules parish fundraisers intended to raise money to provide items and or programs that may not otherwise be affordable in the current fiscal year. Annual fundraisers are: Chicken BBQ in the spring and Golf Tournament in the fall. Ideas and energy are welcome!!

**FUNdraising Volunteer** (Krys Staub, 402-5288; Linda Sweeney, 964.8589) – is a person who likes to help but hates meetings! This person helps make the fundraisers happen (e.g., serving chicken, distributing flyers, selling tickets, setting up for golf tournament, etc.).

**Planned Giving Committee** (Joey Conlon) – reviews and then offers information and opportunities to the parish for donating to SEAS to ensure our long term financial security through bequests, memorials, the founders' tree (in the narthex) and other initiatives.

### **LITURGY COMMITTEE**

(Chairperson Mary Hussong-Kallen, 637.5183 or [mhussongk@yahoo.com](mailto:mhussongk@yahoo.com))

***“Our mission is to help our parish find its unique way of making the prayer of the church its own.”***

**Committee Member** – works within the committee to assist the parish community in developing and implementing meaningful liturgical celebrations in accordance with the directives of Vatican II. The Liturgy Committee is one of 9 Standing Committees which send a voting representative to the Pastoral Council.

### **MINISTRIES ASSOCIATED WITH THE LITURGY COMMITTEE**

**Gifted to Serve Committee Member** – assists in preparing youth to serve in the various liturgical ministries. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required.

## **ART & ENVIRONMENT** (Billie Warner, 964.2853)

**Care/Cleaning of Altar Linens and Server Robes** (Terri Pearson, 659.8667) – assumes responsibility for making sure that all cloths used on the altar and other areas of the Sanctuary are clean and pressed as needed, and that all altar server robes and sashes are clean and ready for use as needed.

**Church Decoration** – entails planning and decorating our worship area in ways that reflect the liturgical season in creative ways.

**Floral Design/Care** – involves selecting, arranging and caring for flowers and plants in the worship area, reflecting the liturgical seasons or various celebrations at SEAS.

## **LITURGICAL MINISTRY**

**Communion Ministry Co-Leader** – works collaboratively to coordinate training and scheduling of Communion ministers, and facilitates communication among ministers; works with the Liturgy Committee to help plan and provide feedback on Masses and other liturgies.

**Lector Ministry Co-Leader** – works collaboratively to coordinate training and scheduling of Lectors (Ministers of the Word), and facilitates communication among ministers; works with the Liturgy Committee to help plan and provide feedback on Masses and other liturgies.

**Usher/Greeter Ministry Co-Leader** – works collaboratively to coordinate training and scheduling of Usher/Greeters (Ministers of Hospitality), and facilitates communication among ministers; works with the Liturgy Committee to help plan and provide feedback on Masses and other liturgies.

**Liturgical Ministries Schedulers** – work collaboratively to collect information from liturgical ministry co-leaders and provide schedules of Communion Ministers, Lectors, Altar Servers and Children’s Liturgy of the Word Presiders for all Masses.

**Outreach Communion Minister** – visits and brings Holy Communion on a weekly or monthly basis to a family member, neighbor or parishioner who is unable to attend Mass. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided.

## **WORSHIP MINISTRY**

**Altar Server** (John and Mary Anne Stoia, 964.2264) – is anyone who has received First Eucharist. Servers assist at Mass and other liturgies, especially at the altar, wearing a white robe and cincture (rope belt). Training will be provided.

**Cross Bearer** (John and Mary Anne Stoia, 964.2264) – is one who carries the processional crucifix and leads the procession of ministers in and out of the worship space at liturgical celebrations. This person must be able to carry the cross without difficulty. Training will be provided.

**Eucharistic Minister** (Randy Conlon, 964.3569; Barbara Riddell, 964.5465) – distributes the consecrated Bread and Wine (the Body and Blood of Christ) to those gathered at Mass. The prerequisite to this ministry is having received First Eucharist, and youth must first be trained as an altar server. Training will be provided.

**Lector** (Dan Raimondo, [doctor\\_dan@rocketmail.com](mailto:doctor_dan@rocketmail.com)) – reflects upon and then proclaims the Word of God at Mass and other liturgical gatherings. Training will be provided.

**Sacristan** (Rick Beyrle, 964.3927) – arrives before Mass on weekends and holy days to prepare the church and all vessels and supplies, makes certain that all liturgical ministers are present, makes opening announcements before Mass, and generally deals with any unforeseen circumstance before, during or even after the Mass. The Sacristan also cleans vessels and puts away all sacred books and items used during the Mass, and is responsible for securing the collection and locking the church before leaving. Training will be provided.

**Usher/Greeter** (Ron Roy, 964.5486; Kathleen Nagy, 392.3339) – is a Minister of Hospitality at Masses and other liturgies. He or she welcomes the community, takes up the collection, distributes bulletin and other handouts after Mass, and assists the Sacristan in dealing with any unforeseen circumstances that arise during a liturgy. Training will be provided.

## **MUSIC MINISTRY (Michelle Marvin, 520.9111)**

**Adult Choir** – consists of men and women who lead our parish in traditional and contemporary liturgical music for all Masses and Holy Days. Practices are held on Wednesdays from 7:00 to 8:00pm during the school year. Instruments that lend themselves appropriately to worship are also welcome.

**Children's Choir** (Shari Putnam, 352.8281) – consists of children between the ages of 5 and 12 who sing once each month at the 10:30 Sunday Mass, as well as on Christmas Eve, and Easter Sunday.

**Resurrection Choir** – consists of parishioners and choir members who sing at funerals, usually on weekday mornings.

**Teen Choir** (Shari Putnam, 352.8281) – consists of young adults between the ages of 13 and 18 who sing contemporary music. Practices are held every other week on Wednesdays between 7:30 and 9:00PM.

## **OTHER MINISTRIES**

**Garden Club** (Marilyn Clement, 659.8134)

**Knights of Columbus** (Rick Beyrle, 964.3927) – is a Catholic men's service and social group.

**NW Regional Retreat Team** – plans and organizes SEAS' share of the annual regional Lenten retreat, hosted on a rotating basis by one of the four parishes of the NW Planning Group (Nativity BVM in Brockport, SEAS, St. John in Spencerport and St. Leo in Hilton).

**Phone Caller** – is a volunteer who can make numerous phone calls (usually to parishioners) for various parish committees, especially the Time/Talent/Treasure Committee.

**Prayer Group/Network** (Karen Docteur, 964.2769) – is a group of parishioners who pray for the intentions submitted to them - all are welcome to join or request prayers for their intentions.

**Prayer Shawl Knitting Ministry** (Stacey Ayers, 392.8146) – meets monthly to knit or crochet prayer shawls which are blessed and then given to those who are in need of comfort due to illness, loneliness or grief. These shawls are a visible sign of love and prayers for those who are hurting in some way. If you are looking for a way to reach out to others, please consider joining the group.

**Seamstress/Tailor** – creates and/or makes much-needed repairs to various church linens and vestments.

**Seniors' Activities Planning Group** – plans and carries out programs/activities for SEAS' senior citizens.

### **PARISH LIFE COMMITTEE**

(Chairperson Jeanne Laut, 682.0058)

**Committee Member** – works within the committee to promote the social life and sense of community of the membership of the parish family, under the guidelines of the Pastoral Council. This committee provides refreshments for other events as requested. Parish Life is one of 9 Standing Committees which send a voting representative to the Pastoral Council.

### **MINISTRIES ASSOCIATED WITH THE PARISH LIFE COMMITTEE**

**Breakfast Club** – hosts a breakfast open to the parish community after the 8:30 Mass on the 4<sup>th</sup> Sunday of each month, except July, August and December. Breakfast is served buffet-style, and parishioners are invited to make a free-will

donation. *PLEASE NOTE: Volunteers are divided into three teams so that their commitment is only for three Sundays per year.*

**Setup/Serve/Cleanup at Social Events** – involves assisting in setting up necessary chairs, tables, etc., serving, and then cleaning up after various parish gatherings.

**Martha Ministry** (Kathleen Nagy, 392.3339; Carmela Pettinari, 392.9289) – provides support to families after the loss of a loved one. We invite family and friends to a luncheon at church following the funeral. *Please note that this is a ministry where you will probably be called upon with only 2-3 days notice.* Volunteers are needed in the following areas:

set up and take down chairs/tables  
cook (in SEAS' kitchen)  
serve food/beverages, donate store-bought foods

### **SOCIAL MINISTRY COMMITTEE**

(Chairperson John Honeck, 964.7982)

**Committee Member** – will work within this ministry to promote an awareness of the social teachings of the Gospel. The committee enables parishioners to respond to the Gospel challenges of justice, peace and compassion. This may take place through special events, consciousness-raising activities, or by providing information to advocate on contemporary issues when there is a need for a prophetic and active Christian response from the parish. As a committee member, you will be involved with determining what social justice issues and outreach efforts will be pursued and supported at SEAS. Social Ministry is one of 9 Standing Committees which send a voting representative to the Pastoral Council.

### **MINISTRIES ASSOCIATED WITH THE SOCIAL MINISTRY COMMITTEE**

**Human Rights Advocacy** – is an independent worldwide movement working for the international protection of human rights, seeking the release of men and women detained because of their beliefs, color, sex, ethnic origin, language or religious creed, provided they have neither used nor advocated violence. It works for fair and prompt trials for all political prisoners, and opposes the death penalty,

political killings, “disappearances,” and torture or cruel, inhuman or degrading treatment or punishment of all prisoners.

**Life Solutions of Hamlin, Inc.** (Deacon Ray Datz, 964.5454; Karen Docteur, 964.2769) – serves the social, physical and spiritual needs of the Hamlin community (formerly known as the *Bread & Thread*). Volunteers may provide help in any one of the following ways:

- staff or board member
- counseling
- transportation
- pickup of donated food/food delivery to those requesting help
- cleaning and stocking food cupboard shelves
- holiday help
- prayer

**Migrant Farmworker Ministry** (Penny Gardner, 637.3714, 509.0423(c) or [pgardner@dor.org](mailto:pgardner@dor.org)) – is a hands-on ministry funded by the Diocese of Rochester and parishes in the NW region to help serve the many needs of the migrant farmworkers in Western NY. Volunteers are needed in the following areas: transportation, interpreting (Spanish), tutoring, advocacy, planning and participating in liturgies, and assisting at a variety of social functions (Bienvenida, picnics, coffee after Spanish Masses, etc.). All talents are most welcome!

**Prison Outreach** (Deacon Ray Datz, 964.5454) – involves helping to meet the spiritual needs of men and women regardless of the reason for their incarceration.

**Project HOPE (Haiti)** (Jerry Clement, 260.2253 or [jerryclementinc@aol.com](mailto:jerryclementinc@aol.com) - establishes a working partnership between SEAS parishioners and H.O.P.E., a Rochester-based group of individuals and churches, working to support the people of Borgne, Haiti, in promoting and sustaining community well-being through health, education and economic initiatives.

**Respect Life** – brings about awareness and opportunity, from the standpoint of our faith teachings, to become involved in such issues as birth control, abortion, euthanasia, physician-assisted suicide, cloning, stem cell research, death penalty, substance abuse, and mental and physical abuse.

**Social Justice Issues & Advocacy** – involves working on issues related to the major themes of Catholic Social Teaching and how they are affected by policies in today's world. The focus will include, but is not limited to: life issues, community issues, rights and responsibilities, the option for the poor, dignity concerns

for workers and work, solidarity with others, and care for God's creation. This work will involve advocacy on a variety of topics that encompass those issues (e.g., hunger, homelessness, and environmental concerns).

**Lead a Special Project of Your Choice** (Mary Arnold, 392.7645) – offers the opportunity, with the approval and guidance of the Social Ministry Committee, to plan, publicize, lead, and implement a special project of your choice that would serve the needy or promote social justice and involve recruitment from the larger parish.

### **TIME/TALENT/TREASURE STEWARDSHIP COMMITTEE**

(Chairpersons Gary and Carol Stevens, 637.0601)

**Committee Member** – coordinates and oversees the Time/Talent/Treasure process (including Ministry Fair and Ministry Day), and takes the lead in bringing the concept of stewardship to life in our parish. T/T/T Stewardship is one of 9 Standing Committees which send a voting representative to the Pastoral Council.

### **MINISTRIES ASSOCIATED WITH THE TTT/STEWARDSHIP COMMITTEE**

**Ministry Fair Coordinator** – works with all 9 parish standing committees and ministries to oversee the bi-annual (every two years) Ministry Fair, which takes place on a single weekend in March at all Masses, and offers all parishioners an opportunity to learn more about ways to use their gifts to benefit SEAS and to get to know other parishioners better.

**Volunteer Coordinator** – reviews results of the Time/Talent/Treasure Signup Sheet completed by parishioners and notifies committees and ministries of anyone interested in joining. An important part of this ministry is follow-up, to make sure that committees have contacted potential volunteers and provided training/orientation as needed. Phone calling, emailing and attention to detail are essential skills!

### **YOUTH MINISTRY COMMITTEE**

(Chairperson Lisa O'Brien, [seasym@juno.com](mailto:seasym@juno.com))

**Committee Member** – seeks to respond to the needs of young people and share the unique gifts of youth with the larger community. The Youth Committee is comprised of both teens and adults and is one of 9 Standing Committees which send a voting representative to the Pastoral Council.

## **MINISTRIES ASSOCIATED WITH THE YOUTH COMMITTEE**

**Committee Member** – is a teen or adult with the specific role of working with the Youth Minister Coordinator to help define and evaluate the programming and activities for 6<sup>th</sup> through 12<sup>th</sup> graders. This is a one year commitment with an average of 4 to 6 meetings.

**Activity Leader** – is a teen or adult who leads, facilitates or assists specific programs and activities which the Youth Ministry Committee develops. This is a short term commitment with an average of 1 to 2 hours per activity or program.

**Retreat Team** – is composed of teens and adults participating in retreat experiences within the parish or diocese. This is a short term commitment with an average of 4 to 8 hours per activity or program. Young people are needed to assist in writing and leading the retreats.

**Chaperone** – is an adult who provides assistance as needed to help with specific programs (e.g., providing transportation, chaperoning an event, serving as a “guardian angel”).

**Coach** – is an adult who will lead or assist in a SEAS team sport such as softball.

## **QUEST**

### **SMALL CHRISTIAN COMMUNITIES/HOME CHURCHES**

(Faith Formation and Liturgy Committees – 964.8200 or [seas.quest@yahoo.com](mailto:seas.quest@yahoo.com))

### **FAITH SHARING & DISCUSSION GROUPS**

**another way for us to connect our faith with life as we live it,  
and to form richer relationships with other members of our faith community.**

*Quest* ([www.sccquest.org](http://www.sccquest.org)) is a Lectionary-based resource – we look at the Scripture readings which are part of the following weekend Masses

Each person receives the *Quest* book; cost is approximately \$20 for an entire year (books are issued 3 times during each year and cost \$7 each)

Groups are composed of 5-10 people – members are men only, women only or mixed; groups form based on the day/time that members are available to meet

Groups usually meet monthly – either in homes or at church (each group decides)

Join at any time – there is no formal beginning, and it's never too late!