

SEAS Time and Talent Survey 2009
Ministry Volunteer Descriptions/Contact Information
Phone: 585.964.8627 Fax: 585.964.3352 Website:
www.myseas.org

COMMUNICATION COMMITTEE

(Chairperson John Wagner)

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 8 Standing Committees which send a voting representative to the Pastoral Council.

MINISTRIES ASSOCIATED WITH THE COMMUNICATION COMMITTEE

Creative & Graphic Development – involves the design and production of artwork, including posters, flyers and other computer-generated OR manual artistry such as calligraphy, sketching, etc. in order to meet the communication needs of our community and our various committees. If you see a place where your gifts might shine, please contact us!

Liaison to Regional Parishes – establishes/maintains relationships with the Newman Center (Brockport), Nativity BVM (Brockport), St. John (Spencerport) and St. Leo (Hilton) in order to expand our sense of community and promote our regional commitment to sharing our resources.

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).

Reporter – interviews various parish groups and writes short articles for the bulletin and/or the website.

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 Eric Melvin)

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 8 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. FF is one of 8 Standing Committees which send a voting representative to the Pastoral Council.

MINISTRIES ASSOCIATED WITH THE FAITH FORMATION COMMITTEE

BABYSITTING/CHILD CARE (Patti Andreski)

Coordinator – schedules and supervises child care program during the 10:30 Mass on Sundays; assists with scheduling child care for various other church activities as needed.

Adult Volunteer – provides child care during the 10:30 Mass and during other church activities as needed. Completion of the Creating A Safe Environment (CASE) training as prescribed by the diocese is required and will be provided

Teen Volunteer – provides child care during the 10:30 Mass and during other church activities as needed.

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

Presider – leads children up to 5th 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 5th grade.

SACRAMENTAL PREPARATION

Baptism Prep Team (Chris and Lynn Fisher,) – 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) – 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) – 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) – 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 (Chris and Lynn Fisher) – is composed of married couples willing to work as a team to provide preparation (Pre-Cana) for engaged couples preparing for marriage. Currently, Pre-Cana is offered twice each year.

RCIA Team (Sarah Cronin) – 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)
(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.

Men's or Women's Retreat Team – participates in retreat planning and experiences within the parish; also assists in writing and leading the retreats, leading small and large group discussions, and other areas as needed (e.g., shopping, setup, cleanup and cooking).

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.

Intergenerational Faith Gatherings – seeks volunteers to help offer Parish Gatherings such as Thanksgiving Dinner, Seder Meal, and Simple Soup Suppers. People are needed to plan and choose themes, serve, seek donations, set up and take down.

FINANCE COUNCIL

(Chairperson Beth Verde)

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 8 Standing Committees which meet once each month and send a voting representative to the Pastoral Council.

MINISTRIES ASSOCIATED WITH THE FINANCE COUNCIL

FUNdraising Team – 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, Golf Tournament in the fall, and the Christmas Concert with the Dady Brothers. Ideas and energy are welcome!!

Planned Giving Team (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)

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 8 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,)

Care/Cleaning of Altar Linens and Server Robes (Terri Pearson– 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 for the various liturgical seasons.

Design/Creation of Altar Linens – involves making new altar linens which 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

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.

WORSHIP MINISTRY

Altar Server (Korrie Sherry) – 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 (Korrie Sherry) – 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) – 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 (Wayne Dreher) – reflects upon and then proclaims the Word of God at Mass and other liturgical gatherings. Youth must first be trained as an altar server. Training will be provided.

Sacristan (Rick Beyrle) – 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) – 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.

LITURGICAL PLANNING

Prayer of the Faithful Writer – is a volunteer who offers to write the Prayer of the Faithful (General Intercessions) which is prayed at the weekend Masses after the Creed.

Reconciliation Service Planner – is a volunteer who plans the communal penance services during Advent and Lent.

MUSIC MINISTRY (Michelle Marvin)

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,) – 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,) – 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)

Knights of Columbus (Dave Burgess) – is a Catholic men's service and social group.

NW Regional Retreat Team (Lisa O'Brien) – 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) – is a group of parishioners who pray for the intentions submitted to them - all are welcome to join or request prayers for their intentions.

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

Time/Talent/Treasure and Stewardship Committee – is an ad hoc committee of the Pastoral Council which coordinates and oversees the Time/Talent/Treasure process and takes the lead in bringing the concept of stewardship to life in our parish.

PARISH LIFE

(Chairperson Jeanne Laut)

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 8 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 4th Sunday of each month, except July, August and December. Breakfast is served buffet-style, and parishioners are invited to make a free-will donation.

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

SOCIAL MINISTRY

(Chairperson John Honeck)

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 8 Standing Committees which send a voting representative to the Pastoral Council.

MINISTRIES ASSOCIATED WITH THE SOCIAL MINISTRY COMMITTEE

PARISH-BASED MINISTRY

Amnesty International – 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.

Social Justice Issues – 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).

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.

OUTREACH MINISTRY

Life Solutions of Hamlin, Inc. (Deacon Ray Datz, Karen Docteur) – 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

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

MARTHA MINISTRY (FUNERALS)

Martha Ministry – 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

YOUTH MINISTRY
(Chairperson Lisa O'Brien)

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 one of 8 Standing Committees which send a voting representative to the Pastoral Council.

MINISTRIES ASSOCIATED WITH THE YOUTH COMMITTEE

Youth Ministry Team – is composed of adults or teens with the specific role of working with the Youth Minister Coordinator to help plan, do and evaluate the programming aspects of the youth ministry. This is a one year commitment with an average of 4 to 6 meetings.

Activity Leader/Program Volunteer – is an adult or teen 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 meetings or activities per program.

Retreat Team – participates in retreat experiences within the parish and diocese. Young people often assist in writing and leading the retreats, and adults are needed as small group leaders, as well as for planning, shopping, setup/cleanup, cooking and transporting.

Support Team – is composed of adults and youth who provide assistance as needed to help with specific programs (e.g., preparing snacks, chaperoning an event, facilitating small groups).

**DIOCESE OR ROCHESTER NW REGION MIGRANT FARMWORKER MINIS-
TRY**

(Contact Person Penny Gardner, pgardner@dor.org)

VOLUNTEER ACTIVITIES ASSOCIATED WITH THE MIGRANT MINISTRY

Transportation – to Sunday Spanish Mass at Nativity, to Lakeside hospital or Rochester hospitals, the Brockport clinic, medical or dental appointments, immigration court appointments in Buffalo or Rochester, or school in Western Monroe and Orleans Counties.

Tutoring – migrant children (in schoolwork, as career mentors/school advisors), and adults (citizenship study, English classes meant to aid in preparing to be-

come a U.S. citizen or those desiring to learn English because they live here); most likely at farm worker place of residence.

Interpreters – at a variety of locations and situations, such as: at school (for adults and children to be able to communicate at school programs and functions, e.g., parent/teacher meeting); at immigration appointments and court appointments; medical interface (communicate patient's needs to medical caregivers in hospitals, clinics, dental visits); financial interface (aid in bank transactions, money matters such obtaining money orders); aiding in DMV business (e.g., vehicle registration).

Advocacy – in support of migrant farmworkers (e.g., aid in written communications with local, state, and federal government representatives and agencies; participate in advocacy opportunities (as in petition campaigns, etc.); attend court proceedings in Rochester or Buffalo as a sign of supporting presence.

Liturgical Activities – plan and/or participate in liturgical celebrations (bilingual Masses with Fr. Bill on 5th Sundays of the month; the annual Bienvenida in June; special feast days such as the Day of the Dead, Our Lady of Guadalupe, etc.).

Social Activities – plan and/or participate in community functions (e.g., Bienvenida, coffee hour after Spanish Mass, picnics, feast days, etc.).

Other – various ways of supporting the Migrant Ministry Coordinator (e.g., accompanying the coordinator on visits to migrant homes/camps; sorting and helping to distribute items received; “organizing” in Migrant Ministry Office, 138 Main Street, Brockport NY 14420.