

## ST. MARK MINISTRIES AT A GLANCE

**Ushers/Greeters:** Greet/Welcome the faithful at the Mass, assist them in finding seating, provide with wheelchair assistance, take up the collections, and assist with the in-pew reception of sacrament.

**Lectors:** Proclaim the Word of God from the Ambo; assist with the Prayers of the faithful.

**Eucharistic Ministers:** Distribute Holy Communion (under the species of bread/Host and wine/Cup) and also bring Holy Communion to the Homebound & Sick (Ministry to the Sick and Homebound).

**Baptism Preparation/Confirmation Preparation:** Work with the Deacon, Religious Ed and Youth coordinators and assist families for the reception of the sacraments.

**SPARK Kids/SPARK Youth/Vacation Bible School - SPARK (St Peter St MARK):** Assist the coordinators by preparing, teaching classes and coordinate activities. Help the coordinators with collection and distribution of snacks/dinner, singing, worship and music.

**RCIA Formation:** Work with the Priests and the Deacons during formation classes volunteering/acting in capacity to mentor; guide and facilitate the question & answer sessions. Before and during Easter Vigil work with sponsors and newly baptized with immediate preparations and assist in the actual reception of the Sacraments.

**Pastoral Council:** The members are willing Parishioners chosen by the Pastor to represent the views of the Parish. Through prayer, discussion and discernment the parish council as the advisory board offers support, advice and guidance to the Pastor on pastoral matters which are directly related to the parish. They also bring to the Pastor's attention, matters of concern within the parish that require further discussion and resolution to enhance the mission and vision of the Parish. The council meets once a month, normally on 3<sup>rd</sup> Tuesday of the month from 6:30 pm to 8:00 pm.

**Administration Council:** The members are chosen by the Pastor to advise the Pastor in matters of finances related to the Parish. Collectively vote on in making financial decisions and provide long range view of sources of income and ensuring the mission and vision of the parish.

**Liturgy Commission:** Members of liturgical commission assist the Pastor in liturgy and worship in the parish. They assist the Pastor discuss with him the issues connected to the parish catholic spirituality and worship in relation to singing, church ambiance and liturgical celebration according to the liturgical norms of the Church/Archdiocese.

**Building Commission:** Members of the parish who are able to provide opinions, financial and practical advice to the Pastor in any building issues in the Parish.

This commission studies and plans for the future expansion, suggest improvements and works to ensure the city and state codes for safety and construction regarding the infra structures and parking lot in the property. They work in connection to the norms laid down by the Archdiocese in these areas.

**Fundraising Committee:** Its role is primarily to work along with the Pastor and the Parish Business Manager to ensure adequate funds for the needs of the parish by planning, approving creative sources of income. They also oversee special Parish projects for e.g. Annual Spanish Fiesta, semi-annual BBQ event, parish socials etc. This committee may work directly with the other groups within the parish (Admin Council and Pastoral Council and the Men's group and Women's group, Youth ministry) to organize fundraisers for the Parish.

**Prayer Shawl Ministry/Rosary Guild:** Parishioners who give their valuable time making prayer shawls and rosaries for the sick and home bound who are in need of them.

**Homeless Shelter Support:** Annually St Mark parish hosts individuals and families who participate in the First Way Homeless Shelter for a week before Lent begins, at the parish center. Parishioners may sign up for duties that include hospitality, cooking, serving breakfast & dinner, help with transportation and staying overnight during the week.

**Advent Angel:** A program that started some years ago occurs during Advent season. Parishioners pair with a sick or homebound parishioner who is unable to attend Mass. Participants send cards or small gifts in secret to their paired counterpart and then after Christmas they have the option of continuing the visits and revealing their identity.

**Men's group/Women's club/Spanish Breakfast:** Men's group cook a delicious breakfast after Mass on the 2<sup>nd</sup> Sunday each month and during Thanksgiving they cook a full Turkey dinner with all the trimmings (including mashed potatoes, gravy, baked beans, dressing and pumpkin pie); The Women's club organizes a delicious and nutritious salad lunch for St. Patrick's Day, they help organize a parish yard sale in the summer and they organize a Holiday Bazaar in conjunction with the Turkey dinner; All proceeds go towards support the altar supplies (linens, table break and wine) for the Parish. The Spanish breakfast consists of a delicious Spanish omelet or breakfast burrito with potatoes etc cooked by our Spanish community and it is held on the last Sunday each month.

**Collection Counters:** They help count the weekly/special collections in the parish rectory to assist the business functions of the Parish.

**Office Assistance:** Volunteers help answer phones and take messages when the parish secretary isn't available or may have special projects.