

Stewardship and Ministry

Time and Talent

Ministry Guidebook

The following pages present the various opportunities and needs of service in our parish community. Please use this resource to discern which ministry you are called to serve. When you decide on a ministry, please contact the person in charge of that ministry to join. The contact information for all ministry heads is provided on page 12

Our Lady of Mercy School

Works with faculty, staff, and students of our parish school. Stewards are appreciated and needed for the following areas:

- Gift card program—help to process orders.
- Recess duty (12:15 - 1:15pm): supervise children during lunch recess 912:15-1:15).
- Answer phone in school office: (7:40 - 8:15am) and/or (2:45-3:15) .
- Assist in the Library / Media Center,, shelving books, reading to students.
- Assist with gardening in the kindergarten yard.

ADMINISTRATION

Assistance to Parish Office

Stewards provide assistance to parish office as needed in the following: assist in special mailings, stuffing envelopes, stamping, bulletin inserts, and to cover the phones and reception area when receptionist is on vacation or sick. Training is done on site, one-on-one.

Offertory Counters

This ministry counts the weekly offertory and second collections after weekly Masses. This takes place on Monday mornings. Training is done on site the first time. Counting is done in teams of four, so we pair new folks with experienced counters.

Facilities Maintenance

Snow Removal

This group removes snow from parish properties after a snow storm so Masses can be held. This work is usually done on the weekend. Must be in good physical shape and able to use a snow blower and/or shovel! Team will be trained in winter. This ministry makes a tangible contribution to the Parish.

Landscape Maintenance (flower beds)

This ministry maintains the flower beds on the property. It entails weeding, trimming plants, planting flowers, etc. We are looking for families that might want to sponsor a section of the flower beds. Commitment would be doing some work once a month during the growing season.

Grounds Day-Ground Maintenance

The Parish schedules Grounds Day in the spring and fall to do general grounds maintenance, such as trimming bushes, mulching, fertilizing and seeding grass, etc. We would love to have enough stewards to set up teams to break up the tasks. Training is done on the job.

Building Maintenance

This group performs some general building maintenance such as painting walls, laying tiles (if necessary). Training is done on the job the first time the person serves. A member of the Parish Staff or team captain will be present to show what needs to be done. Tasks are usually fairly simple and self-explanatory.

Faith Formation

Faith Formation Catechist & Aides (K-6) - English & Spanish

This group ministers to the faith formation of our youngest members of the parish. We pass on the love of our faith and knowledge about our Catholic religion to our young people. REQUIREMENTS: Must be 18 years or older. Training is offered by the Diocese

First Communion Preparation Team

Prepares First Communion candidates for this sacrament. Classes meet once a month. REQUIREMENTS: Must be 18 years or older and be fully initiated Catholics Training is offered by the Diocese

Middle School - Edge Team

This group ministers to the Middle School age members of our parish as they prepare for Confirmation. Sessions are held on Wednesday evenings. Training is offered by the Diocese.

Faith Formation Office

Provide office support on Sundays during Faith Formation classes.

Faith Formation (cont.)

RCIA

Inquiry Team: These ministers greet, welcome, and spend time with persons who are inquiring about the Catholic faith and are interested in becoming Catholic. Inquiry sessions are held on the 2nd Wednesday of each month. Team members schedule themselves insuring that there are always 2 present at any session. Requirements: Fully initiated adults for more than 5 years.

RCIA Sponsors: Sponsors accompany the RCIA catechumen and candidates on their faith journey by praying for them, participating in the weekly catechetical sessions, and accompanying them at all the rites which are part of the initiation process. Requirement: Must be fully initiated Catholic adults for at least three years. Training sessions scheduled as needed.

RCIA Catechumenate Team: To serve as catechist for the adults who are participating in the Catholic Christian initiation process which includes the celebration of baptism, confirmation and Eucharist. Requirements: Fully initiated adults for more than 5 years.

Adult Faith Formation

These groups aim to involve people of the parish in a discussion of the scriptures, to make the scriptures come alive and become personally meaningful.

Worship / Liturgy

Lectors

This ministry proclaims God's word during the Mass. One initial training and orientation session is required, or if any changes occur.

Adoration

This group encourages a personal relationship with Christ by spending time with the Blessed Sacrament. Adoration is held the first Friday of the month.

Music

This ministry leads the assembly to praise the Lord in song, providing music for the Mass, funerals, and special events. Weekly practice is the norm.

Ushers/Greeters

This ministry of welcome and hospitality facilitates seating, collection and communion flow and distribution of bulletins. One time initial training is required, followed by lots of experience on the job. Training is scheduled as new ushers are identified.

Extraordinary Ministers of Holy Communion

Ministers distribute communion at Mass and take communion to the sick and homebound. Requirements: must be an adult, practicing Catholic in good standing with the Church.

Sacristans

This ministry prepares, cleanses, and stores the sacred vessels used at Mass. Duties include coordinating liturgical ministers serving at a particular mass, set-up and locking of the building. Requirements: Experienced Extraordinary Minister of Holy Communion.

Worship / Liturgy (cont.)

Altar Servers

Servers must be in the fifth grade and older, including high school, who have made their First Communion. Altar servers assist the priest in preparation and celebration of the Mass and other celebrations.

Parish Life

Family Life Commission

This ministry promotes community involvement and fellowship outside of the regular structured, environments. We plan and conduct various social outings with a family orientation throughout the year (parish picnic, Lenten fish fry, holiday pasta nights). We also have a group for senior citizens. No requirements at all. Meetings are the first Tuesdays of the month.

Dinner for the Friars

This ministry prepares dinners and delivers them to the friars' residency on Wednesday evenings from Sept. to June.

Dinner for 8

This group enjoys getting to know other parish members at dinners for eight people! This also unites us as a community. There is no training necessary---just an appetite for socializing and meeting others in our community!

Outreach

This ministry serves the poor, the sick and the marginalized in our parish and community. We work in collaboration with a variety of faith communities, social service agencies, such as Prodigals Community, Catholic Social Services, CHANGE, The Shalom Project, YMCA, Special Olympics, Crisis Control, Second Harvest Food Bank and others. We offer financial assistance, volunteers or in-kind gifts to these agencies.

We offer direct service through:

- Referrals to appropriate agencies
- Holiday Assistance — Christmas Angel Tree, and Thanksgiving baskets
- Collecting food and other goods from parishioners and transporting them to local food pantries

Outreach

Sew Together Quilting Group

In this ministry, parishioners make quilts for the needy in the Winston Salem area. We work with OLM /OLF Outreach ministry. This is for adults only, and the only requirement is to thread a needle! The group meets on Tuesday's from 9:30 a.m. to 12:30 p.m. We enjoy making the quilts and fellowship with each other.

Shawl Ministry

These ministers meet on the first and third Thursday of the month in the evening to knit shawls for the sick and poor in our community. Their shawls are distributed through OLM Outreach

Hospital / Home Visitation

Visit our sick and homebound parishioners.

**Lord God,
You alone are the source of every good
gift, of the vast array of our universe, and
the mystery of each human life.
Everything we are and everything we
have is your gift.
In the Name and Spirit of Jesus Christ, we
commit ourselves to be good stewards of
the gifts entrusted to us, to share our
time, our talent, and our material gifts as
an outward sign of the Treasure we hold
in Jesus. AMEN.**

MINISTRY LEADERSHIP CONTACT LIST

To join one of our parish ministries, please contact the person in charge of that ministry to join.

Ministry	Name	Phone #	Email
OLM School Principal	Sister Geri Rogers	336.722.7204	grogers@ourladyofmercyschool.org
Administration / Finance / Facilities Reservations	Mayra Villalon	336.722.7001 x25	olmpm@triad.rr.com
Faith Formation (General)	Sister Kathy Ganiel	336.722.7001 x24	olmpa@triad.rr.com
Adult Scripture Study	Anne Gannon	336.727.4591	a_gannon@bellsouth.net
Lectors	Laura McGivern	336.293.8110	lauramcgivern53@yahoo.com
Adoration	Dave Bowe	336.408.4608	mbowe@triad.rr.com
Music Coordinator	Margaret Youngblood	336.407-1536	margeyoungblood@yahoo.com
Ushers / Greeters	Mike Borgerding	336.765.2360	borgie@triad.rr.com
Sacristans / Extraordinary Ministers of Communion	Vince Higgins	336.918.2474	vincehigginst@triad.rr.com
Altar Servers	Tony Bleyer	336.659.1708	ableyer@triad.rr.com
Family Life Commission	Don Wasowski	336.923.2829	dwasowski@aol.com
Dinner for the Friars	Kathy Raab	336.816.0751	Katecmr68@gmail.com
Dinner for Eight	Phillipe Sevin	336.724.9333	psevin@gmail.com
Outreach	Madeline Harold	336.722.7001 x28	Madeline.harold@gmail.com
Sew Together Quilting	Helen Sekits	336.784.6501	
Shawl Ministry	Anne Gannon	336.727.4591	a_gannon@bellsouth.net
Hospital / Home Visitation	Fr. Joseph Angelini	336.602.4412	
Finance Council	Kathy Goliszek	336.775.1464	
Pastoral Council	Tom Waldrep chair Helen Akinc V.chair Charlene Watkins Sec	336.945.3662 336.725.4147 336.734.1663	
Stewardship Commission	Joe McConnell	336.946.0178	jmccconnell1@triad.rr.com
Knight of Columbus#10504	Martin Lukes GK		visit website: KC10504.tripod.com