

2005-2006 St. ANTHONY'S TIME AND TALENT DESCRIPTIONS

Please fill out and return as soon as possible to the rectory either in the collection at Mass or via the front door slot. Parishioners 15 and older need to complete a SEPARATE FORM each year. Spouses, likewise, fill out SEPARATE forms. Please print. Thank you.

ENVELOPE NUMBER _____

NAME _____

ADDRESS _____

HOME PHONE# _____

CELL PHONE # _____

E-MAIL _____

OCCUPATION _____

EMPLOYER _____

DAYTIME PHONE # _____

Circle the numbers of the opportunities in which you would like to be involved or are presently involved and would like to continue during this year or would like more information.



Prayer Ministry

001 Daily prayer

Pray daily for the needs of St. Anthony's.

002 Parish Needs

Attend a weekday Mass once a week to pray for St. Anthony's Parish and parishioners.

003 Mass for Vocations

Attend a Mass for Vocations once a month (3rd Wednesday of each month) or any other weekday Mass.

004 Prayer Line

Pray for those in need of prayers and phone parishioners to inform them of those in need of prayers.

005 Eucharistic Adoration

Every Thursday afternoon spend silent reflective prayer before the Blessed Sacrament.

Parish Community Building

101 Parish Life Committee

Meets monthly to plan and coordinate parish activities.

102 Welcome New Members

Involves phoning new members to welcome them to the parish and assist them in getting involved.

103 Coffee and Donuts

Help serve on Community Sunday (3rd Sunday of the month) at one of the Masses (7:45, 9:15, & 11:00 AM).

104 Sponsors for New Parishioners

Connect with new families to invite them to activities, etc. in parish.

105 Parish Picnic

Help with the various activities.

106 Parish Picnic Games Coordinator

Direct set-up, contact and coordinate volunteers, and return games to storage.

107 Help Serve Funeral Dinners When Needed

108 Bereavement Committee

Meets monthly to plan and coordinate speakers/activities for the bereaved.

109 Rosary Society

Parish society open to all women of the parish.

110 Knights of Columbus

Fraternal service organization open to all men.

111 Saint Vincent de Paul Society

Serves the needs of the poor.

112 Parish Advocacy Committee

Meets monthly to advocate for persons with disabilities, visit community homes, offer spiritual enrichment and promotes awareness.

113 Child Care for Parish Activities

People willing to provide child care for parents participating in parish activities.

114 Prepare Desserts/Snacks for Parish Events and

Programs

609 RCIA Hospitality

Provide snacks and help create a welcoming environment for those preparing to enter the Church.

Human and Social Concerns

201 Human and Social Concerns Committee

Meets monthly to plan and coordinate parish activities and help those in need.

202 Haiti Committee

Meets monthly to deepen the relationship with our sister parish, St. Montfort in Haiti, and seeks ways to meet its needs.

203 Legislative Action Network

204 Pro-Life Activities

205 Tuesday Mass at Luther Manor

Arrive around 3:30 to assist with the patients and other ministries for the 3:45 Mass.

206 Prepare and Serve Food to the Needy

Help with meals for Catholic Worker House, Dubuque Mission, etc.

410 Assist with School Tuition for Needy Families

507 Assist with Religious Education Tuition for Needy Families

Liturgy

301 Liturgy Committee

Meets monthly to give direction to the liturgical life of the parish.

302 Advent and Christmas and/or Lent and Easter Liturgy Planning

Meet with small group of parishioners to plan the Advent and Christmas liturgies during the Fall and/or the Lent and Easter liturgies during the winter.

303 Lector (i.e. Reader) for Sunday Mass

304 Lector for Daily Mass

305 Eucharistic Minister for Sunday Mass

306 Eucharistic Minister for Daily Mass

412 Eucharistic Minister for Friday School Mass

307 Usher

308 Greeter/Hospitality Minister

309 Sacristan

Involves ensuring that liturgical necessities are in place before Mass begins.

310 Server & Candle Bearer Trainer

311 Music Group Singer/Adult Choir

312 Musical Instrumentalist

313 Funeral Choir

314 Children's Choir Coordinator (Easter/Christmas)

315 Art & Environment Committee

Help with and arrange the liturgical environment.

316 Plant and Flower Care in Church

Help with watering and caring for plants / flowers in church.

317 Vestment Care and Maintenance

318 Care of Altar Linens

Wash and iron altar linens once a month.

School

401 Volunteer Aide in School

Assist teachers in preparing materials, working with students one on one, in small groups, or with take home materials.

402 Pre-School Volunteer

403 Extended Day Volunteer

404 Be a Home-room Parent

405 Help with Lunchroom Duties

406 Assist in the Library

407 Campbell Labels, Box Top Labels, etc.

408 Parent Association

Plan activities to support school and provide for educational and social needs.

409 Scrip volunteer

410 Assist with School Tuition for Needy Families

Donate money for St. Anthony's school children.

411 Assist with Book Fair

412 Eucharistic Minister for Friday School Mass

Faith Formation - Children and Youth

501 Religious Education Catechist

Teach a group of children or youth in the Wednesday evening R.E. program.

502 Classroom Aide for a Special Needs Student

503 Music Leader or Accompanist for Religious Education Liturgies or Music Classes

504 Help with Special Projects in Religious Education

505 Religious Education Office Volunteer

Help with miscellaneous office tasks (mailings, assembling booklets, etc.)

506 Crossing Guard for Wednesday Evening (7:40-7:50) Religious Education

507 Assist with Religious Education Tuition for Needy Families

Donate money for Religious Education student (s).

508 Christian Initiation Catechist for Children

Serve as a teacher/guide for twice monthly or weekly sessions with a child or small group (2-3) who are preparing to join the Catholic church.

509 Christian Initiation Sponsor for Children

Assist a child by sharing your faith journey during the initiation process.

510 Confirmation Small Group Facilitator

Serve as a facilitator of discussion and activities for confirmation candidates at monthly sessions.

511 Facilitate or Co-facilitate Baptism I

Preparation Program

Assist the leader in explaining Baptism to parents preparing for the Baptism of their children.

512 Facilitate or Co-facilitate Baptism II/ Christian Parenting Program

Lead or assist leaders in facilitating a quarterly session on Christian parenting of young children.

513 Organize and Instruct a Youth Choir

Youth Ministry

551 Youth Ministry Core Group

Meets 5-6 times per year and helps with visioning and programming for High School Youth Ministry.

552 Chaperone Events

Supervise a group of up to 7 High School Youth on events off the parish grounds.

553 Fund-raising Coordinator

Assist with any fund-raising projects when youth need money for retreats and events.

554 Serve on the Retreat Team

Assist with the St. Anthony Youth Retreat, or

Archdiocesan Qwest Retreat as an adult leader, in food preparation, speaker, or support staff.

555 Small Faith Sharing/Bible Study Leader

Lead a small group of High School Youth in a guided program.

556 Service Event Leader

Assist in service projects with the High School Youth either at the parish or outside the parish.

557 Driver for Events

Provide transportation to Youth events held off of the parish grounds, may also be a chaperone at the same time if needed.

558 Provide Food for Events

Prepare snacks or meals for Youth Gatherings or service trips.

559 Provide Financial Assistance for Service Trips and Leadership Camps

Contribute to a scholarship fund for youth needing monetary assistance.

Adult Spiritual Growth

601 Spiritual Growth Committee

Meets from September to May to assess and respond to the spiritual needs of the community.

602 Want to Learn More about Catholic Faith

Learn more about the teachings and practices of the Catholic faith.

603 Interested in Being Confirmed

For adult Catholics who have not been confirmed.

604 Co-facilitate Bible Study Groups

Lead small group study of different books of the Bible.

605 Join a Bible Study Group

Groups meet 6-7 weeks for approximately two hours.

Three opportunities: Tuesday afternoons, Wednesday evenings, or Friday mornings.

606 Join Small Faith Sharing Group

607 Christian Initiation Catechist (RCIA)

Make presentations on topics related to the Catholic faith and facilitate the process for those preparing to enter into the Catholic Church.

608 Christian Initiation Sponsor (RCIA)

Assist a candidate by sharing his/her faith journey during the RCIA process.

609 RCIA Hospitality

Provide snacks and help create a welcoming environment for those preparing to enter the Church.

610 Sponsor Couple for Engaged Couples

Assist the engaged couple in preparing for marriage through discussion of the FOCCUS inventory.

611 Pre-Cana Marriage Preparation

A team of two or three presenting couples and one divorced person share their experiences to promote awareness of the realities of married life.

612 Help with Meal for Alpha Course

Help prepare and serve meals for the Alpha Course.

613 TEAMS - Married Couples Faith Sharing Group

Small faith sharing group for married couples focusing on marital spirituality.

614 Men's Prayer/Faith Sharing Group

Meeting 1st and 3rd Saturday at 7:00 AM.

615 MOMS Faith Sharing Group

Small faith sharing, spiritual growth, and support group for mothers.

Outreach to Sick, Homebound and Elderly

701 Visit a Shut-in Parishioner

Represent parish in concern for a confined person through weekly contact.

702 Visit Hospitals

Assist pastoral staff with hospital visitation.

703 Visit a Parishioner in a Nursing Home

704 Take Communion to a Homebound Person

705 Respite Care

Be available to sit with a shut-in person to allow the caregiver a short break.

706 Bring Someone to Mass on the Weekend

707 Grocery Shopping for a Homebound Person

708 Provide Transportation for Appointments and Parish Events (as the Need Arises).

Buildings and Grounds

801 Buildings and Grounds Committee

Assist committee in assessing maintenance and repair needs of parish buildings and grounds and help develop budget. Work on fall and spring clean-up days. Act as a resource person for maintenance and repair issues. Meets 4 times a year.

802 Help with Fall Parish Clean-up Day

803 Help with Spring Parish Clean-up Day

804 General Cleaning

Occasionally help keep church and rectory clean by mopping, sweeping, dusting, scrubbing, etc.

805 Painting

806 Outdoor Flowers

Care for flowers around the church and rectory.

807 Landscaping and Shrub Care

Care of the shrubs and lawn around the property.

808-812 We are looking for people in our parish who have expertise and knowledge in the following areas and are willing to share your talents with the parish.

808 Plumbing and Heating

809 Carpentry

810 Brick Work/Cement work

811 Electrical

812 Flooring and Carpeting

Administrative services

901 Finance Committee

Meets periodically to research, prepare and submit the annual parish budget to the Parish Council as well as making recommendations for financial promotions and decisions for the parish.

902 Stewardship Committee/Promotion

Help educate and encourage adults and youth to become good stewards of our gifts of time, talent and treasure.

903 Development and Fund-raising

904 Rectory Volunteer

Help with miscellaneous office tasks, e.g. mailings, assembling booklets, copying, etc.

905 Edit/Write for "Voice of St. Anthony's" Newsletter

Involves using basic computer skills to help type/edit for this publication.

906 Computer Skills/Data Entry

Help rectory staff with data entry and/or web site design and maintenance. Skill with Excel or WordPerfect would be welcome.

907 Computer Repair

Assist rectory staff as a troubleshooter with computers, printers and software.

908 Telephone Caller

Make calls to individuals for special parish occasions.