

Ministry Handbook



St. Catherine Labouré Catholic Church

180 Elrod Road
Jefferson GA 30549
706-367-7220

Stewardship a Way of Life

“Whatever gift each of you may have received, use it in service to one another, like good stewards, dispensing the grace of God in its various forms.”

1 Peter 4:10

Stewardship, in its simplest form, acknowledges that all that we have and all that we are come from God. These Gifts from God are provided to us as good stewards to use them wisely, justly, and in gratitude. Each of us must place our own gifts, through the Parish and through our ministries, at the service of one another and those in need.

In the Pastoral Letter of the US Bishops, titled ***Stewardship: A Disciple's Response***, a Steward is defined as one who....

- Receives God's gifts gratefully,
- Cultivates those gifts in a responsible manner,
- Shares those gifts with all in justice and love,
- Returns gifts to the Lord with increase.

All the ministries listed here on after recognize their sense of stewardship and serve in joy to live out that stewardship.

General Information

If interested in one or more of these ministries, please contact the parish office or check the parish website (stcatherinelabourega.org) to get contact information of the person in charge of the desired ministry(ies).

Parish Office #: **706-367-7220**

Adult Faith Formation

Adult Faith Formation conducts Bible classes and provides opportunities for parish members to enhance their knowledge of Catholicism.

Altar Servers

Altar Servers are responsible for assisting the priest and deacon, and at some events, the bishop, as the Christian community celebrates the Eucharist and other liturgical services.

Open to children in the fourth grade or higher and active members of this parish. All children are encouraged to serve until they have graduated high school.

Altar servers will help in all fundraisers; serve at masses, and weddings.

Bereavement

The Bereavement Support Committee's goal is to support the family of the deceased; by being there for them to listen, to share, to support, and to reassure them that they are not alone during difficult this time. They will do things together to help the healing process: sharing a meal, a movie, or visiting with them. They will keep in contact with them, as well as supply them with telephone numbers of group members in case they need help.

Columbiettes

To give service to its affiliated Knights of Columbus as well as to the parish and the community through projects and activities determined by the membership and its interests and guided by the precepts of faith, hope, and charity

Decorating Committee

The purpose of this ministry is to prepare and enhance our church for weekly Mass and for special occasions.

Edge Middle School Youth Group

This group is open to all boys and girls in middle school (6th, 7th, and 8th grades). EDGE meets on the 2nd and 4th Sundays of each month at 12:30pm. The group meets for a combination of faith formation and social activities. We go on retreats and perform community service projects. All activities are undertaken in a relaxed and fun manner. Encourage your children to become involved in EDGE and they will thank you for it!

Eucharistic Adoration

Eucharistic Adoration is a Eucharistic devotion wherein members of a parish unite in making continuous adoration before the exposed Blessed Sacrament.

At St. Catherine Labouré, we do the Eucharistic Adoration the first Friday of every month 9:00 am to 7:00 pm.

Extraordinary Ministers of the Eucharist/ Homebound

Men and women of the parish who are 18 years or older chosen by the pastor and staff assist in the distribution of Holy Communion, under both species, at mass. In addition, they may take communion to those parishioners in the hospital, nursing homes, assisted living facilities, as well as those who are homebound.

Finance Council

Members are appointed by the Pastor to assist in advising on all financial matters.

Funeral Meal

The Funeral Meal group prepares the meal that follows funeral masses conducted at St Catherine's. This allows those gathered to spend time with time with family and friends at this time of need.

Heavenly Dusters & Dark Dusters

The Heavenly Dusters meet on a rotation schedule after the 12:10 mass on Thursdays to clean the church. There are currently 5 groups and we also have a cleaning crew that comes in on alternating weeks. So, the duty you have is only once every 10 weeks. Cleaning of the church usually takes about an hour. The church provides HD with all the equipment and supplies needed to clean the church. All parishioners are welcome to come and share their time and talent to help keep St Catherine Labouré clean and welcoming to all that come here to worship our Lord

Knights of Columbus

Membership is open to all men over 18 years of age. A religious Fraternal Order of men whose purpose is to render financial and other assistance to sick, disabled, and needy members as well as providing educational, charitable, religious and social welfare works, and to assist, in any manner, the parish of St. Catherine Laboure and its parishioners.

Meetings are the first Monday of each month. Other activities include hosting a Fish Fry at Crow's Lake each Friday during Lent, periodic blood drives, and parish outings such as Gwinnett Braves ball games and ice cream socials.

Ladies Guild

The ladies guild gathers women of the Parish who work together to perform Christian services for our church and the community as well as provide social opportunities for the ladies of the parish.

Membership is open to all ladies from parish 18 years or older.

Lectors

The primary function of the lector is to proclaim the Word of God in the liturgical assembly. Men, women and youth (at least 18 years old) are eligible and must meet the diocesan eligibility requirements. Training sessions are held for those who wish to serve in this ministry. After the training they are commissioned by the pastor to be active proclaimers of God's word.

Library

The mission of the Library ministry is to provide all segments of St Catherine's diverse population a collection of library resources that have been contributed to the church since its inception. Resources include books, magazines, CDs, and DVDs. Resources can be checked out for an unlimited amount of time but should be returned so they can be shared by others.

Music Ministry

All parishioners are welcome to come and join in singing praise to the Lord. The choir meets on Wednesday evenings and before the Sunday 11am mass for rehearsals.

Children's Choir meets for special liturgies only.

Remember "Thee who sings prays twice"

Parish Council

The purpose of the Parish (or Pastoral Council) is to promote the spiritual growth of the St Catherine LaBouré community, to plan and support ways for the Parish to carry out the work of the Parish and represent the interest and needs of the entire Parish family

The Parish Council has 4 interdependent functions:

1 – Advise the Pastor in a consultative manner

2 – Recommend, develop, and review Parish policies.

3 – Serve as the pastoral planning body of the Parish while insuring ongoing collaboration in developing and renewing a pastoral plan for the ministries and life of the parish.

4 – Communicate regularly with the members of the Parish community.

Parish Office

If you are interested in helping in the parish, there is a variety of jobs to do, please call the **Parish Office at 706-367-7220**

Prayer Chain

The Prayer Chain offers prayers for those in the parish who are spiritually, physically, and/or emotionally in need of the uplifting grace of God. Requests are sent in and then forwarded via the Prayer Chain distribution list. Only time commitment is to add those on the list (past AND present) to those you pray for regularly.

Prayer Shawl

The Prayer Shawl group offers knitted shawls for those in the parish who are spiritually, physically, and/or emotionally in need of the uplifting grace of God. Requests are sent in to the Coordinator who then works with the group in delivering a shawl. The group meets 1st and 3rd Tuesdays at 9am at the Jefferson Library preparing shawls for the next opportunity.

RCIA

Preparation of those wishing to join our Catholic faith. This group meets Sundays after the 11am mass.

The Rite of the Call to Continuing Conversion of Candidates Who Are Preparing for Confirmation into the Full Communion of the Catholic Church.

Religious Store

The religious store's commitment is to bring customers a wide variety of inspirational gifts and items. The store offers an extensive selection of Catholic religious gifts including jewelry, rosaries, crucifixes, Catholic literature, Baptism and First Communion items, figurines, bibles, prayer books, and much more. Come to the store for great gift ideas for all occasions. The store is located in the Narthex and is open before and after all masses. Volunteers are always needed.

Rosary

The mission of the Rosary ministry is to provide parishioners with the opportunity to pray the rosary. The rosary is said before all masses in the months of May and October. Each year the group says the rosary in multiple town squares in neighboring cities.

Sacristan, Linen, Laundry, and Robes

This ministry fulfills a true liturgical function by preparing the church for Mass and special liturgies. The Sacristan in harmony with the pastor also makes sure that the vestments, church furnishing, liturgical vessels, and decorative objects are kept in good condition and, if necessary, sent for gilding or repair. Vestments and linen need to be cleaned and ironed as directed.

School of Religion

The Continuing Christian Development program is open to parishioners from ages three and up who attend either public or non-catholic private school. They receive information and formation in Gospel values, Catholic doctrine, and practices of our church.

The dedicated volunteers of SOR possess a deep love of God and desire to share their faith coupled with the ability to work lovingly with children. Parishioners may serve as teachers, substitute teachers, or teacher aides. They may also offer their time and talent to SOR as clerical helpers, musicians or arts and crafts people.

Classes meet from September to May on Sundays at 9:30 am and Wednesdays at 6:30 pm.

Seniors Group

Seniors meet one Sunday afternoon during the month to enjoy wonderful food and company. Bingo is played with opportunities to win prizes and to discuss topics of faith, and parish and community activities.

St Vincent De Paul

The Society of St Vincent De Paul Georgia empowers people, regardless of their background, ethnicity, or faith to achieve stability and self-sufficiency by offering financial, material, educational, and spiritual support and by collaborating with others to develop and deliver programs and services that help those in need. A general meeting is held the second Monday of the month and a Case Worker meeting is held on the fourth Monday of the month to provide updates and training.

Stewardship Committee

The purpose of this ministry is encourage parishioners to recognize all they have are gifts from God – their Time, Talent, and Treasure all come from God and to provide opportunities for parishioners to use their 3 T's in the service of others.

Ushers

The purpose of the usher is to ensure the reverence of the Mass and assist the priests and worshippers. Men and women are welcomed to participate in this ministry, which assist those attending Mass. They greet parishioners on arrival, seat them as occasion arises, assist all disabled persons, take up collections, direct parishioners at Communion time, and distribute bulletin and information. There are two training sessions per year.

Visitation

This ministry looks to visit parishioners and their relatives whenever they are homebound, whenever they are hospitalized for recovery and/or treatment, or whenever they are scheduled for minor or extensive surgical procedures. Contact the Parish Office until such time that this committee is assigned a Coordinator.

Wedding Guild

Members coordinate all St. Catherine Labouré weddings and wedding rehearsals. Responsibilities include meeting with the bride and the groom to review wedding information and attending and coordinating the rehearsal and wedding ceremony. This ministry also involves working with the celebrant, wedding party, florists, musicians and photographer.

Welcoming Committee

Plan gatherings to welcome all new parishioners to St. Catherine Labouré

Youth Ministry

Empowering young people to become witnesses for Christ's love by living their faith and working for peace and social justice. Engaging them to participate in the life, mission and works of the greater community faith. In our youth group, we foster the total personal and spiritual growth of each young person through a variety of activities. Youth ministry meets Sundays after mass.

Time & Talent

“The Lord does us the honor of placing his confidence in us and calling us to the ministry, showing us his mercy. This call is not reserved for a few, it is for everyone, each to his own state of life.”

Saint Pope John Paul II

Please check all ministries that interest you:

Liturgical Ministry

Lector

Music

Usher/Greeter

Altar Server

Robe/Linen/Laundry

Sacristan

Eucharistic Adoration

Extraordinary Minister

Heavenly Dusters

Parish Library

Outreach

Visitation/Homebound

Bereavement

Welcoming Committee

ST Vincent de Paul

Knights of Columbus

Faith Formation

Columbiettes

RE Teacher/Substitute

Parish

Information

RCIA/OCIA

Website/Bulletin

Youth Ministry

Ladies Guild

Adult Faith Formation

Thank you for your interest in serving the needs of our parish.

We will be in contact with you in the near future

Name: _____

Phone/Email: _____

Address: _____

Drop in Collection Basket when complete