

# Saint Cecilia Catholic Community



## Time and Talent Opportunities Description of Parish Organizations

### PARISH COMMITTEES

• **Board of Education** is responsible for all aspects of Catholic education in the parish. Meetings held the 1<sup>st</sup> Tuesday of the month at 7:00 p.m. Members elected in May.

• **Building Committee** oversees all aspects of the St. Cecilia building project. There are many opportunities for parishioner involvement on the various subcommittees.

• **Facility Committee** coordinates the maintenance and repair of the building and grounds.

• **Family Life Committee** supports and provides Christian development for the families in St. Cecilia Parish. Meetings are held the 3<sup>rd</sup> Thursday of the month at 7:00 p.m. September through May.

• **Finance & Administration Committee** plans and supervises the financial affairs and physical properties of the parish. Meetings are held on the 2<sup>nd</sup> Tuesday of the month at 7:00 p.m.

• **Parish Community Life Committee** provides a sense of belonging and community for all St. Cecilia parishioners, especially new parishioners. It strengthens and supports the St. Cecilia's community by matching parishioners' talents and needs with parish organizations and activities. Meeting days and times vary.

• **Parish Council** oversees the general operation of the parish and makeup of the various parish programs. The council

consists of the pastor, the chair of the Board of Education, a representative from the Good Shepherd Center in Jewell and nine members elected to three-year terms. Meetings are held the 3<sup>rd</sup> Tuesday of the month at 7:00 p.m. All members of the parish are welcome to attend. Members are elected in May.

• **Sanctity of Life Committee** promotes the knowledge and understanding of the Church's teachings regarding the dignity and sanctity of human life and violations against life. Meetings are held the first Saturday at 6:00 p.m. following the 5:00 p.m. mass.

• **Social Concerns Committee** promotes and coordinates programs that seek to guarantee justice and charity for all people in local and world communities, especially the poor, lonely, aged, oppressed, homeless and minority groups. Meetings are held the 3<sup>rd</sup> Monday at 7:00 p.m. September through May.

• **Spiritual Growth and Liturgy Committee** nourishes and gives direction to the liturgical and worship activities of the parish and assists in the spiritual growth of all parishioners. Meetings are held the 4th Thursday of every month at 7:00 p.m.

• **Vocation Committee** promotes vocations from Saint Cecilia parish. Monthly meetings.

• **Youth Ministry Support Committee** assists in coordinating and scheduling activities and social events for the youth. Made up of parents of high school students, it meets the 1<sup>st</sup> Tuesday of the month at 7:00 p.m.

## PARISH ORGANIZATIONS

• **Catholic Daughters** strive to embrace the principles of faith working through love, the promotion of justice, equality, and the advancement of human rights and dignity. Their motto is Unity and Charity. Meetings are held the 2<sup>nd</sup> Thursday of the month at 6:00 p.m. September through June.

• **Christian Family Movement** gathers five-to-eight families together once or twice a month in members' homes to promote Christ-centered marriage and family life and to help individuals and families to live the Christian faith in everyday life.

• **Christians in Spirit** gathers in charismatic prayer group with the purpose of praising and worshiping our God, nourishing spiritual growth of members and participating in intercessory prayer. Meetings are held weekly on Tuesday from 7:15 to 9:00 p.m. in the Chapel.

• **Engaged Sponsor Couple Program (FOCCUS)** assists engaged couples with marriage preparation using the FOCCUS inventory. Sponsor couples meet with engaged couples in the sponsor couple's home for an average of three sessions, each session lasting approximately two hours.

• **Eucharistic Adoration** is an opportunity for a scheduled hour of prayer weekly in the Chapel before the Blessed Sacrament, which continually and publicly witnesses the Real Presence of Jesus in the Eucharist.

• **Fellowship of Parents/Playgroup** serves as a means for parents of young children to get to know one another by meeting weekly, Wednesday from 10 to 11:30 a.m., and letting their children play and grow together.

• **Knights of Columbus** invites all Catholic men to join in their mission of providing support to the parish and community by following the principles of charity, unity, fraternity, and patriotism. Activities include Lenten fish fries, Mother's Day breakfast, casino services, Keep Christ in Christmas cards and poster contest, youth I-Cubs night, youth spelling bee, Special Olympics, and fund raising for religious vocations and persons with intellectual disabilities.

• **Regnum Christi** is an international apostolic movement founded by Fr. Marcial Maciel LC. It is the lay movement associated with Legionaires Priests. Through apostolic outreach and weekly study groups, RC members strive to enrich and share their own Catholic faith and live out their spiritual commitments through their everyday lives.

• **Rosary Makers** make rosaries for any mission that needs them. Meetings are held the 3<sup>rd</sup> Tuesday of the month at 9:30 a.m. at members' homes September through May.

• **Saint Cecilia Council of Catholic Women (SCCCW)** invites all Catholic women of the Archdioceses of Dubuque to develop their spiritual growth, to share fellowship and to motivate them to act upon current issues in the Church and society. Meetings are held twice a year usually the 1<sup>st</sup> Thursday of October and April at 6:00 p.m.

**All women of the parish including the St. Cecilia Circles are a part of SCCCW and may attend the biannual meetings. Each circle supports parish functions, such as funeral receptions, on a rotating basis:**

• **St. Anne Circle** is a gathering of women of the parish to provide fellowship, to pray the rosary, and to learn more about the Catholic faith through speakers and participation in special projects, such as writing Christmas cards and supporting Birthright. Meetings are held the 2<sup>nd</sup> Tuesday of the month at 9:00 a.m. September through April.

• **St. Gerard Circle** is a gathering of women of the parish to nurture faith, family and friends. It supports service projects, such as making ornaments, caroling at nursing homes, and collecting items for Birthright and Access. Meetings are held the 1<sup>st</sup> Thursday of the month at 7:00 p.m. in members' homes September through May.

• **St. Mary Circle** is a gathering of women of the parish to provide fellowship and to promote personal growth through educational programs. It supports service projects of local charities. Meetings are held the 1<sup>st</sup> Thursday of the month at 7:30 p.m. in member's homes from September through May.

• **Sixty Plus** sponsors a potluck luncheon held the 3<sup>rd</sup> or 4<sup>th</sup> Tuesday of the month Sept. through May at noon. A guest speaker or fun activity is planned following the meal. All 60 plus, welcome – no dues, just socializing and fellowship.

• **Teams of Our Lady** consist of teams of five-to-seven married couples assisted by a spiritual director, who meet monthly to share a meal, to pray and to discuss concerns and successes in order to strengthen and encourage their marriage spirituality and relationship.

• **Widows, Widowers and Single Seniors Group** is designed to promote fellowship among St. Cecilia widows, widowers and single seniors.

# PARISH EDUCATION

• **Baptism Preparation Teams** provide support to the deacon couple during baptism preparation sessions by providing hospitality and instruction. Sessions held the 1<sup>st</sup> Thursday of every other month beginning in February from 6:30 to 9:00 p.m. Training is provided.

• **Bible Study** programs are available. (1) Monday, 7:30 to 9:00 p.m. in Ames is a guided study of context, language and forms of the Bible for the ultimate purpose of understanding and spiritual growth. (2) Tuesday, 9:30 to 11:00 a.m. in Ames is a guided Bible study using the Navarre study guide with questions to guide in understanding and applying the study to life experience. (3) Wednesday, 7:00 to 8:15 p.m. in Jewell is a study of the scripture for the coming Sunday.

• **Challenge** is an International network of leadership programs, clubs and camps for girls from 6th to 10th grade. Challenge encourages girls to become leaders among their peers while developing a lasting relationship with Christ. Meetings are held on Sundays from 9:45 to 11:15 a.m.

• **Children's Liturgy of the Word Team** accompanies youth to the Chapel and presents the readings from the Children's Lectionary during the 8:30 and 10:30 a.m. liturgies. The number of presentations per team is determined by the number of teams who sign up for a Mass time.

• **Confirmation Team** assists in the preparation of 10<sup>th</sup> grade confirmation students, two-to-three Sundays per month plus one overnight retreat. Confirmed high school students and college students are welcome to join.

• **ConQuest** is an International network of leadership programs, clubs, and camps for boys 5-16 years of age. ConQuest trains boys to become self-disciplined and confident young men, Catholic leaders who possess moral integrity and are committed to improving the communities in which they live. Meetings are held on Sundays from 9:45 to 11:15 a.m.

• **Early Childhood Religious Ed. Program Catechists** present to children ages three to five the wonders of God in the world around them through stories, prayers, games and songs. Sessions are held the first and third Sunday of the month from 10:30 to 11:30 a.m., October through May.

• **Generations of Faith (GOF)** is an innovative approach to faith formation that is centered in the events of church life. It embraces all ages and generations and promotes faith growth at home. Meets twice a year, Fall and Spring. Catechists, Design Team, Hospitality and Kitchen volunteers needed.

• **Middle School Youth Group (YIKES) Facilitators** facilitate social and community building activities that relate Christian values to every day topics for 6<sup>th</sup> to 8<sup>th</sup> graders. Meet once a month on Wednesday from 7 to 8:30 p.m. Most facilitators are between the ages of 18 and 25.

• **Small Faith Communities** meet for approximately six weeks to enrich spiritual growth during a specific season (Lent, Advent...).

## • Religious Education (1st—8th Grade)

• **Religious Ed. Catechists (1st—5th grade)** teach religion to grade school youth. Training provided. Wednesdays 4:00 to 5:15 p.m. or Mondays 6:15 to 7:30 p.m.

• **Religious Ed. Catechists (6th—8th grade)** teach religion to middle school youth. Training provided. First and third Wednesday, 7:00 to 8:30 p.m.

• **Religious Ed. Catechist Aide** assist catechists with teaching religion to youth and middle school.

• **Religious Ed. Office Assistant** answer phones, make copies, help catechists with supplies during meeting times.

• **Rite of Christian Initiation of Adults (RCIA)** is the process through which people learn about the Catholic faith and are welcomed into the Church.

• **RCIA Catechists** make presentations on doctrinal content of RCIA meetings most Sundays from 9:00 a.m. to noon, September through May. Summer dates and times to be determined.

• **RCIA Sponsors** are baptism and confirmation sponsors or confirmation sponsors for a new, adult Catholic. Sponsors attend most RCIA events.

• **RCIA Support Team** assists in set-up, clean-up, and hospitality for RCIA meetings most Sundays from 9:00 a.m. to noon.

• **Vacation Bible School (VBS)** assist with various VBS stations, such as art, music, recreation, snack, and bible and as group escorts. VBS is held in early June for one week (Monday through Friday, 9:00 to 11:30 a.m.) for children ages four-to-ten.

• **Youth Ministry (9<sup>th</sup> – 12<sup>th</sup> grade) Catechists** teach high school youth about the Catholic faith. Meetings are held on Wednesdays at 7:00 p.m.

# LITURGY

• **Altar Servers** contribute to the liturgy by assisting the presider during mass. He or she may hold the book as the presider leads the community in prayer, assists the deacon or priest in receiving the gifts, and brings and returns items for worship needed by the priest. Must be in fifth grade or older. Training is provided.

• **Art & Environment Team** creates the appropriate environment in the church for the various seasons; Christmas, Advent, Lent... by decorating with banners, flowers, etc.

• **Eucharistic Ministers** assist in distributing the Body and Blood of Christ during mass. Training is provided.

• **Greeters** create a welcoming environment for all who enter our parish by greeting parishioners and visitors as they enter the church. Each greeter is scheduled once a month at a mass time that he or she prefers.

• **Lectors** make the announcements at the beginning of mass, read the first and second readings and the prayer of the faithful.

• **Ushers** greet parishioners and guests, distribute liturgy aids, assist in seating as necessary, collect offerings, and distribute bulletins.

# MUSIC

• **Bell Choir** is a seasonal hand bell choir formed for various masses throughout the year. Ability to read music is required.

• **Cantor** serves as both a music and prayer leader. He or she should demonstrate strong vocal skills and confident leadership in order to support the assembly's participation during liturgical celebrations.

• **Children's Choir** is a seasonal choir for all children who are interested in singing or playing an instrument in a group.

• **Instrumentalists** are needed to accompany the various choirs. All are welcome. Please specify your instrument.

• **Spanish Choir** instrumentalists and singers are needed to perform at the Spanish masses held the 1<sup>st</sup> and 3<sup>rd</sup> Sunday at 5:00 p.m.

• **St. Cecilia Choir** is open to all, including teens, who would like to share their time and talent by enriching the mass through music.

• **Teen Ensemble** is made up of teens interested in singing and playing an instrument. All are welcome. Ensemble plays the 1<sup>st</sup> Sunday at the 11:15 a.m. mass during the school year.

# PARISH COMMUNITY LIFE

• **Coffee and Donuts** are provided on most Sunday mornings following the 8:30a.m. and 10:30 a.m. masses from September through May. This is a time for parishioners to gather together in fellowship while enjoying coffee, donuts, juice, milk, and conversation. Help with serving is always needed. All are welcome!

• **Parish Breakfasts** are held once a month and are hosted by St. Cecilia organizations and committees.

• **Parish Potlucks** are scheduled once a quarter to welcome new parishioners. Hostesses are needed.

• **Parish Cornfest** is a parish picnic for all parishioners hosted by St. Cecilia in August. There are a lot of games, activities and food. Coordinators are needed.

• **Welcome Ministry** welcomes and introduces new parishioners and families to the St. Cecilia faith community. Materials and training are provided.

## SERVICE TO OTHERS

• **Bereavement and Care Ministry** provides care and support to members of the parish who suffer a loss of health or of a loved one. Activities may include visiting or sending cards to parishioners. Training is provided.

• **Eucharist to the Homebound** volunteers visit, pray, and bring communion to homebound parishioners once every six to eight weeks. Training is provided.

• **Family Assistance** provides volunteer support, such as meals, childcare, clean-up, etc., on an as-needed basis to parishioners and their families who experience an emergency or a crisis situation, such as tornado, fire, flood, accident or emergency surgery.

• **Funeral Luncheon** volunteers help set-up, serve, and clean-up at a funeral luncheon. They are not required to provide food.

• **Home Visit Volunteers** provide regular weekly or biweekly visits to homebound parishioners to maintain a sense of community and belonging.

• **Meals for families of new babies** are provided by parishioners shortly after the birth or adoption of a new baby.

• **Prayer Chain** participants pray for individuals who have special needs. The power of prayer is awesome.

• **Prison Ministry** visits inmates at the Story County jail on Saturday mornings from 9:00 to 11:30 a.m., ministering to their spiritual needs as well as building community.

• **Special Events Ministry** assists with one-time events, parties or receptions, such as a special birthday, anniversary, ordination, dance, open house, farewell, welcome, etc.

• **Wedding and Anniversary Reception** volunteers assist the St. Cecilia Council of Catholic Women in providing a simple wedding or anniversary reception. This service may include set-up, serving, and clean-up. The family provides the food and drinks.

## COMMUNITY OUTREACH

• **Appalachia Warehouse** volunteers sort, organize, and load donated clothing and other items from 9:00 a.m. to noon on Saturday. The donated items are transported to the Friendship Center in Kentucky.

• **Birthright** is a non-denomination, non-profit organization that provides free pregnancy testing and support for all women facing a planned or unplanned pregnancy. Volunteer training is provided.

• **ESL, English as a Second Language Program, Instructors** teach English at various levels to any one in need. Sessions are conducted on Thursdays at 10:00 a.m. and 7:00 p.m.

• **Habitat for Humanity of Central Iowa** is a non-profit organization made up of individuals and groups of faith communities, businesses, and service groups in Central Iowa who help build homes for those in need.

• **Meals at First** provide free meals to Story County residents in need at First United Methodist every Tuesday night from 5 to 7:00 p.m. Volunteers help serve and clean-up.

• **Meals on Wheels** volunteers pick up a noon meal from the hospital and deliver it once a month to homebound Ames residents. Volunteers use their own transportation.

# TALENTS NEEDED

## *General*

- **Baking and Cooking** volunteers needed. Volunteers assist on an as needed basis for funerals, receptions, special events...

- **Childcare** volunteers care for young children while their parents participate in parish meetings and activities, such as ESL, Generations of Faith, RCIA, etc. Help is needed at various times on various days.

- **Sewing** volunteers are needed for various projects. All levels of experience are welcome.

## *Administrative and Technical*

- **Office and clerical volunteers** occasionally assist in the parish office. Assistance may include bulletin stuffing, data entry, mailings, etc.

- **Computer Hardware** technicians help with computer hardware repair and maintenance for St. Cecilia's current and future hardware needs.

- **Computer Programmers** assist with programming and maintenance of St. Cecilia's current software.

- **Parish Historians** organize parish history, which may include putting pictures, articles, and documents in chronological order.

- **Parish Librarians** organize and maintain the parish library.

- **Telephone** volunteers contact parishioners on an as-needed basis.

- **Web Site Design and Maintenance** volunteers assist in developing and maintaining the St. Cecilia Web Site.

*Art: If you like to be creative this is your area. Communicating about all the activities and events that are taking place at St. Cecilia is essential.*

- **Graphic Designers** design brochures, logos, and other promotional and educational materials for the parish.

- **Photographers** communicate through photographs all the activities and events that are happening around St. Cecilia.

- **Publicity** volunteers assist with marketing and promotion of St. Cecilia parish activities.

## *Building*

- **Carpenters** assist with carpentry as needed.

- **Electricians** assist with minor electrical repair, advice, or both as needed. Experience is required.

- **Painters** assist with large and small painting projects as needed.

- **Plumbers** assist with plumbing projects and repair. Experience is required.

## *Grounds*

- **Landscape Designers** design the planting of trees, shrubs and flowers around St. Cecilia grounds.

- **Lawn care** volunteers mow and trim lawns around St. Cecilia.

- **Tree and shrub care** volunteer's water, prune and trim trees and shrubs around St. Cecilia.

- **Flower Bed Gardeners** maintain flower beds. Maintenance may include planting, watering, and weeding flower beds.

11/2007