

**St. Ignatius Loyola Youth & Family Ministry** is open to all youth especially teens and young adults. It offers individuals and families opportunities to grow in faith through a variety of spiritual, social and service activities. Adult leadership and family involvement are needed to sustain this ministry.

**Senior Citizens**, parishioners interested in socializing with their peers, gather twice a month at the parish for fellowship.

**Hospitality Gatherings** include receptions, breakfasts, brunches, luncheons, dinners, parties, coffee socials, movies, etc. that promote fellowship while building a sense of community. These events are offered by various ministries throughout the year free of charge.

**Knights of Columbus**, Assumpta Council 3987 and Our Lady of Czestochowa, are local groups of Catholic men who meet at St. Ignatius Loyola Parish and engage in charitable works in the community.

**Financial Bequests & Contributions** recognize the need for ongoing stewardship to maintain a vibrant parish. The regular monetary offerings made by parishioners enable the congregation to sustain operations and to fulfill our call to serve. Charitable donations from individuals, etc. may be made to help secure the financial stability of the parish or the well-being of its members.

**Financial Support Activities** include the fund-raising events, approved by the pastor and integrated into the calendar well in advance, that provide the parish and its ministries with necessary operating resources to support their work and those they serve. Social in nature, they allow us to extend Christ's hospitality to others. Many church groups host annual events that have become part of the fabric of our community including:

- food events - bake sales, pierogi making, dinners, teas, picnics; taste testing (ex. Taste of the Parish) ...
- Grandma's Attic rummage sale, boutiques...
- gaming events such as bingo, game day, Holy Name's Night at the Races
- bus trips, dances, music/talent shows...

**Major Fund-Raising** is often necessary for capital improvements and projects. A church wide effort, initiated by the pastor and finance council at their discretion, requires the support of the congregation.

**Ministry Interest Contact Information** - To learn more about our numerous ministries and how to get involved, please check our "Sunday Light" bulletins; visit our website and Facebook page; or call us for further details. .

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## *The Catholic Community of St. Ignatius Loyola Parish Ministry Guide*



*Compiled by the SIL Community Coordinating Team*

### **LEADERSHIP STRUCTURE** (Appointed Positions)

**St. Ignatius Loyola Parish Staff:** employed members include the pastor, assigned assistant clergy/visiting priests, and a deacon as appointed by the Bishop of the Diocese of Scranton; a business office manager and a receptionist who also serve as cemetery clerks; religious formation director; director of liturgy; six music staff members; sacristan; and a maintenance employee.

The **Parish Pastoral Council**, consisting of members of the congregation appointed after an open nomination and selection process, works with the Pastor as a visioning body that develops ideas and recommends initiatives to encourage participation in parish life and its mission. The council follows diocesan guidelines and establishes a 3-5-year plan, working in collaboration with the four Coordinating Teams and the Finance Council.

The **Finance Council**, consisting of members of the congregation appointed after an open nomination and selection process, advises the pastor regarding the budget and other fiscal matters.

**Word, Worship, Service, and Community Coordinating Teams**, consisting of appointed members of the congregation, work with the Parish Pastoral Council, Finance Council, and each other to carry out long-range goals developed for the parish. The Worship team gives direction for liturgical activities; the Word team works primarily with faith formation activities; the Service team discerns people's needs and identifies the resources to help meet them; and the Community team works to create a deep sense of unity and belonging in the parish.

The **Building and Grounds Committee** advises the pastor and councils regarding the physical facilities and properties of the parish. Membership is by appointment.



## Worship Ministries



**Altar Servers (Acolytes)** prepare the altar and assist the celebrant at all Masses. Service is open to young people beginning in fourth grade and to adults who are instituted as Extraordinary Ministers of Holy Communion.

**Art and Environment** volunteers beautify worship spaces for feasts and seasons throughout the liturgical year, especially during Advent, Lent, Christmas and Easter.

**Children's Liturgy of the Word** is an opportunity for young children to learn about the message of Jesus at an age appropriate level at a Sunday Liturgy during the school year.

**Extraordinary Ministers of Holy Communion** assist with distribution of the Eucharist at Mass and to those confined to homes, hospitals or care facilities. This ministry is open to adults who are practicing Catholics and have been members of the parish for at least one year. Extraordinary Ministers complete a brief training coordinated through the Pastoral Formation Institute of the Diocese of Scranton.

**Lectors** proclaim the Word of God in the First and Second readings and offer the petitions at Masses and special liturgies. High school students and adults may serve in this role.

**Hospitality Ministers (Greeters, Ushers)** welcome parishioners and visitors to liturgies, assist with seating, take up the collection and help as needed during Masses. Anyone in the parish may participate.

### **Music Ministries**

- **Accompanists** play the organ, piano and other musical instruments at weekend Masses and special liturgies.
- **Cantors** lead the congregation in song during weekend Masses and special liturgies. Singers are expected to have a basic ability to read music, be steady in pitch and have a good sense of tempo.
- **Contemporary Ensemble** is made up of adult singers who lead songs at a Sunday Family Liturgy, as well as a variety of other Masses and special occasions. This group is accompanied by piano, guitars and other instruments.
- **Children's Choir** is composed of young people in grades K through 12 who sing monthly at a Sunday Family Liturgy along with the Contemporary Ensemble and at special liturgies.

choose items they wish to supply and return wrapped gifts. Youth and adult volunteers sort, package and distribute the gifts to individuals and families in the parish and local community.

- **Emergency Aid** includes collections of clothing and material aid items for groups or individuals in need in our local community, as well as special diocesan collections for victims of fires, floods, and other disasters both locally and worldwide.

**Parish Staff Assistants** volunteer to lend their time and talent to help the pastor and parish staff. Services include:

- **Altar Linens** - collecting, laundering and returning them to the sacristy regularly
- **Clerical Help** - preparing large mailings and adding inserts to the weekly bulletin
- **Maintenance** - providing assistance occasionally with the care of parish facilities
- **Service Leadership** - accepting positions of responsibility needed to carry out the work of the Church

**Prison Ministry:** Contact the pastor for details.

### **Social Justice – Education, Advocacy & Action**

Parishioners and other individuals interested in social justice engage in learning about public issues that affect our local community and nation. They reflect how Scriptures and Church Teaching affect people – the marginalized and needy, especially women and children. They pray to understand and advocate Church Teaching with John Cardinal O'Connor's motto: "There can be no charity without justice." When appropriate they will inform the congregation of situations of concern and the need for parish action.



## Community Ministries



The **Holy Name Society** is a group of parish men whose mission is to foster the religious, educational, and social aspects of the children and youth of the parish. They carry out their mission by sponsoring many events throughout the year - a Palm Sunday Easter Egg Hunt, Children's Halloween Party, Christmas parties, etc. Through an established scholarship program, the Society awards two \$1000 college scholarships to high school seniors of the parish each year.

**Mary's Ministry** is the parish women's society whose participants seek the living Christ in shared spiritual and corporal works of mercy. They look to the Blessed Mother as model and mentor while carrying out collaborative efforts through prayer, study, and service. Spiritual, charitable and social activities, especially for women of all ages, are planned throughout the year and are open to all parishioners.

- **St. Vincent de Paul Kitchen** operated by Catholic Social Services welcomes individuals or groups to serve meals to those in need on a daily basis. St. Ignatius Loyola Parish volunteers participate regularly at the kitchen helping prepare and serve meals, and aiding in cleanup.
- **Thanksgiving Food Baskets** are made from holiday food items, grocery gift cards and money donated by parishioners at Masses in November. Youth and adult volunteers coordinate the collection, assembly and distribution of the baskets to a limited number of individuals in the parish and the Wyoming Valley West School District. The distribution process is confidential.
- **Thanksgiving Dinner** is a traditional holiday meal prepared and shared in Conlan Hall or delivered to the homebound by members of our parish.. The mission of the dinner is to provide a Thanksgiving meal to members of the community who are in unique need of companionship and community during the holiday.

**Mother Teresa's Haven (men's homeless shelter)** is managed by Catholic Social Services, and provides temporary housing for homeless men. Our parish hosts Mother Teresa's Haven at various points in the year providing overnight shelter in Conlan Hall. During this time, volunteers provide a hot, home-cooked evening meal, dine and share fellowship with our guests each night. Personal donations and the St. Vincent de Paul Fund are used to supply food and additional material aid as needed for clients in the program.

**Mary's Ministry Outreach (women & children)** helps provide financial support to the Catherine McAuley House and Ruth's Place and holiday gifts to their clients at Christmas; gives support to St. Joseph's Center; and promotes parish participation in support of the Wyoming Valley Pro-Life Center Baby Bottle Drive and Mother's Day Carnation Sale.

**Clothing & Material Aid** - Ministry projects are open to all adults and youth in the parish.

- **Winter Outerwear & School-wear Collection** is a joint project of Mary's Ministry and the Religious Education Confirmation class. Designated useable clothing items are collected in early fall, sorted by the youth volunteers and offered to needy families in the Wyoming Valley West School District or donated to the St. Vincent de Paul Clothing Room. Mary's Ministry also contributes new school clothing for distribution to needy elementary children in the community.
- **Pro-Life Baby Shower**, coordinated by Mary's Ministry, gives parishioners the opportunity to donate newly and gently used baby clothing, furniture, and care supplies to clients of the Wyoming Valley Pro-Life Center.
- **Baptismal Gift & Prayer Shawl Ministry** is financed by Mary's Ministry donations. Volunteers make baptismal bibs/stoles and handmade car seat blankets which are given on behalf of the parish community to our newly baptized infants and children. Handmade prayer shawls, lap robes, afghans, scarves, hats, and gloves are also distributed at no charge to people who are bereaved, homebound, homeless, ill or in need of support and comfort.
- **Angel Wreath Christmas Gift Drive** is an Advent project in our parish. Gift requests are hung on wreaths in the church and chapel. Parishioners

- **Mixed Choir Ensemble** is the adult choir, comprised of all four voice parts and accompanied by the organ and a variety of instruments, who sing at one of the weekend Liturgies and on a variety of special occasions. Members should be able to carry a melody and be committed to the rehearsal and singing schedule. The various music ensembles combine for the Easter Triduum, Confirmation services and other special occasions.
- **Handbell Choir** is a small ensemble that plays once during Advent, on Christmas, once during Lent, on Easter and at special liturgies during the year. Ability to read music is helpful, but not required. New members are welcome as bells become available.

**Parish Writers**, working in pairs, prepare the Prayers of the Faithful (petitions) and a bulletin meditation for Sunday and special liturgies, reinforcing the scriptural message and addressing concerns of our time.

### Prayer

- **Adoration of the Blessed Sacrament** is offered to encourage individuals to spend time in adoration before the Blessed Sacrament, especially on First Friday with a special prayer intention in mind. Prayer cards are available at the church or parish office to send to those whose needs are held in prayer.
- **Anointing and Healing Services** are provided periodically during the year. The Sacrament of the Sick is administered by the parish or visiting clergy at group services. Individual requests to be anointed may be arranged by contacting the rectory.
- **The Prayer Request Network** enables individuals to ask the congregation to keep their petitions in their prayers. A prayer request book is available in the back of the church/chapel for recording personal requests.
- **Rosary Devotion** includes the praying of the rosary before or after daily Mass and on special occasions as a group. To promote devotion to the Blessed Mother, parish **rosary makers** gather regularly to hand-string rosaries that are sent to individuals and missions around the world.



### Word Ministries



**RCIA (The Rite of Christian Initiation for Adults)** is an eight month process consisting of classes offered for those who wish to become Catholic. This program also provides an opportunity for baptized Catholics who have not practiced their faith or who need the sacraments of Holy Communion or Confirmation to receive these Sacraments of Initiation. Candidates receive the Sacraments of Initiation at the Easter Vigil on Holy Saturday.



**Catechists** are adults trained to teach and assist in our religious education programs and activities. All parish volunteers who work with minors must have all PA clearances and mandated reporter training required by the Diocese of Scranton for establishing and maintaining a safe environment for all children.

**Marriage Preparation** requires engaged couples to contact the pastor at least six months before the wedding date to prepare for this sacrament.

**Baptismal Preparation Team** is open to adult members of the parish community who have gone through the process of having a child baptized into the Catholic Faith. This group conducts seminars for other parents seeking Catholic baptism for their children.

**Adult Faith Formation** offers opportunities to learn more about Catholic tradition through informal and structured programs including:

- “**Little Books**” - distributed for Advent-Christmas and Lent-Easter seasons
- “**Alpha**” - a foundational course in basic Christianity which encourages evangelization
- faith-sharing discussion groups
- periodic speakers and/or videos on “**Understanding our Catholic Faith**”
- **Scripture** study sessions...

#### **Faith Formation – Children, Jr/Sr. High, Special Needs**

- **Children’s Faith Formation**, religious education for students in grades 1 through 8, includes classes in the Catholic faith as well as special programs, family activities and class retreats throughout the year. First Communion is a two-year process beginning in Grade 1.
- **Jr/Sr. High**, Confirmation preparation, begins in Grade 7 and is also a two-year process. Students in grades 7-12 are encouraged to continue their faith formation by participation in parish ministry programs and activities.
- **Special Needs:** St. Ignatius Loyola congregation is proud to offer religious education classes to children with special needs. Taught in a caring, loving and stress-free atmosphere by trained volunteers, youngsters who have learning disabilities or are challenged physically or emotionally are welcomed. This program is open to children from all neighboring parishes.

**Vacation Bible School** is a five-day summer program in August for children in Pre-K through Grade 5. The program includes fun, faith-forming activities to enhance their relationships with God and the Church including arts and crafts, games, music, skits, Bible story time and snacks. Catechists, teacher’s aides, and student volunteers are needed to assist with this ministry.

The **Parents’ Advisory Board** assists the Director of Religious Education with activities and special events throughout the year. Membership is by invitation.



## **Service Ministries**



The **Care and Concern Ministry** lends support to the family members of recently deceased loved ones. Members represent the entire parish in extending sympathy to these families by offering prayers and small acts of kindness. On All Souls Day a special Mass is offered for all those buried during the previous year and their names are inscribed in the Book of Remembrance

- **Funeral service ministers** serve the loved ones of a deceased person in these ways: visiting funeral home during the wake; offering transferal prayers as approved by the pastor; and greeting the mourners and distributing Mass programs at the church.
- **Bereavement ministers** are responsible for calling family members to see how they are doing and to offer further support if needed. They also send sympathy cards to the families to assure them they are in the thoughts and prayers of the parish community.

**Pastoral Outreach (homebound, poor, sick...)** provides parishioners with an opportunity to offer compassionate support to those who are homebound or who are residents of care facilities. Extraordinary Ministers of Holy Communion take the Eucharist to members of our parish community who are unable to attend Sunday and Holy Day liturgies. Mary’s Ministry provides flowers during holiday seasons and our youth distribute Christmas gifts collected from the parish. Volunteers also provide hospitality at the Mass of Anointing.

The **Saint Vincent de Paul Fund** is a designated bank account used, under the direction of the pastor, for providing basic human necessities with love and compassion to individuals and families in our parish and community who have nowhere else to turn for help. Parishioners are encouraged to donate to this fund using weekly church envelopes or as needed for parish service projects.

#### **Feeding the Hungry**

These ministry projects are open to all who wish to follow the Gospel directive to “feed the hungry”.

- **Al Beech Food Bank**, located at Church of Christ Uniting, serves the Kingston through Courtdale area. Food donations left in the back of the church/chapel are given to this food bank. Monetary gifts are also accepted. Volunteers are also needed to help sort and distribute food supplies.
- **Emergency Food Bags Program**, funded by the St. Vincent de Paul account, provides food/groceries to individuals in emergency situations and refers them to a local food bank for long term provisions. Volunteers are needed to shop for food.
- **Grocery Bag Collection** is a semi-annual parish drive to help stock the Al Beech Food Bank. Grocery bags distributed at weekend Masses are filled and returned the next weekend. Supplies are delivered to and sorted at the food bank. Volunteers are appreciated for all aspects of this program.
- “**Food-4-Kids**” is a summer program in collaboration with CEO which provides luncheon meals to kids in need. Clearances and training are required for volunteers.