

Dear Parishioners,

This Ministry Book is written for you, as you reflect and pray on the challenge of becoming a good Christian steward. To be a good steward one reflects on how to live generously with the gifts of Time, Talent and Treasure. Peter, the first apostle, writes “As each has received a gift, use it to serve one another as good stewards of God’s varied grace.” (1 Peter 4:10)

In this book, you will find a description of every ministry here in our parish.

You will find in each profile the purpose of each ministry, a description of the service that is provided, volunteer information, etc. We have over 63 active ministries.

It is our hope that this book helps you in two ways:

- That this be a resource for you or a family member who may be in need of any services that are provided by this parish. Names and phone numbers for each ministry coordinator is listed on the insert sheet.
- That in the process of reflecting on stewarding your time, talent and treasure, you will find important information in this book on each ministry, including volunteer time commitments, required gifts, talents and training.

Information is so important in making good decisions about matching ministries with your gifts, talents and time capabilities. If you have questions please call the Ministry Coordinator.

This book is organized in the same manner as Stewardship of Talent form. All parish ministries are grouped according to the nature of the work provided. There are six groupings: Liturgy, Spiritual Development, Social Concerns, Youth & Young Adults, Parish Administration and Plant Management Service. If you have an interest in one of the six groupings then investigate the ministries in the index listed beneath that title.

If this book serves a third purpose, we hope it gives you an opportunity to celebrate the loving, generous nature of this parish. Christ’s work is alive and well at St. Agnes.

The Stewardship Committee

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Art & Environment
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Lectors
Linen Committee
Liturgy Committee
Missal Changers
Music Ministry
Ushers

Name of Ministry: **ALTAR SERVERS**

Ministry Purpose: To empower young people to serve the parish community; while experiencing their stewardship of time and talent.

People Served: The entire St. Agnes community.

Work/Service Provided: Assist the priests on Sundays and Holy Day masses, weddings and other spiritual liturgical services.

When/How Ministry Meets: Serve at weekend masses (Saturday and Sunday) and at other liturgical services as needed.

Time Commitment: Time commitment varies. Volunteers scheduled according to their assigned functions.

Special Gifts/Talents: Commitment, devotion, desire to serve and promptness.

Training Provided: One or two training sessions followed by on the job training at Mass with experienced servers.

Name of Ministry: **ART & ENVIRONMENT**

Ministry Purpose: To plan preparations to prepare the church for Sundays, major Feasts and other notable liturgical celebrations. Decorating the church for Christmas and Easter are two of the biggest projects for the committee.

People Served: All the members of St. Agnes Parish and all who worship here.

Work/Service Provided: Attendance at meetings to participate in the necessary planning and distribution of the work.

When/How Ministry Meets: Usually monthly from September through June.

Time Commitment: Monthly meetings, and three to four hours each time major decorating is done.

Special Gifts/Talents: Artistic talent helpful, some muscle power and ladder climbing skills for some members.

Name of Ministry: **ARTISTS**

Ministry Purpose: To provide works of art.

People Served: Entire parish.

Work/Service Provided: Provides workshops when there is a call for art within the parish.

When/How Ministry Meets: As necessary.

Time Commitment: Depends on the completion of the work of art.

Special Gifts/Talents: Based on experience and training in the art field.

Training Provided: None.

Name of Ministry: **EUCCHARISTIC MINISTERS**

Ministry Purpose: To dispense Holy Communion during Mass. To bring the Blessed Sacrament to parishioners who are homebound, in nursing homes and hospitals.

People Served: All members of St. Agnes Parish, residents of Clark Nursing & Rehabilitation Center and patients in hospitals.

Work/Service Provided: Ministers take the Eucharist from our church and distribute Holy Communion at the hospitals and Clark Nursing & Rehabilitation Center and to the homebound.

When/How Ministry Meets: Once or twice a year for renewal.

Time Commitment: Must attend annual workshops and be commissioned. One (1) hour during mass and 1 or 2 hours doing visitations.

Special Gifts/Talents: Must be a devout, practicing Catholic in good standing with the Church. A love of God and neighbor is essential.

Training Provided: Guidelines and assistance provided. Coordinator will accompany volunteer as needed.

Name of Ministry: **FUNERAL TEAM**

Ministry Purpose: Assist priest at funeral Mass and offer comfort to family and friends of the deceased.

People Served: Families and friends grieving.

Work/Service Provided: Assist in the preparation of the altar and church before the mass and serve as altar server during the mass.

When/How Ministry Meets: No regular meetings.

Time Commitment: One (1) hour for each funeral. Must be available weekday mornings.

Special Gifts/Talents: Compassion.

Training Provided: All funeral team members are fully trained.

Name of Ministry: **LECTORS**

Ministry Purpose: To proclaim the Word of God to the people during Mass and other liturgical forms of worship.

People Served: The entire parish community.

Work/Service Provided: Reading at Mass and leading the congregation in the intercessions.

When/How Ministry Meets: No regular meetings, once or twice a year as a group.

Time Commitment: Most lectors read about 2 or 3 Sundays per month. Each reading requires some preparation time to familiarize the lector with passages to be proclaimed. Some lectors also read at daily masses..

Special Gifts/Talents: The desire to awaken people's minds to the learning and the wisdom of the Bible, and to bring the Word of God to life. A strong voice and good diction. Some knowledge of the Bible, or the willingness to study a bit, to mentally visualize the events described in the readings. You do not have to be an expert on the Bible to participate in the ministry, but you must be willing to pray the Scriptures.

Training Provided: All lectors receive training.

Name of Ministry: **LINEN COMMITTEE**

Ministry Purpose: To keep church linens washed and pressed

People Served: Entire Parish and Clergy

Work/Service Provided: Wash, clean, iron and repair church linens

When/How Ministry Meets: One general meeting each year then as scheduled

Time Commitment: Approximately 2 hours each month

Special Gifts/Talents: None

Training Provided: Instructions given at the yearly meeting then volunteers are scheduled on a weekly basis.

Name of Ministry: **LITURGY COMMITTEE**

Ministry Purpose: To plan the Liturgical year. To plan for major feasts and other notable liturgical celebrations. Special emphasis is given for Christmas and Easter celebrations.

People Served: All members of St. Agnes parish as well as all who worship here.

Work/Service Provided: Attendance at meetings to participate in the planning.

When/How Ministry Meets: Usually every month from September to June.

Time Commitment: Monthly meetings usually 2 hours.

Special Gifts/Talents: Knowledge of liturgy planning helpful, but not necessarily mandatory. Individuals can be taught the specifics of planning.

Training Provided: None specifically, individuals can be trained by coordinator.

Name of Ministry: **MISSAL CHANGERS**

Ministry Purpose: To change missals and yearly music issues.

People Served: Entire Parish.

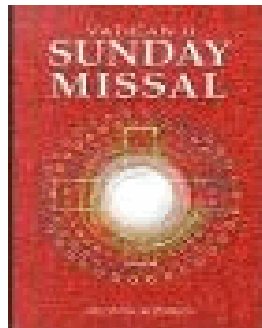
Work/Service Provided: Change missals and yearly music issues.

When/How Ministry Meets: Three times per year.

Time Commitment: Approximately 2 hours each time missals are changed.

Special Gifts/Talents: None.

Training Provided: Volunteers meet in the Sacristy for instructions and then proceed to the church to perform the task.



Name of Ministry:	MUSIC MINISTRY
Ministry Purpose:	To provide music, sung and instrumental for parish Liturgies: including Weekend masses, holy days, baptisms, weddings, funerals, novenas & holy hours.
People Served:	Those attending these liturgies at the parish.
Work/Service Provided:	This ministry is comprised of an Adult Choir, Children's Choir, volunteer cantors, staff organist and volunteer instrumentalist who together and separately lead sung prayer, with the intent to further faith and promote singing among the members of the congregation.
When/How Ministry Meets:	Adult Choir: Thursday evenings, 7:30 – 9:00pm Children's Choir: Thursday afternoon, 3:15 – 4:15 Instrumentalists: As needed Cantors: As needed
Time Commitment:	Adult Choir sings regularly on Sundays from September through the feast of Corpus Christi. Children's choir sings once each during the seasons of Advent, Christmas, Lent, and Easter, as well as other parish liturgies as needed. A detailed schedule of rehearsals and singing commitments is provided at the beginning of the school year Cantors: Monthly baptisms, holy hours and fill in for the Director of Music as needed. Instrumentalists: On an as needed basis.
Special Gifts/Talents:	Adult Choir: Love of music and prayerful heart Children's Choir: Love of music and a prayerful heart. Cantor: Same as above, plus some sight reading skills and comfort level in front of the congregation. Instrumentalist: Good sight reading skills.
Training Provided:	Training provided during rehearsals as well as special Workshops.

Name of Ministry: **USHERS – MALE OR FEMALE**

Ministry Purpose: To help keep an even flow to the Mass.

People Served: All people attending Mass at St. Agnes.

Work/Service Provided: Seat the people as the church fills up. To take the collection and assist with communion.

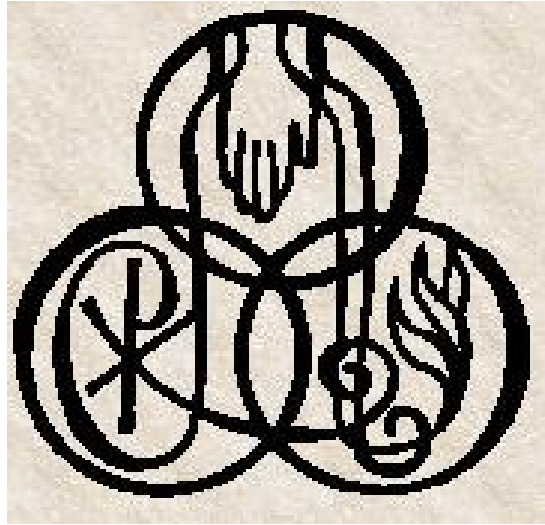
When/How Ministry Meets: No special meetings.

Time Commitment: One Mass per weekend.

Special Gifts/Talents: Friendly.

Training Provided: Training provided by coordinator.





Adult Education
Baptismal Garments
Baptismal Preparation
Holy Name Society
Marriage Preparation
Parish Retreat Team
Rite of Christian Initiation (RCIA)
Rosary Society
Scripture Sharing
Spiritual Book Club
Spirituality Committee
Stewardship

Name of Ministry: **ADULT EDUCATION**

Ministry Purpose: To provide educational opportunities for adults.

People Served: The entire adult parish community.

Work/Service Provided: This ministry provides seminars, workshops and sessions to address particular areas of interest and needs within the parish community. Examples: Counseling Seminar – Coping with 9/11; Christian Spirituality Workshop; Prayer Workshop; etc.

When/How Ministry Meets: This ministry does not have set meeting requirements. The needs of the community and the nature of the programs to be offered will determine meeting requirements. Volunteers most likely will be involved in programs of interest and not others.

Time Commitment: Time commitment will vary based upon assigned tasks and required skills necessary to produce and sponsor programs.

Special Gifts/Talents: Based upon nature of programs offered.

Training Provided: None. Looking for parishioners already trained to share their time, talent and professional gifts with the parish community.

Name of Ministry: **BAPTISMAL GARMENTS**

Ministry Purpose: To make baptismal garments for the adults and infants receiving baptism.

People Served: Adults and infants to be baptized.

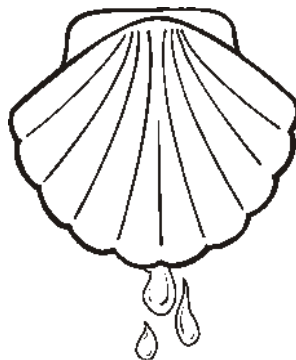
Work/Service Provided: A group of ladies share the different jobs required in the making of these garments. Purchasing of material, lace and embroidery thread. The pattern is traced and cut. A small amount of embroidery required. Lace is sewn on by machine or hand.

When/How Ministry Meets: No meetings required.

Time Commitment: Everyone does their job at their own leisure.

Special Gifts/Talents: Based on your ability to do some hand or machine sewing.

Name of Ministry:	BAPTISMAL PREPARATION
Ministry Purpose:	Welcome new parents and prepare them for their child's first sacrament, namely baptism.
People Served:	Parents of their first child.
Work/Service Provided:	A 1-2 hour session to instruct new parents of their role in bringing up a child in the Christian Community. The meaning of Baptism, role of parents, symbols, baptismal ceremony along with a video are some topics discussed at the session.
When/How Ministry Meets:	Every month a baptismal team couple will hold a session in their home. First time parents may attend any session prior to their baptism date, although the month before is recommended.
Time Commitment:	Time commitment is based on the number of baptismal team members. With 4 couples, the rotation would be every 4 th month to hold a class. The team members must attend the Baptism ceremony (which is usually the first Sunday of every month) to participate in the sacrament.
Special Gifts/Talents:	Must wear a smile and be able to welcome people into their home and in the Christian community.
Training Provided:	One evening with all the current baptismal team members to discuss what is expected at a session. A simple book and video are provided for reference. Optional – attend a class given by a current team member.



Name of Ministry: **HOLY NAME SOCIETY**

Ministry Purpose: To foster a spiritual bond between men of the parish.

People Served: Men of the parish over the age of 21.

Work/Service Provided: Members assist in supporting different ministries in the parish and school.

When/How Ministry Meets: Meetings are held the 2nd Tuesday every month from September to June.

Time Commitment: Monthly meetings plus any time you can give to support other ministries.

Special Gifts/Talents: None required.

Training Provided: Training provided by current members if needed.

Name of Ministry: **MARRIAGE PREPARATION**

Ministry Purpose: To present the essential human and Christian aspects of marriage so that the couple will be fully aware of the total dimensions of a marriage commitment.

People Served: Couples preparing for marriage in the Catholic Church.

Work/Service Provided: Fun yet educational seminars depicting communication, sexuality, finance and family life.

When/How Ministry Meets: There will be two evenings where three to four engaged couples will be assigned to a team member's home. Two main topics will be discussed each night.

Time Commitment: A team member will be required to hold two 3-hour sessions in their home approximately twice a year.

Special Gifts/Talents: Need to think of creative ways to implore the four topics of discussion.

Training Provided: Outlined reading material and brainstorming with other team members.

Name of Ministry: **PARISH RETREAT TEAM**

Ministry Purpose: Plan and support parish retreat experiences.

People Served: Entire adult community.

Work/Service Provided: Arranging retreat experience for those desiring such Programs

When/How Ministry Meets: As needed.

Time Commitment: To be determined.

Special Gifts/Talents: Prayerful & reflective; organized.

Name of Ministry: **RITE OF CHRISTIAN INITIATION (RCIA)**

Ministry Purpose: The Rite of Christian Initiation is a process whereby adults who wish to become fully initiated members of the Roman Catholic faith are brought into the Church after a period of time (usually one year) that allows for inquiry into the discussion/reflection on the Gospels.

People Served: Adults (age 18 yrs and over) who express interest in becoming fully initiated members of the Roman Catholic faith. They may be Christians from a Protestant denomination, non-Christians from other faiths, or lapsed Catholic's wishing to renew their faith.

Work/Service Provided: The RCIA strives to prepare Candidates and Catechumens on both educational and spiritual levels.

When/How Ministry Meets: The RCIA group meets twice a week: Wednesday evenings and Sundays at Mass.

Time Commitment: About 3 hours per week.

Special Gifts/Talents: Fully initiated Catholics (baptized and confirmed) willing to commit to one night a week for 36 weeks. Presumably these persons are caring, loving and desiring to share their Faith with others.

Training Provided: No training is necessary, just love of the Catholic Faith and others.

Name of Ministry: **ROSARY SOCIETY**

Ministry Purpose: Anytime someone is in need or monies are needed to be donated the Rosarians are always there to either lend a helping hand or give a monetary donation.

People Served: All people of St. Agnes Parish

Work/Service Provided: The Rosary Society consists of women from our Parish Community who donate their time, talent and treasure to St. Agnes Parish.

As Rosarians, we accomplish many different programs during the year. We also welcome any woman who would be interested in joining our Rosary Society. We offer religious programs, prayer services and retreats. We also do fund raising in which we donate monies to the Parish at the end of the year. We give to the needy during the holidays and to unwed mothers whenever asked for any items. We also try to say a rosary before our meetings begin.

When/How Ministry Meets: The Rosary Society meets every 1st Tuesday of the month. We also join in with the Holy Name Society for our Christmas Party, which is quite eventful.

Time Commitment: Monthly meetings and any other time you can offer.

Special Gifts/Talents: None required.

Training Provided: If any is needed a present Rosarian will help.

Name of Ministry: **SCRIPTURE SHARING**

Ministry Purpose: To review upcoming Sunday readings and gospel and apply them to our lives during the week.

People Served: Open to the entire adult parish community.

Work/Service Provided: This ministry gathers in private homes. We start our meetings with an opening prayer, read the upcoming Sunday scriptures and gospel, reflect upon them, discuss how they pertain to our lives, faith share, and end with a closing prayer.

When/How Ministry Meets: Members gather once a week, usually on a Monday or Tuesday night. We rotate homes that members of the group have opened for our use. Currently we meet at 7pm and our meetings last for approximately 1 ½ hours. If this ministry continues to grow, other times and days may be assigned, such as an afternoon group. Since we meet in private homes, groups will have to remain fairly small.

Time Commitment: We ask that group members read and familiarize themselves with the upcoming weekly scriptures before we meet. These readings are found in workbooks which are currently being provided by St. Agnes.

Special Gifts/Talents: There are no specific gifts or talents required. We ask for volunteers to read the various scriptures, or say an opening or closing prayer, but neither is necessary. We also ask members to open their homes as a meeting place but only if it's convenient for them.

Training Provided: None.

Name of Ministry: **SPIRITUAL BOOK CLUB**

Ministry Purpose: Grow spiritually through the reading and discussing of spiritual books

People Served: Adults

Work/Service Provided: Spiritual growth.

When/How Ministry Meets: Once a month. The book is read the previous month.

Time Commitment: 1 hour per month.

Special Gifts/Talents: A desire to read and discuss.

Training Provided: None.

Name of Ministry: **SPIRITUALITY COMMITTEE**

Ministry Purpose: Provide advice to pastor; plan spiritual seminars and events.

People Served: Entire people of the parish.

Work/Service Provided: Planning & evaluation.

When/How Ministry Meets: As needed.

Time Commitment: To be determined.

Special Gifts/Talents: To be prayerful and reflective.

Training Provided: None.

Name of Ministry: **STEWARDSHIP**

Ministry Purpose: All that we have is a gift from GOD, our Time, Talent and Treasure. As we kicked off our Stewardship initiative in September 2000, our mission was to make people aware of exactly that and help them to recognize the many talents which they have been given. The Spirituality of Stewardship invites people to ongoing conversion. Once a year everyone has the opportunity to commit to sharing their time, talent and treasure.

We continue Stewardship at St. Agnes, as a way of life. There is a constant movement of people volunteering for and creating new ministries and committees, and our weekly collection is increasing steadily. Miracles are happening at St. Agnes, things that were never expected.

People Served: Parish, School and Community at large.

Work/Service Provided: We renew our awareness of Stewardship each year, reaching out to parishioners through prayer, mailings and messages from the pulpit. As part of the committee you will help coordinate the renew effort as well as update and implement new ministries and activities as people volunteer their time and talent. Participate in building GOD'S kingdom here on earth and witness miracles here at St. Agnes.

When/How Ministry Meets: Core Committee meets for Spiritual Direction and Reflection three times, January to February planning for the upcoming year. Three meetings May to July. Mid-September to end of October, meetings as needed.

Time Commitment: As needed based on above meetings.

Special Gifts/Talents: Open Heart, Open Mind & LOVE.

Training Provided: None needed.



Bereavement
Bread to Share
Clothing Collection
Elizabeth Ministry
Fellowship
Food Collection
Homebound
Hospital
Nursing Home
Professional Services
Pro Life Committee
Rosary Makers
Sandwiches
Separated and Divorced
Soup Kitchen
Transportation
Welcoming Ministry
Women's Commission

Name of Ministry: **BEREAVEMENT**

Ministry Purpose: To provide support to individuals experiencing pain and loss as the result of the death of a loved one.

People Served: Any grieving individual within, but not limited to, the parish community.

Work/Service Provided: Provides a support group to console mourners with words of support and faith in a confidential environment.

When/How Ministry Meets: Support group meets two times a year for one night a week for six weeks in a small group setting.

Time Commitment: Prospective facilitators must be available one night a week for six consecutive weeks in the fall and again in the spring.

Special Gifts/Talents: Facilitators must possess good listening skills and demonstrate compassion with grieving individuals. Also must be able to lead and direct a group without losing composure due to emotions.

Training Provided: An interested parishioner must complete a nine-week training program offered by the Archdiocese of Newark on either a Tuesday morning or Thursday evening to become a certified bereavement facilitator.

Name of Ministry: **BREAD TO SHARE**

Ministry Purpose: To provide meals for families blessed with the birth of a child or those mourning the loss of a pregnancy. This is part of the Elizabeth Ministry.

People Served: Entire Parish

Work/Service Provided: Provide meals for families blessed with the birth of a child or those mourning the loss of a pregnancy.

When/How Ministry Meets: As necessary with meetings once or twice per year.

Time Commitment: Varies depending on the number of families in need. Approximately three meals per year per cook.

Special Gifts/Talents: Love of giving, cooking and family.

Training Provided: None.

Name of Ministry: **CLOTHING COLLECTION**

Ministry Purpose: To assist the Home and School Association in fund raising efforts and to provide good clean clothing for needy people throughout the United States and abroad.

People Served: The parish school and needy families in the U.S. and abroad.

Work/Service Provided: A clothing drive is held asking parish families to donate good quality clothing to be collected and sold to an organization that then distributes the clothing to needy families in the U. S. and abroad.

When/How Ministry Meets: There is one kick off meeting held to organize the clothing drive and the drive is held one day.

Time Commitment: The clothing drive is held once a year and volunteers meet to sort clothes spending as much time as they are available during that day. One meeting a year is held to organize the day.

Special Gifts/Talents: None.

Training Provided: None.

Name of Ministry:	ELIZABETH MINISTRY
Ministry Purpose:	Elizabeth Ministry is an international movement designed to support woman and their families during the joys, challenges, and sorrows of the child bearing years.
People Served:	Women of the parish and their families during the child bearing years.
Work/Service Provided:	<p>Women volunteers become Elizabeth Ministers in the areas they have experienced. Continued support is given throughout pregnancy and after birth. Involvement areas include but are not limited to:</p> <ul style="list-style-type: none"> - Pregnancy Partners including Adoption - Prayer Support - Gift Bag Committee - Complications Ministers - Bread to Share Ministry
When/How Ministry Meets:	Meetings with the Elizabeth Ministers about 3 times a year. Elizabeth Ministry also involved in St. Gerard's Mass.
Time Commitment:	An Elizabeth Minister is able to adjust time requirements to fit her schedule and fit the needs of those to whom she is ministering. Brief visits, phone calls, and cards provide a tremendous amount of support with a minimal amount of time.
Special Gifts/Talents:	Women who are willing to share their presence, stories, and experience in the hope that these will encourage another woman and her family.
Training Provided:	The majority of the training needed to become an Elizabeth Minister is personal experience. Elizabeth Ministers are not counselors or experts. They are women willing to share personal stories and similar experiences in times of celebration and in times of sorrow.

Name of Ministry: **FELLOWSHIP**

Ministry Purpose: To provide refreshment for church functions as requested.

People Served: Entire parish.

Work/Service Provided: Shop, pick up supplies, setup for appropriate occasions, serve and clean up.

When/How Ministry Meets: No set meeting requirements, coordinator meets with clergy regarding specific requests.

Time Commitment: Varies depending on type of refreshments served.

Special Gifts/Talents: Coordination skills.

Training Provided: None.

Name of Ministry: **FOOD COLLECTION**

Ministry Purpose: To aid people and organizations in need, with food donations.

People Served: This ministry supports the food pantry of the Missionaries of Charity in Plainfield in addition to assisting people in the surrounding area who are in need.

Work/Service Provided: Donated food is boxed and taken to the Missionaries of Charity in Plainfield.

When/How Ministry Meets: No set meetings. Food is delivered about once a month to Plainfield.

Time Commitment: Depending on your availability.

Special Gifts/Talents: A desire to feed the hungry.

Training Provided: None.

Name of Ministry: **HOMEBOUND**

Ministry Purpose: Visit Shut-Ins, Bring the Eucharist

People Served: Parish Community of St. Agnes

Work/Service Provided: Bring Eucharist, Pray, Read from Scripture, Talk

When/How Ministry Meets: In Chapel twice a year

Time Commitment: ½ hour to 1 hour once a week, twice a week, once a month depending on Individual

Special Gifts/Talents: Patience, understanding, compassion, the Want to do this

Training Provided: Eucharist training with Msgr. Choma.

Name of Ministry: **HOSPITAL**

Ministry Purpose: To visit parishioners in the hospital and to administer communion at Rahway Hospital.

People Served: Parishioners of St. Agnes and surrounding community.

Work/Service Provided: To provide comfort and support to those in the hospital and bring communion. One group visits and another group brings communion.

When/How Ministry Meets: This ministry does not have set meetings.

Time Commitment: Time commitment will vary based upon the number of parishioners in the hospital.

Special Gifts/Talents: None.

Training Provided: None.

Name of Ministry: **NURSING HOME**

Ministry Purpose: Provide parishioners with the opportunity to visit people who are living in nursing homes. This ministry is rewarding for the volunteers and the residents. We support one another in our Ministry through sharing and prayer. A wonderful opportunity to represent St. Agnes Church and give something back to the community in appreciation for all that God has given us.

People Served: Nursing home residents.

Work/Service Provided: Bring the church to the Nursing home. Eucharistic Ministers distribute the Eucharist to the residents. Parishioners also share recitation of the Rosary. We visit and pray with those who are ill. Mass is celebrated once a month.

When/How Ministry Meets: The nursing home ministry consists of two groups that alternate Friday mornings.

Time Commitment: Volunteers begin arriving around 10:00 am – those volunteers that pray the rosary are there until about 11:00 am. The Eucharistic Ministers are usually there until noon.

Special Gifts/Talents: Compassion and kind.

Training Provided: None required.

Name of Ministry: **PROFESSIONAL SERVICES**

Ministry Purpose: To create a professional human resource pool.

People Served: Services to benefit the parish institution and extend charity to parishioners in need.

Work/Service Provided: The various professional services will be determined by the skills and certification of parishioners that want to offer a portion of their time and talent to God, through parish ministry.

When/How Ministry Meets: This ministry does not have set meetings. Parishioners offering professional services will set the parameters for their availability.

Time Commitment: Time commitment will vary – based upon parish needs, level of charity needs, and the number of professionals practicing stewardship.

Special Gifts/Talents: Based upon needs and qualifications of individual professionals.

Training Provided: None. Looking for parishioners already trained in specific areas of expertise.

Name of Ministry:	PRO LIFE COMMITTEE
Ministry Purpose:	The purpose of the Pro Life Committee is to promote the sanctity of life from conception through all stages of life until death by natural causes. This ministry champions the cause of life through prayer, education, and providing a confidential referral service for the parish community.
People Served:	The parish community.
Work/Service Provided:	<ul style="list-style-type: none"> • Once a year the Pro-Life sponsors and runs a bus trip to Washington, DC to stand up for life at the Pro-Life march, or substitute activities. • A spiritual adoption program is organized encouraging people to pray over a nine month period for an unborn child. At the end of this time a baby shower is held and the gifts are donated to a crises pregnancy center in Rahway. • A phone tree is coordinated to help keep everyone abreast of regulatory issues regarding the sanctity of human life. • This committee also participates in the Archdiocese Respect Life activities as well as the State Right to Life organizations.
When/How Ministry Meets:	The committee meets typically just before an event is to be planned. There are no regularly scheduled meetings.
Time Commitment:	One or two meetings a year depending on events. Volunteers for the phone tree make calls about once a month.
Special Gifts/Talents:	A dedication to protecting the sanctity of life.
Training Provided:	None

Name of Ministry: **ROSARY MAKERS**

Ministry Purpose: To make rosaries for anyone that is in need of them including missions around the world.

People Served: The parish, school and community at large.

Work/Service Provided: We learn to make rosaries, then make them at home and at times with the children in aftercare. Rosaries are made for the children making their first Holy Communion at St. Agnes, school children, people in the nursing home and in hospitals and for the missions.

When/How Ministry Meets: When needed.

Time Commitment: It takes 2 meetings to learn to make the rosaries. After that it's whatever time you can spare.

Special Gifts/Talents: None.

Training Provided: We will teach you how to string and knot.

Name of Ministry: **SANDWICHES**

Ministry Purpose: To assist St. Joseph Soup Kitchen in Elizabeth.

People Served: Hungry people of Elizabeth.

Work/Service Provided: Volunteers meet at St. Agnes two evenings per month to make sandwiches to be delivered the next day to St. Joseph Soup Kitchen.

When/How Ministry Meets: 2nd & 3rd Monday of each month.

Time Commitment: Two hours each month.

Special Gifts/Talents: Desire to feed the hungry.

Training Provided: "On the Job" training.

Name of Ministry: **SEPARATED AND DIVORCED**

Ministry Purpose: To reach out to those who are experiencing the sadness and loss of a loved one through separation or divorce. Our Mission is to journey with those who are hurting and in pain due to the death of a marriage.

People Served: Newly separated and or divorced people.

Work/Service Provided: To support those brothers and sisters in Christ who request our assistance. To nurture a spiritual and emotional journey from grief to recovery. To aid in establishing a general knowledge of the stages of grief and to assist you in learning that healing is a process. To offer compassion in a non-judgmental, confidential environment.

When/How Ministry Meets: This is a 6-week program that meets in the Spring and Fall.

Time Commitment: Once a week for 6 weeks.

Special Gifts/Talents: None required.

Training Provided: Training provided for those wishing to be a facilitator.

Name of Ministry: **SOUP KITCHEN**

Ministry Purpose: To assist St. John Soup Kitchen in Newark & St. Joseph Soup Kitchen in Elizabeth.

People Served: Hungry people of Elizabeth & Newark.

Work/Service Provided: Volunteers meet at St. Agnes via car pools to the Soup Kitchen. Hot Dogs and beans are prepared and served.

When/How Ministry Meets: First & Fourth Saturday every other month starting in January.

Time Commitment: Four hours each Saturday.

Special Gifts/Talents: Desire to feed the hungry.

Training Provided: "On the Job" training.

Name of Ministry: **TRANSPORTATION**

Ministry Purpose: To transport parishioners in need.

People Served: The parish community.

Work/Service Provided: To transport needy parishioner to doctors, physical therapy and to church.

When/How Ministry Meets: There are no meetings.

Time Commitment: About three hours per month.

Special Gifts/Talents: Ability to drive and patience and understanding.

Training Provided: None.

Name of Ministry: **WELCOMING MINISTRY**

Ministry Purpose: To welcome all new parishioners.

People Served: All those who are new to St. Agnes.

Work/Service Provided: Welcoming new parishioners.

When/How Ministry Meets: We meet once approximately every 6 weeks beginning in September. At these meetings we plan the schedule for greeting at Mass. We also put together the mailing packet and decide who will visit the new parishioners in their homes.

Time Commitment: Greeting at Mass is simply that. Each week you choose at which mass you would like to greet. People choose either to greet before the Mass they plan to attend or before the Mass following the one they attend. The home visits only come up occasionally. You sign up to call and set up a time to meet that is mutually convenient. The length of time you spend at a persons' home is up to you. We usually bring a cake or tin of cookies with us to the homes.

Special Gifts/Talents: A warm inviting personality to help people feel welcome.

Training Provided: We will help you become informed on the different ministries to enable you to answer questions people might ask.

Name of Ministry: **WOMEN'S COMMISSION**

Ministry Purpose: To strengthen the spirituality of the women of our parish.

People Served: Women of St. Agnes.

Work/Service Provided: Women's prayer group, retreats, discuss concerns and issues which affect our parish community.

When/How Ministry Meets: Core Team meetings held every other month. Women's Prayer group – 3rd Tuesday of each month in the Chapel, Sept – June.

Time Commitment: Core Team – meetings when needed.
Women's Prayer group – 60 minutes.
Retreats – two retreats per year.

Special Gifts/Talents: The desire to share the vision with all the women of St. Agnes to deepen our faith and encourage each other in our mission of Spiritual Motherhood. To model ourselves after "The Perfect Woman".

Training Provided: By the Holy Spirit.



After-Care Aides
Bible Camp
CYO
Marketing
Religious Education Teachers
Community Service for Confirmation
Sports Committee
Substitute Teacher

Name of Ministry: **AFTER-CARE AIDES**

Ministry Purpose: To help supervise large numbers of After-Care children.

People Served: Children of St. Agnes School. Largely the younger children.

Work/Service Provided: Tutor, play games, monitor children at play.

When/How Ministry Meets: After-Care hours 2:30 – 5:30 pm, Monday - Friday.

Time Commitment: Pre-arranged days and time varies according to the individual.

Special Gifts/Talents: A love of children and a sense of responsibility for their well being.

Training Provided: No specific training required.

Name of Ministry: **BIBLE CAMP**

Ministry Purpose: To provide a week long bible camp for children.

People Served: Children of the parish & surrounding community ages 5 – 8.

Work/Service Provided: This ministry provides children with a week long bible camp where they learn and study bible stories, sing and make crafts.

When/How Ministry Meets: Monthly meetings starting in March with 2 – 3 meetings in July.

Time Commitment: Hourly monthly meetings with increased time commitment in July.

Special Gifts/Talents: None required.

Training Provided: Training provided during monthly meetings.

Name of Ministry: **COMMUNITY SERVICE FOR CONFIRMATION
(ADULT VOLUNTEERS)**

Ministry Purpose: To assist Sr. Margaret when taking 8th grade students to food bank, soup kitchen, etc. to fulfill their community service in preparation for Confirmation.

People Served: The community.

Time Commitment: Varies.

Training Provided: None needed.

Name of Ministry: **CYO**

Ministry Purpose: To foster spiritual growth and development amongst the youth of the parish through Christ-centered experience in spiritual, social and service related activities.

People Served: All high school aged members of the parish.

Work/Service Provided: Weekly meetings and discussions. Nursing home visits, Annual Giving Tree and other service related activities.

When/How Ministry Meets: Sunday nights from 7 PM – 8 PM.

Time Commitment: Time commitment varies by activity or event.

Special Gifts/Talents: None.

Training Provided: None

Name of Ministry:	MARKETING & DEVELOPMENT
Ministry Purpose:	The committee reviews current strengths and weaknesses of the school and adjusts the marketing activities accordingly. Any needs of the school are also addressed. Some of the activities include public relations, creating display advertising, placing ads, crating and updating the brochures and news letters, proposal writing, organizing the open house reception in January, and promote our school to local realtors, feeder schools, and the community at large.
People Served:	Parish & School.
Work/Service Provided:	Public relations, pres releases, advertising, creating brochures, grant writing. There is an alumni newsletter along with other periodic communications. Baptismal outreach, liaison to the Chamber of commerce, Pre-K outreach, Logo-wear, Wine & Cheese open hour in January, Catholic Schools week support, outreach to feeder schools, local realtors and the community at large. We look for people to do Proposal Writing for Grants. We support creative development and exploring new avenues.
When/How Ministry Meets:	Monthly throughout the school year. We limit the meetings to 1 hour, longer at the committee's request.
Time Commitment:	One hour per month September – May plus any time you can give to special projects that you choose to work on.
Special Gifts/Talents:	They want to help. With 21 + positions on the team there is room for everyone. Some specific talents would include communication skills, experience with desktop publisher, proposal writing.
Training Provided:	Present members will train. If seminars are offered they will be made available to all.

Name of Ministry:	RELIGIOUS EDUCATION TEACHERS
Ministry Purpose:	To teach children in Grades Kindergarten to Eighth the basics of our Faith. Teachers also prepare these students for the Sacraments of Reconciliation, Eucharist and Confirmation.
People Served:	All the children of the Parish.
Work/Service Provided:	Teachers are provided with Manuals, Books and the other materials to help them teach.
When/How Ministry Meets:	Kindergarten to Second Grade has class on Sunday at 9:00am. Kindergarten has 25 students. Grades 1 and 2 have approximately 20 students in each room. There are four – 1 st grades and four – 2 nd grade classes. Grades 3 & 4 meet on Monday 3:30 pm, grades 5 & 8 meet on Monday 7pm and grades 6 & 7 meet on Tuesday at 7pm.
Time Commitment:	Classes are held for an hour and fifteen minutes each week. There are meetings for second and eighth grade parents twice a year. Service activities for Confirmation take place on Tuesday at 3:30 – 4:30pm (Clark Nursing Home). Food Bank on Saturday's from 9:00 to 1:00 and Soup Kitchen – Saturday 9:00 to 2:00. Looking into work with Habitat for Humanity in Elizabeth and Buddy Ball for special children.
Special Gifts/Talents:	People who love children, have patience with them and desire to impart the Faith to them. It is helpful if the person has Professional teaching background. The person can acquire the skills necessary by continuing in the ministry and using the books and manuals. Teachers do help each other.
Training Provided:	The Catechetical Office at the Diocesan center offers training for teachers, however, most teachers find the time and location inconvenient. Teachers receive papers, resource books and tapes to help them with the skills. First time teachers have an hour interview with Sr. Margaret.

Name of Ministry: **SPORTS COMMITTEE**

Ministry Purpose: To provide and promote school spirit and activities.

People Served: St. Agnes school students.

Work/Service Provided: This ministry provides certification for particular coaching position and areas of interest. Areas of coaches are, but not limited to, the following: Volleyball, basketball, track, baseball, softball and other sports of interest.

When/How Ministry Meets: The first Wednesday of every month during the school year.

Time Commitment: Varies based upon the time of year and the schedule of the sport involved in. Must attend certification class if coaching a sport. This class is a one-time class with various dates and locations available.

Special Gifts/Talents: Coaching positions require a letter of experience and intent.

Training Provided: Certification class for coaches is provided. Other training is available as needed. All parishioners willing to give of their time and talent are welcome to help in all areas of the sports program.

Name of Ministry: **SUBSTITUTE TEACHER**

Ministry Purpose: To teach a class when a teacher is out.

People Served: Children of St. Agnes School, Grades Pre-K – 8th.

Work/Service Provided: Teach in the absence of a teacher.

When/How Ministry Meets: Monday – Friday.

Time Commitment: 7:50 am – 2:30 pm.

Special Gifts/Talents: A love of teaching a desire to give service. A New Jersey Certification and a College Degree are required.

Training Provided: Assuming experience, no specific training is required. Grade levels will be according to each individual's choice.



Finance Council
Office Support Staff
Pastoral Council
Technology Committee

Name of Ministry: **FINANCE COUNCIL**

Ministry Purpose: To advise pastor on financial matters of the parish.

People Served: The entire parish community.

Work/Service Provided: To provide a basis for future reasonable financial decision making for the parish of St. Agnes.

When/How Ministry Meets: Meetings are usually conducted about once every three months and as needed.

Time Commitment: Time commitment is about 2 hours for each meeting.

Special Gifts/Talents: Individuals whose talent lies in the field of finance or business experience.

Training Provided: None.

Work/Service Provided: Successful fundraiser.

When/How Ministry Meets: This ministry meets with all committee members on a monthly basis. Individual committees may meet at various times throughout the planning year. The planning cycle begins towards the end of the summer and runs through to Event Day – Early May.

Time Commitment: Time commitment will vary based on assignment. Some team members will be required to commit for the entire cycle (Aug thru May), while others are only required to perform a specific task or even just commit a couple of hours on Event Day.

Special Gifts/Talents: Anyone with a desire to be part of a successful team. With the number of sub-committees available, opportunities exist to use a wide range of talents.

Training Provided: None required.

Name of Ministry: **OFFICE SUPPORT STAFF**

Ministry Purpose: To assist the rectory staff

People Served: Rectory staff

Work/Service Provided: Answer phone and door during lunch hour and assist with various office tasks.

When/How Ministry Meets: Volunteers are scheduled on a weekly basis or as needed for special projects.

Time Commitment: Depending on volunteers' availability.

Special Gifts/Talents: None

Training Provided: Volunteers are trained to use the telephone system and office Equipment.

Name of Ministry: **PASTORAL COUNCIL**

Ministry Purpose: To assist and advise the Pastor in all aspects of parish life

People Served: Entire Parish

Work/Service Provided: Support and advise parish leaders

When/How Ministry Meets: Four times per year and as requested by Pastor.

Time Commitment: Approximately 10 hours per year.

Special Gifts/Talents: Organizational skills & professional judgment.

Training Provided: None

Name of Ministry: **TECHNOLOGY COMMITTEE**

Ministry Purpose: To serve the technology needs of the school and parish on a technical level. Serve as consultants.

People Served: Entire Parish.

Work/Service Provided: Servicing the computers and printers. Keeping up with the networking and the on-line services.

When/How Ministry Meets: Hours and days as agreed upon.

Time Commitment: Commitment varies according to individuals.

Special Gifts/Talents: Knowledge of the computer's technological servicing.

Training Provided: Coordinator willing to train whenever needed.





Carpentry
Electrical
Grounds Care
Snow Removal
Window Washing

Name of Ministry: **CARPENTRY**

Ministry Purpose: To do light carpentry work and minor repairs.

People Served: Entire Parish.

Work/Service Provided: To help keep areas of St. Agnes Church, School & Rectory in good repair.

When/How Ministry Meets: No regular meetings.

Time Commitment: The time that is needed to complete a project depends on the scope of the job and how many people volunteer to work on the job at hand.

Special Gifts/Talents: Basic carpentry skills. There is always a need for anyone who is willing to lend a hand to help. You may even learn how to do things to help you at home.

Training Provided: Anyone who works on a project will be helped and trained as needed.

Name of Ministry: **ELECTRICAL WORK**

Ministry Purpose: To provide electrical expertise with miscellaneous electrical items throughout parish.

People Served: Maintenance for church and school.

Work/Service Provided: This ministry provides you an opportunity to extend your talents and electrical abilities in order to help in keeping maintenance expenses for St. Agnes at a minimum. Types of work would be replacing outlets, running small feeders, working on miscellaneous lighting, assisting in Christmas outdoor lighting and many other small projects.

When/How Ministry Meets: This committee has no set meeting date. We would call all members to see who is available and if you may be able to handle project.

Time Commitment: Time requirement would normally be at your available time unless it is a project that needs immediate attention.

Special Gifts/Talents: Based upon your ability for required project.

Training Provided: No training is provided. Your talent is what is required.

Name of Ministry: **GROUNDS CARE**

Ministry Purpose: To beautify the wooded area of Madison Hill Road and rear parking lot.

People Served: The parish community.

Work/Service Provided: The services provided by this ministry include clearing of brush, dead trees, low tree branches and the spreading of mulch.

When/How Ministry Meets: This ministry meets about 10 times per year (Saturdays and evenings).

Time Commitment: Time commitment will vary based upon work required.

Special Gifts/Talents: A willingness to do physical work using chain saws, tree pruners and brush clearing equipment.

Training Provided: On the job training using about equipment.

Name of Ministry: **SNOW REMOVAL**

Ministry Purpose: To remove snow from “walking path’s” in the rear of St. Agnes Church & School.

People Served: All members of the St. Agnes Community.

Work/Service Provided: To help keep all “walking path’s” with-in the St. Agnes property safe for walking in bad weather.

When/How Ministry Meets: No Regular Meetings.

Time Commitment: Depends on how many inches of snowfall and on number of volunteers. Usually 1 or 2 hours.

Special Gifts/Talents: Anyone can volunteer by putting their name on the “snow removal team” list. They will be called whenever a significant amount of snow falls.

Training Provided: None.

Name of Ministry: **WINDOW WASHING**

Ministry Purpose: To clean the windows of the Church, School & Rectory.

People Served: Entire parish.

Work/Service Provided: All the windows of the parish are cleaned.

When/How Ministry Meets: Twice a year, late summer and early spring.

Time Commitment: 3 – 4 hours each time.

Special Gifts/Talents: None required.

Training Provided: Will train if necessary.

