Ways to Share Your Time & Talent in 2012 - 2013

- *a brief listing of ministry opportunities at St. Matthew's for adults, young adults and children*
- *name and phone number of contact person listed for your convenience*

THE FOUR PILLARS OF STEWARDSHIP

Hospitality - Christian Kindness

- Extend a warm, hospitable, and loving welcome to all who join us whether in worship, service, study, social time or in times of personal need.
- Present a visible sign of Christ's loving kindness in all we do.

Prayer - Growing in our Relationship with God

- Make prayer a part of our lives through individual and communal prayer, public and private prayer
- Through prayer we are invited to draw closer to Jesus and to imitate Him in our daily lives.
- While Eucharist is central in our spiritual life, other prayer opportunities are made available.

Formation - Continuous Conversion

- Educate, form and sustain the faith formation of all ages in the parish, school and school of religion.
- Teach by example as we participate in parish life ministries and on parish leadership teams.
- Continue conversion to a life of stewardship - sharing what we have with a loving, generous and grateful heart.

Service - Love in Action

- Strive to be servant ministers to the needs of our parish members, the wider community and the Church.
- Serve compassionately those who are hurting or in need, lost or alone, or suffering in any way.
- Gift thanks to God for all the gifts we have received.

HOSPITALITY

Annual Dinner Auction (Parish Gala) - Assist with the planning, publicity and implementation of the annual parish dinner/auction. Note: This year's dinner/auction is September 15, 2012; next year it will be on September 21, 2013. *(Bill & Kelley Cochran 266-8031)*

Annual Parish Fall Festival Celebration – Volunteers are needed to help plan and organize the festival, as well as set-up beforehand and clean-up afterwards, work at the games and in the kitchen and dining room. *Note: this year's festival will be the weekend of October 27-28; next year it will be October 26-27, 2013 (Tom & Rose Smith 266-4949; Gary & Judy Menke 233-0650)*

Bereavement Ministry - This ministry of care reaches out to parishioners during a time of loss due to the death of a loved one. *(Parish Office 232-5012)*

Event Greeter - For various other parish events (not including Mass), we need individuals/families who would be willing to act as greeters and extend the spirlt of hospitality. *(Parish Office 232-5012)*

Funeral Dinners- Provide food and/or help host a meal for families following the funeral. Will be contacted when the need arises. *(Parish Office 232-5012)*

Greeter/Minister of Hospitality - Those who greet the people as they come into church. *(Bob Broxterman 232-5012)*

Help with Parish Receptions - At various times throughout the year, the parish hosts receptions in the parish hall (parish mission, Easter Vigil, etc.). Volunteers assist with set-up, serving and clean-up. *(Parish Office 232-5012)*

Knights of Columbus– Men of the parish are invited to join the St. Matthew Council, focusing on strong family values and a sense of service to the mission of the Church and the parish. *(Galen Greenwood 267-5982)*

Parish Card Groups – Members of the parish gather on a monthly basis from September through March to play either pitch or bridge*(Netti Kostecki 266-4706)*

Provide Refreshments- Provide cookies, baked goods, etc. for various programs, events and receptions. Will be contacted when the need arises. *(Parish Office 232-5012)*

Single Adults – Opportunities in the Topeka community for single Catholics to get to know and share their faith with others who are also single. *(Parish Office 232-5012)* Associated with Catholic Singles Fellowship

Social Activities Committee – Organizing social activities to foster fellowship and a sense of community to all ages of our parish family. *(Tina Gustin 230-9381)*

Supper Club – Groups of four couples who gather four times a year to have dinner in a different couple's home. Couples do not have to be married; two singles could make a couple if they wish to participate. Over 21 years of age please. *(John & Kathy Rosetta 379-0744)*

Welcoming Committee – Assist with the registration of new parishioners, and reach out to our newcomers to introduce them to St. Matthew's. *(Dean Larson 379-0479)*

Women's Organization – The women of St. Matthew's Parish meet regularly as a large group, as well as in small interest groups and/or in guilds, to support one another, to get to know one another, and to grow in their faith together. *(Nancy Lister 215-4051)*

PRAYER

Attend a "Light of the World" Parish Retreat - This retreat experience, designed specifically for adult members of our parish, is an excellent opportunity to grow closer to the Lord. *(Sharon Hassett 862-1276) Next retreat February 22-24, 2013*

Cantor- Lead the congregation in singing. *(Melissa Jakmouj 232-5012)*

Centering Prayer - An opportunity for quiet reflection to listen to the inner voice of God in our lives. Meets weekly. *(Patty Morgan 379-0709)*

Children's Liturgy of the Word– Present the Word of God to the younger members of our parish on their level at the 5pm or 10:30am Mass. Training and materials provided. *(Rosemary Spangler 266-3900)*

Choir– Choir sings at various liturgies throughout the year. *(Melissa Jakmouj 232-5012)*

Crossbearer - Open to anyone, grade 8 through adult, who would like to carry the cross and assist at Mass. Training is provided. *(Deb O'Shea 286-2624)*

Exposition of the Blessed Sacrament- Those who spend time each week in adoration of the Blessed Sacrament, by making a commitment to a particular hour each week or as a substitute. *(Sue Carson 354-7762)*

Extraordinary Minister of Holy Communion- Help distribute Holy Communion at Mass. Training is provided. Prerequisite - must be Confirmed. *(Bob Broxterman 232-5012)*

Instrumentalist- Musicians who help enhance our liturgies by sharing their talents (guitar, flute, brass, etc.) *(Melissa Jakmouj 232-5012)*

Lector– Proclaim the Word of God on Sundays and special feasts. Training is provided. Must be Confirmed. *(Christine Voegeli ...call Parish Office)*

Liturgical Planning Committee– Help plan Sunday and seasonal liturgies, corresponding to the liturgical calendar and to coordinate the various aspects of our liturgical celebrations. *(Mark Wunder 862-2441)*

Organist/Pianist– Accompany our cantors at our Sunday and holyday liturgies. *(Melissa Jakmouj 232-5012)*

Prayer Ministry– Make a commitment to pray specifically for the needs of our parish. A monthly list of prayer needs is distributed to those who sign up for this ministry. *(Chellie Ortiz 266-7884)*

Rosary Leader– Lead the Rosary before our Sunday liturgies. *(George Voegeli 379-0455)*

Server- Young men and women, grade 6 and older, who assist the celebrant at our liturgical celebrations. Training is provided. *(Deb O'Shea 286-2624)*

Usher– Seat the congregation, pass the collection baskets, direct people, hand out bulletins. Must be in high school or older. Training provided. *(Frank Ruiz 266-0364)*

FORMATION

ST. MATTHEW CATHOLIC SCHOOL

(Heather Huscher, School Principal 235-2188)

*****Assist in the School Kitchen** (school days, 11am-1pm)

Assist in the School Office (copying, faxing, etc.)

*****Assist with Kindergarten Round-up**

Assist with Catholic Schools Week (last week in January)

Assist with PTO activities

Attend PTO Meetings

*****Classroom Assistant/Teacher Aide**

*****Coaching**

*****Drive for field trips (using personal vehicles)**

*****Bus Driver for Field Trips -** On occasion, drive the bus to take students on various field trips. *Commercial Driver's License required.*

*****Help with field day activities (beginning of May)**

*****Room Parent**

*****Volunteer Nurse/review health records**

Enchilada Project - Assist with cooking and making enchiladas for this annual school fundraiser. *(Debbie Escobar 266-4955)*

EARLY LEARNING CENTER

(Megan Specht, Director 233-1220)

*****Bus Driver for Field Trips -** Drive the bus to take students on various field trips. *Commercial Driver's License required.*

*****Crafts & School Age Activities -** People willing to come and share their arts and crafts talents with our students in Summer Camp.

*****Teacher/Care Giver Substitute–** When one of the teachers or caregivers is not able to be present, substitutes are needed to take their place. Must have current TB test and physical on file with the Early Learning Center.

RELIGIOUS EDUCATION

(Cheryl Byrne, Director of Religious Education 232-5012)

Help in R.E. Office - Daytime or Evening hours available.

*****Catechist (grades KN-8)** Help the children and youth to grow in the knowledge of our faith. It includes planning and leading weekly lessons and discussions.

*****Catechist Substitute (grades KN-8)** Be willing to fill in on those occasions when a teacher cannot be there.

***** Catechist's Aide (Grades KN-8)** Assist the catechist in the classroom with weekly lessons and discussions.

Totus Tuus– We need help in several different areas with Totus Tuus, our week-long summertme program for the children of our parish. When the Totus Tuus Team is here (a group of college students who travel from parish to parish during the summer to facilitate these camps), we need people who can provide housing and/or help provide meals for the team, assist with the registration process and volunteers who can be here during that week to assist wherever needed.

ADULT EDUCATION

(*Parish Office, 232-5012*)

Adult Spirituality/Education - Assist with planning, organizing and/or leading various opportunities for spiritual growth.

Catholicism Series - Will meet Wednesday evenings at 6:30pm beginning February 20, 2013, *(Fr. Jerry 232-5012)*

Men's Fellowship Group - This group of men gather every other Saturday morning for prayer, fellowship and discussion. *(Jerry Jewell 266-0567)*

Participate in Catholic Scripture Study - Daytime and evening sessions are available. *(daytime: Betty Henderson 267-1073 and evening: Gary Newberry 266-8030)*

Six Dates for Catholic Couples - For all married couples, regardless of how long they've been married, this program is designed to reinforce the Sacrament of Marriage and give couples the opportunity to spend time together without some of the distractions of everyday life. In addition to couples who would like to participate in the program, we also need couples who have participated before who would be willing to be part of a leadership team. *(Bob & Vickie Broxterman 232-5012)*

SACRAMENTAL PREPARATION

(*Parish Office, 232-5012*)

Assist with Baptismal Prep - Help facilitate this monthly session for parents preparing to have a child Baptized.

Assist with RCIA/Adult Catechumenate - The RCIA team helps plan classes, make presentations, prepare refreshments, and assist the catechumens.

RCIA/Catechumenate Sponsor - Volunteers willing to work one-on-one with someone in the process of learning about and preparing to join the Catholic Church.

*****Assist with RCIC/Childrens Catechumenate -** Assist with the planning and implementation of the RCIC program for those children preparing for baptism or to join the Catholic church. *(Cheryl Byrne 232-5012)*

*****RCIC/Childrens Catechumenate Sponsor -** Volunteers willing to mentor young people preparing for baptism and to join the Church. *(Cheryl Byrne 232-5012)*

Marriage Preparation Lead Couple - Meet with engaged couples and lead them through the Marriage Prep program. To help mentor them as they prepare for the vocation of marriage. *(Fr. Jerry 232-5012)*

YOUTH MINISTRY FOR MIDDLE SCHOOL/HIGH SCHOOL

(Cheryl Byrne, Director of Youth Ministry, 232-5012)

*****Adult Youth Ministry Leadership Team–** To join with other interested adults in a team approach to ministering to the needs of our middle school and high school students as they grow and learn about their faith.

*****Driver/chaperone for events**

Participate in Middle School youth events

Participate in the High School Youth Group

SERVICE

Altar Care– Help maintain the beauty of the sanctuary, including the holy water fonts, candles, etc. *(Dorothy Reyer 271-5731)*

Altar Flowers—And if you have a green thumb, help is needed caring for the flowers/ plants in church. Additional help is needed particularly to water the Easter and Christmas flowers. *(Donna Fitzpatrick 228-9728)*

Altar Linens - Help is also needed laundering the altar cloths, napkins and corporals used at our celebration of the Eucharist. *(Barb McCauley 267-3913)*

Art & Environment– Create the visual art that is used in church. Creative, imaginative minded people are welcomed, but we also greatly need people willing to help supply the labor to put up and take down decorations. *(Barbara Burke)*

Assist with Maintenance & Upkeep of Parish Facilities/Grounds - Do minor repairs and assist with upkeep of parish facilities/grounds. Help is needed with mowing and trimming, snow removal, miscellaneous construction & repair projects, etc. Please specify your particular area of interest or expertise. *(Bob Broxterman 232-5012; Galen Greenwood 267-5982)*

*****Child Care -** Help to provide childcare during parish sponsored events/meetings. *(Parish Office 232-5012)*

Church Cleaning - Work with other parish volunteers on a regular basis to help keep the church looking clean and presentable. Work as little or as much as your schedule will allow. Normal times for cleaning the church are Monday and Friday mornings, but other arrangements can be made according to your schedule. *(Marty Conner 235-6906)*

Count Collection- Assist with counting the weekly collection (scheduled on a 4-week rotating basis), and prepare the deposit. In addition occasional substitutes are also needed. Please specify on the sign up sheet. *(Barb Decker 246-0638)*

Enchilada Project - Assist with cooking and making enchiladas for this annual school fundraiser. *(Debbie Escobar 266-4955)*

Food Pantry- Assist with the monthly collection of food, shopping for supplies to supplement what is collected, organizing and packing up "care packages," and helping with distribution. *(Peace & Justice Committee)*

Garden Club– If you've got a green thumb, you might find a home with our garden club. These parishioners help care for all of the flowerbeds and landscape areas around the parish facilities. *(Mary Lou McPhail 272-7632)*

Help in Parish Office- Assist with various office tasks: prepare bulk mailings, help stuff bulletin inserts, provide phone coverage, run copies, etc. M-F, during parish office hours. *(Maureen Leiker 232-5012)*

Janitorial Assistant– We are in need of individulas who would be willing to step in and assist with the cleaning of the school on those days when the janitor is gone (vacation, sick days, etc.). Help is also needed from time to time with larger projects such as the stripping and waxing of floors. *(Bob Broxterman 232-5012)*

Lenten Soup Suppers- Help prepare and serve a simple meatless meal of "soup & sandwich" on Friday evenings during Lent, assist with set-up and clean-up. *(Maureen Leiker 232-5012)*

Let's Help Volunteer– Prepare and serve lunch at Let's Help on the 1st Wednesday of every month. *(Katy Field 267-1029)*

Ministries to the Sick & Homebound: *(Barb McCauley 267-3913)*

- Hospital Visits: Visit those of our parish who are hospitalized, and help extend to them the care and concern of our parish.

- Nursing Home Visits: Visit, as individuals or as groups or even as a family, those of our parishioners who reside in the nursing homes.

- Visit Shut Ins: Visit the homebound members of our parish on a regular basis.

- Minister of Communion to the Sick/Homebound: Take Holy Communion to those who are not able to come to Church.Please specify your area of interest:

- take Communion to and conduct Communion Services for those members of our parish who live in Nursing Homes.
- take Communion to those parishioners who are in the hospital.
- take Communion on a regular basis to those in our parish who are homebound.

Parish Work Day(s)- Parishioners gather periodically to clean and care for all of the parish facilities (school, rectory, church, preschool, grounds, etc.). Volunteers are also needed to help organize these events. *(Alan Spicer 267-5912) Note: next year's workdays will be March 23rd & August 3rd*

Peace & Justice Committee– Parishioners who help us respond to the needs of our community and beyond. *(Steve Beier 379-5545)*

Physical Resource Committee - Oversees the upkeep and improvement of parish facilities, and assists with planning for future needs. *(Galen Greenwood 267-5982)*

Prayer Blankets– People are needed to help assemble/sew simple lap blankets that are blessed and given to members of the parish in times of illness. *(Dale Rose 862-3702)*

Prison Ministry - Ministers to those incarcerated in the Topeka area by teaching/ assisting, etc. *(Betty Henderson 267-1073)*

Provide Meals for the Pastor— On Tuesdays and Thursdays, parishioners take turns providing the evening meal for Fr. Jerry. *(Anna Gudenkauf 267-7930)*

Sewing- Help sew such items as altar linens, vestments, baptismal garments, repair torn server robes, etc. *(Parish Office 232-5012)*

Stewardship Committee – Promotes the Stewardship way of life within our parish through education, encouragement and empowerment; meets monthly to evaluate our stewardship efforts and look for ways to better carry the call of stewardship to all our parishioners. *(Dan & Peg Scherschligt 379-5730)*

******SPECIAL REQUIREMENTS**: VIRTUS training is required by the Archdiocese for anyone age 18 or older who may have or has the potential for unsupervised or substantial contact with children/students. Training includes a 3-hour "Protecting God's Children" workshop and a background check. A training workshop will be offered at St. Matthew on September 22, 2012 from 9am-noon, or at other locations and times throughout the Archdiocese. Preregistration is required (www.virtus.org).*