

Serve...

Help us to serve with Your hands.
Teach us to build the plans You've fashioned.
Give us the tools to build Your kingdom.
Help us to follow the breadth of Your will.
Teach us to serve You.

Paul J. Rysavy

TIME AND TALENT INVENTORY

As stewards, we are called upon to minister to one another. As a parish, we have many service opportunities for everyone. Please give your Time and Talent in whatever way you can.

Please note the columns located next to the service area in the attached sheets. Place a check mark in the box next to the applicable service area.

Continue: I presently volunteer in this ministry and wish to continue.

Interested: I am very likely to volunteer in this ministry.

Recommend: I believe this person(s) has gifts that well suited to this service area. Write their name in the area provided.

Please provide us with as much information about yourself as possible:

Name: _____

Address: _____

City: _____ **Zip Code:** _____

Home Telephone: _____ **Work Telephone:** _____

Mobile Telephone: _____ **Email:** _____

CONTINUE	INTERESTED	RECOMMEND	MINISTRY AREA--ADMINISTRATION
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Parish Newsletter (quarterly distribution): Solicit articles from leadership groups, edit, layout, printing, prepare for mailing.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Parish Website: Maintain and update the Parish website to serve as a resource for parishioners and increase awareness of the parish.
			FINANCIAL STEWARDSHIP
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Planned Giving: Support efforts to preserve Visitation and its ministries for future generations through bequests and estate gifts.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Fundraising: Chair or assist with various fundraising activities such as: <ul style="list-style-type: none"> • Capital Campaign • Rummage Sale (annual): Help is needed in many areas--sorting, pricing, day of sale. • Christmas Bazaar (annual): Help is needed in many areas—provide craft items, prepare/donate gift baskets, staffing booths the day of the event, etc. • Other
			BUILDING & GROUNDS
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Short-term and Long-term Repair & Replacement planning: <ul style="list-style-type: none"> • Assist with inspecting and inventorying all parish properties, equipment, furnishings, and facilities; review and recommend needed repairs, replacements and servicing. • Provide service and labor towards maintain parish properties.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Butterfly garden: Be a part of this group of gardeners who tend and maintain the west bank and butterfly gardens. This group meets monthly.
			OTHER
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Technology: Serve as a resource for initial set-up, maintenance and recommend initiatives for improved use of technology to support needs of parish.
			MINISTRY AREA—WORSHIP
			LITURGY COMMITTEE
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Liturgy Committee Member: Coordinate and oversee activities to enhance our worship service. This group meets monthly during the school year.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Altar Server: Assist at Masses, funerals and other services. Is a privilege for boys and girls in grades 4 through high school. Adult coordination of this group is also needed to schedule, coordinate training maintain supplies.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Extraordinary Minister: Assist in the distribution of Holy Communion at Mass. Serve at weekend or weekday Masses. Service at weekend Masses requires availability for both Saturday and Sunday. Screening and training required.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____	Lector: These ministers proclaim the Word of God during Mass and lead the Prayers of the Faithful. Serve at weekend or weekday Masses. Service at

		Name _____ Name _____	weekend Masses requires availability for both Saturday and Sunday. Training is required.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Sacristan: Care for the altar, vestments, linens and other items necessary for the celebration of the Mass.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Usher: Assist at Mass with greeting parishioners and visitors, seating, offertory collection, being alert to the safety and comfort of those attending Mass, bulletin distribution, and seeing to the order of the church following Mass.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Choir: Two choirs alternate weekends to lead the congregation in song during Sunday Masses and occasional Saturday Vigil Mass for the months of September – May. They are also needed at special liturgies. <ul style="list-style-type: none"> • The Contemporary Choir rehearses from 8:30 until Mass time on its scheduled weekend. Additional rehearsals are held for special services (Easter Vigil, Christmas). • The Chorale Choir rehearses Wednesday evenings from 7-8:30 and 30 minutes prior to scheduled Mass.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Choir Instrumentalist: Vast array of instruments welcomed to accompany either choir or for special liturgies.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Cross Bearer: Carry the cross in the procession at weekend Masses and special services.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	General Intercessions Team: Write Prayers of the Faithful for weekend Masses and special services.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Church décor: This group assists with the decoration of the altar, sanctuary and narthex. This ministry is occasional, but especially welcomed during the Christmas and Easter Season.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Eucharistic Adoration: The exposition of the Blessed Sacrament is every Thursday. Consider signing up for one hour for some quiet time with our Lord.
			PASTORAL MINISTRY
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Ministry to sick/homebound /nursing homes/hospital: Visit and distribute Holy Communion to those of our parish community.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Anointing of the sick: Following anointing of the sick service, a brunch is served. Help set-up, prepare, serve and clean up for this brunch.
			MINISTRY AREA—FAITH FORMATION
			Faith Formation—Children and Youth
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Sunday School Catechist: Sunday School Catechists for children from age 3 through Kindergarten. Screening required.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Religious Ed Catechist: Religious Ed Catechists for youth in grades 1-8. Catechists share their gift of faith with the children of our parish in sessions during the school year. Screening required.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	First Reconciliation, Eucharist and Confirmation Reception: Provide instruction to prepare youth for these annual events (Confirmation is every other year). Screening required.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	RCIC (Rite of Christian Initiation for Children): Assist in the preparation of children who desire to be Initiated into the Catholic faith.
			Faith Formation—Adults

<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Preparation for Marriage: Provide the sacramental catechesis through special training sessions and retreats.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Preparation for Baptism: Provide the sacramental catechesis through special training sessions and retreats.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	RCIA (Rite of Christian Initiation for Adults): Assist in the preparation of adults who desire to be Initiated into the Catholic faith.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Retreats & Programs: Coordinate special events to support and nourish our faith.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Bible Study: Facilitate group meetings to allow for study and reflection of the Scripture.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Evangelization: Develop programs to help make the parish a welcoming community, ready and able to share the Good News of our faith among members of our parish family and also with people of other faiths and Catholics who no longer participate in church life.
			MINISTRY AREA—PARISH LIFE
			<i>Hospitality</i>
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Welcoming Committee: Send letter of welcome to newly registered parishioners. Contact newly registered parishioners to welcome and invite them to activities so they can quickly feel a part of the parish family.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	1st Sunday coffee/donuts: Coordinate and host gatherings after Mass for coffee, donuts, conversation and a spirit of welcoming.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	1st Friday coffee: Provide an opportunity to gather after Mass for coffee, donuts, conversation and a spirit of welcoming.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	3rd Friday birthday coffee: Bring a treat to share during this gathering after Mass for recognizing birthdays in that month.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Events: Assist in the planning and coordination of events to provide opportunities for socializing with fellow parishioners. <ul style="list-style-type: none"> • Epiphany brunch • Spring luncheon • Golf outing • Other
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Library: Books, videos, DVDs for all ages are available for check out each Sunday after Mass. Assist with staffing.
			<i>Spiritual Support</i>
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Funeral Choir: Support family and friends of deceased through song by participating in the choir during the funeral Mass.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Funeral luncheons: Meals are prepared and served to family and friends of deceased after funerals. Help in any number of areas--call volunteers, donate food, set-up, serve, clean-up.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Prayer Chain: Promote our love of God by offering your prayers for the needs and intentions of others
			OTHER

<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Shared Ministry: Organize and oversee efforts that provide opportunities for parishioners to share their gifts with each other and the greater community.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Childcare (screening may be required): <ul style="list-style-type: none"> Assist with providing childcare services during Sunday Masses and occasional parish special events and meetings. Supervisor needed to coordinate and communicate scheduling of volunteers and cleaning/organizing of nursery.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Youth Group: Facilitate activities, programs and service opportunities for Jr. and Sr. high students that deepening of their faith, fosters relationships with one another and other members of the parish and serve needs of the greater community.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Phone calls: This is always an area of great need. If you have some time to assist with the calling and scheduling of volunteers for events, please let us know.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Event set-up/take-down/clean-up: Help support the many events that take place by setting up tables/chairs, taking them down/putting them away, assist with clean-up (clearing tables, running the dishwasher, putting dishes away, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Transportation: Qualified drivers needed to assist those in need of transportation to parish activities.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Food Preparation: Assist with providing food for various events/occasions. <ul style="list-style-type: none"> If you are comfortable in the kitchen and can follow direction, assist with preparation including slicing, mixing, assembling. Share your culinary skills by providing self-prepared foods.
			MINISTRY AREA—OUTREACH
			<i>Community Concerns--local</i>
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Food Shelf: Donations of food and helpers to coordinate the collection of food and delivery to the food bank is always needed.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Sharing and Caring hands: Assists in food preparation, transportation and serving to local families in need. Occurs the 1 st Thursday of every month.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Our Lady of Good Counsel:
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Respect Life Committee: This ministry promotes reverence for life in all stages through varying activities. Prayers and members needed.
			<i>Community Concerns—global</i>
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Appalachian project: Coordinate collection of toys and clothing to be sent as Christmas gifts to needy Appalachian families.
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Sister-church:
			OTHER
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ Name _____	Neighborhood Presence/Visibility: Be involved in activities that promote the presence of Visitation within our surrounding community such as polling site, blood-bank site, etc.

There are unlimited opportunities to share your gifts of time and talent. Please note below if there is a specific area/event you would recommend or are interested in assisting with.

- _____
- _____
- _____

Thank you for your prayerful consideration.