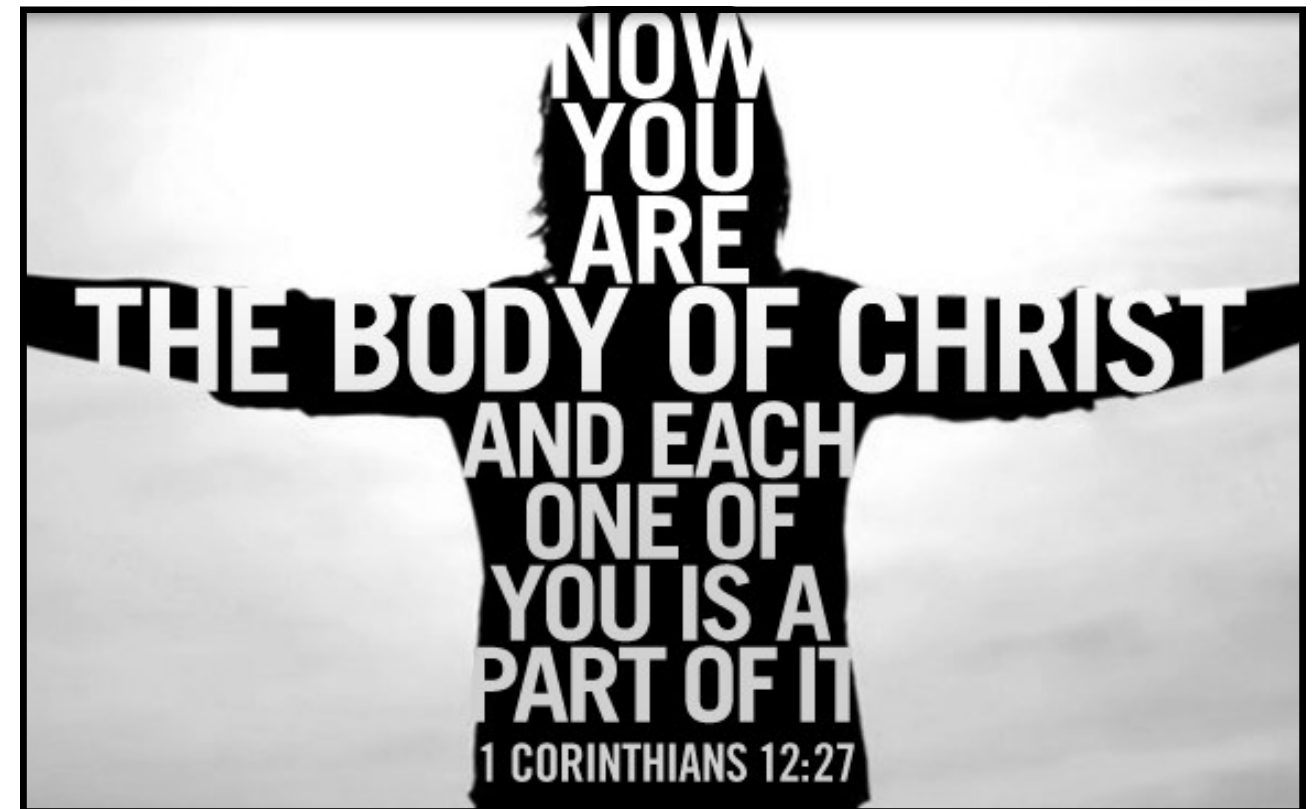


Ministry Handbook

"Put your gifts at the service of one another..."

Peter 4:10

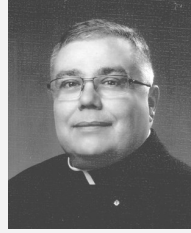


*"For the son of man did not come to be served
but to serve and to give His life as a ransom for many."*

Mark 10:45



*“... for the one who uses well what is given,
shall be given more and shall have abundance...”*
Matthew 25:29



Dear Parishioners:

I am filled with great hope and joyful expectation for a spectacular blossoming of the faith life in the parishioners of St Martin de Porres Catholic Church. You are our church's greatest gift and, as a child of God, you are also God's greatest treasure. In an effort to embrace the dignity of you as gift and treasure, I invite you to reflect upon the unique way God has created you and continues to call forth that creation through an active relationship as you consider the following:

- Your way of communicating with God through prayer
- Your way of serving God through active ministry
- Your way of thanking God through intentional financial offerings

GOD has made a Covenant with YOU !

- To never leave you.....to always love you
- To never forget you.....to always forgive you
- To never abandon you.....to always bless you

Trusting in the Covenant of God, what is your response? What is your Covenant with God? I ask you to carefully read this material, deeply reflect upon its contents, and follow the instructions inviting you to prayerfully and intentionally make your Covenant with God through a Covenant of Prayer, a Covenant of Ministry and a Covenant of Finance, to be offered up to God and His Church. I have planted the seed of hope again and I ask you to join me by being living water and living light that will bring the nourishment we need to make St. Martin de Porres Catholic Church, a faith home that will flourish and grow generations of God's People.

Also found in this pamphlet is information on many of our church's service and ministry groups. I ask you and your family to consider becoming involved in one or many of the activities we have within our church community. This an excellent way for you to become Christ's hands and feet for the church, but to also interact with parishioners.

Let us grow a faith community where we can love together and share together all for the Glory of God and to further God's Kingdom on Earth. May the peace of Christ be with you always and abundantly bless your gift and treasure of life.

Your Faithful Steward,

Fr. Jace

Monsignor Jace Eskind
Pastor

“The greatest among you must be your servant.” Matthew 23:11

Community Life, Catholic Spirituality & Pastoral Ministries

A.C.T.S. - The ACTS retreat focuses on *Adoration, Community, Theology, and Service*. Retreatants are guided on a 3 day & night weekend retreat developed to deepen their relationship with Jesus Christ, renew their spirituality, give new meaning to their prayer life and Sunday liturgy and help build lasting friendships. The retreat is presented by trained ACTS parishioners of St. Martin de Porres.

Annulments - Process managed through the Parish office. Call the office at 478-3845 for more information.

Knights of Columbus - The Knights of Columbus is a fraternal organization for Catholic men. They coordinate social gatherings in the parish and charitable projects in the community. Meetings are first Mondays of the month at 6:00 p.m. at the G/V South meeting room.

Knights of St. Peter Claver - Participate collectively in various parish and community activities, promote civic improvements, encourage lay apostolic and Catholic action, make contributions to worthwhile causes, (especially Sickle Cell Anemia) and award scholarships.

Living Your Strengths - A process whereby individuals discover their top five God-given strengths through the Clifton Strengths Finder Assessment by the Gallup organization (religion division). Individuals continue to explore and develop talents and strengths through small group sessions or have the opportunity to meet with strengths coaches to delve deeper into understanding one's strengths and embracing them daily.

Catholic Daughters - The Catholic Daughters of the Americas is one of the oldest and largest organizations of Catholic women in the Americas. They donate to charities, administer scholarship programs and strive “to be helping hands where there is pain, poverty, sorrow or sickness.”

Charismatic Renewal Prayer Group—This group gathers to praise God, listen for God's direction and pray for healing. They meet every 4th Monday from 6-8:30pm in the church.

Divine Mercy Chaplet - This group gathers to pray the Divine Mercy Chaplet at the Main Church every Wednesday and the last Thursday of the month. The Wednesday Chaplet prayer begins after 8am Mass. The Thursday Chaplet prayer begins right after 5pm Mass. This group is open to the public.

Gabriel Project—An outreach to any woman within our parish facing a crisis pregnancy. Volunteers serve in many ways such as collecting & delivering baby items, organize baby showers and supporting mother one-on-one.

Prayer Blanket Ministry - This ministry involves the making of lap-size blankets that are given to many people who are either sick or going through extremely difficult times in their lives. Unfortunately many are terminally ill, including small children. Caring volunteers commit to praying for the recipients of the blankets as they are fulfilling their part in the making of the blanket.

Social Committee - Serves the faith community by assisting with the planning and preparing of social activities such as special receptions, and parish covered dish dinners.

Spiritual Direction - Trained spiritual companions walk with individuals as they deepen their spiritual lives, helping them pay attention to the presence and action of God in their lives. The individual is helped not only to understand the relationship between him or herself and God, but to engage in it.

Rosary Group - This group prays the Rosary every Friday before Mass. They also assist with rosaries at funeral services.

Welcoming Committee - Serves the parish by sharing their gifts and talents as they welcome new parishioners and provide information about the parish and the ministries available.

Meals for New Moms - These volunteers prepare or purchase food and deliver to the new mom. Volunteers bring meals for a few weeks after birth.

The following service and ministry information is a compilation of those services provided by SMdP parish . Each one of the groups has a leader or contact person who can provide more information about the details. Many of the groups participate in seasonal work and one-time projects many of the groups perform. Please contact the parish office at (337) 478-3845 for more information about a specific service or ministry group.

“Amen, I say to you, whatever you did for one of these least of brothers of mine, you did for me.”
Matthew 25:40

Outreach Ministries

The St. Martin de Porres Outreach Ministries are made up of volunteers who comprise several service ministry groups that reach out to parishioners as well as to the surrounding community. These groups extend assistance, service, expertise and prayer as an act of charity.

Abraham's Tent - A group of parishioners who volunteer at Abraham's Tent to minister to others by preparing and serving meals for the needy each first Monday of the Month and last Friday of the month from 8:30am - 12:30pm.

Bereavement Rosary Group - Shares their time and faith by facilitating the praying of the rosary with those who have suffered the loss of a loved one and while helping to provide a warm and welcoming atmosphere at the funeral home.

Grief Support Group - Serves to provide a welcoming atmosphere for those who are in need of consolation and comfort with the loss of a loved one. This ministry may include hospice situations, following up contact with family, and facilitating video or audio parish bereavement seminars to aid in the grieving process. These processes included death, divorce, loss of job or home and more. They are a viable presence of the church at the funeral when they greet people and hand out the worship aids.

Homebound Ministers of Communion - These specially trained Extra Ordinary Ministers of the Eucharist serve the faith community by assisting the priest with administering the Eucharist to homebound parishioners or to those parishioners in hospitals, assisted living or nursing facilities.

“Let us greet him with a song of praise, joyfully sing out our psalms.”
Psalms 95:2

Liturgical and Music Ministries

Altar Servers - Boys and girls, ages 10-99, who serve at the Altar during Mass to assist the priest and the assembly at worship and prayer (Mass, funerals, weddings).

Extra Ordinary Ministers of the Eucharist - Serve the faith community by assisting the priest with distributing the Eucharist at Mass.

Lectors - Serve a proclaimers of God's Word when the faith community gathers for worship and prayer (Mass, funerals, weddings).

Manna Ministry - This ecumenical outreach ministry with area churches (St. Martin de Porres, St. Luke Simpson, United Methodist Church, Trinity Baptist Church and Lakewood Bible Fellowship) minister to others through a food pantry on Wednesday's at St. Luke Simpson Methodist Church, from 9-11am, as well as by providing some assistance with utilities and medicine, etc.

SMdP Outreach - This volunteer group serves the faith community by helping the pastor assess the needs of those who are seeking assistance with food, clothing, rent and medical care, as well as monetary obligations.

Facilities/Maintenance Volunteers - From time-to-time, talented parishioners volunteer their labor to fix, build and repair projects at the church. If you have an interest in gardening, construction, electrical, plumbing or have another trade or hobby, contact the parish facility manager for more information on planned projects.

Feast of Consolation Committee - Provides support for parish families experiencing the death of a loved one, by providing home cooked meals for up to 50 people. Volunteers may help as much or little as they desire.

Choir - Share their gifts and talents of voice or musical instruments to enable and support the assembly gathered for worship and prayer. One can also become a cantor for singing the Psalms and serving as song leader for prayer and worship.

Sacristans - Serve the parish by assisting in the altar preparations for Mass, the general maintenance of sacred vessels, liturgical vestments, altar candles and altar linens.

**For more information on a Ministry or Service
contact the SMdP Parish Office at (337) 478-3845**

“Let us greet him with a song of praise, joyfully sing out our psalms.”
Psalms 95:2

Liturgical and Music Ministries

St Martin de Porres Altar Society - Primary goals include: fostering love for the house of God; labor for its proper adornment and cleanliness; taking care of the immediate needs of the altar; supplying the needs of the sacristy and rendering assistance towards proper fulfillment of the rubrics (liturgical services), when necessary. Any registered parishioner may join the Altar Society, men and women. Goals include: providing hosts and wine for Mass; altar candles and sanctuary candles; altar linens and cloths; and maintaining the appearance and orderliness of our worship space.

Ushers and Hospitality Ministry - Serve the parish assembly by: preparing for worship and prayer; greeting and welcoming people, helping people with seating; recruiting others to help with offertory; helping with the preparation of gifts (Offertory); maintaining security; assisting assembly with parish facilities or special needs; assisting the priest with maintaining order, respect and reverence within the church; helping the assembly with departure and distributing parish bulletins/hand-outs; and by ensuring the pews and hymnal racks are orderly for the next Mass.

Liturgical Committee - Serves the parish by sharing their gifts and talents in the Church's liturgy through study, reflection and planning for various liturgical seasons to create appropriate environments, rituals, music, and celebrations of prayer and worship.

Just so, your light must shine before others, that they may see your good deeds and glorify your heavenly Father.” Matthew 5:16

Administrative Ministries

Information about the following ministries can be found by calling the parish office at 478-3845.

Building Commission - Works with the pastor and outside professionals to implement planning, scheduling, contracting and execution strategies necessary for the successful completion of various building and maintenance related projects.

Capital Campaign Committee - Works with the pastor in creating various strategies to effectively fund all aspects of our capital building projects.

Stewardship Committee - Stewardship is the careful and responsible management of something trusted to one's care. This committee promotes the mission of our parish by fostering stewardship as a way of life within all aspects of our church community. We are called to be good stewards of our time, talent and treasures.

Finance Council - Provides advice and recommendations to the pastor concerning the stewardship of the parish's fiscal and temporal resources, including conducting long range financial planning to support the mission of the parish.

Pastoral Council - Helps to develop the parish ministry strategic plan while offering recommendations to the pastor on parish matters. Council members are elected by the parishioners for specific term limits.

Developmental Council - Volunteers help to develop parish participation in social settings and fundraising opportunities.

“In every way I have shown you that by hard work of that sort we must help the weak, and keep in mind the words of the Lord Jesus who himself said, ‘It is more blessed to give than to receive.’” Acts 20:35

Adult Formation

For more information on the following ministries, please contact Denise Donahoe, Director of Religious Education for St. Martin de Porres – 478-3845 ddonahoe@smdpcatholic.com. A team of adults share their gifts in the area of ongoing adult catechesis.

Adult Formation Ministries include the following:

† Parish Missions

† Topic Speakers and DVD Series

† Bible Study, which includes

Come, Lord Jesus!

† Days and Evenings of Reflection

† Retreats

† Marriage Preparation

† Baptismal Preparation

† Marriage Enrichment

† RCIA Preparation

† Adult Confirmation

R.C.I.A. - *Rite of Christian Initiation for Adults*. Team members help form new disciples of Jesus Christ. Catechumens and Candidates who desire to experience ongoing conversion to a new way of life in Christ are taught to embrace the sacramental life based on scripture and traditions of the Catholic Church. Team members may serve as catechists, coordinators of various aspects of the initiation process, sponsors/mentors, and hospitality assistants. Every baptized parishioner has a role in the initiation of new disciples who seek full communion with the Catholic faith community.

Marriage Preparation Sponsor Couple - Share their journey of sacramental living as a covenant with engaged couples while they are preparing for the Sacrament of Marriage. Couples are trained for this important ministry to assist the pastor in helping to prepare engaged couples to embrace and live their vocation as a Covenant and Sacrament of married life.

Come Lord Jesus! - Small groups meet weekly in homes or offices to learn more about their Catholic faith, as practiced by the early Church (ACTS 2:42). Through prayerful scripture study, centered on the Sunday readings, these groups learn different kinds of prayer and explore how community and contemplative prayer can fit into our daily lives. Members learn to be witnesses for Catholic beliefs, put their faith into action and develop spiritual friendships. There are women's, men's and couple's groups that meet weekly, at different times of the day.

Catechists - Adults called to share their faith with other adults and assist in various ways - as presenters, catechists and facilitators for such programs as baptismal prep., marriage prep., adult confirmation, seasonal adult catechesis, bible studies, evenings of reflection and parish missions.

Scripture Reflection Group - This group gathers weekly to drink coffee and study the coming Sunday's scripture readings and reflect on their meaning. Men meet at 6:00 am on Fridays while women meet at 6:00am on Wednesdays in the Main Church Meeting Room.

“All your children shall be taught by the Lord, and great shall be the peace of your children.” Isaiah 54:13

Children and Youth Religious Education

For more information on the following ministries, please contact Denise Donahoe, Director of Religious Education for St. Martin de Porres – 478-3845 or email at ddonahoe@smdpcatholic.com.

Religious Education for Youth - Adults who share their gifts in providing religious education in the following way:

Catechists - Catechists teach our Catholic faith to the youth. A catechist can teach alone or teach with another catechist.

Catechist Aides - assist the catechist with roll, activities, classroom management, discipline, etc.

Prayer Assessors - work with our elementary children during class, one-on-one, to help them learn the prayers and practices of our Catholic faith.

Crafty Volunteers - are called on periodically to make posters, games or help with art and environment for our classrooms and events.

Youth Group Ministers - Serve in the ministry of providing quality Catholic Christian youth programs for middle and high school age students of our parish faith community. One may serve as a coordinator of various events, a chaperone, an assistant, or a sponsor to support youth activities in the parish and in the diocese.

Security Personnel - helps students in and out of cars before and after class and monitors the parking lots and pick-up areas before, during, and after class.

Children's Church Catechists - Dismiss with young children during 10:30am Mass and teach them about the Sunday readings and about our faith (4 yrs. old thru 1st grade).