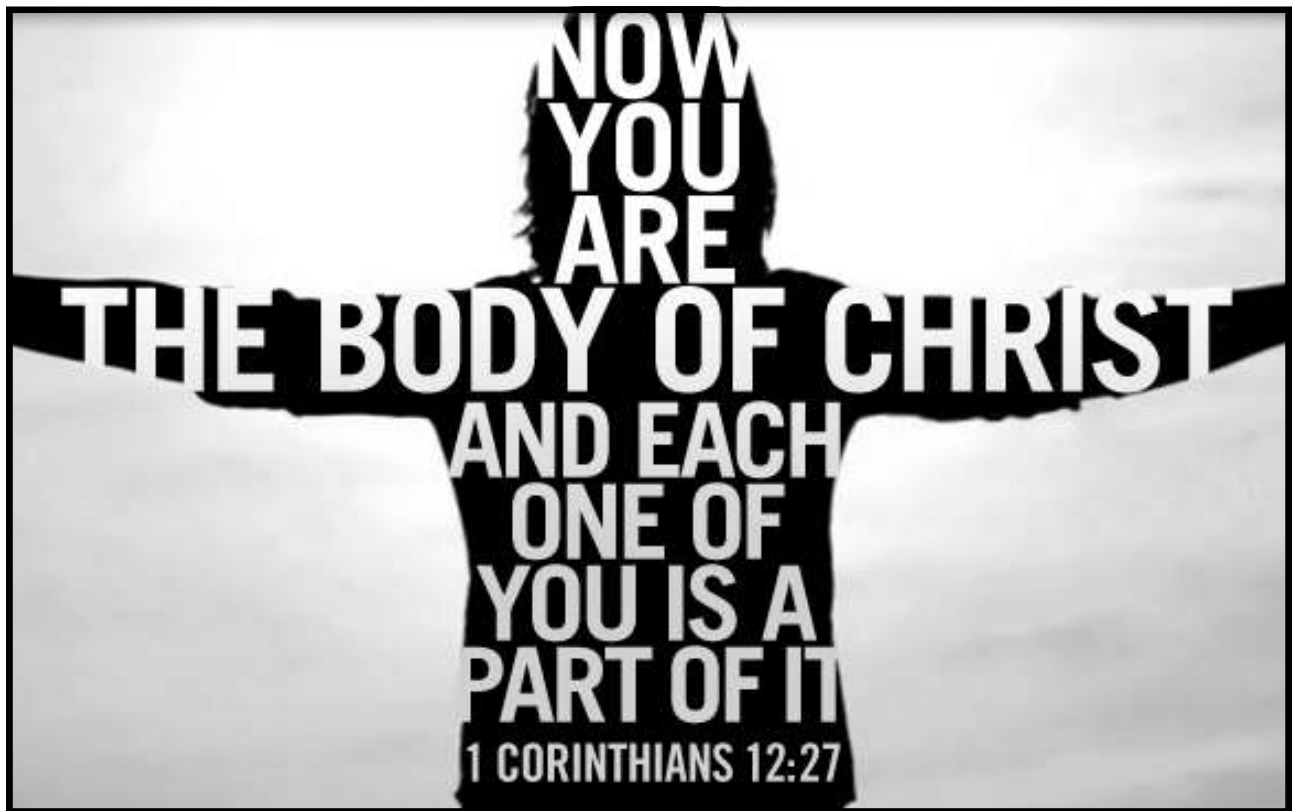


Ministry Handbook

"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



St. Martin
— de Porres —
CATHOLIC CHURCH

By God's Grace...For God's Glory

*"... 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

Stewardship is offering:

Time

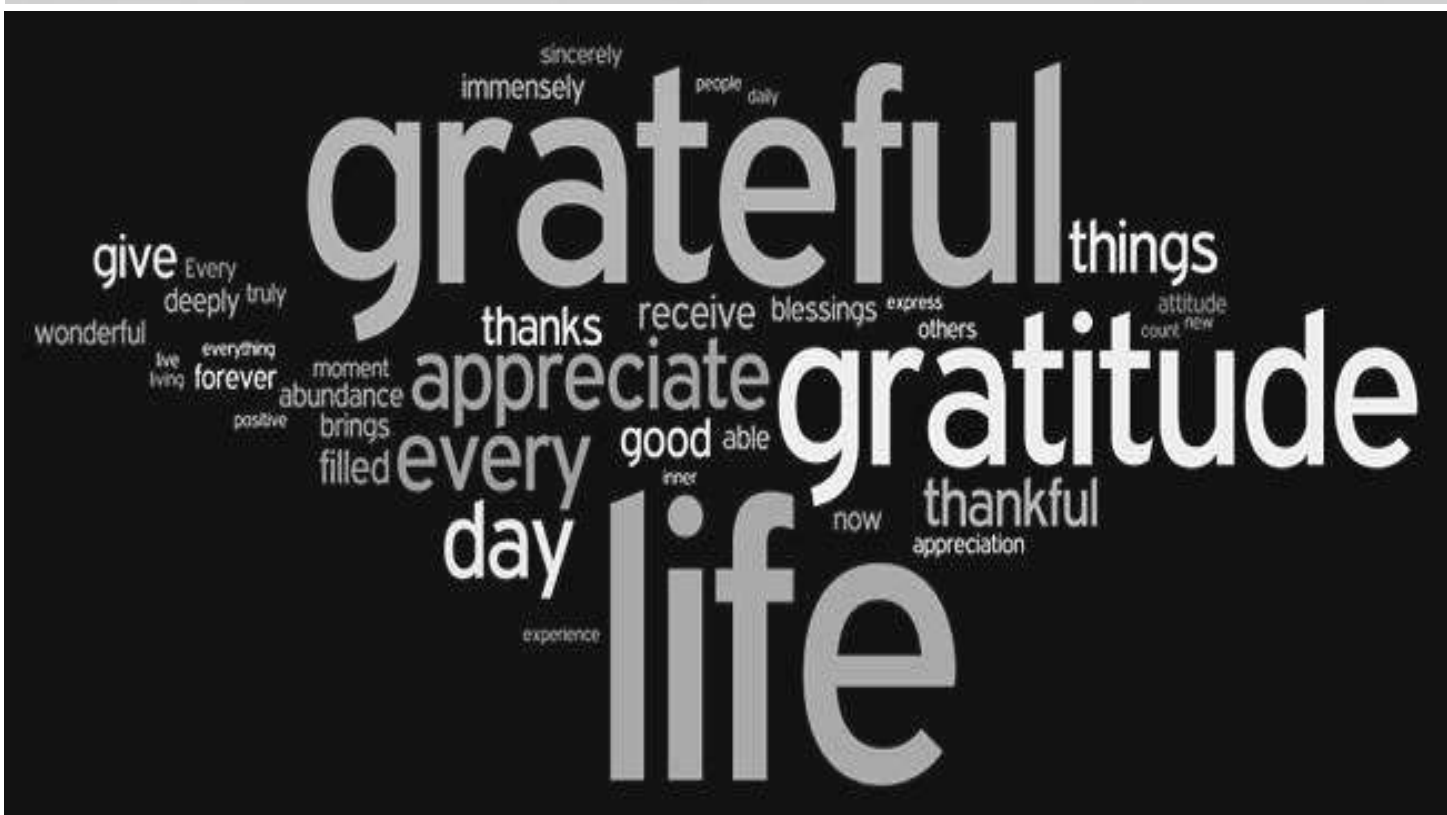
- Being good stewards of our time is the gratitude that God has given us yet one more day to work towards our salvation; to recognize each hour as another opportunity to serve Him.

Talents

- Being good stewards of our talents is the sense of responsibility to nurture and advance our God-given skills and talents for the benefit of the Body of Christ.

Treasure

- Being good stewards of our treasures is maintaining a spiritual perspective on the material world, avoiding the sense of entitlement, while nurturing the feeling of thankfulness, humility and trust in God.



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

Administrative & Pastoral 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.

Development Council - Volunteers help to develop parish participation in social settings and fundraising. The committee will work with the Pastor and the church staff to plan and execute parish fellowship opportunities and various fundraising events. Nine council members appointed by the Pastor for staggered terms.

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.

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.

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.

Other Ways to Get Involved in your Catholic Faith & Community

Collections - You can support the work of the Church by giving to the collections taken up in our parish. Online giving is available at www.smdpcatholic.com.

Campaigns - Support and get involved in the many Catholic supported campaigns supporting life and dignity. Such as, "People of Life"- Pro-Life Action Campaign - Join Tom Grenchik and the staff of the Pro-Life Office of the USCCB as they help support the bishops' mission to renew respect for human life from conception to natural death. See USCCB.org for more information on Catholic public action campaigns.

Bequest Gifts - Consider making SMDP a beneficiary in your will, in estate planning or to make a restricted gift.

Matching Gifts - Investigate whether your company has a Matching Gift Program. If so, send your donation along with the matching gift form to the church. Please check with your organization for details as many matching gift programs exclude religious organizations and programs.

Stock Gifts - Make a bigger impact by donating long-term appreciated securities, including stock, bonds, and mutual funds, directly to the church. Compared with donating cash, or selling your appreciated securities and contributing the after-tax proceeds, you may be able to automatically increase your gift and your tax deduction. When you donate stock to charity, you'll generally take a tax deduction for the full fair market value. And because you are donating stock, your contribution and tax deduction may instantly increase over 20%. See your investment and tax advisor for details.

"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 Faith Formation

For more information on the following ongoing adult faith formation opportunities, please contact:
Denise Donahoe, Director of Religious Education for St. Martin de Porres – 478-3845, ddonahoe@smdpcatholic.com.

Adult Faith Formation includes:

- † Parish Missions
- † Faith Formation (topic speakers, DVD Series)
- † Bible Study, which includes Come, Lord Jesus
- † Days and Evenings of Reflection
- † Marriage Preparation
- † Baptismal Preparation
- † Couple's Prayer
- † Marriage Enrichment
- † RCIA Preparation
- † Adult Confirmation Preparation

Come Lord Jesus! - Small groups meet weekly in homes or offices to learn more about their Catholic faith. 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 daily life. Members learn to be Catholic witnesses who put their faith into action and to develop spiritual friendships. There are women's, men's and couple's groups that meet weekly at different times of the day.

Scripture Reflection Groups - Two groups gather weekly for coffee, study and reflection on the coming Sunday's scriptures. They meet at 6:00 am in the main church meeting room, women on Wednesdays and men on Fridays.

Catechists - Parishioners share their faith with other adults in the roles of presenter, catechist and facilitator in various ministries such as Bible studies, RCIA, topic speakers, baptismal preparation, marriage preparation, adult Confirmation, and days and evenings of reflection.

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, 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.

Couple Prayer - The internationally used Couple Prayer Series helps married couples more fully enjoy the life-changing intimacy of praying together as husband and wife comfortably and consistently. Six DVDs plus included print materials provide couples with resources to deepen their prayer lives. It is offered usually in the fall.

Adult Confirmation - Preparation classes for Catholic adults who wish to receive the Sacrament of Confirmation are offered on Wednesday evenings, 6:30-8:00 pm, usually starting in January. Confirmation is held during the Easter season.

"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 ongoing adult faith formation opportunities, please contact:
Denise Donahoe, Director of Religious Education for St. Martin de Porres – 478-3845, ddonahoe@smdpcatholic.com.

Religious Education for Children and Youth - Adults can share their gifts in the following ways:

- † **Catechist** - Catechists teach our Catholic faith to the youth. A catechist can teach with an aide to assist or can co-teach with another catechist.
- † **Catechist Aide** - assists the catechist with roll, activities, classroom management, discipline, etc.
- † **Prayer Assessor** - works with an elementary child to help them learn the prayers and practices of our Catholic faith. This occurs during RE, Wednesdays, 5:15-6:30 pm.
- † **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.

† **Youth Group Volunteer** - A volunteer can assist our Youth Ministry Staff in providing the middle and high school age students with quality youth events. One may serve as a chaperone, an assistant, a fundraiser helper, or as a sponsor to support youth activities in the parish and in the diocese.

† **Children's Church Catechist** - These volunteers teach young children (4 yrs. old through 1st grade) during the Liturgy of the Word portion of the 10:30am Sunday Mass. They teach about the gospel and about our Catholic faith.

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 on the first Monday and the last Friday of each month from 8:30am to 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 compassionate 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.

Manna Ministry - Manna Ministry is a partnership of churches joining together to give food and financial help to the needy of our area. We have been part of this ecumenical ministry since its beginning. Currently, partner churches are St. Martin de Porres Catholic Church, St. Luke-Simpson Methodist, Trinity Baptist, University Methodist, Lakewood Bible Fellowship, Sale Street Baptist, Bethel Presbyterian, & Emmanuel Baptist. Located at St. Luke-Simpson Methodist Church, food and financial aid are distributed on Wednesday of each week from 9-11 AM. Volunteers are welcome.

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.

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.

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

"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 as proclaimers of God's Word when the faith community gathers for worship and prayer (Mass, funerals, weddings).

Sacristans - Serve the parish by assisting in setting up the credence table for Mass, the general maintenance of sacred vessels and altar linens.

Ushers and Hospitality Ministry - Serve the parish assembly by: greeting and welcoming people, helping people with seating; helping with the preparation of gifts (Offertory); and maintaining security and more.

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.

"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.

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.

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. CDA is primarily a service organization working under the motto of "Unity & Charity". We are comprised of Catholic women aged 18 years or older, supporting our parish and local community with service projects. We meet at 6:00 PM on the second Tuesday of the month, September through June.

Cenacle of Prayer - A cenacle is technically a "meeting room"; particularly referring to the Upper room in which Jesus and his disciples gathered at the last Supper (Mt 26:17-19); also the site of Christ's resurrection appearance to the Apostles (Jn 20:19); and the descent of the holy Spirit upon the Apostolic church (Acts 1:13). Therefore, a Cenacle of Prayer is to spiritually go to a place set apart, like an Upper room, to call upon and be open to the movement of the Holy Spirit. If you feel called to pray with people in need, this ministry is for you. They meet after 10:30 Mass the first Sunday of every month.

Charismatic Renewal Prayer Group - This group gathers to praise God, listen for God's direction and pray for healing. They meet every 2nd and 4th Monday from 6:30-7:30pm in the music room behind the Church.

Divine Mercy Chaplet - This group gathers to pray the Divine Mercy Chaplet at the Main Church every Wednesday after 8am Mass and Divine Mercy Sunday in the afternoon. This group is open to the public.

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

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.

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

Teen A.C.T.S. - A Teen ACTS retreat is a 3 day, 3 night Catholic lay retreat for parish high school students, based on the Paschal Mystery of Jesus Christ. The retreat is presented by a team of parishioners composed of high school students, young adults (ages 21-25) and adults. The retreat begins on Thursday evening and ends Sunday with mass celebrated with the parish community. Teen ACTS retreats are co-ed, consisting of male and female team members and retreatants. Adults and Young Adults facilitate, guide, mentor and participate along with the teens.

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

Welcoming Committee - The 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.

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